



# **FAMILY RESOURCE CENTER HANDBOOK**

*Early Room and Extended Day Programs*

2024-2025

**\* Early Room will begin on Monday,  
August 26<sup>th</sup>. \***

**\*Extended Day will begin on Tuesday,  
September 3<sup>rd</sup>. \***

## **Table of Contents**

Admission
Hours of Operation
Tuition Policy
Attendance
Enrollment
Late or Non-Payment
Arrival
Schedule
Departure
Late Pick-Up
Staffing
Code of Conduct
Equal Opportunity
Contact Information
Extended Day Enrollment and Financial Agreement
Extended Day & Early Room Emergency Information
Early Room Enrollment and Financial Agreement

## **Admission into the Early Room and Extended Day Programs**

We are happy to provide these programs as a service to our families who need before and after school care for their child(ren) and/or who would like an after school enrichment activity for their child(ren). Both programs are open to all students of Side by Side Charter School on a first-come, first-served basis. An Enrollment and Financial Agreement along with an Emergency Information Form (included in this packet) must be completed and signed for both programs. Please note that any outstanding balances **must be paid in full prior to enrollment**. Late payments or non-payment will render your child ineligible to participate in the program. Please see Late Payment section.

## **Hours of Operation**

**Early Room will be available on Monday, August 26<sup>th</sup>, Early Room hours are from 7:30 – 9:00 am and Extended Day will be available on Tuesday, September 3<sup>rd</sup>, Extended Day hours are from 3:30 – 5:30 pm. There is no Early Room option in the event of a delayed opening and Extended Day does not operate on early dismissal days.**

## **Tuition Policy**

Early Room coupons are Pre-paid 5-day or 20-day and purchased from the Early Room Coordinator, Carolyn Geter, Coupons may be used anytime throughout the school year. Tuition is on a sliding scale fee of \$2, \$5 or \$7 daily, depending on families' annual income and size.

Extended Day tuition must be pre-paid by the first business day of each month. Tuition is on a sliding scale fee of \$7, \$10 or \$12 daily. Credit is granted only when Extended Day is cancelled due to low enrollment or emergency school closings/early dismissals due to inclement weather.

To determine if your family qualifies for the reduced rate fees, you must submit a copy of two consecutive paystubs of all adults in the family, a copy of your previous year's tax return, or copies of SNAP eligibility/letter from Central Kitchen indicating your status is free/reduced for lunch meals. Please be sure to fill out a new Application for Free/Reduced Price Meals to determine eligibility. If you need assistance with the meal application, please contact Bea Abreu at extension 146.

Cash, check, money order or MasterCard and Visa are accepted as payment. There is a service fee of \$25 for each returned check, and your child (ren) will not be able to participate in the program(s) until the tuition, and the service fee has been paid. Note: we reserve the right to accept cash or money order as the only form of payment when checks are returned unpaid.

## **Attendance**

Attendance is taken daily by the teachers. Please call Beatriz Abreu at ext. 146 if your child will not be attending Extended Day on a particular day.

## **Enrollment**

Some of our programs have limited enrollment or enrollment requirements. We reserve the right to cancel any activity that does not meet enrollment requirements.

## **Late or Non-Payment**

Students are only guaranteed a spot in Early Room and Extended Day by the timely payment of tuition. Under certain circumstances, we may issue a 3-day grace period for payment, however if payment is not received after this period, the student may not participate in the program(s) until full payment is made. Payments, which are overdue 30 days, will result in the student losing his/her eligibility to participate in the program(s). Progress reports, report cards and student records will be withheld in the event of unpaid fees, and there is the possibility of these fees being sent to collection.

## **Arrival**

### **Early Room**

Parents must escort their children into the gym for Early Room and sign them in. Attendance is taken upon student arrival. Students may not be dropped off prior to 7:30 am. If you have a young child attending Side by Side for the first time, we encourage you to bring your child to the classroom at 9:00 am until a routine is established and he/she is comfortable enough to begin using the Early Room program.

### **Extended Day**

Extended Day students wait in the hallway outside of the office for staff to pick them up for their assigned room.

## **Schedule**

### **Early Room**

Early Room students may have breakfast and/or play quietly, read or finish homework. Early Room students line up prior to the 9:00 am bell and proceed to their classrooms. Staff members accompany the preschool students to their classrooms.

**Extended Day** Extended Day includes time for snack, recess and/or homework plus a “special” which may include sports, fitness & nutrition, Spanish language, arts & crafts, etc. Students are divided into age appropriate groups and participate in the scheduled activity for the day.

## **Departure**

Extended Day ends promptly at 5:30 pm. We cannot send students to the parking lot to meet parents. Students will only be released to parents or adults on the Emergency form. If your child is going home with someone else, we must be notified in advance via telephone, email or written note. In emergencies, please call the school with the name of the individual picking up your child. They will be asked to provide their proof of identification (e.g., driver’s license or other photo ID).

