



Extended Day Enrichment Parent Guide 2017 – 2018  
Jessica Di Giulio, Director  
(713)666-1884 (Office)  
(401)378-8226 (Text or Call)  
jdigiulio@byds.org

### Hours of Operation

**Elementary School - 7:00am – 6:00pm (M-Th) & 7:00am – 5:00pm (Fri)**  
**Early Childhood – 7:30am – 6:00pm (M-Th) & 7:30am – 5:00pm (Fri)**  
**Before Care: 7:00am-7:30am (ES) & 7:30am-8:30am (EC)**

\* Parents may not drop children at school prior to the stated time above.

\* All students arriving before 7:30am (ES) & 8:30am (ES) will need to be signed into Morning Child Care

**Extended Day: 12:30pm-Close (CDO-3's), 2:00pm-Close (PreK) & 3:30pm-close (ES)**

### Dates of Operation

Before Care and Extended Day will begin on the first day of school and are available every regular scheduled school day. We will also offer several camps during our school breaks.

**Winter Camp – Week 1 December 26<sup>th</sup> – 29<sup>th</sup>**  
7:30am – 6:00pm (Tue-Thur) & 7:30am – 5:00pm (Fri)

**Winter Camp – Week 2 January 2<sup>nd</sup> – 5<sup>th</sup>**  
7:30am – 6:00pm (Tue-Thur) & 7:30am – 5:00pm (Fri)

**Pesach Break Camp – April 2<sup>nd</sup> -3<sup>rd</sup>**  
7:30am – 12:30pm (Mon-Wed)

**Summer Camp 2018 – June 4<sup>th</sup> – August 3<sup>rd</sup>**  
**No Camp – July 4<sup>th</sup>**  
7:30am – 6:00pm (Tue-Thur) & 7:30am – 5:00pm (Fri)  
\*\* Summer Camp 2018 Schedule Subject to Change \*\*

### Program Philosophy

BYDS's Extended Day Enrichment Program is designed to offer safe, rewarding experiences for students both before and after school. The program will offer children the opportunity to socialize with their peers, provide students with a continuum of education to enhance both academic and social growth while developing age appropriate skills. BYDS is committed to providing an environment full of caring and dedicated staff with exciting and diverse enrichment classes.

### Program Goals

- ❖ Focus on educational, social and physical needs of all students
- ❖ Attract and maintain quality staff dedicated to the well-being of all children
- ❖ Expand community outreach and partner involvement

### **Before Care**

Children in the Before Care program will have the option of reading, drawing, coloring, doing homework, hanging out with friends or playing games in Reiches (K-5<sup>th</sup>), ES Room 18 (Pre-K), EC Room 14 (Three's), EC Room 4 (Two's) and EC Room 1 (CDO). All students in K-5<sup>th</sup> who are in the building before 7:30am and all students in CDO - Pre-K who are in the building before 8:30am must be registered online and signed into Before Care. All students who attend Before Care must be escorted into the building by a parent or legal guardian.

### **After School Activities – Early Childhood**

Children utilizing our After School Activities Program must be registered using our online registration system on myBackpack prior to the start of the semester.

#### **Two's:**

All after school activities for the Two's will last 30 minutes from 12:30pm-1:00pm. Children in the Two's will be brought to the designated room their activity will take place in after school ends by their classroom teacher. Children can either be picked up from this location or those who stay for EDE will be brought to the nap room directly following their activity by the instructor.

#### **Three's:**

All after school activities for the Three's are scheduled for 30 minutes to 1 hour. Children in the Three's will be brought to EC Room 14 following the regular school day. All students brought to this room must be signed in by their classroom teacher. Vendors will pick the children up from this room and drop them off to this room 5 minutes after the scheduled end time; should they remain in EDE care after their activity finishes. All students picked up from this room must be signed out by their parent/legal guardian. Students in the Three's program that leave at the 2:00pm carpool, must be signed out by BYDS Staff.

