



EXTENDED DAY PROGRAM

VESTAVIA HILLS CITY SCHOOLS

EXTENDED DAY PROGRAM
PARENT HANDBOOK
2018-2019

Thomas J. Callahan, Administrator
1204 Montgomery Highway
Vestavia Hills, Al 35216
205-402-5123
callahantj@vestavia.k12.al.us

Vestavia Hills City Schools (VHCS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For further information on notice of non-discrimination, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>
for the address and phone number of the office that serves
your area, or call 1-800-421-3481.

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Mission of the VHCS Extended Day Program

The mission of the Vestavia Hills City Schools Extended Day Program is to provide a safe and secure environment for the children of working families in Vestavia Hills. The program accomplishes this through a seamless transition from the classroom to after school care which will ensure that children are supported in their academic and social growth. The program is distinguished by:

- Focusing on educational, social, and physical needs of students
- Providing a safe and secure environment for children
- Attracting and maintaining quality staff dedicated to the well-being of students
- Expanding community outreach and partner involvement
- Leveraging technology to meet student, parent, and administrative needs

This handbook will familiarize you with the Extended Day Program (EDP) policies and procedures. The guidelines in the District's Student-Parent Handbook also apply to the Extended Day Program. Your signature on the registration form is your acknowledgement that you have reviewed this handbook and understand its contents.

Keep your Extended Day site's direct number in your possession at all times. Each Site Director maintains a Vestavia Hills City Schools' email address. You may communicate with your Site Director through email; however, please remember emails left after 12:00 p.m. may not be read until the next day as our employees will be engaged with children away from the computer.

Program Administrator:
 Thomas J. Callahan
 1204 Montgomery Highway
 Vestavia Hills, AL 35216
 205-402-5123 – office
 205-402-5134- fax
callahantj@vestavia.k12.al.us

<p>Central Elementary EDP 1281 Montgomery Highway Vestavia Hills, AL 35216 205-823-7593 – Office Victoria Bruce, Site Director bruceve@vestavia.k12.al.us http://www.vestavia.k12.al.us/Page/1958</p>	<p>Cahaba Heights Elementary EDP 4401 Dolly Ridge Road Vestavia Hills, AL 35243 205-402-5490 – Office 205- 873-4161 Angela Dickey, Site Director bryanjl@vestavia.k12.al.us http://www.vestavia.k12.al.us/Page/1957</p>
<p>East Elementary EDP 2109 Tyson Drive Vestavia Hills, AL 35216 205-979-0838 – Office 205-308-8596- Cell Andrea Becker, Site Director beckerah@vestavia.k12.al.us http://www.vestavia.k12.al.us/Page/1959</p>	<p>Liberty Park Elementary & Middle EDP 17051 Liberty Parkway Vestavia Hills, AL 35242 205-967-0314 - Office 205-910-4159- Cell Dawn Otto, Site Director ottodc@vestavia.k12.al.us http://www.vestavia.k12.al.us/Page/1960</p>
<p>Pizitz Middle EDP 2020 Pizitz Drive Jordan Robbins 205-402-5105 – Office 205-907-5016- Cell robbinsjh@vestavia.k12.al.us</p>	<p>West Elementary EDP 1965 Merryvale Road Vestavia Hills, AL 35216 205-402-5147 Zandra Montgomery, Site Director montgomeryzh@vestavia.k12.al.us</p>

ADMISSION & WITHDRAWAL REQUIREMENTS

Any child who is currently attending kindergarten through eighth grade in a Vestavia Hills City School may attend the EDP at his/her school. Vestavia Hills East, Vestavia Hills West, Vestavia Hills Central, Vestavia Hills Cahaba Heights, Vestavia Hills Liberty Park Elementary, Vestavia Hills Liberty Park Middle School and Pizitz Middle School provide after-school care for students.

Parents are required to complete registration forms and pay a registration fee.

All fees are charged on a weekly basis. ***Drop-in service is not available.*** Children may enter and leave the program at any time during the course of the school year.

