

Arlington Public Schools



Family Handbook

Updated July 2021

The Extended Day Central Office

Syphax Education Center
2110 Washington Blvd.
Arlington, VA 22204

Office Hours:

Monday through Thursday: 8:00 a.m. to 4:30 p.m.

Friday: 8:00 a.m. to 3:30 p.m.

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

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 ID 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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The Extended Day Vision

Extended Day will provide a kind and caring environment in which every child, every day is physically and emotionally safe and secure; feels valued and respected; and is having fun and learning through exploration and enriching opportunities.

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 programs at the Middle Schools, offers supervised quality activities, which are age appropriate and designed to meet the needs and interests of each child. 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 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.

- Extended Day provides child care services at each elementary and middle school (except H-B Woodlawn) and the Shriver Program.
- Extended Day is self-regulated and complies with the Virginia Department of Social Services child care requirements, APS-developed standards and nationally recognized best practice.
- 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 session, but operate after each regularly-scheduled school day.
- With prior 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 also participate in school sponsored after school activities, clubs, sports, and scheduled events.

Program Administration

The Extended Day Program operates under the auspices of the APS Department of Finance and Management Services.

The **Extended Day Director and Assistant Director**, along with **Program Specialists** and the **Extended Day Central Office staff**, oversees the Supervisors, staff and programs throughout APS.

The school **Principal** is responsible for all activities in each building, including the Extended Day Program. The Principal, in consultation with the Extended Day Director and staff, may dismiss students from the Extended Day Program for non-compliance of program policies and procedures.

A **Program Supervisor** directs the day-to-day operations at each school with the assistance of an **Assistant Supervisor**, **Aides** and **Trainees**. Specific sites, particularly those with larger enrollments, also receive administrative support for **Team Leaders**. Staff qualifications and ratios of staff to students meet or exceed the requirements of the Virginia Department of Social Services' standards for school age child care programs.

Eligibility

For a student to be eligible to participate in Extended Day, the student's parents/guardians, or parent/guardian in a single-family household, must meet one of the following criteria:

- employed
- in school, or
- incapacitated.

And, the child must be at least 4 years old by September 30th of the relevant school year.

Registration

By April 1st each year, registration information is released on the Extended Day website (www.apsva.us/extended-day), through APS School Talk and other APS platforms.

Registration for Extended Day is conducted online. The following links can be used for registration:

Existing Extended Day Families:

<https://apsfamily.schoolcareworks.com>

(For assistance with your username or password, please contact the Extended Day Office)

Families New to Extended Day:

Families new to Extended Day must complete the [New Family Account Registration Form](#). Families will receive their account information within 2 business days and be able to complete the registration information and apply for Extended Day sessions.

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

Registration Information

- Registration is conducted online. Assistance filling out the registration is available at the Extended Day Central Office.
- Registration information must be submitted for each student.
- Within a few days of submitting registration information, families will be contacted regarding the status of their child's enrollment.
- Two emergency contacts, other than parent/guardian, are required. Emergency contacts must be able to arrive at the child's school within

30 minutes of being notified to pick up the child when the parent/guardian cannot be reached.

- Documentation confirming eligibility and other information (i.e. self-employment, current school enrollment, household income) must be provided, if requested by the Extended Day Central Office.
- Parents/guardians must maintain current information in their family account at: <https://apsfamily.schoolcareworks.com>
- For additional information, please:
 - visit our website: www.apsva.us/extended-day/
 - contact our office: (703) 228-6069
 - Email: extended.day@apsva.us

Enrollment Options & Hours

Extended Day offers services before and after school at the Elementary Schools and after school only at the Middle Schools.

- Elementary Before School: Extended Day opens at 7:00 a.m. daily and operates until the start of school.
- Elementary After School: Extended Day operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m.
- Middle School Check-In After School: Check-In operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m.

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.

Days of Operation

Extended Day programs follow the calendar of the Arlington Public Schools and are open on every regularly scheduled instructional day for students.

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.

Extended Day 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 the 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. Fees are charged on a sliding fee schedule, based on annual household income (household = all adults living together as a family unit).

- Fees are charged according to the gross annual household income, school site and the sessions attending (before and/or after school).
- Fees are not reduced/prorated when a child is absent or when weather or an emergency forces the closing of school.
- Billing statements are distributed monthly.

