



**Extended Day Program**  
**2020 - 2021**  
**PARENT HANDBOOK**

**Proudly serving families with children currently attending:**

- Crooked River Elementary (912)673-7064
- David L. Rainer Elementary (912)729-3795
  - Kingsland Elementary (912)729-8413
- Mamie Lou Gross Elementary (912)576-4801
- Mary Lee Clark Elementary (912)882-1648
- Matilda Harris Elementary (912)729-8163
  - St. Marys Elementary (912)882-7615
  - Sugarmill Elementary (912)576-5871
  - Woodbine Elementary (912)576-5982

**DR. JOHN TUCKER, SUPERINTENDENT OF SCHOOLS**  
**MRS. LOU W. DURBIN, EXTENDED DAY PROGRAM COORDINATOR**

**HOURS OF OPERATION\***

**Before School 6:30am - 8:30am      After School 3:30pm - 6:00pm**

\*Limited to days in which school is in session.



## **EXTENDED DAY PROGRAM MAIN OFFICE HOURS OF OPERATION**

8:00 am – 4:00 pm

(912)729-8301

311 S. East Street

Kingsland, GA 31548

[edp@camden.k12.ga.us](mailto:edp@camden.k12.ga.us)

### **SCHOOL HOLIDAYS 2020/2021**

**September 7** – Labor Day (No School)

**September 8** – (Teacher Workday/Student Holiday)

**October 12** – Columbus Day (No School)

**October 13** – (Teacher Workday/Student Holiday)

**November 11** – Veteran’s Day Holiday (No School)

**November 23-27** – Thanksgiving Break (No School)

**December 21 - January 1** – Winter Break (No School)

**January 4** – (Teacher Workday/Student Holiday)

**January 18** – Dr. Martin Luther King, Jr. Day Holiday (No School)

**February 15** – Presidents Day Holiday (No School)

**February 16** – (Teacher Workday/Student Holiday)

**March 26** – (Teacher Workday/Student Holiday)

**March 29 - April 2** – Spring Break (No School)

**May 21** – Last Day of School

**Note:** To view the Official 2020/2021 School Academic Calendar please visit: [www.camden.k12.ga.us](http://www.camden.k12.ga.us)

# EXTENDED DAY PROGRAM RATES FOR 2020-2021

## ANNUAL REGISTRATION FEE:

**\$45 PER CHILD OR \$90 PER FAMILY OF 3 OR MORE CHILDREN**

(Registration fees are non-refundable)

## WEEKLY RATES:

**BEFORE SCHOOL CARE ONLY: \$40/WEEK**

**AFTER SCHOOL CARE ONLY: \$60/WEEK**

**BEFORE AND AFTER SCHOOL CARE: \$70/WEEK**

(Extended Day does NOT offer prorated weeks)

## PREPAID 5/\$70 PROGRAM:

**5 DAYS\* FOR \$70/CALENDAR MONTH**

The 5/\$70 program is available ONLY ONCE per calendar month.

If attendance exceeds 5 days, the weekly fee of \$70 will be applied retroactively for every week the child was in attendance.

(Unused days do not roll over and are non-refundable.)

**\*AM & PM within the same school day counts as one day.**

## FEES FOR 2020-2021:

**ALL PAYMENTS ARE DUE ON THE FRIDAY BEFORE EACH WEEK OF SERVICE.**

### LATE PAYMENT FEE:

**A \$5.00 LATE FEE WILL BE ADDED DAILY TO ACCOUNT IF WEEKLY PAYMENT IS NOT RECEIVED BY CHILD'S FIRST DAY OF ATTENDANCE THAT WEEK.**

A Past Due/Drop Notice will be issued for the account and the child will be excluded from attendance in Extended Day until past due balance is paid in full and the next week's fees are paid in advance.

(Adjustments cannot be made for days the child is absent for illness or suspension.)

### RETURNED CHECK FEE:

**THERE WILL BE A FEE OF \$22.00 PER RETURNED CHECK.**

If a check is returned, all future payments must be made in cash or certified funds.

### LATE CHILD PICK-UP FEE:

**\$10.00/FIFTEEN MINUTES PER CHILD WILL BE CHARGED IF A CHILD IS PICKED UP AFTER 6 P.M.**

Child may be withdrawn from EDP with 4<sup>th</sup> late pick up.

