



2023 – 2024

Extended Day

Registration and Handbook

4510 Bawell St.
Baton Rouge, LA 70808
225-343-6630 (office)
225-344-4962 (fax)

Dear Parents,

Welcome to FLAIM's 2022-2023 Extended Day Program. The purpose of our program is to provide a quality morning and aftercare program for PreK3 to 5th students attending FLAIM. Our morning care program provides students time for unstructured play in the gym or drawing/coloring. Our aftercare program provides a snack, homework assistance, and possibly enrichment activities.

The Extended Day Handbook and Registration packet includes information that you will need about our program. Please read the Handbook carefully. After reading the packet, please **return** the registration form (pages 8 and 9) to school or email to fsizemore@ebrschools.org, and **pay** the \$20 registration fee online. If you have any questions, please email or call the school at (225)343-6630.

Mrs. Morgan, Principal tmorgan@ebrschools.org

Fabienne Sizemore, Extended Day Coordinator fsizemore@ebrschools.org

Natacha Tomson, Extended Day Coordinator ntomson@ebrschools.org

1. Extended Day Hours of Operation

Morning Extended Day Services

- 7:00 am – 8:00 am
- Students will go to breakfast at 7:55 am.
- Students are not allowed to bring breakfast from home into the school.
- Students are not allowed on campus before 8:00 am unless they are registered for Extended Day.

Afternoon Extended Day Services

- 3:40 pm – 6:00 pm
- At 3:20, Extended Day students go directly to the cafeteria for a snack. (The snack is provided by EBR Parish School Food Service. There is not an additional cost for a snack.)
- At 3:40, students have a recess until 4 pm.
- At 4 pm students go to the designated classroom to complete their homework.
- At 4:40, students who have completed their homework may go to an enrichment activity until 5:40. All students who have not completed all their assignments report to a designated class to finish their homework prior to going to the activity.
- At 5:40, all remaining students are escorted to the sign out table. Those students remain there until they are picked up.

2. Extended Day Program

a. Registration

- **ALL students** attending Extended Day must have paid the \$20 registration fee and submitted a registration form BEFORE attending.
- The registration must be turned in to the Office or emailed to fsizemore@ebrschools.org with “Extended Day” written in the subject box.
- If changes are made to contact information (ex. phone numbers, who can pick up your child), you **must** give the Extended Day coordinators a separate note from the one sent to the front office explaining the changes.

b. Online Payment ONLY:

Access the online portal by visiting FLAIM’s website at www.brflaim.org and click the “Extra” tab to find the Extended Day Fees.

There is a 4% fee associated with online payments, which is independent from our program.

1. The registration fee of \$20 has to be paid online (please make sure you send the registration form too, not just pay the fee).
2. You will select the payment option that fits your plan (“AM only”, “PM only”, “AM and PM”, “As Needed AM”, “As Needed PM”, or “As Needed AM and PM”).

c. Attendance

- There are 2 options for attending Extended Day Services:
 1. Regular Attendance Plan – **every** day AM and/or PM. You have the option to pay by the **month or half month, PRIOR to attending.**
 - Morning Care - \$5.00 a day
 - Aftercare - \$10.00 a day
 2. As Needed Plan (you must pay **5 days at a time and prior to attend**, and those days will be used as your child attends, the days roll over from month to month until you run out)
 - Morning Care - \$8.00 a day
 - Aftercare - \$15.00 a day

3. Extended Day Plans

a. Regular Every Day Attendance Plan Fee Guidelines:

- When registering, parents agree to pay for every AM and/or PM throughout the year.
- Payments must be paid **PRIOR to attendance** either by the month or 2 times a month.
- **Monthly Fees are due by the 3rd of each month.**
- **If needed**, parents can pay the **first** ½ of the monthly fee **by the 3rd** and the **2nd half** of the monthly fee **by the 17th.**
- As school starts after August 3rd, fees for the month of August are due on the first day of school, **August 9th.**
- If at least ½ of the monthly fee is not paid by the 3rd and the 2nd half paid by the 17th, a **late payment fee of \$10** will **automatically** be charged. If we did not receive **any** payment for the month by the 17th the late fee will be **\$20.**
- Students whose fees are not paid on time will not be allowed to attend Extended Day. **Parents are not allowed to carry a balance due. THIS WILL BE STRICTLY ENFORCED.**

- Fees are non-refundable and cannot be applied to future days. Credits **will not** be given due to a student's absence (for any reason) or non-attendance (for any reason) in either morning or afternoon care. Credit **will not** be given for extra-curricular activities such as Girl's Scouts, 4-H Club, Running Club, Kids Orchestra, Chess Club, etc.
- **Unexpected cancellations** of afterschool activities by the EBRP School Board, **of less than 5 consecutive school days, are non-refundable** (ex. inclement weather, pandemic).

b. As Needed Attendance Plan Fee Guidelines:

