



**K-8 Extended Day Program  
Registration Form  
2022-2023**

The teachers and staff of Collegiate Charter School of Lowell will manage the Extended Day Program. The goal of this program is to provide support in the social, emotional, cognitive, and academic development of students in grades K-8. Through meaningful and purposeful activities, students will build academic and personal confidence, team-building skills, and positive relationships with peers. This program will also support the physical health of students through the nutritious snack and exercise initiative. For planning purposes, a calendar of activities and snacks will be sent to families prior to the beginning of each month.

**Programs & Pricing:**

**Daily Rates**

<b>Number of Students</b>	<b>Morning (7:00am-8:15am)</b>	<b>Afternoon (3:30pm-6:00pm)</b>
1	\$5.00	\$10.00
2+	\$8.00	\$12.00

You will receive an invoice on the Monday **following the week of attendance**. Payments will be due on that **Friday**. Cash, check, debit/credit card or money order will be accepted – payable to: Collegiate Charter School of Lowell. Online payments via our new portal will also be accepted and our preferred payment method.

**Note:** The Extended Day Program will **not** operate on the following days:

- Snow days
- Vacations/Holidays (including observance days)
- Early release days (Morning Program will be offered)

Please see the following page on how to register your student(s).

Thank you.



## Registration Process:

Interested in signing up your student(s) for the Extended Day Program? We have a new online system so that you can register your students for the program and also receive and pay your invoices. You will also be able to view your tax statements at the end of the year.

1. Go to our Procure website to begin the Registration process for your student(s): [sab.is/57YPG3](http://sab.is/57YPG3)
2. Once we receive your information, we will process it and you will receive an email message from Procure with an invitation to sign up for an online account.
3. You should then be notified regarding the status of your enrollment into the program once they are accepted.
4. Parents will then be able to sign in/out their student(s) from the program using one of our Kiosk machines located at the Extended Day entrance.
  - ❖ If you or your student do not sign in/out, we can also sign them out for you each day.
5. Invoices will be generated automatically and emailed to you each Monday from the previous week, and they are due on that upcoming Friday.
  - ❖ Payments should be made online via your Procure account you created. If you need to pay via cash or check, we can accept that as well in-person.
  - ❖ Please ensure payments are on-time so that it does not impact your enrollment in the Extended Day program.



## **Note to Families:**

Dear Parents and Guardians,

As your child begins the Extended Day Program (EDP), we would like you to have an understanding of the expectations that our staff will have and the behavior plan that will be in place for your child. These expectations were developed to help your child have a positive and successful experience with the EDP.

### **EXPECTATIONS**

1. **BE PREPARED:** Each student is expected to bring homework and all resources needed to work on homework, such as handouts, textbooks, paper, pens, pencils, calculators, etc. Students may not participate in daily activities until homework is complete.
2. **BE RESPECTFUL:** Each student is expected to be respectful and kind to all staff, adult volunteers, high school volunteers, peers and property.
3. **WORK QUIETLY:** During homework time, students should work quietly to complete their work and if they finish early, they should provide other students the same opportunity for a quiet work time. If homework is finished, students may read quietly or complete an enrichment activity.
4. **FOLLOW DIRECTIONS:** Students will participate in numerous activities on a weekly basis, which range from board games to arts and crafts to science experiments. It is important that students follow directions and safety procedures to ensure everyone's safety.
5. **BE RESPONSIBLE:** Each student will learn the necessary skills to be independent citizens of the school, their homes, and communities. Each student will be responsible for their own cleanup, pack up, and interactions with others.

In the event that your child is having a difficult time meeting the program expectations, the following behavior plan will be implemented to help create the best possible environment for your child and the other students in the program.

### **BEHAVIOR PLAN**

1. **WARNING:** If your child is not following the directions of a staff member, a verbal warning will be given to your child indicating they have a choice to follow directions or "take five" where they will sit apart from the group for five minutes. Sometimes a little break from the activity will help students regroup and regain focus.
2. **TAKE FIVE:** If your child continues to choose not to follow the directions of a staff member, the staff member will let your child know that he or she needs to take five minutes apart from the group to regroup and try again.
3. **TRY AGAIN TOMORROW:** If after a verbal warning and a "take five" your child is still not following directions, your child will be asked to try again tomorrow. At this point, the student is not working on his or her own work and has become a



distraction to others trying to work. Your child will be sent home if you can be reached for permission. If a parent cannot be reached to give permission, your child will be separated from the rest of the group until the program is over. By using the “try again tomorrow” plan, we hope to create a calm and positive working environment for all students in the program, while assuring your child that he or she can come back the next day and try again.

Our goal is to provide a supportive environment for all children. Please be assured that every effort will be made by staff to encourage positive choices by your child, and all staff members hope to work with you to create the best possible experience for your child at the Extended Day Program.

**Note:** The Behavior Plan is not exhaustive. Every incident will be treated as a case-by-case basis. Repeated use of the Behavior Plan may result in temporary suspension or indefinite termination from the program.

### **Parent/Guardian Expectations**

Students who attend the morning program may not be dropped off before 7:00am. Should a student be dropped off before this time, they will be unsupervised until the program begins. A parent/guardian must sign out students who attend the Extended Day Program. Someone designated by the parent/guardian as an emergency contact, with written permission, may pick up the student. Identification is required to release the student to the emergency contact. Students must be picked up promptly at 6:00pm. If a student has not been picked up by the end of the program, staff will try to contact the parent/guardian and/or those individuals designated as emergency contacts. Three (3) late pick-ups will be cause for dismissal from the program.

Sincerely,  
Lisa Bryer  
Extended Day Program Coordinator

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