



## Pulaski County Special School District Extended Care Program 2020-2021

ALL INFORMATION MUST BE COMPLETED PER DHS GUIDELINES  
Information requested is Required to Complete the Application Process

To Register for Extended Care, complete this form and return with the \$40.00 registration fee.				Extended Care fees are due by the 10 <sup>th</sup> of each month of service.			
Before AND After School - \$195.00 per month If A/B Block is Chosen - \$98.00 per month				Before OR After School - \$175.00 per month If A/B Block is Chosen - \$88.00 per month			
Child's Name		DOB		Sex - M / F	Race	Grade	Application Date
Mother's Name		Home Phone		Work Phone		Cell	
Address	Apt. #	City/Zip			Hours Worked		
Father's Name		Home Phone		Work Phone		Cell	
Address	Apt. #	City/Zip			Hours Worked		
<b>Emergency Information: Name, address and phone numbers of persons to contact OTHER THAN parent/guardian</b>							
Name		Address		Home Phone		Work Phone	Cell
Name		Address		Home Phone		Work Phone	Cell
List ALL persons authorized to pick-up child. Include name, relationship, phone #. Photo ID will be required at pickup.							
1.				3.			
2.				4.			
Child's Doctor				Address			
Phone				Hospital Preference			
Describe any medical, physical, mental conditions, and/or behavioral problems the Extended Care staff should know about your child:							
<ul style="list-style-type: none"> <li>In case of emergency, I authorize the Extended Care Program to arrange for medical/dental care and transportation to the hospital or doctor of my choice or the hospital nearest to the school. Extended Care cannot assume financial liability for injuries. Student accident insurance is available through the school office.</li> <li>I accept responsibility for paying child care fees by the 10<sup>th</sup> of each month of service. Payment must be in the form of a check, cashier's check, or money order. I understand cash is not accepted.</li> <li>If payment is not received by the 10<sup>th</sup> of each month, a \$25.00 late fee will be charged. Nonpayment will result in a drop notice and could result in loss of day care services if the Extended Care office is not contacted upon my receipt of a drop notice.</li> <li>A thirty (30) day written notice must be given if you plan to withdraw your child/children from the Extended Care Program.</li> <li>Children may be interviewed by a DHS licensing specialist to determine compliance with licensing requirements and/or Extended Care Program staff or law enforcement agencies if determined to be necessary.</li> <li>Parents have access to their child anytime during the hours of operation (6:30AM-Beginning of School/End of School-6:00PM).</li> <li>If children are not picked up by 6:00PM, a charge of \$1.00 per minute will be assessed, and is due at time of pick up.</li> <li>I have received the Extended Care Program Discipline Plan. _____ Initial</li> </ul>							
Date		Signature of Parent/Guardian					
Official Use Only – Withdrawal Date							



## Student Conduct Expectations and Discipline Plan

During Extended Care, children are expected to be responsible for their own behavior by following behavior rules and respecting the rights of others.

### Behavior Rules for Extended Care Children

1. Follow directions of Extended Care staff
2. No cursing, teasing threatening or bullying, hitting, fighting, kicking, biting, etc.
3. Show respect to others and respect the rights and property of all students
4. Return all materials to their proper place
5. Keep hands, feet and objects to self
6. Children must stay in assigned Extended Care area

### Consequences

Behaviors that will not be tolerated include extreme disobedience, biting, kicking, fighting, showing signs of aggression, rude and defiant behavior, bullying and threatening. When children misbehave, consequences may include the following and can occur at anytime, not necessarily in this order, depending on the severity of the misbehavior. For most minor or non-threatening behavior, warnings and time out from activities will be used to encourage a child to calm down and reflect on his/her behavior. Additional consequences will be used for more severe misbehavior.

1. Warning
2. Time Out/Loss of recreational or play privilege
3. Behavior documents
4. Parent conference with Extended Care staff
5. Parent conference with the Extended Care supervisor in person or by telephone
6. Child will be sent home. Parents will be called at the time of the misbehavior and asked to pick-up the child immediately.
7. Short term suspension (1-3 days) – Refunds will not be given for these days.
8. Long term suspension (4-10 days) – Refunds will not be given for these days.
9. Expulsion from Extended Care

Note – Corporal punishment will not be used in disciplining children in Extended Care.

Parental help will be requested for behavior problems that cannot be solved by time-out. We reserve the right to suspend a child for 1-10 days or expel a child permanently from the program, after appropriate efforts to correct the behavior problem(s) have been made and the child is still unable to conform to the required behavior.

Severe Clause: Immediate suspension or expulsion from the Extended Care Program may occur at any time a student threatens violence, is involved in fighting, causes physical injury or bullies other children, is severely disruptive or endangers the safety of others. Additional similar behaviors include but are not limited to aggression, rude and defiant behavior, temper tantrums, and biting. The student will be immediately suspended or expelled from Extended Care pending a parent conference. Bullying, threatening violent acts, disruptive and or violent behavior will not be tolerated.

\*In extreme circumstances, it may be necessary to inform the Department of Human Services, Pulaski County Special School District Safety and Security and/or the local enforcement office.