



St. Clair County Community Education Extended Day Program  
410 Roy Drive • Ashville • AL • 35953  
205-629-7105

21<sup>st</sup> Century Community Learning Centers  
Emily Davis, Community Education Coordinator

## **PROGRAM PURPOSE**

The St. Clair County Board of Education offers this program as a community service. This program is a privilege, not a requirement. It is intended to be a high quality enrichment experience, providing opportunities for growth and development of children ages 5-12. Extended Day allows the children to make choices during their extended-day program. The opportunity to make choices gives children more responsibility and foster self-confidence.

## **HOURS AND SITES**

The Extended Day Program begins when the formal school day ends and extends until 6:00 p.m. The program begins the first day students attend school in August and ends the last formal school day in May. The Extended Day Program is only in operation during formal school days. When school closes for inclement weather there will be NO EXTENDED DAY PROGRAM.



**EXTENDED DAY PROGRAM  
21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER**

ASHVILLE ELEMENTARY SCHOOL  
Patti Johnson, Site Director  
(205) 594-5242

MOODY ELEMENTARY SCHOOL  
Cindy Turberville, Site Director  
(205) 640-5442

ODENVILLE ELEMENTARY SCHOOL  
Leslie Bowlin, Site Director  
(205) 365-4460

ODENVILLE INTERMEDIATE/MIDDLE  
Susan Nicely, Site Director  
(205) 629-2280

RAGLAND HIGH SCHOOL  
Regina Boswell, Site Director  
(205)472-2123

SPRINGVILLE ELEMENTARY SCHOOL  
Lisa Cohron, Site Director  
(205) 467-6550

**RATES AND PAYMENT PROCEDURES**

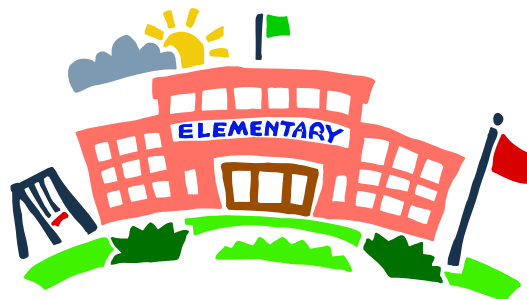
\$15.00 per child – yearly registration fee (non-refundable)  
\$35.00 per week

Payment is due on Friday for the following week. Make checks payable to: ST. CLAIR COUNTY COMMUNITY EDUCATION EXTENDED DAY (SCCCEED). Payment must be given to site director at the extended day site. Past due accounts will require an additional \$5.00 per week per child late fee. Delinquent accounts may be submitted to the courts for collection. Parents will be contacted if a check is returned from the bank. The parent will also have a certified letter mailed to them. The check and the service charge must be paid within ten (10) days from receipt of the certified letter. There is a \$30.00 service charge for all returned checks. If an account becomes more than two weeks late, the child will not be allowed to stay in the Extended Day Program.

**LATE PICK-UP FEE**

\$1.00 per minute after 6:00 p.m.

Habitual tardiness in picking up children will result in their dismissal. If Extended Day does not receive communication from a late parent, the local law enforcement agency will be called after 30 minutes to arrange for the child's supervision.



## **DISCIPLINE POLICY**

The Extended Day staff practice a policy of being fair, firm, and friendly. Student safety is a major consideration. Staff may not use any form of corporal punishment.

Step 1: The staff will discuss the child's inappropriate behavior with the child, stating clearly the behavior that is expected. The child may be required to take a "time-out" for a period of time.

Step 2: If the child fails to respond positively to this statement of expected behavior of "time-out" a staff member will contact the parent, describing the behavior required.

Step 3: If inappropriate behavior continues, the child will be suspended from the program.

## **STUDENTS ARE EXPECTED TO**

- Obey the Extended Day Program rules
- Follow the St. Clair County Board of Education Code of Conduct
- Remain with the staff in the designated Extended Day Program areas
- Show respect to others and the staff
- Keep their hands to themselves, not touching others or other's belongings

## **PARENTS ARE EXPECTED TO**

- Direct all concerns to the site director
- Make payment to the site director
- Pick up child if notified of illness or other discipline actions
- Present picture ID, if requested, and sign out child each day
- Pick up child before 6:00 p.m.

The program reserves the right to ask parents to remove their child if he/she cannot adjust to the program and/or for inappropriate behavior. The extended day programs maintain a 15 to 1 student/staff ratio.

I have read and understand the program purpose, hours of operation, inclement weather policy, rates and payment procedures, late fees, and discipline policy. I also understand that participation in the Extended Day Program is a privilege not a requirement of my child's educational process.

I give permission for my child to view movies rated PG.  
I give permission for my child's picture to be taken and published.  
I understand and agree to follow each condition as listed.

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Parent/Guardian Signature

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Date



St. Clair County Board of Education  
Community Education Extended Day Program  
21<sup>st</sup> Century Community Learning Centers  
Registration Form

Ashville Elementary       Springville Elementary       Ragland High       Other  
 Odenville Elementary       Odenville Middle       Moody Elementary

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

(H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ (C) Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

(H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ (C) Phone: \_\_\_\_\_

List Drivers License # if paying by check: mom: \_\_\_\_\_ dad: \_\_\_\_\_

Child lives with: \_\_\_\_\_

Medical Information: \_\_\_\_\_

\_\_\_\_\_

Is your child covered by medical insurance?       Yes       No

Insurance Carrier \_\_\_\_\_ Policy #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Permission to seek medical treatment if not able to reach parents or emergency contact?       Yes       No

List three responsible persons to contact in case of emergency if parents cannot be reached. Please inform these parties that you have listed their names with the program

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

List persons with permission to pick up child other than parents. Only designated persons with proper identification will be allowed to sign child out of program.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

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