Arlington Public Schools

Extended Day Program

Family Handbook

2019-2020 School Year
(Updated 1/24/2020)

The Extended Day Central Office

Syphax Education Center
2110 Washington Blvd.
Arlington, VA 22204

When contacting the Extended Day Central Office, please include your child's name, Extended Day family account #, and school.

Office Hours:
Monday through Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 8:00 a.m. to 3:30 p.m.

Phone: 703-228-6069 **Fax:** 703-228-2569

Email: extended.day@apsva.us

Website: www.apsva.us/extended-day/

Online Payment Portal: www.mySchoolBucks.com

Employer Tax Identification Number (EIN):
54-6001128

To visit the office by Metrobus:

ART 42 Ballston—Pentagon
ART 45 Columbia Pike—DHS/Sequoia-Rosslyn
ART 77 Shirlington—Lyon Park—Court House
METRO BUS Routes 16 (H, K, P, Y) and 4 (A, H)

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Mission Statement

Since 1969, when the Arlington Public Schools opened the first school-sponsored child care program in Virginia, our mission has been to provide a safe, fun and enriching environment before and after school for children and their families.

The Extended Day Program, which includes the Check-In program at the Middle Schools, offers supervised quality activities, which are age appropriate and designed to meet the needs and interests of children. Supervisors and staff work together to provide a fun and interesting program with a variety of asset building activities and special events.

The Extended Day Program works to ensure that all families who request services for Extended Day will be able to participate in the program.

Who We Are and What We Do

- The Extended Day Program, which includes the middle school Check-In programs, is operated by Arlington Public Schools to provide a safe and fun environment for children whose parents are working, in school, or incapacitated.

- The Extended Day Program, which operates at each elementary and middle school (except H-B Woodlawn) and the Shriver Program, is self regulated and follows Virginia State Licensing Standards.

- Extended Day programs in the elementary schools operate before and after each regularly-scheduled school day. The middle school Check-In programs do not have a before-school component, but operate after each regularly-scheduled school day.

- With written permission from parents/guardians, middle school Check-In students may leave the program without being signed out by an adult.

- Check-in students may participate in school and/or Check-In sponsored on-site after school activities, clubs, sports, and scheduled events.

Program Administration

The **Extended Day Director**, along with an Assistant Director, three Program Specialists and the Extended Day Central Office staff, oversees the Supervisors, staff and each program throughout the Arlington Public School system.

The school **Principal** is responsible for all activities in his/her building, including the Extended Day Program. The Principal, in consultation with Extended Day staff and the Extended Day Director, may dismiss students from the Extended Day Program for repeated late pick-up, non-payment of tuition, behavior problems, failure to complete and/or update forms required for enrollment in the program, and/or failure to comply with program rules and procedures.

A **Program Supervisor** directs the day-to-day operations at each school site with the assistance of an Assistant Supervisor, Aides and Trainees. Staff qualifications and ratios of program staff to students meet or exceed the requirements of Virginia's standards for licensing school-age childcare programs.

Eligibility

- The student's parents, or parent in a single-family household, must be employed, in school, or incapacitated.

- The student must be 4 years old by September 30th .

Registration

The registration process for each School Year will be announced by February 1st of each year on the Extended Day website (www.apsva.us/extended-day) and through APS School Talk.

Registration for Summer and School Year Extended Day is available online each spring. The following links can be used for registration:

Existing Extended Day Families:
https://apsfamily.schoolcareworks.com

(If you need assistance with your user name or password please contact the Extended Day Office)

Families New to Extended Day:
Families new to Extended Day can request a new family account using our New Family Account form.

In the event that registration exceeds space and staffing requirements, children will be placed on a wait list until their attendance can be accommodated.

Registration Process

- The online Extended Day registration must be completed for each student. Assistance filling out the registration is available at the Extended Day Central Office.

- Families will be contacted regarding a start date or if additional information is necessary to complete your registration.

- Two emergency contacts, other than parent/guardian, are required. Emergency contacts must be able to arrive within 30 minutes of being notified to pick up the child when the parent/guardian cannot be reached.

- Documentation of parent/guardian self-employment, current school enrollment, or incapacitation must be provided (e.g. business licenses, contracts, transcripts, medical statement, etc.) upon request.

- Parents are responsible for maintaining up-to-date information in their family account at all times. To update information online: **https://apsfamily.schoolcareworks.com**

Please visit our website, www.apsva.us/extended-day/, contact our office, (703) 228-6069 or extended.day@apsva.us, for more information.

