

## BELL ACADEMY EXTENDED DAY PROGRAM PURPOSE

The purpose of the Bell Academy Extended Day Program is to provide a safe and supportive environment for the students of Bell Academy, grades 4K-6<sup>th</sup>. It is designed to meet the needs of today's busy families by providing a place for students to complete homework and enjoy recreation with their peers while being supervised by the Bell Academy faculty and staff members. The Extended Day Program is offered each afternoon, Monday through Friday, from 3:00PM-5:30PM. Although students will be given help as needed, it should be considered that the Extended Day Program is NOT a tutorial program. We cannot provide 1:1 tutoring, and if that is a need, please contact your classroom teacher or Mrs. Russell for suggestions. ***Please submit your application by the end of the day on September 11, 2020 in order for us to determine if we will have enough students to have the program and the number of teachers we will need.***

### ENROLLMENT

A student can be enrolled in the Extended Day Program by submitting an application in the office. Students will be given a "slot" based on availability. It is our desire to keep the numbers to a minimal to ensure a more personalized experience. Students will be enrolled in the Extended Day Program unless we are given notice of dismissal. Enrollment is optional. A student can be dismissed from the program for misbehavior, frequent late pickup, or nonpayment. To withdraw from the program, please write a note and send it to the office so we will be aware of a spot that is available for another child. If your child is dismissed from the program by the school, you will receive a written notice. Our teacher student ratio will be 10:1. For every ten students we have, we will add a teacher.

### PAYMENT SCHEDULE

A \$15 registration fee will be required at the time of registration. Payments should be made at the Bell Academy Office by the 5<sup>th</sup> of each month. We will only take payments for the whole month. If payment is not received by the 5<sup>th</sup> of each month, the student will not be allowed to attend until payment or payment arrangements are made. The cost of the program is \$7.50 per day per child, as outlined below.

We do not accept credit card payments. Payments should be made by check or cash. You will receive a receipt. If you do not receive a receipt, you should call the school and ask for a copy of one to be sent home. You should keep these receipts for tax purposes if needed.

The fee schedule is set by month; students can't "drop in" for a few days. A commitment must be made for the entire month. You will not be refunded for days not in attendance.

The fee includes snack and homework supervision.

SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	June
13 Days \$97.50	20 Days \$150.00	16 Days \$120.00	13 Days \$97.50	19 Days \$142.50	18 Days \$135.00	18 Days \$135.00	20 Days \$150.00	20 Days \$150.00	14 Days \$105.00

We do not have Extended Day when school is not in session or on 60% days. You will not be credited for the day if school is cancelled for any reason since the day will be made up later in the school year.

Extended Day may be cancelled for inclement weather. You will be notified during the day.

## **SCHEDULE**

**The Extended Day Program will begin on Monday, September 14, 2020. The last day will be June 23, 2021. The Extended Day Program is offered Monday-Friday.**

3:00-3:20 Snack with drink will be provided

3:20-3:50 physical break

3:50-4:00 restroom break

4:00-4:45 study time, younger students without homework will have a different activity for each day of the week

4:45-5:15 continue study time or break

5:15-5:30 Dismissal in front lobby

## **SAFETY PROCEDURES**

Attendance is taken daily in the afternoon.

Students will not be signed out by anyone that is not on the approved pick up list in the office.

Students will be in an assigned area and supervised at all times.

## **LATE PICK-UP FEES**

A \$1 late fee is charged every minute for pick-ups after 5:30PM per family (full-time enrollment) For example, if a child is picked up at 5:31PM, the family is charged \$1. If a child is picked up at 5:50PM, the family is charged a \$20 fee, and so on. Extenuating circumstances will be taken into consideration for late pick-ups. Late fees will be added to next month's invoice.

# Bell Academy EXTENDED DAY REGISTRATION FORM

Child's Name \_\_\_\_\_ Name Preferred \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Mother's Name \_\_\_\_\_ Contact Number(s) \_\_\_\_\_

Father's Name \_\_\_\_\_ Contact Number(s) \_\_\_\_\_

Marital Status of Parents ( ) married ( ) separated, divorced

Name the person(s) who has full custody/legal guardianship of the child. \_\_\_\_\_

## PICK UP/EMERGENCY INFORMATION AND CONTACTS FOR EXTENDED HOURS

*Other than the parents, please list any contacts that would have permission to pick up your child or we could contact in the event of an emergency. If the information is the same as what was filed at the beginning of the school year, please skip this section.*

1. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

2. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

3. Name \_\_\_\_\_ Phone(s) \_\_\_\_\_

Who will be responsible for Bell Academy Extended Day fees? \_\_\_\_\_

Health Insurance Coverage \_\_\_\_\_ Policy # \_\_\_\_\_

Please list any major medical conditions, food or allergies, special limitations, or current medications that our staff should be aware of \_\_\_\_\_

In event of early school dismissal due to severe weather or other reason, my child will (please check one)

( ) ride bus # \_\_\_\_\_ ( ) be picked up at the time of school dismissal by an authorized person

( ) please contact me by phone so I can make arrangements

## EXTENDED DAY AGREEMENTS

**Please read and initial by each statement.**

I understand that enrollment is based on availability. \_\_\_\_\_

I understand that my child can be dismissed for misbehavior, frequent late pick up, and/or nonpayment of fees. \_\_\_\_\_

I understand that payments for the whole month are due in the office by the 5<sup>th</sup> of each month \_\_\_\_\_

I have read and understand the policy on late pick up fees. \_\_\_\_\_