

EXTENDED DAY  
LEARNING (EDL)  
PARENT/GUARDIAN  
HANDBOOK

*Revised 6/3/2021*

**Youth Link Southern Indiana**  
**Formerly: Communities In Schools of Clark County**  
**4403 Hamburg Pike, Suite C**  
**Jeffersonville, IN 47130**  
**Phone: 812.280.0028 Website: cisofclark.org**  
**E-mail: cis@cisclark.org**

CIS of Clark County is undergoing a rebranding process. As of July 1<sup>st</sup> we will be known as Youth Link Southern Indiana. Programs and services will remain the same; however, you will see our name change throughout our website, marketing, and materials. We are in the process of making this change. For the purposes of this handbook, we will refer to Communities In Schools of Clark County until the new name is official.

Communities In Schools of Clark County welcomes you and your child. We are honored to be able to create opportunities for your child to learn, grow and thrive. Take a minute to learn more about our organization, the Extended Day Learning Program, and how we will help your child create a sense of belonging, improve social skills, provide academic support, build confidence. Our programs provide safety and supervision, while making learning fun and engaging. Thank you for choosing us as your childcare provider.

## **OUR MISSION AND VISION**

The new mission of Youth Link Southern Indiana is to engage the community in celebrating, inspiring, and supporting youth success in Southern Indiana. Our vision for our work is that all youth will have access to the resources they need to reach their full potential.

## **WHO WE ARE**

Communities In Schools of Clark County is a local nonprofit that has been serving Clark County schools for 19 years. We work to break down the barriers to learning during the school day and provide support and enrichment in the afterschool environment. All services are held onsite at our partner schools. We work with Greater Clark County, Clarksville, Silver Creek, and Borden-Henryville school districts through a variety of programs.

## **MAIN OFFICE LOCATION**

4403 Hamburg Pike, Suite C, Jeffersonville, IN 47130.

We are located on the corner of Hamburg Pike and Veterans Parkway right behind Mike's Car Wash. When you park in the front parking lot, enter the door on the far right. You will see CIS of Clark County decal on the glass door.

## **EXTENDED DAY LEARNING PROGRAM OVERVIEW**

The Extended Day Learning program is designed to pursue academics support as well as quality, affordable childcare. The program focuses on providing a safe, enriching, and engaging experience for students both before and after school. Each site tailors their activities to the interests and needs of the students; however, the basic schedule each day includes homework check and activities before school and homework help, snack, and enrichment activities after school.

Students will be working on homework or other academic activities from school dismissal until 5:00 pm each day. Our goal is to provide homework assistance but not one on one tutoring. We strongly encourage parents/guardians to check your child’s homework due to time and staffing constraints. From 5:00 pm – 6:00 pm enrichment activities are provided.

CIS of Clark County will not discriminate base on race, gender, sexual orientation, national origin, color, disability or age. We will make reasonable accommodations for children with disabilities and/or special needs. However CIS of Clark County must maintain appropriate staff to child ratios at all times and is not equipped to work one on one with individual students. Children in grades Pre-K-6 may enroll. 6<sup>th</sup> graders are eligible for the program but because special transportation needs to be made, please contact the CIS of Clark County office at 812.280.0028 to speak with the Extended Day Learning Director, Nicole Stone, or email nstone@cisclark.org.

**HOURS OF OPERATION**

Greater Clark County Schools 6:30 am – 8:30 am and 3:30 pm – 6:00 pm Monday through Friday.  
 Clarksville Community School Corporation 6:30 am – 7:50 am and 3:00 pm – 6:00 pm Monday through Friday.

Communities In Schools of Clark County office hours are Monday through Friday 8am-4pm. Summer hours Monday through Thursday 8am-4pm. The main office will be closed over winter break.

**WEEKLY TUITION RATE**

**Fee Schedule:**

Parents can choose to pay for full time/part time/before or after care. Rates will NOT be prorated based on attendance. Fees are subject to change with written notice. Tuition rates for 2021-2022 are listed as follows:

Number of Children	Full time 3-5 days	Part time 1-2 days/week	Before Care	After Care
One Child	\$75/week	\$45/week	\$45/week	\$65/week
Two Children	\$120/week	\$70/week	\$70/week	\$105/week
Three Children	\$150/week	\$90/week	\$90/week	\$130/week

**Registration Fee:**

In 2021-2022 we will implement a new registration fee. The purpose of the fee is encourage early registration so that we can anticipate staffing and supply needs before the school year begins. The fee will be \$20 per child and will be waived if families enroll before July 5<sup>th</sup>, 2021.

**Other Fees:**

- A \$15 fee will be charged for any ACH Bank Drafts that are returned to us unpaid (for any reason).
- A \$10 late fee will be charged for any account that is 7 days late.
- By enrolling your student, you are signing up for a spot in the program. There are limited number of spots based on staff to student ratio and space of each site.