Enrollment Options/Sessions

Elementary Before School Sessions This session opens at 7:00 a.m. daily and operate until the start of school

Elementary After School Session: This session operates from school dismissal until 6:00p.m. Children must be picked up by 6:00 p.m.

Middle School Check-In: This session operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m. Check-In does not offer a morning session.

Summer School: In the summer, Extended Day operates before and after school in conjunction with the Arlington Public Schools' Elementary Summer School program.

Note: Please provide written notification to the Extended Day Supervisor and your child's classroom teacher on days the student will not attend Extended Day.

Hours & Days of Operation

Extended Day programs follow the Arlington Public School calendar.

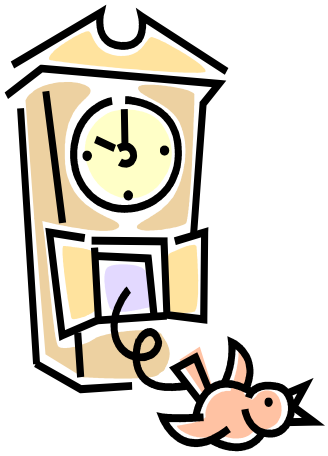
Extended Day does not operate on school holidays, Parent-Teacher conference days, Teacher Workdays or when school is closed due to an emergency or for inclement weather. It is also closed during Winter and Spring breaks.

Delayed Openings/and Unscheduled Closings:

When a delayed opening is announced, the before school Extended Day starting time is delayed by the same amount of time.

If schools close earlier than the regularly scheduled time, the after school Extended Day/Check-In programs close at 4 p.m., unless announced otherwise.

Fees



Annual Registration Fee:

There is an annual registration fee of $40 for the first child and $30 for each additional child. Registration fees are not refundable unless child is never offered enrollment due to wait lists.

Monthly Fees:

Fees are calculated based on the total school year cost of service, divided by 10 monthly payments. Tuition is charged on a sliding fee schedule based on household income (household = all adults living together as a family unit).

- Fees are charged according to the school site and the sessions selected and the gross annual income of the student's household.
- Fees are not reduced when a child is absent due to illness, vacations or when weather or any emergency forces closing of school.

Sibling Discounts:

For families paying at a reduced rate there is a discount for siblings concurrently enrolled in the program.

Billing:

- Billing statements are distributed monthly.
- Payments are due by the first of each month.

Refunds

- The monthly fee is refunded if a child is withdrawn prior to the 1st day of the month or half of the monthly fee will be refunded if the child is withdrawn prior to the 15th of the month.
- Summer fees are not refundable.

Payment Information

Payment may be made online at www.myschoolbucks.com or by check or credit card. Cash payments are prohibited. Payments are not accepted at the schools.

Credit card payments:
Credit card payments (VISA , MasterCard, or Discover) may be made online at www.mySchoolBucks.com:

- If you have a mySchoolBucks account for payments to other APS services, the same account can be used for Extended Day payments.
- There is a fee of $2.00 per transaction or parents can subscribe to an annual membership fee.
- To open an account, you will need to provide the student's name, birth date or student ID number.
- *mySchoolBucks* allows you to schedule automatic recurring payments.

Credit card payments (VISA , MasterCard, or Discover) may also be made in person at the Extended Day Central Office (2110 Washington Blvd, Arlington, VA 22204). Payments are accepted from 8 a.m. – 4:30 p.m. Monday -Friday

Check and Money Order Payments:

- Payment by check or Money Order should be made payable to: **Arlington Public Schools.** Please include your Extended Day Family ID number on your check or Money Order.
- Payments may also be deposited in a drop box located at the Extended Day Central Office in the first floor elevator lobby. The building is open 6:00 AM - 10:00 PM; the parking garage closes at 9:30 PM.

Late Payments:

Fees are due by the first of each month. Late payments may result in a late fee of 10% of the monthly tuition.

Returned Checks:

Arlington County Code requires a $50 fee for returned checks.

- Replacement payment of the check and the $50.00 penalty must be made by money order, cashiers check, or certified check within 48 hours of notification.
- If a second check is returned within a two-year period, School Board policy requires that all future payments be made by money order.
- Failure to make a timely payment for returned checks will result in suspension of services.

Receipts:

- Receipts are available online from your Extended Day Family account.
- To request a receipt please contact the Extended Day Central Office.

Flexible Spending Accounts:

Participants of Flexible Spending Accounts may submit forms to the Extended Day Central Office by mail, e-mail, Fax or in person.