- **A student must be registered for Extended Day and have paid the \$20 registration fee PRIOR to attend.**
- ALWAYS provide a set of 5 prepay days before attending.
- We do not necessarily need to know the dates of attendance in advance, but ALWAYS contact your child's teacher when attending in the afternoon so your child can be sent at the correct time for snacks.
- If an "unexpected" event occurs where Extended Day services are required, a parent may call the school requesting their child attend Extended Day. If your child is not registered, you will need to complete the registration form and pay the registration fee. Payment will be due upon picking up their child. **A balance due is not allowed.**
- Students whose fees are not paid on time **will not** be allowed to attend Extended Day. **Parents are not allowed to carry a balance due.** (ex. If fees are not paid on or before the day of attending.)
- **A late payment fee of \$10** will **automatically** be charged if payments are not made on time.

4. Divorce and Custody Issues

The Extended Day program will not become involved in any divorce/custody issues. The involved parties will reconcile and determine the responsible party on the account. This includes determining which parent should pay the fees. Unresolved accounts will result in the child being suspended/terminated from the program regardless of who is responsible for the balance due.

5. Late Pick Ups

- **All students must be picked up by 6:00 pm.**
- **A \$1 per minute**, per child, late pick up fee will be strictly enforced when a student is picked up late from Extended Day. This fee starts at 6:01 pm. This late pick up fee is due the day the late pick up fee occurred or the morning of the next school day.
- We are aware that sometimes students are picked up late due to unavoidable circumstances (traffic, weather, etc). Please understand that while we can understand the circumstances, a late pick up fee will still be charged as we have to pay workers to stay until all students are picked up.
- If a child has not been picked up by 7:00 pm, the local child protection agency will be contacted. The Extended Day Coordinator or Coordinator designee will follow their recommendation concerning the care of the child.
- If an "unforeseen" emergency circumstance occurs, please contact the Extended Day Coordinator or Coordinator designee at 225-229-6479. (ex. You get in an accident on the way to pick up your child from Extended Day.)

6. Multiple Late Pick Up Fees

After 2 **unpaid** late pick up fees, parents will not be allowed to utilize Extended Day services for 10 school days.

7. Drop Off and Pick Up Procedures

- Morning Care drop off will be in the main driveway, gym entrance.
- Parents **MUST** walk their child inside the building and sign their child into Morning Care by signing the attendance book. **Students will not be allowed to sign themselves in.**
- Aftercare pick up will be through the double doors at the end of the Blue Hall. These doors face the “U-shaped” driveway (with the flag pole) on Bawell St. An Extended Day entrance sign is located on the outside of the doors.
- Parents must sign their child out in the attendance book each day.
- Parents **MUST** list on the registration form anyone allowed to pick their child up from Extended Day (this includes siblings old enough to drive.) A child will only be released to people listed on the registration form.
- Please let anyone listed know that for the safety of your child they will need to provide a picture ID with the name matching the one you provided.

8. Extended Day Closure

- Extended Day will be closed if schools are closed. This includes normal scheduled holidays as well as emergencies. Extended Day will also **not** be opened for aftercare services on Early Dismissal Days.
- If for any reason the District cancels all afterschool activities (ex. inclement weather), FLAIM will not have aftercare services. You will be notified as soon as the school is notified. **Unexpected cancellations** of afterschool activities by the EBRP School Board, **of less than 5 consecutive school days, are non-refundable.**

9. Homework Assistance

- Teachers will be available to assist students with their homework.
- Students **will not** be allowed to go back to their classroom to retrieve any books etc. that they forgot to pack.
- Students, who have not finished their homework by 4:40, will be given additional time to finish instead of going to an activity.
- Please understand that full completion of homework may not occur, especially if you pick up your child early. Therefore, it is imperative that parents review assignments at home.
- **Ultimately**, homework is the **responsibility of the student**.

10. Discipline

- Students attending FLAIM’s Extended Day program shall adhere to the discipline policy set forth by the East Baton Rouge Parish School System. This policy is explained in the EBR Student Rights and Responsibilities Handbook and Discipline Policy. Any infraction of existing policy will result in appropriate disciplinary action, including a **suspension or permanent removal** from the Extended Day program.
- Failure to comply with Extended Day rules/guidelines set forth in this Handbook can also result in a **suspension or permanent removal** from the Extended Day program.
- Students will **not** be allowed to bring toys/cards from home to play with during Extended Day.