## **INCLEMENT WEATHER**

**Snow days** (as long as there are no snow emergencies)

Snow days will be available at no additional charge. However, if we experience multiple snow days in a row, we may charge an additional \$25 fee for each snow day in order to cover costs of all day staffing.

Any snow day, when school is cancelled, CIS of Clark County will provide services at one site (Northaven Elementary, 1907 Oak Ridge, Jeffersonville, IN 47130). Staff will be there from 6:30 a.m. – 6:00 p.m. Students will need to bring a lunch.

If Clarksville Community School Corporation is closed and Greater Clark County School is open, CIS of Clark County will not provide snow day care due to care being held at a Greater Clark County site.

### **State of Emergency Declaration for extreme weather**

When citizens are asked not to be out driving because conditions are dangerous, CIS of Clark County will not provide services.

### **Delay Days**

This service is provided **ONLY** to schools that offer morning services. Services will be available at your child's school from 6:30 am until school starts, at no additional charge to you.

In the event that Greater Clark County Schools (GCCS) would initially call for a delay then at the last minute cancel school altogether, which becomes a full snow day, students onsite (at their school) will be transported by GCCS (with parent/guardian permission) to Northaven Elementary. CIS of Clark County will provide child care onsite until 6:00pm at no additional charge.

In the event that both school districts, Clarksville Community School Corporation and Greater Clark County Schools would initially call for a delay then at the last minute cancel school altogether, which becomes a full snow day, Clarksville parents would have to come pick up their student and could transport their child to Northaven Elementary for care at no additional charge.

If Clarksville Community School Corporation goes from a delay to a school cancellation and Greater Clark County Schools are still in session, CIS of Clark County will not be able to provide care and parents will need to pick up their child.

Lunch will be provided if a delay day becomes a snow day.

### **Early Dismissal For Extreme Weather**

In the unlikely event that there will be an early dismissal, CIS of Clark County staff will be at your child's elementary site to provide care until 4:00 p.m. Parents/guardians will need to make arrangements to have their child picked up by 4:00 p.m.

If early dismissal or snow day and weather/road conditions go through extreme change, CIS of Clark County staff may contact parents/guardians for earlier pick up to ensure everyone's safety.

If after school activities are cancelled for Greater Clark County schools and/or for Clarksville Community schools due to severe weather conditions, CIS of Clark County staff may contact parents/guardians for earlier pick up to ensure everyone's safety.

## **FALL BREAK/SPRING BREAK**

During Fall/Spring Break, services will be provided at one of the Greater Clark County School sites from 6:30 a.m. to 6:00 p.m.

### **If your child attends Greater Clark County schools:**

Fall Break, October 4<sup>th</sup>, 2021 – October 15<sup>th</sup>, 2021

The tuition fee for Fall Break is \$130 for one child per week, \$55 each additional child. Student will need to bring their lunch.

Spring Break, March 21<sup>st</sup>, 2022– April 1<sup>st</sup>, 2022

The tuition fee for Spring Break is \$130 for one child per week, \$55 each additional child. Student will need to bring their lunch.

### **If your student attends Clarksville Elementary:**

Fall Break, October 11<sup>th</sup>, 2021- October 15<sup>th</sup>, 2021

The tuition fee for Fall Break is \$130 for one child per week, \$55 each additional child.

Student will need to bring their lunch. Services will be provided at a Greater Clark County school.

Spring Break, March 28<sup>th</sup>, 2022 – April 1<sup>st</sup>, 2022

The tuition fee for Fall Break is \$130 for one child per week, \$55 each additional child.

Student will need to bring their lunch. Services will be provided at a Greater Clark County school.

Please note: a minimum of fifteen (15) children must be pre-registered and prepaid in order for CIS of Clark County to offer programming on Fall Break and Spring Break. **In order to accommodate your child you MUST register and pay in advance.** You will need to register online for Fall and Spring Break. Register through our website [www.cisofclark.org](http://www.cisofclark.org), click extended day learning tab, click parent portal, once in the portal, click find classes, then click find events. If you are unable to register online, you will need to stop by the main office, 4403 Hamburg Pike in Jeffersonville to fill out the registration form and will need to bring payment at time of registering.

## **ELEARNING DAYS**

In the event that Greater Clark County has eLearning days or weeks, allday services will be provided at one location. For eLearning days, a \$25 fee will be charged for services and students will need to bring their own lunch. For any eLearning weeks, tuition fee is \$130 for one child per week, \$55 each additional child. Student will need to bring their lunch.

The eLearning days on the Greater Clark calendar for 2021-2022 are:

- September 7
- October 1
- December 17
- January 3
- February 21

- March 18

You will need to register online for eLearning days and/or weeks. Register through our website [www.cisofclark.org](http://www.cisofclark.org), click extended day learning tab, click parent portal, once in the portal, click find classes, then click find events.

