

**Troup Elementary School
Extended Day Program
2009 - 2010**



Program:

The Troup Elementary School Extended Day Program is designed to provide a safe place where children can stay until their parents or guardians are able to pick them up after work. It is simply an extension of the regular school day and therefore, the students are to abide by the same guidelines and rules as set out in the Troup Elementary Student Handbook.

Operations:

The Troup Elementary Extended Day Program will run from 3:05 until 5:30, during regular school days. There will be no Extended Day on days the school is closed (i.e., holidays, staff development days, Spring Break, or early release days). Should Troup ISD schools close due to bad weather or natural disaster, the Extended Day program will also be closed.

Enrollment Forms:

Enrollment forms including emergency room treatment release must be completed and on file in the Troup ISD office before a child may be admitted.

Tuition:

All tuition and fees for the Troup Elementary School Extended Day Program are to be **paid in advance** of the week and are due upon arrival on Monday. Payments must be made by check or money order, **no cash**, should be made payable to Troup Elementary School Extended Day Program and should include your child's name in the memo portion of the check.

Families with more than two children enrolled in the Extended Day Program will only pay for two of the children.

Because tuition is for enrollment and not for attendance, there will be **NO refunds for absences**. There will be no substitution of days for absences as well. When a child is sick and unable to attend the Extended Day Program, tuition will still be charged.

The Troup Elementary School Extended Day Program reserves the right to make adjustments in tuition as required. Parents will be advised in writing of general tuition changes at least thirty (30) days in advance. **ALL FEES ARE NON-FUNDABLE.**

A two-week advance notice is required in writing if a child is to be withdrawn from the Extended Day Program. The parent will be billed for two weeks of tuition if the required notice is not given.

Fees:

A registration fee is due upon enrollment. You must enroll your child each year he/she attends. The fee is paid once a year. This fee is non-refundable.

A late fee of \$1.00 per minute will be charged for each child not picked up from the Troup Elementary School Extended Day Program by 5:30 p.m. The clock in the Troup Elementary School office will be used to determine the charge. The charge will be deducted from the registration fee and a notice of account status will be mailed. The registration fee must maintain a \$25.00 balance at all times. If the account balance reaches \$0.00, your child will not be allowed to participate in the Extended Day Program and must be picked up at 3:05 until the balance has been remedied.

Check Acceptance Policy:

Troup ISD School District has established the following policy for accepting checks and collecting bad checks: for a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state.

In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee.

If your check is returned for non-payment on more than *two* occasions, checks will no longer be an acceptable form of payment for the remainder of the school year.

Termination of Participation in the Extended Day Program:

When parents decide to terminate this arrangement, a two (2) week written notice is required.

Students may be denied participation in the Extended Day Program by:

- non-compliance of school rules and regulations as stated in the Troup Elementary Student Handbook
- Non-payment for Extended Day Program and/or lack of adherence to the tuition policies

Activities:

Students will be required to participate in the activities as set out by the staff. Activities may include:

- Snack time
- Recess (outdoor when weather permits)
- Homework
- Fine Arts
- Tutorials
- TAKS practice
- Reading Room
- Library
- Computers