Regular Plan vs. As Needed Plan

	Regular Plan	As Needed Plan
Registration Fee	\$20 per child	\$20 per child
Where do I send the registration form?	Bring to the Office or email to fsizemore@ebschools.org with "Extended Day" in the subject box.	Bring to the Office or email to fsizemore@ebschools.org with "Extended Day" in the subject box.
What is the plan?	You agree to pay for every weekday, AM and/or PM.	You pay only for the days your child attends (you must prepay 5 days at a time).
How much is it per day?	\$5 per AM, \$10 per PM	\$8 per AM, \$15 per PM
Is there a sibling discount?	No	No
Can I get a credit if my child is absent?	No credit	No credit
When do I need to pay?	By the 3rd of the month for the full month or 1 st half of the month; by the 17th for the 2 nd half of the month.	Before or on the day of your child's attendance (you must prepay 5 days at a time).
Can I pay by the week?	No, only by the month or ½ month.	You must prepay 5 days at a time.
How can I pay?	Online at www.brflaim.org under the "Extra" Tab.	Online at www.brflaim.org under the "Extra" Tab.
What is the fee for late payment?	There is a \$10 late fee per half month if you do not pay by the due date(s).	There is a \$10 late fee if the payment is not made before or the day of attendance.
Can I change my plan during the year?	Yes, you can change to the "As Needed Plan" at the start of a new month and with a dated written note.	Yes, you can change to the "Regular Plan" at the start of a new month and with a dated written note.
How many times can I change my plan?	One time per semester.	One time per semester.

FAQ

On the sign-in and -out form, can my child write on it?

Only the adult who is dropping your child off, or picking your child up, can write on the form/calendar page. Only the adult should write the time and initial.

Do I have to drop my child off at 7 AM or pick my child at 6 PM?

In the morning, you can drop your child off any time between 7 and 8 AM.

In the afternoon, you can pick your child up any time between 3:40 and 6 PM.

We do not have time to eat breakfast at home. Can I pick up a breakfast on the way to school and have my child eat it during Extended Day?

No outside breakfast will be allowed at school during Extended Day. Your child should eat in the car before entering the school, or wait to eat the breakfast provided by the school at 8 AM.

Regular Plan

Can I get a credit if my child is absent from school or if I pick him up at regular dismissal time?

No, fees are non-refundable and cannot be applied to future days. Credits will not be given to a student's absence (for any reason) or non-attendance (for any reason).

School or afterschool activities were canceled due to the weather. Do I get a credit?

No, unexpected cancellations of school or afterschool activities by the EBRP School Board, of 5 or less consecutive school days, are non-refundable.

I see yellow on my check-in, sign-out page. What does it mean?

It means that the fees for those days are paid for.

As Needed Plan

Can I pay for one day at a time?

No, you must prepay 5 days at a time and it will be used as your child attends.

What is the sticky note for on my child's sheet?

It is for you to see which days your child attended and how many days you have left.

What if I have days left at the end of the month?

The days you paid for and not used will roll over to the next month.



Administration ONLY
__ \$20 Registration Fee

The FLAIM Extended Day Program 2023-2024

Registration Information

(one registration per child is required)

Student: _____ Grade: _____ Language: _____ Teacher: _____

Please **circle** one: + Regular Attendance Plan: ->AM only ->PM only ->AM and PM

AND/OR + As Needed Plan: ->AM only ->PM only ->AM and PM

Start date: ___ / ___ / ___

Parent/Guardian Information: Please PRINT

<p>Mother's Name and Contact Information:</p> <p>Name: _____</p> <p>Cell # _____</p> <p>Work # _____</p> <p>Email _____</p>	<p>Father's Name and Contact Information:</p> <p>Name: _____</p> <p>Cell # _____</p> <p>Work # _____</p> <p>Email _____</p>
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Emergency Contact Information:

<p>Full Name (no nickname) and Contact Information:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Cell # _____</p> <p>Work # _____</p>	<p>Full Name (no nickname) and Contact Information:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Cell # _____</p> <p>Work # _____</p>
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People allowed to pick up your child:* (other than your emergency contacts)

Full Name (no nickname)	phone #	Relationship to student

*For the safety of your child, please let the above listed people know that they may need to provide a picture ID matching the name that you provided to be able to pick up your child.

Is there a court order that prevents anyone from seeing or picking up your child? Yes - No

If you circled yes, please list the restricted person's full name below and provide a copy of the court order to be kept on file.

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Food Allergies / Religious Restrictions:*

List any foods that your child cannot eat due to food allergies or religious restrictions.

*Please note that to provide substitute food items, Food Services will require a form to be filled out and signed by a doctor. This form can be obtained by FLAIM's Cafeteria Manager. If you have filled out a form for breakfast and lunch restrictions, you do not need to fill out another form.

Other Allergies (ex/ ants, bees):

List any other allergies that your child may have and reactions they have incurred.

Allergy	Reaction	List any medicine at school for this allergy?

Health Concerns (Asthma etc.):

List any other health concerns that your child may have.

Health Concern	List any medicine at school for this concern?

By my signature, I acknowledge that I have READ, understand, and agree to the terms and policies listed in the FLAIM's Extended Day Handbook.

Parent Name and Signature: _____ Date: ____ / ____ / ____