

Seacoast Charter Extended Day Program

Program Description

The **Seacoast Charter Extended Day Program** is available for participation Monday-Friday from 3pm-6pm. Our program will not be running on the days when school is not in session, however, it will be made available on early release days. On these days our program will run from the time the school day ends until 6:00pm as usual. The Program will include daily enrichment activities in art, science, and fitness, as well as provide opportunities for students to complete homework, or read/write in a quiet area, and have a snack if they desire (Snacks should be provided by families, from home).

The Seacoast Charter Extended Day Program is a safe environment where students can come to have access to learning separate from the normal school day, and is fun as well. Having opportunities to choose which activities that they would like to participate in at given times, students will feel that they have certain freedoms, and that their opinions matter. Students will, of course, be encouraged to explore in various activity centers in order to experience everything that we offer, however many of the activities will be available for most of the week so as to allow students enough time for enjoying and really exploring each area without feeling pressure from lack of time to finish.

Last year, we were able to welcome two local artists into our school! Lesley Smith performed a puppet show for the school about conflict resolution, and then stayed afterschool with our students to help them create their own puppets! Also, Tim Gaudreau visited our after school program in order to talk to students about his work with photography, and worked with our students to take photos and create a photography project which will be displayed in the school for all to enjoy! We are so excited to have them join us!

Start/End Date: The program will begin on Tuesday, September 3, 2013, and will run throughout the school year until the final day. (See school calendar for last day)

Closed: All school holidays and vacations (See School Calendar for vacation dates).

Early Release: The program will be open on early release days. It will begin when classes end, and will continue to run until it's normal ending time of 6:00pm.

For more info, contact...

Christyn Surprenant @ christyn@seacoastcharterschool.org

-or-

Ann Sterrit @ ann@seacoastcharterschool.org

Program Policies (1 of 2)

Enrollment:

- A completed Registration Form and Emergency Form must be returned to the Seacoast Charter Extended Day staff **before** a student may participate in the program
- Fees are as follows:
 - Annual Registration fee of \$25
 - Monthly: \$230/month
 - Weekly: \$65/week
 - Daily: \$15/day
 - Please submit payment **prior** to period of program participation
 - Discounted prices for siblings will be given to families with 2 or more children attending our program. Please contact Christyn or Ann for details.
- Students **must** be picked up by 6:00pm every day (ie: in parent/guardian's possession by 6:00) . Failure to do so will result in a late fee of \$1 per minute late, paid to remaining staff at pickup.

Follow School-Day Rules Policies

- **Participants are expected to show and display respect and cooperation** with all program staff, instructors, volunteers, and students at all times.
- **Regular hour school rules will apply to after school hours.** Incident reports may be filled out for students who display behavior considered dangerous to themselves and/or others and parents may be contacted.
- **Sign-In / Sign-Out:** All students are required to sign-in and sign-out. Report to the after school program as soon as you are dismissed from the regular school day.
- **Stay on school grounds:** Students are not permitted to leave school grounds during or before program.
- **Remain in Program Areas:** If you wish to leave the area you are participating in to move to a different area (ie. Leave outdoor activity to come inside, or inside activity to go out), a program staff member must be asked, so as to know where students are at all times.
- **Leave cell phones, iPods, video games, and other electronics at home:** Personal electronics are not permitted in the extended day program.

Homework

- **Students are responsible for knowing what they have for homework and bringing all of their materials to the extended day program.**
- **Parents should be aware that not all students finish homework during the extended day program.** Please check in with your child to assure that they have completed homework every night.

Program Policies (2 of 2)

Dismissal

- Participants are not required to stay until the end of the program, however parents will not be refunded tuition should they choose to pick up their child early.
- Participants picked up early by a parent or guardian must sign their child out with an extended day program staff member prior to leaving program.
- For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Information Form

Medication

- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a band-aid.
- If medication is needed, it must be registered with the school and also with the extended day program coordinator with special instructions for administration. Also, a note from a physician is required in order for Extended Day staff to administer any medications.

Parents and Caregivers:

- Please keep us updated with your current mailing address and phone numbers at all times so that we may contact you as needed
- Please check in with the Extended Day Coordinator if you want to volunteer. Students are not permitted to have guests or visitors unless they are a parent or caregiver.
- Parents and caretakers with grievances shall be referred to the Head of School. If a satisfactory agreement cannot be reached, the parent or caregiver shall be advised as to the next step of the grievance procedure.

Consequences

- Students that do not follow the above listed requirements and policies may receive a note or phone call home, suspension from the program, or, if necessary, they may be dropped from the program.

Participant Termination Policy

- Participants will forfeit their space in the program for any of the following reasons:
 - Behavior that threatens physical or emotional safety of others
 - The expressed written request of a parent or guardian

Note: The Seacoast Charter Extended Day Program staff will notify the parent or caregiver if a student is dropped from the after school program.

Parent or Guardian Release

Parents and legal guardians, please read carefully, sign, and return this form to a Seacoast Charter Extended Day staff member (Either Christyn Surprenant, or Ann Sterrit). A parent or legal guardian signature on this form is required to participate in the extended day program.

For Emergency Treatment

I authorize the Seacoast Charter Extended Day Program to arrange for transportation in case of accident or acute illness of my child. In the event it is not possible to receive instruction for my child's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of my child's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me. This authorization and consent for treatment is given to the Seacoast Charter Extended Day Program staff in conjunction with any authorized event.

General Release of Liability

In consideration for being allowed participant privileges in any program of the Seacoast Charter Extended Day Program, I hereby assume full responsibility for any risk of bodily injury, death, or property damage and/or while using the premises or any facilities or equipment hereon. I further agree to hold harmless the Seacoast Charter Extended Day Program staff and volunteers from any and all claims that may result from any action for damages, including but not limited, to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity. I acknowledge that this General Release of Liability of the Seacoast Charter Extended Day Program is binding on me and not my heirs, personal representatives, successors, and assigns.

Community Field Trips

The Seacoast Charter Extended Day program may take short field trips on occasion that are within the school community. We will always return by normal dismissal time, unless we notify you in advance. I give permission for my child to leave the school property with supervision from Seacoast Charter Extended Day Program staff and volunteers. While taking part in these community field trips I release the Seacoast Charter Extended Day Program from responsibility for any risk of bodily injury, death, or property damage as covered in the "General Release of Liability."

Media Release

I hereby consent to the use of my child's photograph taken in any Seacoast Charter Extended Day Program activity for display purposes within the school or on school website for the Seacoast Charter School.

- Please sign here if you **do not** agree to the Media Release _____

Parent/ Legal Guardian Signature

Date