Please include the following information on your forms:

- student name
- Extended Day Family ID number
- amount of claim
- dates of service

Employer Tax Identification Number (EIN): 54 – 6001128

Sign-in & Sign-out Procedures

Every child must be signed-in each morning (if attending Extended Day before school) and signed-out each evening by their parent/guardian or authorized adult.

No exceptions will be made to this policy.

Sign-in:

If participating in the before school session, parents/guardians, or an authorized person must accompany their children into the Extended Day location to sign-in each morning. Extended Day begins at 7:00 a.m. Parents may not leave their children at the school before that time.

Students must also be signed-in when returning to the After School sessions of Extended Day from after-school appointments or other activities.

Sign-out:

Parents/Guardians, or an authorized person, must sign out each Extended Day student when picking them up at the end of the day. The staff may request photo identification from the person picking up the child.

Parents must designate the persons authorized to pick-up the child on the application at the time of registration. Please make additional authorizations in writing to the Supervisor at the school.

If someone other than the parent/guardian is picking-up a child, the parents must give prior notification, specific to that day, even if the person is authorized on the child's Extended Day application. If prior notice is not provided, the child will not be released.

Appropriate legal documents must be on file when a custodial parent requests to prevent the other parent from picking up the child or having access to program information.

Children will not be released to an adult if there is a suspicion that the adult is intoxicated or an unsafe situation exists. In these cases, other persons listed on the child's Extended Day registration form will be contacted. If the staff is unable to contact anyone else, the police will be notified.

Sign-out for Check-In Students:

Check-In is an after-school program for Middle School students. With written permission from parents/guardians, Check-In students may leave the program without being signed out by an authorized adult.

Check-in students may participate in school and Check-In sponsored on -site activities, clubs, sports and events.

Late Pick-up Policy

All Extended Day and Check-In Programs close at 6 p.m. Parents must arrive by 6:00 p.m. to pick up their children.

If parents are unable to pick up their child by 6 p.m., the *parent* must contact one of their emergency contacts to arrange for their children to be picked up on time.

If the child has not been picked up by 6:00 p.m., the Supervisor or Assistant Supervisor will call the emergency contacts listed on the application to make arrangements for the child to be picked up.

Parents or designees will be required to sign a late log when children are not picked up by 6:00 p.m. and the Extended Day Central Office will be notified.

Repeated lateness is cause for the program to require earlier pick-up times or for suspension from the program. Repeated lateness could also lead to a referral to Child Protective Services.

Changing Your Child's Schedule/General Information

Please do not send email notifications of a change in student schedules due to time sensitivity.

If your child is not going to attend Extended Day on a particular day:

- Please provide written notices to both your child's teacher and Extended Day staff indicating that your child will not attend.
- If you are unable to provide written notice, please call your child's program (please refer to the phone number section in this handbook).
- If a staff person is unavailable to answer your call, please leave a detailed message on the voice mail system.

To change your child's pick-up arrangements for a specific day:

- Please provide a written notice indicating the date and name of the person picking-up your child.
- If you are unable to provide written notice, please call your child's program (please refer to the phone number section in this handbook).

To update or change information in your child's Extended Day Family Account (which includes pick-up authorization and health information):

- Changes can be made directly through your Extended Day Family account at: https://apsfamily.schoolcareworks.com/login.jsp.
- Changes can also be submitted in writing to the Extended Day Central Office or the supervisor at your child's program.

To Withdraw Your Child

You can withdraw your child from Extended Day by:

- Calling the Extended Day Central Office at (703) 228-6069.
- Submitting notification by e-mail to extended.day@apsva.us.
- Providing written notification to the supervisor at your child's Extended Day program or the Extended Day Central Office.

Failure to provide notification will result in continued accumulation of fees.

Suspension/Dismissal

At the discretion of the Principal, in consultation with the Extended Day Director, students can be suspended/dismissed from the Extended Day program for:

- Failure to comply with program rules and procedures
- Repeated late pick-ups
- Behavioral problems
- Failure to provide and/or maintain true and accurate forms required for enrollment in the program
- Failure to maintain program eligibility
- Non-payment of tuition

When Your Child is Sick

Children who are absent from school during the school day due to illness may not attend Extended Day.

If a child develops symptoms of illness while attending an Extended Day program the parent/guardian will be notified and must make arrangements to have the child picked up as soon as possible.

Parents are required to report to Extended Day within 24 hours or the next business day if their child, or any immediate household member, develops a reportable communicable disease as defined by the State Board of Health. Should the disease be life threatening, the reporting shall be immediate.

