

Arlington Public Schools



# Family Handbook

Updated July 2022

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## The Extended Day Central Office

Syphax Education Center  
2110 Washington Blvd.  
Arlington, VA 22204

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### **Office Hours:**

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

Friday: 8:00 a.m. to 1:00 p.m.

**When contacting the Extended Day Central Office, please include your child's name and school, and your Extended Day Family Account #.**

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

**Email:** [extended.day@apsva.us](mailto:extended.day@apsva.us)

**Website:** [www.apsva.us/extended-day/](http://www.apsva.us/extended-day/)

**Online Payment Portal:** [www.mySchoolBucks.com](http://www.mySchoolBucks.com)

[Extended Day Site Contact Information](#)

**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.

## **In a Nutshell: 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.
- The APS Extended Day programs are exempt from state licensure, per Virginia Code. However, the programs comply with APS child care standards and are monitored by the Extended Day Central Office. Where applicable, the programs align with the Virginia Department of Education Child Care 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 session, but operate after each regularly-scheduled school day.
- When APS schools are closed, or close early due to inclement weather or other factors, the Extended Day programs are also closed.
- 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 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**, oversee the individual Program 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 Extended Day program, with the assistance of an **Assistant Supervisor**, at the elementary school sites. Specific sites, particularly those with larger enrollments, also receive support from **Team Leaders**.

**Aides** and **Trainees** support the supervisory staff at each school, providing “sight and sound supervision” of the children and planning and implementing activities and events.

Staff qualifications and ratios of staff to students meet or exceed the requirements of the Virginia Department of Education’s standards for school age child care programs.

## Eligibility

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 Information

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

Registration for Extended Day is conducted online, using the following links:

- **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](#). Within 2 business days of creating an account, new families will receive account information necessary to complete the registration information and apply for Extended Day enrollment.

**NOTE:** Should the number of children registered exceed space and staffing requirements, children will be placed on a wait list until their enrollment can be accommodated.

# Registration Process

- For assistance with registration please contact the Extended Day Central Office ([extended.day@apsva.us](mailto:extended.day@apsva.us)).
- Registration information must be submitted for each student.
- 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.
- After submitting registration information, you will receive an email confirming receipt by the Extended Day Central Office.
- A registration fee is due by the date indicated in the email confirmation. Failure to submit your registration fee by the indicated date will result in your registration being rejected.
- You will be contacted by our office if additional information is needed.
- 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/](http://www.apsva.us/extended-day/)
  - contact our office: (703) 228-6069
  - email: [extended.day@apsva.us](mailto: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.

## At the Elementary Schools:

- Before School: Extended Day opens at 7:00 a.m. and operates until the children transition to their classroom for school.
- After School: Extended Day operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m.

## At the Middle School Check-In Programs:

- After School: Check-In operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m.

In the summer, Extended Day operates before and after school in conjunction with the APS 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, or closes early, due to an emergency or 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 will also be closed.

## **Extended Day Fees**

### **Annual Registration Fee:**

There is an annual registration fee of \$40 for the first child and \$30 for each additional child. The registration fee is due by the date indicated in the email confirmation. Failure to submit your registration fee by the indicated date will result in your registration being rejected. Registration fees are not refundable unless the child is not offered enrollment for the entire school year due to program capacity.

### **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 (i.e. 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 for the subsequent month.

### **Sibling Discounts:**

There is a sibling discount for families whose income level is below the top two levels on the fee scale.

More information on fees can be found on the [Fee Information page](#).

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## 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. Payment is not accepted at the schools.

### Credit card payments:

Credit card payments may be made:



- **Online** at [www.myschoolbucks.com](http://www.myschoolbucks.com) (MasterCard or Visa), or
- **In person** at the Extended Day Central Office (Master Card, Visa, or Discover).

