

**Stowe Elementary School
Extended Day Program 2016-2017
Policies and Procedures**

The following contract is between _____ and Extended Day Program
Parent's Name(s)
located at Stowe Elementary School for the children listed below.

Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____

Payment for Care Provided:

1st Child: \$50 per week

2 or more Children: \$40 per child week

Payments are due every **Friday** for upcoming week.

Absences:

An absence or illness of a child will **not** change the program fee. Parents are still required to follow the payments listed above.

Late Fees:

Parents will be charged additional \$5 fee if paid on **Monday** of the new week.

Children must be picked up no later than 6:00pm. If you are going to be late, please call us at **(817)-547-2414**

Extended Day Calendar for 2016-17

First Day: Monday, August 22, 2016

Last Day: Tuesday, May 30, 2017

Extended Day will not be open on the following days in 2016-17:

Monday, Sept. 5, 2016	Monday, Jan. 16, 2017
Wednesday, Sept. 21, 2016	Monday, Feb. 20, 2017
Monday, Oct. 10- Tuesday, Oct. 11, 2016	Monday, Mar. 13- Friday Mar. 17, 2017
Wednesday, Nov. 9, 2016	Friday, April 14, 2017
Monday, Nov. 21-Friday, Nov. 25, 2016	Monday, May 29, 2017
Thursday, Dec. 15- Friday Dec. 16, 2016	Wednesday, May 31- Thursday June 1, 2017
Monday, Dec. 19- Tuesday Jan. 3, 2017	

Program Content:

There are two components to our Extended Day Program:

- A. **Academic Assistance:** One hour of educational activity including homework assistance each day during academic hour.
- B. **Educational Enrichment:** Students will receive art, music, computer time, games and outside activities.

Discipline Policy:

Stowe Elementary School rules are used for this program. We use positive methods of discipline. We set reasonable goals and encourage students to work out problems.

Basic rules include:

- 1. Show respect for each other.
- 2. Compliance with staff directions.

Basic consequences are:

- 1. Time out in office w/Coordinator
- 2. Write in discipline log
- 3. If behavior continues, notify parent

Snacks

A nutritious snack will be served each day.

Parent Involvement

Please see Site Coordinator if you are interested in volunteering.

Mother/Legal guardian signature _____ Date: _____

Address _____ Phone number _____

Father/Legal guardian signature _____ Date: _____

Address _____ Phone number _____