#### **Pre-K:**

All after school activities for the Pre-K are scheduled for 30 minutes to 1 hour. Children in the Pre- K students will be brought to the EDE Room (ES Room 18) following the regular school day. All students brought to this room must be signed in by their classroom teacher. Vendors will pick the children up from this room and drop them off to this room 5 minutes after the scheduled end time; should they remain in EDE care after their activity finishes. All students picked up from this room must be signed out by their parent/legal guardian. Students in the Pre-K program that leave at the 3:30pm carpool, must be signed out by BYDS Staff.

### **After School Programs – Elementary School**

#### **K-5<sup>th</sup>:**

All after school activities for K-5<sup>th</sup> graders will begin as close to 3:30pm as possible, depending on vendor availability. Contingent on the class, they are scheduled for 30 minutes to 1 hour. All students must be picked up and signed out from the designated classroom. The vendor will wait for 5 minutes, if the parent/legal guardian is not there to pick up at the time of dismissal, the student will be dropped off to the EDE Room (ES Room 18) where the child will need to be signed out.

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Students who do not attend an after-school activity or “Homework Helpers” will be given the choice to play games, create crafts, or join in other activities, as well as ample opportunity for creative and self-directed play. Students will spend time outdoors each day, right after signing in.

For those students who attend “Homework Helpers,” students will be provided with a quiet space to complete their assignments, study for tests, as well as work on projects. \*\* Please note: The specific room has not yet been assigned.

### **Choir**

BYDS Choir is an extra-curricular ensemble that performs throughout the school year at synagogue occasions, socials, school programs and community events. Students must be in grades 2-5 and register for choir through our ASA programs. The Choir meets every Wednesday from 3:30-4:30pm and requires a \$15 fee to cover miscellaneous supplies for the entire year. Parents have the opportunity to join the new Choir Parent Booster to assist in financial operations, planning, organization, and events. Choir begins Wednesday, August 16, 2017. Check out [BYDSMusic.Weebly.com](http://BYDSMusic.Weebly.com) for more info!

### **Music Lessons**

**Voice:** Individual voice lessons are a way to learn healthy singing techniques, how to make your voice stronger, and to practice your singing. Voice students will learn a variety of vocal warm up exercises, strengthen sight reading skills, and learn several songs ranging from Broadway style – pop music!

**Piano:** Individual piano lessons are for students in grades K-5<sup>th</sup> who want to learn how to play piano from a beginner level or who might already know how to play piano but want to strengthen his/her scales. Students will learn how to play piano by reading music and also develop their ears. Students will assist in picking out some of their piano repertoire and learn to play songs they love!

**BYDS ASA Fine Arts Recital: Wednesday, December 13th, 5pm in Freedman Levit**

### **Enrollment**

The EDE program is available to all students currently enrolled at BYDS. You must fill out the registration form provided electronically or via paper from the EDE office. You must register for the semester online; however, you do not have to pay in full until November 30, 2017 for the Fall Semester and April 30, 2018 for the Spring Semester. You will have to log into myBackpack to submit your electronic payment.

**Drop-Ins:** Drop-ins will only be available if we have the availability. In order to use EDE on a drop-in basis, you will have to pay the day the service is used via check or electronically via myBackpack. The drop-in charge is \$25.00/day.

### **Fees**

The annual registration fee of \$60.00 will cover the cost of snack, hygienic and sanitary supplies, as well as help provide training for staff and additional activity enhancements.

All fees are based on the total amount of time that your child spends in the program each day. Total charges for the entire semester will be visible on your myBackpack account, under “My Forms” / “Student Life Registration” / “Extended Day Enrichment.”

Students will be billed for care based on the carpool pick-up times: 2:00pm, 3:30pm and Close (Monday – Thursday until 6:00pm and Friday until 5:00pm). Students are not billed if they are picked up with 15 minutes after the designated 2:00pm and 3:30pm carpools.

All students who are picked up after Close (Monday – Thursday until 6:00pm and Friday until 5:00pm) will be charged a late fee.