Sibling Discounts:

Families paying at a reduced rate receive a discount for siblings concurrently enrolled in the program.

Refunds:

If a child is withdrawn from the program prior to the 1st day of the month, the entire monthly fee is refunded. However, if a child is withdrawn between the 1st and 15th of the month, half of the monthly fee is refunded. Summer fees are not refundable.

Payment Information

Payments are due by the first of each month. Payments may be made by credit card or check. Cash payments are prohibited. Payments are not accepted at the schools.

Credit card payments:

Credit card payments may be made online at www.mySchoolBucks.com (MasterCard or Visa) or in person at the Extended Day Central Office (2110 Washington Blvd., Arlington, VA 22204) (Master Card, Visa, or Discover).

- mySchoolBucks charges a \$2.00 fee per transaction or parents can subscribe to an annual membership, which covers all transactions.
- To open a mySchoolBucks account, the student's name, birth date or student ID number is required.
- mySchoolBucks allows you to schedule automatic recurring payments.

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 be deposited in a drop box located at the Syphax Building (where the Extended Day Central Office is located) 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 returned 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 Extended Day services.

Receipts:

Receipts can be self-generated online from your Family account. Or, 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 for verification 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 individual. 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.

Relevant 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 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 the after-school program for Middle School students (except at H-B Woodlawn). With written permission from parents/guardians, Check-In students may leave the program without being signed out by an authorized

adult. In addition to Check-In activities, students may participate in school-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 a child has not been picked up by 6:00 p.m., and the parent/guardian cannot be reached, 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 may result in an earlier pick-up time being required or suspension from the program. Repeated lateness could also lead to termination of enrollment and referral to Child Protective Services.

Changing Your Child's Schedule/General Information

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 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.
- Due to the time sensitivity, please do not send email notifications of a change in student schedules.

To update information in your child's Extended Day Family Account:

- 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 from Extended Day:

- Please call the Extended Day Central Office at (703) 228-6069, or
- Provide written notification to the supervisor at your child's Extended Day program or the Extended Day Central Office, or
- Submit notification by e-mail to extended.day@apsva.us

NOTE: If a child is withdrawn from the program prior to the 1st day of the month, the entire monthly fee is refunded. If a child is withdrawn between the 1st and 15th of the month, half of the monthly fee is refunded. 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 accurate information in the family's account
- 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 Extended Day, 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 school's 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.

Sunscreen and/or Insect Repellent

Upon request the staff will apply sunscreen and/or insect repellent 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 to Child Protective Services.

If a staff member suspects an incident of child abuse or neglect, he/she is required by law, as a Mandated Reporter, to report it immediately. The identity of the person making the initial report is strictly confidential.

The program supervisor will also be notified and the incident will be reported to the Extended Day Director or Assistant Director and school principal.

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.

Attending Non-Extended Day Activities During Extended Day Hours:

Parents must provide written permission for their 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 are not to bring toys, games, and electronic devices from home. Extended Day will not be responsible for lost, stolen or damaged personal items.

Snack

Each day 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.

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 the Arlington community using email, phone and text messages for subscribers who elect to receive 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.

Parents/guardians are welcome at their child's Extended Day program at any time and are encouraged to communicate concerns or information regarding the needs of their child to the Supervisor of the program.

Information for families is posted at each program in the Parent Information Area, located near the Sign-in/Sign-out area.

Please join us! 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.

Again, please do not hesitate to express 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

At each school, the Principal, Extended Day Supervisor and 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 receiving input from the Parent Representatives regarding program operations and concerns.

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
Cardinal (703) 228-8258
Carlin Springs (703) 228-8412
Claremont (703) 228-2522
Drew (703) 228-8135
Discovery (703) 228-2698
Escuela Key (703) 228-8486
Fleet (703) 228-8207
Glebe (703) 228-8511
Hoffman-Boston (703) 228-8623
Innovation (703) 228-2717
Jamestown (703) 228-8373

Long Branch (703) 228-8066
Montessori (703) 228-8796
Nottingham (703) 228-8334
Oakridge (703) 228-8159
Randolph (703) 228-8685
Shriver (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