



White Bear Lake Area Schools Community Services

Four Year Old Extended Day

Family Handbook

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Four Year Old Extended Day Family Handbook

Program Purpose

The White Bear Lake Area Schools Extended Day Program provides a safe, enriching, educational and recreational environment that encourages the development of positive social skills in children. The program is staffed by trained adults. Programming is designed to offer experiential learning in areas such as active play, dramatic play, crafts, games, cooking and science projects, and community service.

The Extended Day staff will work closely with the parents/guardians to provide the best care for each individual child.

The Extended Day Program follows all Independent School District #624 School Board approved policies including those outlined in the *Student Discipline Code*.

Welcome to the White Bear Lake Area Schools Extended Day Program.

Mission Statement

The White Bear Lake Area Schools Extended Day Program provides quality care in a safe and inclusive environment to inspire learning and support families.

Orientation

Parents are encouraged to contact the Program Leader at your child's school to set up a time for an individual orientation.

The Extended Day Office is located in the Community Services Office: White Bear Lake Area Schools District Center, Room 106. Office hours are 7:30 am – 4:30 pm, Monday – Friday.

Program Hours:

The Extended Day Program is open from 6:30 AM until 6:00 PM. Parents and children are not to enter the building prior to 6:30 AM.

Parents must pick up their child by 6:00 PM. A late charge will be assessed for pick up after 6:00 PM at a rate of \$15.00 for every 15 minutes that the parent is late. It is the parents' responsibility to have the late fee ready upon arrival and payable to the staff. If staff have not been notified and are not able to reach anyone listed as an emergency contact by 6:30 PM, the child will be released to local law enforcement. Parents should plan ahead for emergency pick up by having a friend or relative prepared to cover for them. Consistent tardiness in picking up your child will result in termination from the program.

Enrollment

Enrollment is on a first come, first served basis. A contract and registration fee must be submitted to the Community Services Office a minimum of three working days prior to the day you wish to start using the program.

Contracts and Billing

Parents are required to sign a contract for the Extended Day Program. Parents must contract for a minimum of 2 days per week. Children may attend full days or half days. Days must be the same each week. No credit is given for absence. To request vacation credit or withdraw from the program you must give the Community Services Office a two week **written** notice. Telephone calls or notification to the site staff is not acceptable notification.

Any change in your contract requires a two week written notice to the Extended Day Office. A \$10.00 fee will be assessed each time you change your contract.

Monthly bills are e-mailed to parents the last week of the month.

Payments are due the first and third Mondays of the month. Payments are to be made out to Community Services and mailed or brought to the Community Services Office, 4855 Bloom Ave., White Bear Lake. Extended Day also accepts VISA and Master Card. Parents wishing to use a credit card should request a Credit Card Authorization Form from the staff or the Extended Day office. A \$10.00 late fee will be assessed for all payments more than three business days overdue. Consistent late payment could result in termination from the program. No child’s fee will be allowed to fall more than two weeks behind. Parents wishing to pay online should contact Mary at 651-407-7511 for more information.

Fees

Parents may choose from the following options:

6:30 AM – 6:00 PM	\$38.00 per day
9:00 AM – 3:30 PM	\$26.50 per day
6:30 AM – 12:30 PM	\$23.75 per day
12:00 PM – 6:00 PM	\$23.75 per day
Non-School Days	\$40.00 per day

All checks should be made out to: Community Services and mailed to or dropped off at the Community Services Office, 4855 Bloom Ave., White Bear Lake 55110.

Non-Sufficient Funds

When a check is returned from the bank for any reason, a \$25.00 late fee will automatically be assessed. It is the responsibility of the parent to bring the amount of the NSF check, including the late fee, to the Extended Day Office within three days of the notification. More than two NSF checks will require that all future payments be made by cash, money order or certified check.

Fee Assistance

Partial or total fee reimbursement may be available to qualifying families through Ramsey or Washington Counties. For further information please call Resources for Child Caring at 651-641-0032.

Non-School Days

Days that the elementary children are out of school are referred to as non-school days. Please refer to the Extended Day web page (www.WhiteBearExtendedDay.org) or the District Calendar for a complete list of those days Extended Day is open and the days the program is closed. Parents may select which non-school days they wish to use. Non-School Days are contracted separate from school days.

Sites on these days may rotate to a different elementary school. Please read the Non-School Day Registration Information that comes out approximately 3-4 weeks prior to the non-school days for specific information about these days.

Vacation

In order to receive vacation credit, the Extended Day Office must be notified in writing a minimum of two weeks in advance.

Withdrawing from the Program

A two week written notice is required to withdraw from the program. The contracted daily fee will be charged for two weeks following the date written notice is received. Telephone calls or lack of attendance is not an acceptable method of withdrawing from the program. You will be responsible for all charges incurred throughout the two week period.

Signing In and Out

Parents must sign the attendance sheet when bringing their child to the program and when picking them up. Parents should also check the sign in/sign out table for current program information.

Release of Children

Upon registration the name(s) of the person(s) authorized to pick up your child must be given. If someone other than an authorized person is going to pick up your child the staff must be notified in writing. Children will not be released to unauthorized people. Staff will ask for identification from persons they do not know.

Emergency Closings

Announcement of emergency closings, late starts and early dismissal will be made on WCCO radio (830). Extended Day closings will be announced as part of the White Bear Lake Area School District information.