Parents are responsible for updating information on the child's enrollment card. Information such as correct phone numbers (for work and home), emergency contacts, physician's name and number can save time in an emergency situation. Please up-date this information when necessary.

The program reserves the right to ask parents to remove their child if he/she cannot adjust to the program and/or for behavior problems. (See Disciplinary Guidelines) Parents are given notice of pending withdrawal; however, should a child's behavior become uncontrollable or a hazard to the well being of others, immediate dismissal will occur.

Tuition

- **Full-time (5 days): \$200 per month for first child, \$160 for second, \$120 for third**
(Tuition for August, December and January will be prorated to \$150 per month for first child, \$120 for second, \$90 for third)
- **Part-time (1-3 days): \$128 per child per month (no sibling discounts)**
(Tuition for August, December and January will be prorated to \$96 per month)

Tuition is due in full by the 5th school day of each month.

****If you use the part-time rate, you are required to designate which days each week your child/children will attend in advance. If your child attends four or more days, you will be charged the full weekly fee.**

Returned Checks

Nexcheck processes all returned checks. Your returned check is sent from our bank to Nexcheck for collection.

The Vestavia Hills City Schools returned check policy adopted, February 2006, states:

“Non-Sufficient fund checks or account closed checks will automatically be sent to a collection agency by the bank used by Vestavia Hills Board of Education. Vestavia Hills City Schools may apply fees for uncollected checks. The fees collected for returned checks may be used for related expenses and recovery of uncollected checks by Vestavia Hills City Schools or by a contracted agreement with a check collection agency. If two or more non-sufficient fund checks are received from one household, only cash or money order will be accepted for payments.”

Unpaid Tuition

Timely payment of tuition is necessary for the success of the program. You will be notified if you owe \$200.00 or more to the EDP. Your child will not be allowed to attend EDP until the account is brought current or you have discussed a plan for payment with your local EDP director.

Late Pick Up Fee

Parents who pick up later than 6:00 p.m. will be charged a late pick-up fee of \$1.00 per minute, per child, for the first five minutes late. After five minutes, parents are charged \$5.00 per minute per child. This fee is due on the day that it is charged. The EDP reserves the right to terminate services to any child whose parents are frequently late.

Arrival and Departure

After School:

1. Parents are required to come inside and sign the child out each day. All EDP locations use Jackrabbit, an online management system for software for clock-out/in. Parents are required to clock their child out on the computer as well as sign them out on paper. State Law requires that we have a parent/guardian signature to release a child.
2. We ask that you or whoever will pick up your child please bring a photo ID the first few times to pick up, so that the front desk worker can check against the pre-approved checkout list.
3. Check out procedures at individual EDP sites will reflect the official checkout procedure on file with the school's registrar. Should changes to your child's checkout procedure be necessary, please notify both the school and the EDP site director.
4. The sign-out sheet is our safety check to be sure the child is leaving with the correct person.
5. A parent or his designee will be required to sign children out. Another child cannot sign a sibling out nor can a child sign himself out.
6. Computer Clock-In/Out procedure is posted at each site.
7. Remember, EDP closes at 6:00pm daily.

Inclement Weather/Early Dismissal

Should school dismiss early for weather or any other type of emergency, the Extended Day Program will NOT open. You will be notified by the school or VH Connect to pick your child up for an early dismissal. If the Vestavia Hills City Schools are closed for weather or any other type of emergency, the Extended Day Program will not be open. Local media will be notified when a decision has been made by the Superintendent to close schools. Information will also be posted on the District website. Be sure all of your information is up to date at the local school to assure that you receive a phone call and an email through VH connect about any changes to the school day, including EDP.

Snacks

Afterschool snack may consist of water, juice and cookies, chips, popcorn, crackers or fruit. We try to keep a variety of snack items available and encourage children to make good choices every day.

Home/Extended Day Cooperation

We ask that you remember these few items when you send your child to school/after school care.