Medication Administration

In the event a student requires medication, whether prescription or over-the counter, the parent must furnish the public health nurse with the medication:

- in a prescription bottle or original container
- labeled with the child's name
- labeled with the medication name, dose and time of administration.

The "Authorization For Medication Release and Indemnification Agreement" which has been signed by both the parent/guardian and physician must accompany the medication. A faxed copy from the physician will be accepted.

Upon request the staff will apply sunscreen and/or insect repellant to a child if:

- The parent provides written authorization, noting any known adverse reactions;
- The parent provides an original container of the substance that is labeled with their child's name.

Reporting Suspected Child Abuse

Under Section 63.1-258.3 of the Code of Virginia, adults working with children are required to report suspected child abuse or neglect.

If a staff member suspects an incident of child abuse or neglect, he/she is required to report it immediately to their Supervisor, who will subsequently report it to the Director or Assistant Director and school principal.

Upon consultation with the school principal and/or the guidance and counseling staff, Child Protective Services will be contacted The identity of the person making the initial report is strictly confidential.

Activities & Programming

The Extended Day/Check-In programs offer safe, supervised quality activities, which are designed to meet the needs and interests of students. "Asset" building activities are designed to provide children opportunities to "learn through play" in a stress-free and fun environment. The children have a choice of many activities each day and participation is optional for all activities.

Students can participate in arts and crafts; play with games and manipulatives; participate in dramatic play, literacy and STEM activities, sports and group events; complete homework assignments; relax, and socialize in a supportive, supervised atmosphere.

Supervised outdoor activities are offered daily, weather permitting. A snack is provided in the after school program.

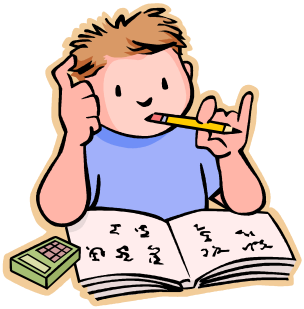
Children Attending Enrichment and Non-Extended Day activities During Extended Day Hours:

Parents must provide written permission for a child to attend non-Extended Day activities during Extended Day time, including:

- the name of the person signing out the child
- the name of the person signing in the child if he/she returns that day

Homework Time:

Arlington Public Schools regard homework as a communication tool between the students and the teachers. Parents should notify teachers if a student is having difficulty completing assigned tasks.



Extended Day provides a supportive environment and daily opportunity for children to do their homework. However, the Extended Day staff does not tutor children or ensure that homework assignments are complete.

Field Trips & Transportation

Occasionally programs will offer children field trip opportunities. These trips may require the use of APS, chartered or public transportation. All vehicles will meet state standards regarding safety requirements and travel procedures. Information about upcoming trips including the date, time and destination will be provided in advance and parents will have the opportunity to have their child opt out of the trip.

Clothing and Footwear:

Children should dress in clothing that is appropriate for indoor and outdoor play. For safety purposes children should wear closed toe shoes, such as sneakers. Some gymnasiums require participants to wear non-marking soled shoes.

Promoting Positive Behaviors

Extended Day staff promotes positive relationships and appropriate behavior by modeling respectful and kind conduct at all times. Staff encourages positive behaviors by offering engaging, asset-building programming, based on the interests and needs of the children. In the event of inappropriate behavior, staff will support, not punish, children to help teach positive behaviors. Consequences for negative behaviors will be appropriate, consistent and constructive.

To promote positive behaviors, Extended Day staff will always respond to the children in a manner that is:

- Respectful
- Appropriate
- Consistent
- Constructive
- Cooperative

The response by Extended Day staff will never include:

- Yelling
- Verbal Abuse
- Physical punishment
- Frightening or embarrassing remarks
- Withholding of eating and/or toileting privileges
- Threats

Personal Toys & Games

Children may not bring toys, games, and electronic devices from home. Extended Day will not be responsible for lost, stolen or damaged personal items.

Snack

After school Extended Day serves healthy and nutritious snacks which follow the recommendations of recognized nutritional guidelines, such as those issued by the US Department of Agriculture.

Snack menus are posted on the Parent Information Boards at each school and can also be found on the Fairfax Food Service's website: https://ffsfrontend.willetts.com/menu. The menu code for the Extended Day menu is 'ARLEXT01'.

Note: Specific food requirements and allergies must be indicated during the registration process and on the school health forms on file in the school clinic.

