

**Bache-Martin Elementary School Extended Day Program  
Policies and Procedures  
2016 –2017**

**PROGRAM OBJECTIVE**

The Bache-Martin Elementary School Extended Day Program was founded in 1987 to provide children of Bache-Martin with a quality afterschool program because their parents are employed or furthering their education. Members of the Bache-Martin staff provide supervision, guidance, and instruction in a safe, friendly and comfortable environment.

**ELIGIBILITY**

The program is open to Bache-Martin Elementary School students in kindergarten through 4th grade. **Accounts from the previous year must be settled before students can be enrolled in the program for the current school year.**

**HOURS OF OPERATION**

The hours of operation are from regular dismissal time until **5:45PM**. Children may be picked up at any time during the program. Please remember extended day will not be available on professional development days (early dismissal days).

**DAYS OF OPERATION**

The program will be conducted on all regular school days beginning Monday, September 12, 2016 through June 16, 2017.

**FEES**

The cost of the program will be as follows:

1. **Early Membership (pick-up by 4:30pm)** - \$900 per Child for first student in a family. Fees for additional students in the same family will be \$850 per child.
2. **Late Membership (pick-up by 5:45pm)** - \$1,200 Per Child for first student in a family. Fees for additional students in the same family will be \$1,150 per child.
3. **Late fee** – **Parents must pick up students at the agreed upon time to avoid additional fees. Parents who are late will be assessed an additional fee for each occasion of lateness. Excessive lateness will result in the revocation of extended day services.**

The fee is an ANNUAL fee divided into 10 equal payments. To keep the program running smoothly, payments must be made in a timely manner at the beginning of each month. All accounts must be settled in full by the **FIRST DAY OF SCHOOL IN JUNE**. All payments MUST be made by MONEY ORDER, payable to Bache-Martin Elementary School. Please **PRINT** the student name(s) on all money orders.

We are unable to give credit for half days, holidays, winter break, spring break, sick days, snow days, travel days, OTHER elective extracurricular clubs or activities, etc. However, if a parent chooses to commit to a **CONSISTENT** schedule other than 5 days per week (e.g. **CONSISTENTLY** 1, 2, 3 or 4 days per week), the fee can be prorated at the beginning of the program. Kindergarten parents will receive the application form during their pre-conferences with the teachers. Applications are available from homeroom teachers by request.

## **PICK UP PROCEDURES**

Only parents or their designees are permitted to pick up children. Parents may designate others to pick up their child by including the names of the authorized people on the program application form. The parent or designated person must do the following:

1. Enter the building via the door at 23<sup>rd</sup> & Parrish St.
2. Enter the lunchroom via the door next to the vestibule.
3. Inform teacher the name of the child they are picking up and **HAND THE TEACHER A PHOTO ID.**
4. Sign official sign out book, including necessary information.
5. Exit building with child via 23<sup>rd</sup> & Parrish doors only.

Parents may designate an emergency pick-up person in writing. The note should include the name, address and telephone number of the emergency pick-up person. The emergency pick-up person must present a photo ID when picking up the child.

## **LATE PICK UP**

Late pick up of children will not be tolerated. It is the responsibility of all parents to have emergency pick up plans. **Parents who are late picking up their children will be assessed an additional fee for each occasion of lateness. Excessive lateness will result in the exclusion of the privilege of extended day services.**

## **EMERGENCY SCHOOL CLOSINGS**

The Extended Day Program will NOT be conducted in the event of an emergency closing. On emergency closing days, the Extended Day children will assemble in the Martin Lunchroom. Students are expected to be picked up 30 minutes after the time of the emergency closing. Parents are informed of emergency school closings via radio reports on KYW radio 1060AM and other radio stations. We will also try to reach you by phone when school closing is announced.

PLEASE MAKE PLANS FOR EMERGENCY SCHOOL CLOSINGS. THIS USUALLY OCCURS AT LEAST TWICE EACH YEAR. We may be unable to notify parents by phone of emergency closings.

## **REQUIRED SUPPLIES AND MATERIALS FROM PARENTS**

Please supply your child with pencils, crayons and reading materials daily.

## **SNACKS**

Students are given a small snack at approximately 3:20PM. Parents may pack an additional small snack with your child's lunch.

## **BEHAVIOR PROBLEMS**

Participation in this program is a privilege awarded to a small percentage of the eligible students in the School District of Philadelphia. Bache-Martin is one of a few schools that offer this dynamic program. **Students with chronic behavior problems will not be permitted to continue participating in the program.**

**Bache-Martin Elementary School Extended Day Program  
Student Information Form 2016 –2017**

**Child's Information**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_  
Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Membership Type:**    **Early**    **by 4:30pm (\$90/month)**    **\$900/year** \_\_\_\_\_  
                                  **Late**    **by 5:45pm (\$120/month)**    **\$1,200/year** \_\_\_\_\_

**Parent's Information:**

Parent/Guardian's Name \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email address \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email address \_\_\_\_\_

**Emergency Contact Information** (list someone other than regular pick up person)

Emergency Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Relationship to child \_\_\_\_\_

**Other Approved Pick Up People – Please list the names of other people who have your permission to pick up your child. Include family members.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Special Medical Problems:**            **Yes** \_\_\_\_\_            **No** \_\_\_\_\_  
**Details** \_\_\_\_\_

**WHAT TIME WILL YOU PICK UP YOUR CHILD?** \_\_\_\_\_

I would like my child to participate in the Bache-Martin Elementary School Extended Day Program. I understand and will adhere to all program policies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_