### COPYING SERVICE FEE:

**THERE IS A \$1.00/PAGE FEE FOR COPYING DOCUMENTS.**

Parents who need copies of forms for legal purposes must give the Extended Day Program Office advanced notice and be prepared to pay the fee for copying in full at time of pick up.

CAMDEN COUNTY SCHOOLS EXTENDED DAY PROGRAM  
**CORONAVIRUS (COVID-19) INFORMATION**

**There is a MANDATORY FACE COVERING REQUIREMENT in effect  
for all students, staff, and visitors beginning  
MONDAY, AUGUST 17TH, 2020**

**Any child(ren) showing any ONE of the following symptoms, other symptoms of illnesses of any kind, or those who may have been exposed to COVID-19 may not attend the Extended Day Program.**

**Symptoms of COVID-19:**

- ✓ Fever\*
- ✓ Cough
- ✓ Shortness of breath
- ✓ Difficulty breathing
- ✓ Respiratory symptoms

**Any TWO of the following symptoms:**

- ✓ Chills
- ✓ Repeated Shaking with Chills
- ✓ Muscle Pain
- ✓ Headache
- ✓ Sore throat
- ✓ New loss of taste or smell

\*Fever is determined by a thermometer reading 100 degrees or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

**-Staff will conduct a standard Daily Health Check upon arrival at EDP, as well as periodically during the EDP times of the day, on every child in EDP, every day and will be excluded if he/she:**

- ✓ Has a temperature above 100 degrees and/or symptoms described above
- ✓ Is unable to participate in activities as normal
- ✓ Needs more care than staff can provide without compromising the health and safety of others

**-Enhanced Sanitation and Hygiene Procedures have been implemented.**

- ✓ Cleaning and Sanitation of toys, tables, frequently touched surfaces and hands are sanitized regularly.
- ✓ Art materials will be assigned for each child's personal use.
- ✓ Toys and games that cannot be cleaned and sanitized will not be used.

**For more information and to stay informed, check the following resources frequently:**

DECAL COVID-19 website: <http://www.dec.al.gov/BFTS/Covid19.aspx>

CDC COVID-19 website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> Camden County

Schools COVID-19 website: [http://www.camden.k12.ga.us/quick\\_links/c\\_o\\_v\\_i\\_d-19\\_information](http://www.camden.k12.ga.us/quick_links/c_o_v_i_d-19_information)

## NEW SIGN-IN/SIGN-OUT PROCEDURES FOR 2020/2021

**-Managers will check children's temperature and ask health questions at the door.**

**-Parents will need to be aware that:**

- ✓ Any signs of illness will not be permitted to enter Extended Day.
- ✓ Parents will not be allowed to be inside of Extended Day. They will need to wait outside of door for check in and sign in.
- ✓ Same procedure for Check out, Managers will bring children to the door and parents will sign out at the end of the day at the door.

**-Everyone will be asked to provide picture identification every time they sign in/sign out in order to drop off or pick up children.**

**-Children will only be released to the parents and/or responsible persons authorized on enrollment form by the parents.**

**-Children will not be allowed to sign themselves out of the Extended Day Program or to walk home.**

**-Extended Day Staff are prohibited from signing children out.**

## AUTHORIZATION FOR MEDICATIONS

If a child needs to receive prescription medication while at EDP, the parent/guardian **MUST** complete an **AUTHORIZATION FOR MEDICATION** form and return it to Extended Day.

All Medications MUST:

- ✓ Include the original prescription container listing the child's name and the prescribing physician's name or the original over-the-counter packaging.
- ✓ Be given to the Site Manager along with any equipment required to administer the medication.

**NOTE:** Staff cannot administer non-emergency injections such as insulin.

**In the case of a medical emergency, as determined by the Extended Day staff, the paramedics will be called, and the parent will be notified immediately. If the child needs to be transported to the hospital, a member of the Extended Day Program staff will accompany the child in the ambulance.**

## SNACKS

A snack pack will be given after school to each child in EDP. This snack pack includes one 100% Fruit Juice and one healthy food item.

Children may **NOT** bring food from home unless there is a documented medical reason.