## **Late Pick-Up**

If an emergency arises, we will allow a five minute grace period, however you must call us. There is a late fee of \$15 per student for each 15 minutes or part thereof. For example, if you pick up between 5:35 pm- 5:45 pm, it is a \$15 late fee per child and between 5:45 pm – 6:00 pm, it is \$30/child. Late fees are paid directly to the staff member supervising your child. Frequent patterns of late pick-ups may result in your child being removed from the program.

## **Staffing**

The Early Room is staffed by two highly qualified SbS staff members. Extended Day is coordinated by administrative personnel and can be staffed by SbS teachers, staff, parents, college and high school students and professional “specials” teachers.

Please note that a nurse is not staffed during Extended Day nor does Extended Day staff have access to our nurse’s records or student medications. Trained staff will administer Epi-Pens, Benadryl and asthma inhalers if doctor’s orders are given to the school nurse.

In the event of an emergency, our policy is to contact Emergency Medical Services (911) and notify a parent or guardian about the nature of the emergency. If a situation of this nature should occur, it is in the child’s best interest to allow Extended Day staff access to any known medical conditions, as well as allergies to foods or

medicine. This will allow us to provide the most up-to-date medical information to emergency personnel. (The Emergency Information form is attached.)

### **Code of Conduct**

Early Room and Extended Day follow the same code of conduct as our regular school day. Our belief is that every person in this school, teacher or student, is worthy of respect. We neither tolerate disruptive nor disrespectful behavior nor do we use public humiliation or embarrassment as means of discipline. Please see our Discipline Policy in our Student & Parent Handbook for more details.

### **Equal Opportunity**

Both programs follow Side by Side's policy of providing equal opportunity in its programs and practices regardless of race, color, creed, religion, economic status, national origin, sex, age, marital status, or specific needs.

### **Questions and/or Comments?**

#### **Extended Day**

Family Resource Center Coordinator, Beatriz Abreu, 203-857-0306, ext. 146  
Extended Day Coordinator, Valerie Lindsay, 203-857-0306, ext. 140

#### **Early Room**

Early Room Coordinator, Carolyn Geter, 203-857-0306



**Family Resource Center's Extended Day Program's Enrollment and Financial Agreement**

1. Please fill out one enrollment form per child.
2. Circle the days your child will be attending.
3. Fill out child's name, pick-up, and emergency contact information below.
4. **Fill out your daily rate based on the Rate Schedule listed. Please note that two consecutive copies of pay stubs of all adults in the family or a copy of last year's tax return must be submitted for reduced rate fees.**
5. **Enclose first month's payment (checks are payable to Side by Side Charter School). Cash, Money Orders and MasterCard/Visa are also accepted.** All outstanding balances must be paid prior to your child(ren)'s enrollment. Late payments or non-payment will render your child ineligible to participate in the program and will result in the withholding of progress reports, report cards and student records until all outstanding financial obligations have been met. Please see Late Payment section.
6. Sign and date both this Enrollment and Financial Agreement.

Daily rate per child from schedule below \$ \_\_\_\_\_ what date will your child start the program? \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Address** \_\_\_\_\_

*Please circle the days in which your child will participate.*

Grades	Monday	Tuesday	Wednesday	Thursday	Friday
PK 3/4's K, 1 & 2					
3rd & 4th 5th – 8th					

I will pick up my child myself by 5:30 pm or my child will be picked up by (name) \_\_\_\_\_. I understand late fees will be incurred after a five-minute grace period. Please see the Family Resource Center packet for more details. If there is a change in the person picking up my child, I must notify the school in writing, via email or by telephone in advance. (For emergencies, please call the school with the name of the person picking up your child. They will be asked to provide a photo I.D. as proof of identification.)

In case of emergency, I can be reached at (telephone) \_\_\_\_\_. If I cannot be reached, please contact (name & telephone) \_\_\_\_\_.

I, \_\_\_\_\_ on this \_\_\_\_\_, have read and understand the  
Name Date

conditions of the Extended Day Program and agree to pay my Extended Day tuition in full by the 1<sup>st</sup> business day of each month.

**Rate Schedule**

Family Size	Annual Income	Annual Income	Annual Income
2	<\$27,843	<\$44,427	>\$44,428
3	34,395	55,031	55,032
4	40,946	65,513	65,514
5	47,496	75,995	75,996
6	54,048	86,477	86,478
Rate	\$7.00/day	\$10.00/day	\$12.00/day

Office Use: Date Enrolled _____  Exit Date _____
---



**EARLY ROOM AND EXTENDED DAY EMERGENCY INFORMATION**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

My child's immunizations are up to date: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list all known allergies (including foods and medications): \_\_\_\_\_

Please list all medications your child is presently taking for the above medical conditions:  
\_\_\_\_\_

Please list any appliances such as braces, palate expanders,  
etc. \_\_\_\_\_

In the event of an emergency, I can be reached at tel. # \_\_\_\_\_

Cell # \_\_\_\_\_, or contact \_\_\_\_\_ at

Home tel. # \_\_\_\_\_ and cell # \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