### MySchoolBucks Information:

- To open a MySchoolBucks account, the student's name, birth date or student ID number is required.
- MySchoolBucks charges a \$2.00 fee per transaction or there is the option of an annual subscription, which covers all transactions.
- MySchoolBucks allows you to schedule automatic recurring payments.
- MySchoolBucks is not available to students new to APS until mid-July and registration fees may not be able to be paid through MySchoolBucks.
- Please note: your Extended Day balance is not available on MySchoolBucks. Please login to your Extended Day Family Account for your balance.

### 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 (home of 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 suspension of the child's enrollment.

### **Returned Checks:**

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

- Replacement payment for 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 could 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 school before 7:00 a.m.

Students must also be signed-in when returning to 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.

As part of the registration information, parents must designate persons authorized to pick-up their children. Subsequently, additional authorizations for pick-up must be made in writing to the Supervisor at the school.

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

### **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.

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

## **Late Pick-up Policy**

Children at all Extended Day and Check-in programs must be picked up by the programs' 6 pm closing time.

If parents are unable to arrive by 6 p.m. the parent/guardian 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 notice 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 after 12 pm.
- If there is a last minute change please call the Extended Day office at your child's school and speak with the Extended Day staff.

## 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.
- If you need to remove an emergency contact please email [extended.day@apsva.us](mailto:extended.day@apsva.us).

## To Withdraw Your Child from Extended Day:

- Please submit notification by e-mail to [extended.day@apsva.us](mailto:extended.day@apsva.us), or
- Please call the Extended Day Central Office at (703) 228-6069.

**Please 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.

## **Access to Extended Day Information**

Parents/guardians have access to all their child's Extended Day information, including verbal communication with staff, unless official legal documents are on file which state otherwise.

Should a custodial parent/guardian wish to prevent another parent/guardian from picking up the child or having access to program information, official legal documents must be provided (i.e. divorce decree or custody order).

## **Suspension/Dismissal**

At the discretion of the Principal, in consultation with the Extended Day Director, students can be suspended/dismitted 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 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.

## Administration of Medication

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; games and manipulatives; dramatic play, fitness, 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, which must include:

- 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. 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

### **In the Event of Inappropriate Behaviors:**

In the event of inappropriate behavior, staff will support, not punish, children to help teach positive behaviors. It is the goal of Extended Day to support and guide the child's development towards appropriate conduct. Consequences for negative behaviors will be appropriate, consistent and constructive.

More serious inappropriate behaviors will be documented and the parents/guardians will be notified.

For on-going behavior issues, Extended Day will collaborate with the parents and school staff (i.e. counselors, teachers, principal) to share information and resources to support the child's efforts towards appropriate conduct. Strategies and processes may be implemented to promote positive behaviors.

If inappropriate behaviors persist, suspension or termination of enrollment may result.

## **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](#).

**Please 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

If school is closed due to inclement weather or other emergency, the Extended Day program will also be closed. If there is an early dismissal due to inclement weather or other emergency, Extended Day will also be closed.

In the event of an emergency or for information regarding the status of the program on days of inclement weather, changes to regular APS and Extended Day operations are available at:

- APS School Talk (<http://www.apsva.us/schooltalk>)
- Online at: [www.apsva.us](http://www.apsva.us)
- Facebook: [www.facebook.com/ArlingtonPublicSchools](http://www.facebook.com/ArlingtonPublicSchools)
- Twitter: @APSVirginia
- APS Hotline: 703-228-4277
- APS TV (AETV) - Channel 70/FIOS Channel 41
- Local TV and Radio Stations

# Parent Involvement

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 are encouraged to communicate concerns or information regarding the needs of their child to the Supervisor of the program.

Parents/guardians are welcome at their child's Extended Day program at any time and special opportunities for parent involvement are announced throughout the year.

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

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 Supervisors 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 serve as a liaison between the parents, PTA and Extended Day Central Office. This liaison represents the needs of the individual Extended Day program.

Schools may wish to form their own Extended Day Committee 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.

The Central Office looks forward to receiving input from the Parent Representatives (and families) regarding program operations and concerns.