For School Closing and Emergency Information

In the event of an emergency or for information regarding the status of the program on days of inclement weather, you may check for changes in Arlington Public Schools and Extended Day operations at:

- APS School Talk (http://www.apsva.us/schooltalk): A communication system for parents and the Arlington community using email, phone and text messages for subscribers who elect to receive emergency announcements.
- Online at: www.apsva.us
- Facebook: www.facebook.com/ArlingtonPublicSchools
- Twitter: @APSVirginia
- APS Hotline: 703-228-4277 *(for messages in English & Spanish)*
- APS TV (AETV) - Channel 70/FiOS Channel 41
- All Local TV and Radio Stations

Parent Involvement

The Extended Day staff work very hard to meet the expectations of our families. A critical component in this effort is maintaining a positive, productive and respectful line of communication between the program and its families.

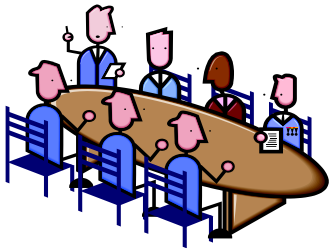
Extended Day staff in each school keeps parents informed and involved through a Parent Information Area, located near the Sign-in/Sign-out sheets. Parents are encouraged to communicate the individual needs of their child to the Supervisor of their child's program.

Parents are welcome at their child's Extended Day program at any time. Please feel free to visit with your children, observe or even participate in the activities and games. Also, if you have a special talent or hobby we can make you a star! Please speak to your child's supervisor to schedule a time for you to come to Extended Day and share your skills or interests with the children.

While visiting, please do not hesitate to take any comments, concerns, or questions directly to the Supervisor or Assistant Supervisor. For a more formal discussion, parents always have the opportunity to schedule a meeting with the Supervisor and/or Extended Day Director.

Parent Representatives

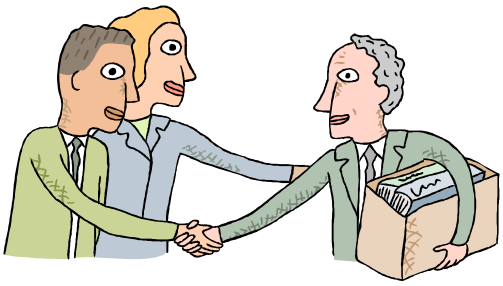
The Principal, Program Supervisor and the PTA are encouraged to collaborate to select a Parent Representative to communicate with the Extended Day Central Office. The Central Office looks forward to hearing about individual programs and getting input from the Parent Representatives in all its discussions.



The role of the Parent Representative:

The Parent Representative serves as a liaison between the parents and Central Office, as well as the PTA. This liaison represents the needs of the individual Extended Day program.

Schools may wish to form their own Extended Day Committees as part of the PTA. When these committees are established, formally through the PTA or informally through the parents, the Parent Representative serves as chairperson.



Phone Numbers

Extended Day	Program Numbers
Abingdon	(703) 228-8471
Ashlawn	(703) 228-8279
Arlington Science Focus	(703) 228-8088
Arlington Traditional	(703) 228-7677
Barcroft	(703) 228-8121
Barrett	(703) 228-8534
Campbell	(703) 228-8434
Carlin Springs	(703) 228-8412
Claremont	(703) 228-2522
Drew	(703) 228-8135
Discovery	(703) 228-2698
Fleet	(703) 228-8207
Glebe	(703) 228-8511
Hoffman-Boston	(703) 228-8623
Jamestown	(703) 228-8373
Key	(703) 228-8486
Long Branch	(703) 228-8066
McKinley	(703) 228-8258
Montessori	(703) 228-8796
Nottingham	(703) 228-8334
Oakridge	(703) 228-8159
Randolph	(703) 228-8685
Stratford	(703) 228-6384
Taylor	(703) 228-8597
Tuckahoe	(703) 228-8322
Check-In	Program Numbers
Hamm	(703) 228-2868
Gunston	(703) 228-6936
Jefferson	(703) 228-5860
Kenmore	(703) 228-6776
Swanson	(703) 228-5497
Williamsburg	(703) 228-5476

EXTENDED DAY
CENTRAL OFFICE:
703-228-6069

Bobby Kaplow	Director
Ben Harris	Assistant Director
Staur Harris	Specialist
Kris Seldomridge	Specialist
Belinda Watson	Specialist
Karen Morales	Registrar
Maria Navas	Accounts Receivable
Ines Otazo	Clerk

APS Telephone Hot Line, 703-228-4277