



Bache-Martin Elementary School Extended Day Program Policies and Procedures

Policies and Procedures 2018-2019

PROGRAM OBJECTIVE

The Bache-Martin Elementary School Extended Day Program was founded in 1987 to provide children of Bache-Martin with a quality after-school program. Members of the Bache-Martin teaching 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 5th 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, August 27, 2018 through Tuesday, June 4, 2019.**

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 fees** - Parents must pick up students at the agreed upon time to avoid additional fees. Parents who are late will be assessed an additional \$10 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 for the convenience of parents. **The first payment is due with the completed application no later than 8/27/18.** To keep the program running smoothly, payments must be made in a timely manner at the beginning of each month; all payments should be handed **ONLY** to Ms. Fitzpatrick, or Ms. McAdoo. **All accounts must be settled in full by Friday, 5/31/19.** All payments **MUST** be made by **MONEY ORDER**, payable to **Bache-Martin Extended Day**. Please **PRINT** the student name(s) on all money orders.

Please note that 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. Applications are available from homeroom teachers and extended day staff by request.

PICK-UP PROCEDURES

Only parents or their regular designees are authorized to pick up students. Photo identification and contact info are required for parents and designees. In the event that a parent finds it necessary for his or her child to leave with an adult other than one of the adults listed on the initial application, the child's homeroom teacher and extended day staff must be notified in writing or via email no later than the morning of the day of pick up. The notification must include the name, address, and telephone number of the new pick-up adult, who must present a photo ID before signing the child out.

Approved adults picking up extended day students must follow these procedures:

1. Enter the building via the lunchroom door at 23rd & Parrish Streets.

2. Inform a teacher of the name of the child they are picking up and present the teacher with a PHOTO ID.
3. Sign the official sign out book, including necessary information.
4. Exit the building with the child via 23rd & Parrish doors only.

EMERGENCY SCHOOL CLOSINGS

The Extended Day Program will NOT be conducted in the event of an emergency closing. On emergency closing days, 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 the SDP website and reports on radio/television stations. We will also attempt, when possible, to reach you by phone/text/email when a school closing is announced.

PLEASE MAKE PLANS FOR EMERGENCY SCHOOL CLOSINGS. THIS USUALLY OCCURS AT LEAST TWICE EACH YEAR.

REQUIRED SUPPLIES AND MATERIALS FROM PARENTS

Please supply your child with homework materials (pencils, crayons, reading materials, etc.) daily.

SNACKS

Students are given a snack at approximately 3:20PM. Parents may pack an additional snack with their child's lunch. **PLEASE ADVISE US OF ANY FOOD ALLERGIES.**

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 2018-2019

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 _____

What time will you pick up your child? _____

Parent's Information:

Parent/Guardian's Name _____

Place of Employment _____

Address _____

Work Phone _____ Cell Phone _____

Email address _____

Parent/Guardian's Name _____

Place of Employment _____

Address _____

Work Phone _____ Cell Phone _____

Email address _____

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

Name_____

Address_____

Home and Work Phones_____

Cell Phone_____

Relationship to child_____

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

1. _____

2. _____

3. _____

4. _____

5. _____

SPECIAL MEDICAL PROBLEMS/ALLERGIES:

YES _____ NO _____

DETAILS _____

PLEASE NOTE: THERE IS NOT AN ON-DUTY NURSE IN THE EXTENDED DAY PROGRAM. EXTENDED DAY STAFF ARE NOT AUTHORIZED TO ADMINISTER MEDICATIONS OR OTHER MEDICAL INTERVENTIONS. IN THE EVENT OF A MEDICAL EMERGENCY, EXTENDED DAY STAFF WILL CONTACT #911 AND THE PARENTS.

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_____