



## **EXTENDED SCHOOL DAY POLICY FOR MIDDLE AND HIGH SCHOOL STUDENTS 2009-2010**

Williamsburg Christian Academy offers an Extended Day program that is designed to meet the needs of working parents, while also offering supervision for students while on school property.

### **Hours of Operation**

**Before Day - 7:00 AM until 8:00 AM**

**After Day - 3:30 PM until 6:00 PM**

Students will report to the Cafetorium from 7:00 AM until 8:00 AM and must provide their name to the Coordinator. At 3:30 PM (12:15 PM on noon dismissal days), students will report to the Extended Care room and provide their name to the Coordinator.

## **GENERAL POLICIES**

### **Arrivals & Departures**

- The Coordinator will sign in all students attending Extended Day.

### **Illness**

Limitations in attendance or requiring immediate pick up will be as follows:

- Student's temperature is 100 degrees or over.
- There is green or yellow discharge from the nose.
- Student has a contagious illness.

## **Half Days**

- Extended Day is provided on scheduled half days. Exceptions are:
  - a. Noon Dismissal on Wednesday before Thanksgiving
  - b. Noon Dismissal last day before Christmas Vacation
  - c. Noon Dismissal last day of school
- There will be **no** Extended Day provided on the days shown above.
- On scheduled half days where Extended Day is provided, students need to bring lunch and a drink.

## **Inclement Weather**

- If school is closed no Extended Day is provided.
- If school closes early there will be no PM Extended Day.
- If the opening of school is delayed, there will be no AM Extended Day.

## **Disciplinary & Behavior Management**

Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their student displays inappropriate behavior. Inappropriate behavior may lead to disciplinary action including possible suspension and/or termination from the program. The following list of inappropriate behaviors may result in disciplinary action, and this list may not be all-inclusive:

- Fighting
- Stealing
- Defacing school property
- Lack of respect for staff members
- Uncooperative with staff instructions
- Discourteous behavior toward other students
- Improper and inappropriate language use
- Other behaviors as noted in the WCA Student Handbook

Disciplinary action may include the following:

- Verbal or written report to parents
- Parent conference

- Suspension
- Expulsion
- Other actions as noted in the WCA Student Handbook

### **AM Extended Day 7:00 AM until 8:00 AM**

Middle and High School Students will go to the cafeteria. Students must provide their name to the Coordinator. Students riding in a carpool that arrives early in order for at least one student to attend the “zero” period will be exempt from billing for AM Extended Day. A written note from parents is required for carpool exemptions. If written communication from parents is not received, AM Extended Day will be billed. Students arriving at 8:00 AM will not be billed for AM Extended Day.

### **Students not picked up by 3:30 or 12:15**

Middle and High School Students who have not been picked up by 3:30 PM (12:15 PM on noon dismissal days) are required to go to Room 207.

Students must bring a written note from parents on athletics game days (home games only) stating specifically which game(s) that the student has permission to attend to avoid being billed for Extended Day. Students will not be allowed to call home if a note has been forgotten. Students staying after school for home games may leave Extended Day of their own accord **at the scheduled time of the home game**. All non-game days will involve charges as usual.

Students may bring a snack and eat at one of the center tables. Students may not eat or drink at the computers. Chewing gum is prohibited.

Students will be encouraged, but not forced, to work on schoolwork while in Extended Day.

### **Billing**

Parents will be billed based on the fee schedule for daily use. Invoices are prepared monthly after the last Friday of the month (bills

may not necessarily be through the last day of the month) and are due 15 days after billing. Williamsburg Christian Academy reserves the right to suspend services, the administering of exams, and the issuing of grades if an account is delinquent.



**EXTENDED DAY FEES  
2009-2010**

**AM EXTENDED DAY** (each student)

Daily Payment                 \$6.00/day

**PM EXTENDED DAY**

<b>Daily Payment</b>	<b>PM Day Hours</b>	<b>Each Student</b>
Full School Day:	3:12 PM up to 5:00 PM	\$6.00/day
Full School Day:	3:12 PM up to 6:00 PM	\$12.00/day
Half School Day:	Noon up to 3:00 PM	\$12.00/day
Half School Day:	Noon up to 5:00 PM	\$22.00/day

**LATE PICKUP FEE** (each student)

\$5.00 per each 15-minute interval or fraction thereof per student

**INFRACTION FEE** (each student)

\$25.00 per day per student for failure to comply with Extended Day Policy and/or WCA Staff escort to the Extended Care Room.



**EXTENDED DAY APPLICATION 2009-2010**

Child's Full Name \_\_\_\_\_

Grade \_\_\_\_\_ DOB \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Work # \_\_\_\_\_ Father's Work # \_\_\_\_\_

Mother's Cell # \_\_\_\_\_ Father's Cell # \_\_\_\_\_

In case of emergency contact:

Name	Telephone
_____	_____
_____	_____

Authorized Person(s) for pickup  
\_\_\_\_\_

Person(s) NOT authorized to pickup your child  
\_\_\_\_\_

Physician's Name and Telephone  
\_\_\_\_\_

\*Any health concerns? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_

I have read, understand, and will abide by the Extended Day Policy

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_