**Drop-Ins:** A drop in fee of \$25.00 must be paid on the day the service is used.

### **Late Policy and Fees**

Our EDE program ends promptly at 6:00pm (Monday – Thursday) and at 5:00pm (Friday). **A strict late fee of \$1.00/minute for every minute after the designated close time will be charged for each student that is not picked up.** Late pick-ups are very difficult on your child and on the EDE Program staff. If you are going to be late, please call or text (401)378-8226 so we can reassure your child that you are on your way. No exceptions to the late policy will be made.

### **Parent Responsibilities**

- ❖ Parents should familiarize their child and their child’s teacher with his or her ASA schedule. This is especially important for children that sometimes ride the JCC bus.
- ❖ Parents come into the building to sign their child out from the designated classrooms mentioned above. Children who are not signed out will automatically be charged until 6:00pm (Monday – Thursday) and 5:00pm (Friday).
- ❖ Any child not picked up at a time other than their designated dismissal time will be signed into EDE and the child will be billed accordingly.
- ❖ Parents are required to provide the EDE office (Annie Testa ([atesta@byds.org](mailto:atesta@byds.org))) with written authorization for anyone that will pick up their child from school at any time of the day, including during the EDE program.
- ❖ Parents of children with special needs must contact the Program Director prior to the child’s attendance. The director must be notified if your child is potty training. We will try to accommodate all student needs, however we must be informed of the procedures being taken at home, to mimic them at BYDS, helping to maintain as much consistency as possible for the child.

- ❖ Parents of children that nap, must provide ample supplies to the designated nap room. If your child is still in diapers, we must be given diapers, wipes and any cream/ointment the child uses. ALL items MUST be labeled with the child's name. We also ask that you provide either a nap mat or a crib sheet/blanket to go over the nap pads we use at the school. We advise that these are taken home on a Friday afternoon to be cleaned and returned to the designated cubby on Monday morning. We also ask that a change of clothing is left in the child's cubby, aside from the change of clothes left in his/her classroom. If your child is potty training, we recommend providing several additional pairs of underwear.

### **Parent Rights**

- ❖ Parents have the right to visit the EDE program during operating hours at any time, if you are wearing the proper BYDS ID Badge or Visitor Pass.
- ❖ Parents have the right to request detailed reports, verbal or written, of their child's behavior during the EDE program hours.
- ❖ Parents have the right to speak to the EDE Director about the program's activities and planned events.
- ❖ Parents have the right to request conferences with the EDE Director throughout the school year regarding their child's specific needs in the program. All meetings should be setup by contacting Karla Suarez deMorales, the Assistant EDE Director at [kmorales@byds.org](mailto:kmorales@byds.org).

### **Snacks**

Children in the EDE Program will receive a snack right after naptime/school every day at sign-in. Snacks are Kosher and simple, such as graham crackers, Ritz crackers, Vanilla Wafers, Cheerios, apple sauce, fresh fruit, pretzels, animal crackers, etc. If your child has a food allergy, he or she will be provided with an alternative snack; however, replacements will not be given out for picky eaters. Students are always permitted to bring a snack from home.

### **Discipline**

Children are expected to show respect for individuals and property, self-control, and good judgement during the EDE program. If necessary, staff members will intervene in situations where children are not behaving appropriately. Using positive discipline measures, staff and children work together to resolve conflicts and establish acceptable guidelines for behavior. When problems or conflicts occur, children are encouraged to express their feelings as they relate to the issue, making it possible, in most cases, to come to a resolution through open discussion. If problem behavior continues, parents are notified and may be asked to meet with the EDE Director for assistance working with the child. In accordance with BYDS and the State of Texas guidelines, physical punishment, humiliation and intimidation will not be tolerated in the EDE Program.