- Children should wear comfortable clothing suitable for outdoor play.
- All clothing should be marked with the child's name.
- It it's dress-up day or picture day at school, please send extra "play" clothes for after school.
- Children may not bring electronics, toys, and games from home. The EDP is not responsible for lost, stolen, or broken items.
- Please let the EDP know when your child will not be attending EDP. We keep a roll and will call you if your child is not at EDP. Each site will maintain a phone and messaging service for this purpose.
- All EDP phone numbers are listed at the front of this handbook.
- If your child attends a school sponsored field trip or school event and must come to EDP late, please notify the EDP in advance.

Homework/Activities

Homework time begins immediately after snack and continues for 30 to 45 minutes. Homework time will never be used as punishment. The purpose of homework time is for the child to complete assignments so the evening hours are free for family activities. When homework has been completed, each child may join his activity choice for that session.

Some of the activities available after homework are:

Computer time

Wii games

Legos

Playground

Board games

Gym

The [Code of Conduct for Vestavia Hills City Schools](#) will guide consequences for inappropriate behavior.

(Grades K-5) Consequences for **Class I** offenses will be as follows:

- 1st incident: Student is separated from the group for the period of time the incident is reported.
- 2nd incident: Behavior conference is conducted and the report is sent home for parent/guardian signature.
- 3rd incident: Behavior report is sent home and student will be suspended for one day, starting the following school day.

(Grades 6-8) Consequences for **Class I** offenses will be as follows:

- 1st incident: Behavior conference with student and separation from the group for the period of time the incident is reported. Special circumstances may warrant disciplinary action as outlined under subsequent offenses.
- 2nd incident: Behavior conference is conducted and the report is sent home for parent/guardian signature. Student is suspended from EDP for one day, starting the following day.

(Grades K-5) Consequences for **Class II** offenses will be as follows:

All Class II offenses should accompany a Behavior report to the parent.

- 1st incident: Immediate suspension from EDP for 2 days, starting the following school day.
- 2nd incident: Immediate suspension from EDP for one week, starting the following day.
- 3rd incident: Dismissal from EDP.

(Grades 6-8) Consequences for Class II offenses will be as follows:

All Class II offenses should accompany a Behavior report to the parent.

- 1st incident: Immediate suspension from EDP for one week starting the following school day.
- 2nd incident: Dismissal from EDP.

It may be necessary to conduct a student behavior conference (p.11) if you are witness to a behavior incident. This form allows students to consider their behavior and help them to develop the tools to make more appropriate decisions in the future.



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EDP Student Behavior Report

Date _____

Child's Name _____

Incident: _____

Consequence (including code of conduct reference) _____

Student Signature: _____

Site Director Signature: _____

Parent Signature: _____

If an incident or accident has occurred during EDP hours, the following incident report will be filed and a copy will be given to the parent:



EXTENDED DAY INCIDENT REPORT

STUDENT'S NAME: _____

DATE: _____ TIME: _____ SITE: _____

STAFF MEMBER REPORTING INCIDENT: _____

LOCATION: ___ PLAYGROUND ___ HALLWAY ___ RESTROOM ___ CLASSROOM

OTHER: _____

Incident Explanation/Comments:

Student Signature: _____

Leader Signature: _____

Director Signature: _____

Parent/Guardian Signature: _____

Health & Medical

There are times when students will need medications while at school and EDP. EDP follows the same guidelines that are followed during the school day. Please see your

local school website for additional information and to download a form which must be completed by the child's physician.

Parents are responsible for updating information with the registrar at the school. EDP will follow the directions followed during the school day. Correct phone numbers for work and home are essential; emergency contact name and number, physician's name and number can save time in an emergency. Please update this information when necessary.

Tornado Drills

Each site has a carefully planned tornado drill and emergency plan. In each facility we have a civil defense monitoring system that constantly provides us with the prevailing weather conditions. Staff is alerted when we receive a tornado watch signal. The emergency drill is called as soon as the tornado warning is received. All students are stationed on the lowest level in the safest areas of the school.

The detailed plan for each site will be kept in the Site Director's office and may be reviewed by parents.

Fire Drills

Carefully planned drills are practiced regularly. The detailed plan for each site will be kept in the Site Director's office and may be reviewed by parents. The safety of the children is our greatest concern.