

# Stafford Township Board of Education Policy

PROGRAM  
2720  
Extended Day Program

## 2720 EXTENDED DAY PROGRAM

The Stafford Township Board of Education believes in the importance of providing safe and secure care for students before and after the school day. The mission of the Extended Day Program is to provide all children with a safe, interactive program before the start of, and extending after the end of, the school day. Accordingly, the Stafford Township Board of Education will offer a program for students begins before regular school hours and extends after the regular school day ends. The Extended Day Program is a fee-based program offered to all potty trained students of the Stafford Township School District.

### Calendar/Schedule

The Stafford Township School District Extended Day Program will follow the Stafford Township School District Calendar.

The Extended Day Program will offer a morning (AM) and an afternoon (PM) program. The AM program will begin at 6:30 am for each and will run up to the start of the school day for each school. The PM program will run from the end of the regular school day (which varies slightly depending upon the school – please refer to the Student Handbook and Calendar) through 6:00 pm.

### Program

Students will be provided with a safe and enthusiastic atmosphere where they will have the opportunity to socialize and participate in a vast number of daily activities, both educational and recreational. Activities will vary and will be age appropriate. Students will have the option of also participating in after school enrichment programs.

### Tuition

Tuition rates will be set by the Board of Education on an annual basis for the upcoming school year.

Fees vary depending on the specific amount of time spent in the program and whether the student attends both the AM and PM programs or just one or the other. "Drop In" rates and standard rates are available. Discounts are available for employees of Stafford Township School District.

Students (Parents/Guardians) who fail to make timely payments may be assessed a late fee and may not be permitted to attend the program starting on the first day of the second month of non-payment.

Payments will be accepted by cash, certified check, money order, personal check and online Echecks and credit cards. If a personal check is returned for insufficient funds, then on the second occurrence the individual will no longer be permitted to pay by personal check.

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Payments must be made directly to the Extended Day office and shall not be sent in/delivered through children/students.

For specific fee information and a detailed fee schedule, please contact the Director in charge of the Extended Day office.

Refunds/credits will only be issued in extremely limited circumstances; including student medical emergency which limits attendance and is confirmed with a doctor's note; parent/guardian loss of employment or other economic hardship; or death in the family. All refund/credit requests must be made in writing to the Director in charge of Extended Day and must be accompanied by detailed documentation justifying the request. All refund/credit request are null and void at the end of the school year.

## Location

The Extended Day Programs will run at all school building locations:

|                            |  |
|----------------------------|--|
| Oxycocus School:           | Preschool Students; AM and PM Programs   |
| Ocean Acres School:        | First and Second Grade Students; PM only   |
| Primary Learning Center: * | Students in Kindergarten through 6 <sup>th</sup> Grade; AM and PM Programs for Kindergarten Only |
| McKinley School: *         | Students in 3 <sup>rd</sup> through 6 <sup>th</sup> Grade; PM Program                            |

## Transportation/Pick-up/Drop-Off

The Stafford Township School District will not provide transportation to or from the Extended Day Program. Students who attend the Ocean Acres School will be transported from Primary Learning Center to the Ocean Acres School in the AM only. Students in the Primary Learning Center, the McKinley Avenue School, and the Intermediate School will walk, with appropriate supervision, from their respective school to and from the location of the Extended Day Program.

## Other

Once enrolled in the Extended Day Program, all students will be expected to comply with all policies, rules, regulations and procedures as set forth and as reasonably established by the Board of Education and the Stafford Township School District for the safe and efficient operation of its schools. This includes but is not limited to following all policies and procedures for medications/illness, attendance, sign out/pick up procedures, and discipline. The Stafford Township School District reserves the right to exclude children from the Extended Day

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Program for failure to comply with those reasonable policies, rules, and regulations, as permitted by applicable law.

For more detailed information, please contact the Director in charge of the Extended Day office.

Adopted: 25 September 2012  
Revised: 17 October 2013  
Revised: 15 October 2015  
Revised: 16 August 2018