### **Licensing**

The EDE Program at BYDS is fully licensed by Texas Department of Family and Protective Services (TDFPS) and follows all rules and guidelines the state establishes. Many of the program's polices are designed to meet these guidelines. The EC maintains the documentation of inspection reports, special investigation reports and correction action plans. All information is posted on a bulletin board outside of the EC Principal's office, located in Snap City.

### **Health Plan**

The EDE Program strives to keep all of our students healthy throughout the year. Do not send sick children to school; keeping sick children home helps prevent the spread of contagious and communicable diseases. Please keep your child home for the entire day if he/she has a fever of 100 degrees or higher, if he/she has vomited within the past 24hrs or if he/she has had diarrhea more than 3 times within a 24hr period. If you child has a fever, vomits or diarrhea more than twice during the EDE Program, we will contact the parents immediately for pick up. If a child is not feeling well or bumps his/her head while in our care, we may also contact the parents to alter them of the situation. Please be sure to keep your contact information current with the EDE office.

In addition to daily custodial cleaning services, the EDE program uses disinfecting supplies each day to clean the surfaces most often used by our children and alerts the custodial staff of anything needing additional attention as needed.

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**Before Care**

<b>CDO- Pre-K (7:30am-8:30am)</b>		<b>K-5<sup>th</sup> (7:00am-7:45am)</b>	
Monday	\$200	Monday	\$150
Tuesday	\$200	Tuesday	\$150
Wednesday	\$200	Wednesday	\$150
Thursday	\$200	Thursday	\$150
Friday	\$200	Friday	\$150

**Extended Day Enrichment – Without ASAs**

<b>CDO-3s</b>		<b>Pre-K</b>		<b>K-5<sup>th</sup></b>	
<b>12:30-2:00</b>		<b>2:00-3:30</b>		<b>3:30-Close</b>	
Monday	\$300	Monday	\$300	Monday	\$450
Tuesday	\$300	Tuesday	\$300	Tuesday	\$450
Wednesday	\$300	Wednesday	\$300	Wednesday	\$450
Thursday	\$300	Thursday	\$300	Thursday	\$450
Friday	\$300	Friday	\$300	Friday	\$450
<b>12:30-3:30</b>		<b>2:00-Close</b>		<b>HW Helpers</b>	
				<b>3:30-4:30</b>	
Monday	\$600	Monday	\$725	Monday	\$200
Tuesday	\$600	Tuesday	\$725	Tuesday	\$200
Wednesday	\$600	Wednesday	\$725	Wednesday	\$200
Thursday	\$600	Thursday	\$725	Thursday	\$200
Friday	\$600	Friday	\$725	<b>3:30-5:00</b>	
				Friday	\$250
				<b>HW Helpers</b>	
<b>12:30-Close</b>				<b>4:30-6:00</b>	
Monday	\$1,000			Monday	\$300
Tuesday	\$1,000			Tuesday	\$300
Wednesday	\$1,000			Wednesday	\$300
Thursday	\$1,000			Thursday	\$300
Friday	\$1,000				

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**Extended Day Enrichment – With ASAs**

<b>CDO-3s</b>			<b>Pre-K</b>			<b>K-5th</b>	
<b>12:30-2:00</b>			<b>2:00-3:30</b>			<b>3:30-Close</b>	
Monday	\$100		Monday	\$100		Monday	\$250
Tuesday	\$100		Tuesday	\$100		Tuesday	\$250
Wednesday	\$100		Wednesday	\$100		Wednesday	\$250
Thursday	\$100		Thursday	\$100		Thursday	\$250
Friday	\$100		Friday	\$100		Friday	\$250
<b>12:30-3:30</b>			<b>2:00-Close</b>				
Monday	\$375		Monday	\$550			
Tuesday	\$375		Tuesday	\$550			
Wednesday	\$375		Wednesday	\$550			
Thursday	\$375		Thursday	\$550			
Friday	\$375		Friday	\$550			
<b>12:30-Close</b>							
Monday	\$825						
Tuesday	\$825						
Wednesday	\$825						
Thursday	\$825						
Friday	\$825						