School Closing Hotline: 651-407-7540.

Communication

Communication with parents is handled through periodic newsletters and notices at the sign in/sign out table. Please watch for these announcements. Each family will have a Family File. Calendars, newsletters and non-school day registration information will be put in the Family File. Please check this file daily. Families may also receive information via e-mail.

Field Trips

Field trips may be planned on non-school days. Parents will be notified of the location and time of any field trip. A form granting permission for a child's participation must be signed by the parent. Any additional cost will be billed to the parent. Unless otherwise stated everyone goes on the field trip. No staff is left on site during a trip.

Personal Belongings

Children should be dressed for both inside and outside play. We go outside daily, weather permitting. Children will be involved in active play and should wear play clothes. A paint shirt should be provided for messy projects. The Extended Day Program will not be responsible for soiled clothing. Outwear, backpacks and lunch boxes should be clearly marked to avoid mix-ups. The program is not responsible for lost items. Valuable items should be left at home.

Sick or Absent Children

Sick children should not be brought to the Extended Day Program. It is important that communicable diseases such as strep throat, chicken pox, impetigo and conjunctivitis be reported to the Extended Day staff.

Parents will be notified from the Extended Day staff of any symptoms of impending illness (e.g. headache, fever, vomiting, etc.). Parents will be expected to pick up a child who appears to the supervisor to be too ill to remain in the program.

Emergency Care

Parents will be called in the event a child requires emergency care. If parents are unavailable, the person(s) indicated as emergency contacts will be notified. All emergency contacts must have a local telephone number. Staff cannot make long distance calls from their rooms. In the event none of the above can be reached and it is an extreme emergency situation, the child will be transported by paramedics to the nearest emergency medical facility. Please make sure your child's records are kept up to date.

Medication Policy

In order for the Extended Day staff to administer medication, a completed *Medication Permission Form* must be on file at the Extended Day site. If the medication is to be given for more than ten days, a doctor's signature is required on the form. Staff is not allowed to administer **any** medication, including over the counter drugs without a *Medication Permission Form* on file. Changes in medication dosage will require that an updated authorization form be completed. Medication must be in the original prescription container.

Health and Safety Information

Emergency information must be on file for all children enrolled in Extended Day. Extended Day does not carry health insurance. Parents will be notified in the case of infectious or communicable disease. After conferring with the school nursing staff concerning the severity of the disease, Extended Day staff will follow policies and procedures as set by the school health office.

Parent Participation

As parents we encourage you to participate in the program. Please feel free to offer suggestions that you feel would enhance the program. Parent volunteers are welcome. District #624 requires all volunteers to have a background check. Please check with a staff person for more information.

If you have any skills you would like to share with the children or staff, please talk to the program leader. Parents are invited to visit the Extended Day site. To schedule a conference, an appointment should be made with the program leader.

Meals & Snacks

The White Bear Lake Area Schools provide a school breakfast and lunch program. If you would like your child to participate, please talk to one of the staff to arrange setting up an account and getting your child a PIN number. Children may bring a cold lunch from home. Please **do not** send things that need to be heated in a microwave oven or refrigerated.

An afternoon snack is provided.

If your child would like to share a treat with the children in the program, it is required by state law that all treats be individually wrapped and commercially made.

Parents should provide the Extended Day staff with any pertinent information about children with modified or therapeutic diet needs. If these needs require a rigid diet, food must be supplied from home.

Discipline

Children will be helped to understand their responsibility to other children, the staff and the program environment. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; or otherwise is unable to conform to the rules and guidelines of the program. When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listening to what each has to say and helping to resolve the conflict through effective communication.

If a conflict continues to exist:

1. A child may not be allowed to participate for a period of time in a particular activity.
2. If the problem is reoccurring, the program leader will request a conference with the parents to discuss ideas on solving the problem.
3. If the unacceptable behavior continues, the child may be suspended for up to two weeks.
4. If the situation continues, parents will be expected to remove their child from the program.

Extended Day Rules

Be safe

Be kind

Be fair

Parents have the responsibility to:

1. Observe the rules and policies of the Extended Day Program.
2. Let the staff know if their child will not be attending for the day.
3. Sign their child in and out of the program
4. Pay fees on time
5. Share concerns they may have about the program and listen to concerns the staff members have about their child and work through an agreeable solution.
6. Inform staff if their child is exposed to a contagious disease.
7. Notify the Extended Day Office in writing of any changes in their contract at least two weeks in advance.
8. Keep child's records up to date.
9. Check the Family File regularly for announcements and notices.

Program Information

Extended Day operates as one of the programs of the
White Bear Lake Area School District #624
Community Services & Recreation Department
4855 Bloom Ave.
White Bear Lake, MN 55110

Telephone Numbers

Pat Riebau, Coordinator	651-407-7510
Mary Woodrich, Billing and Registrations	651-407-7511
Anne Vail, Project Coordinator	651-407-7512
Fax	651-407-7502
Peggie Anderson, Lakeaires Program Leader	651-653-2817
Sheila Higgins/Dee Bear, Otter Lake Program Leaders	651-653-2834
Joan Jost, Hugo Program Leader	651-653-2802

Web Page

www.WhiteBearExtendedDay.org

