

Woodlawn Elementary School



Extended Day Program Policy Handbook

8160 Antioch Rd,
Baton Rouge, LA 70817
(225) 756-3681

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Woodlawn Elementary School Extended Day Program Responsibility and Discipline Policy

PROGRAM GOALS

Woodlawn Elementary is dedicated to provide a safe, structured, supervised, and enriching Extended Day Program from 3:45 pm – 5:45 pm. Students will be able to do their homework, as well as participate in activities to reinforce and supplement their schoolwork. This is not personal tutoring. In order to achieve our goal, we need the full cooperation and support of every parent and child.

DAILY SCHEDULE (MORNING)

- 7:00 am – 8:00 am (Quiet Time Activities/Silent Reading)
- **Please do not drop students off in the morning before 7:00. The front doors will be locked until the school clock says 7:00 am.**

DAILY SCHEDULE (AFTERNOON)

- 3:30 pm – 4:00 pm Students are dismissed by grade levels to Extended Day for attendance, snacks, announcements and restroom breaks.
- 4:00 pm – 4:45pm Homework/ Alternative Quiet Activity
- 4:45pm – 5:30pm Free play outside (Following CDC Covid guidelines)

PAYMENT AGREEMENT POLICY

- The cost for the Extended Day Program is as follows:

\$10 Registration Fee per child

\$30 a week – Morning Only (7:00am – 8:00am)

\$70 a week – Morning and Afternoon or Afternoon Only

\$10 Late Pick Up (after 5:45)

- Payments are due the first day of the month (if paying monthly) or the first day of the week (if paying weekly). There will be no deductions for absences, early dismissal days, or emergency school closures. **If the payment is not received prior to the close of business on the first day of the month/week, the student may be dropped from the program within three days of the nonpayment.** The child's teacher will be notified, and they will not be allowed to stay before or after school. Students will be expected to ride home on the bus or be picked up in the carpool line at dismissal. **Exceptions to this policy will NOT be made.**

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PARENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Please send payment each Monday. If you do not pay, your child may not attend the program until that balance has been paid in full.
- Pick up and sign out your child promptly every day by 5:45 pm.
- For safety reasons, students must be signed out by a parent/guardian or authorized person recorded on the students extended day enrollment card.
- On early dismissal days, the Extended Day Program will be cancelled.
- Homework may not be finished at the program. To meet the needs of as many students as possible, the Extended Day Teacher will provide guidance during homework time as needed, but in no way supersedes a parent's/guardian's involvement.
- Please check and review your child's homework nightly, as well as make sure it is done correctly.

STUDENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Please come to Extended Day prepared to do to your homework. (paper, pencils, crayons, books, and homework sheets/weekly planners) Students will not be allowed to return to their classroom for forgotten items.
- During snack time, please remain seated, use inside voices, and wait until dismissed to discard the trash.
- Be prepared and complete homework. If there is no homework on a particular day, you will be required to partake in an alternative quiet activity (i.e. silent reading, studying for a test, drawing, etc.) so that other students are able to complete their homework.
- Students may not bring toys, games, or other electronics to the program. Staff members may take the item from the student and return it to the parent/guardian upon pick-up.
- The Extended Day Program staff nor Woodlawn Elementary is responsible for any personal belongings brought to the program. Additionally, neither the program nor the school will provide reimbursement for items that may be lost, broken or stolen.
- The same rules during the school day are applicable to the Extended Day Program. Students must exhibit good behavior, self-control and self-discipline.
- First day of Extended Day the staff will go over the student responsibilities and sign the student responsibilities form

DISCIPLINE POLICY

- The discipline policy of the East Baton Rouge Parish School Board and Woodlawn Elementary discipline procedures/policies will apply to the Extended Day Program. You

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may refer to the Discipline policy which can be found in the Parent Student Handbook. Infractions of existing policy will result in appropriate disciplinary action.

- The goal is to sustain a structured and positive atmosphere with consistent and clear expectations for behavior.
- In order to provide a safe, caring and orderly environment for everyone, our Extended Day staff expects mutual respect and common courtesy from our students when enrolled in our extended day program.
- Behaviors such as constant behavioral disruptions, disrespect towards our students and/or staff, bullying, aggressive actions, profanity, verbal and/or physical threats to students or staff members are unacceptable.

CONSEQUENCES

- Students whose behavior adversely affects the Extended Day program and are unable to follow Extended Day rules will receive consequences in accordance with the severity of the offense, up to and including dismissal from the program.
- Parents/guardians will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior continues to occur.
- If a child chooses repeatedly to break the rules, a formal meeting with the parent will be set up. If the child breaks the rules after this meeting any further infractions of the rules will result in the cancellation of the child's registration.
- If dismissal from the program is determined to be an appropriate course of disciplinary action, the school principal will be apprised of the situation.
- Refunds are **NOT** allowed if a student is dismissed from the program

PICK-UP POLICIES

- Parents/guardians are expected to pick up their child by 5:45 pm. For the safety of your child only authorized individuals listed on the Extended Day Enrollment and Emergency Contact Form are allowed to pick up your child. Your child will not be released to anyone not listed on the form you filled out.
- Every day you (or any authorized individual listed) will be asked to sign out your child before they will be released. You will need to get out of your vehicle and get your child at the designated pick-up point. Staff may request photo identification to verify the identity of person(s) authorized to pick up your child.
- In case of emergency where a pick-up will be made by someone not on this list, you must contact the Coordinator to tell them who will make the pick-up and that the individual must present proper picture identification.
- Late fees (\$10) are assessed when a student is picked up after 5:45 pm. If you do not pay, your child may not attend the program until that balance has been paid in full. If a child has not been picked up by 5:45 pm a staff member will make every effort to contact you or the emergency contacts.