**Please inform the Extended Day Program staff of any food allergies or special dietary needs in person, as well as noting it on the Enrollment Form.**

## **The Extended Day staff kindly would like to notify all parents & guardians of the following:**

- The use of profanity, swearing, vulgarity and/or obscenities by adults or children is not allowed. Violence against children is not allowed. Be aware that staff members are required to report violent actions to law enforcement.
- Completing homework is the child's responsibility. EDP staff will provide 30 minutes of quiet time with minimal assistance and additional supplies will be available. Please be aware there are no true quiet spaces in the Extended Day Program, so concentration will be difficult for those children who are easily distracted.
- A basket will be provided for your child to store back packs and jackets in upon arrival to the Extended Day Program. The only items children may remove from their backpacks are the items necessary to complete homework assignments.
- The Extended Day Program provides many messy open-ended art and science opportunities throughout the program daily. Due to COVID-19, we no longer provide art smocks to our kids, so it is prudent to dress children appropriately in easy care, washable fabrics. Parents are welcome to send an art smock for their own child if they wish.
- Children cannot make or receive phone calls while at the Extended Day Program.

## **DISCIPLINE**

**A primary focus of the Extended Day Program is to assist children in learning how to make appropriate decisions about their own behavior. The safety and well-being of each child in our program can be maintained by:**

- ❖ Positive reinforcement methods are used to help our children develop positive patterns of behavior with themselves, with other children, and with the adults in the program.
- ❖ Redirection, natural and logical consequences are other methods used within the program to guide children's behaviors as needed.
- ❖ Sometimes parents may be called on to participate in a disciplinary partnership to resolve special situations.

## EDP DISCIPLINARY ACTIONS\*

1. Verbal warning – At the discretion of the Site Manager
2. Discussion about their behavior with a staff member
3. If a child's behavior is disruptive in the Extended Day Program and he/she refuses to follow staff directions or cause bodily harm to another individual, due to aggressive behavior, their parent(s) will be contacted for immediate pick up. There will be no verbal warning. You and your child will sign and discuss discipline form with the Site Manager.

**NOTE: The first suspension will be for 3 consecutive Extended Day Program days**

**\*VIOLENT BEHAVIOR AGAINST OTHERS COULD RESULT IN EXPULSION FROM THE EXTENDED DAY PROGRAM.**

## POLICIES AND PROCEDURES

At EDP, we have the following outline of policies and procedures in place, the policies and procedures in whole may be found on our public website for all who would like further explanation.

Parents shall be notified when a student becomes contagious or sick or seriously injured, they will be removed from the area where other students currently are located, and safety procedures put into place.

Care is taken with regards to students with food allergies, parents are given knowledge of snacks available. Staff is trained on how to respond to such emergencies.

Staff is trained in major emergency and preparedness and response, including but not limited to evac, relocation, shelter-in-place, threatening events, recognition and reporting of child abuse and neglect, natural disasters, handling and appropriate disposal of bodily fluids, storage and medical emergencies, until emergency services arrive. This includes all students regardless of any medical, mental, physical, or any other disability that students may have.

The staff and students conduct regular safety and emergency drills, all drills and safety procedures are documented and kept on file for two years.



## HOW TO REGISTER AND LOG IN TO THE PARENT PORTAL:

1. The following steps will not work until our main office has your Enrollment Form entered into our system.

2. Go to [ezcaresoftware.com/parent-portal](http://ezcaresoftware.com/parent-portal)

3. Enter your email, then click **Register**. A secure four-digit pin number will be emailed to that address. Check your spam folder if it's not in your inbox.

**Note:** If you receive an error message, the email may not match what is on file at your center. Contact your center's administrator to confirm the email.

4. Enter the **Registration Pin** on the registration screen.

5. Enter and confirm a password, then click **Finish** and you'll be logged in.

**Note:** Passwords must be at least 8 characters long, with one uppercase letter, one lowercase letter, and one number.

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## HOW TO MAKE PAYMENTS ONLINE:

1. Log in and click **Ledger** to view a listing of all payments, credits, and charges to your family's account.

2. Click **Pay Now**. Complete the payment account information and amount. (Don't forget to specify the type of receipt you would like to receive.)

3. After you enter your information, click **Submit** to process your payment.

4. A payment confirmation window will appear. Click **Close**. If your preferences are set to receive receipts via email, you'll find a receipt in your inbox right away.