

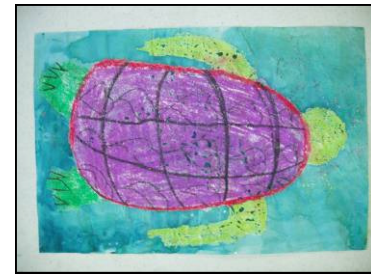
**EXTENDED DAY  
PARENT HANDBOOK  
2008-2009**

**MUSIC**



**HOMWORK**

**A R T**



**FITNESS**

**SNACKS**

Dore Academy  
1727 Providence Road  
Charlotte, NC 28207  
Office Phone: 704-365-5490  
Extended Day Cell Phone: 704-326-7023

# Dore Academy Extended Day Information & Registration

## **MISSION STATEMENT:**

The Mission of Dore Academy is to provide students in grades K-12 who have specific attention and learning disabilities the individualized education to achieve their highest potential. The school strives to create an environment that nurtures and protects what we value most in our children: their curiosity, their talents, their character, their humanity, and their dreams.

## **PROGRAM:**

The Dore Academy Extended Day Program is open to all Dore Academy students in grades 1–12. We start with the basic building blocks—respect, responsibility, compassion, self-discipline, giving, friendship, honesty, perseverance—and use them as the foundation for enriching afternoons. Our programs take place under the watch of talented and caring professionals who are dedicated to making our house a home and committed to the school's mission. Lower school and upper school students will be segregated with supervision provided at all times.

Extended Day activities will include time for homework, structured games, arts & crafts, sports, and free play. Staff will aid in homework but are not held responsible for accuracy. Please go over your child's homework each night to check for accuracy and understanding. Tutoring may be arranged for children requiring a more strategic plan of action during the Extended Day Program time. Limited snacks will be provided (i.e. pretzels and a juice drink).

## **HOURS OF OPERATION:**

The Extended Day Program will operate on all normal school days, Monday through Friday. The program will begin at dismissal (2:40 for lower school and 3:00 for middle and upper school) and extend until 6:00 p.m. at the latest. The Extended Day Program will not be offered on student holidays; however, **WILL BE** offered when school is in session only half-day. Extended Day will also be available during Exam and Conference days; however, no Extended Day will be available during the **APRIL** conference. **Please note, if your student attends Extended Day for any amount of time, a \$17.00 charge will be assessed. Extended Day will begin Monday, August 25. Please pack a lunch for your child when attending Extended Day on half days.**

## **HALF-DAYS, EXAM DAYS, CONFERENCE DAYS:**

To participate, your child must be registered in the Extended Day Program. If you utilize the Extended Day program on a regular "weekly" or "monthly" basis, and you attend on a half-day, exam day, and/or conference day, the fees remain the same as your regular "weekly" or "monthly" rate. If you are registered and occasionally utilize the Extended Day program, and attend on a "half-day," "exam day," and/or "conference day," the drop-in fee is \$17.00.

## **PARTICIPATION:**

To participate in this program, you must first complete an **Extended Day** Registration Form and pay the \$30.00 non-refundable registration fee. The **one-time fee** includes registration fees for both Enrichment Activities and/or Extended Day. *If **emergency** Extended Day care is required, and an Extended Day Registration Form is not on file, written permission from the parent must be given to the school the day Extended Day is needed (via fax, email, or a handwritten note).*

## **SCHEDULE AND FEES:**

- Non-refundable registration fee: \$30.00
- Full enrollment - Monday through Friday: \$65.00 per week
- Partial enrollment - 1 to 4 days per week: \$17.00 per day

Note: Partial enrollment must be on a regular schedule. We will not be able to allow students to stay in Extended Day without advance notice and enrollment in the Extended Day Program. The students must be registered and the registration fee must be collected prior to his/her participation in the program.

## **REGISTRATION:**

Items needed to participate:

1. Extended Day 2008-2009 Registration Form.
2. A copy of your Driver's License or a Photo ID.
3. A copy of the Driver's License or Photo ID of persons authorized to pick up your child. These copies will be kept in your child's Extended Day folder.
4. Check made payable to Dore Academy for \$30.00 (non-refundable).

All forms are included in this handbook. Please complete and send to Dore Academy, 1727 Providence Road, Charlotte, NC 28207 (Attn. Kathy Sedon).

## **LATE PICK-UP POLICY:**

It is extremely important that students be picked up on time every evening. Please read carefully the following policy regarding late pick-up:

1 to 15 minutes late—\$15.00 fee

16 to 30 minutes late—an additional \$15.00 fee

After 30 minutes a dollar a minute

**For Example: If you arrive at 6:20, your late fees would be \$15.00 for first 15 minutes plus \$15.00 for the next 15 minute increment—total \$30.00 late fees.**

After the fourth (4<sup>th</sup>) late pick-up a child may be excluded from the program.

If your child has not been picked up by 6:15 p.m. and no notification has been given, one of the emergency contacts you provided will be called to pick up your child.

Once your child has been picked up by the emergency contact, a sign will be left on the outside school door telling the name of the person who picked up your child; the Extended Day staff will then leave.

If you pick up your child before the emergency contact has arrived, it is your responsibility to contact that person or wait for that person to arrive. The Extended Day staff will leave as soon as you pick up your child.

## **MEDICATION & SICK CHILDREN:**

Please refer to the Dore Family Handbook for the Medication Policy. Parents will be asked to come for their child if the child has a fever or if the child has vomited.

## **CONDUCT & DISCIPLINE:**

Upon registration, parents and students will be required to sign a "Behavior Contract."

## **RECEIPTS & TAX ID:**

You may request a receipt from the business office.

## **BILLING:**

All Extended Day fees will be billed and collected through the school's business office. Full enrollment participants must pay in advance each month. Partial enrollment participants will be billed each week with payment due the following week. Children whose accounts are more than 30 days late may be excluded from the program. There is a \$10.00 late fee for any account that is 30 days past due.

## **QUESTIONS:**

Please contact Kathy Sedon at 704-365-5490 with any questions.

**PLEASE NOTE: Registration is required in the Extended Day Program if your child plans on participating in an Enrichment Activity.**