## **RELEASE OF CHILDREN POLICY**

A responsible adult, over the age of 18, should always escort the child into and out of the building. All children **must be signed in and out** on a daily basis. Parents will use their PIN (found in the parent portal) to clock their students in and out each day. If parents/guardians refuse to sign in/out their child, CIS of Clark County has the right to remove child from the program.

A parent/guardian or an authorized adult must pick up each child. No child should be removed from the building without program staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent/guardian will be picking up the child. A person, who is not known at the site, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. **No child will be released to an unauthorized adult.** The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and/or via phone call to the EDL Director.

If we have not heard from you by closing time and we can't reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contact can be reached, we will keep your child for 45 minutes. After that time, Department of Child Services (DCS) and the local police will be notified. **Continued tardiness in picking up your child (ren) could result in dismissal from the program.**

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff in charge will suggest alternate transportation with a private provider to be paid by the parent/guardian. If no arrangements can be made, Department of Child Services (DCS) and the local police will be notified.

### **Custody Agreements**

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody/guardianship for the child. A staff can't legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the registration form that you do not want a parent to pick up your child does not give us the legal right to refuse pick up.

## **STUDENT PICK UP**

**The Extended Day Learning (EDL) Program ends each day at 6:00 p.m.**

### **Pick-up Policy**

- The EDL program site closes at 6:00 p.m.
- If an isolated incident or emergency occurs and a parent is running late, the parent should contact CIS staff members to make them aware of the delay.

- If the child is not picked up by 6:10 p.m. and parent(s) have not contacted site staff, parents/legal guardian and emergency contacts will be called.
- At 6:15 p.m. parents/legal guardians will be charged \$1 per minute until the child is picked up.
- At 6:45 p.m. the police will be called to pick up the child.
- Repeated late pickups may result in dismissal from the program

## **PAYMENT PROCEDURES**

### **Payment Policies**

During registration, you will be **REQUIRED** to provide CIS with a valid checking account (ACH Bank Draft) or credit/debit card information for billing purposes. **Payments will be processed on Monday, the week of service.**

- \$15 fee will be charged for any ACH Bank Drafts that are returned to us unpaid (for any reason).
- \$10 late fee will be charged for any account that is seven (7) days late.

You are paying for your child's spot in order to use our program. Due to the costs incurred for daily operations to run the program everyone will be expected to pay their tuition rate weekly, **NO EXCEPTIONS!**

### **Procedures for Non-payment**

After one (1) week of non-payment, you will be contacted. By the end of week two (2), if payment has not been received (end of business day Friday) your child will be removed from the program.

### **Refunds**

**No adjustments will be made for missed or partially attended weeks. When you enroll you are reserving the time, space, staffing and provisions for your child whether they attend or not.**

### **Withdrawal**

The program requires a one week notice **in writing** of the child's permanent withdrawal from the program. Accounts will continue to accrue unless notice is given. If parents/guardians neglect to communicate with the EDL Director a request to remove child from the program, your account will continue to be billed and you will not be reimbursed.

## **SNACK**

All children will be given a snack provided by Greater Clark County Schools or Clarksville Community School Corporation that meets the USDA federal food guidelines. A doctor's statement is required for all children who have food allergies so adjustments to the menu can be made.

## **TRANSPORTATION**

CIS of Clark County does not provide transportation service.

## **DISCIPLINE/GUIDANCE**

In order to maintain a safe and fun environment for all students, each Extended Day Learning site has a positive-reinforcement behavior management system in place. Some sites use a token economy, some use sticker charts, others have come up with their own system.

As stated on the student registration form, hitting, kicking, spitting, hostile verbal behavior and other behaviors are not permitted. In response to these behaviors, CIS of Clark County will not use threats, bribes, physical punishment, deprivation of food or other basic needs, humiliation or isolation. CIS of Clark County will respect your child, establish clear rules, be consistent in enforcing rules, use positive language to explain desired behavior, give clear choices, redirect your child to a new activity or move your child to a time out chair for no longer than one minute per year of your child's age. If your child's behavior is very disruptive or harmful to themselves or other children, CIS of Clark County will discuss the issue with you privately. If the situation can be resolved, your child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements. As a parent, you may have some concerns or wish to offer suggestions. Please let us know in writing what these are.

In situations of theft, fighting, hitting, kicking, spitting, hostile verbal behavior, other behaviors, extreme disrespect to staff or other students, being disruptive or harmful to themselves or other students, the following consequences will occur at all Extended Day Learning sites:

1<sup>st</sup> Occurrence: Conference with student and Site Coordinator. Behavior will be documented in a note home or on weekly communication form.

2<sup>nd</sup> Occurrence: Site Coordinator will conference with parent/guardian via phone or face to face meeting.

3<sup>rd</sup> Occurrence: Conference with parent/guardian and 3 day suspension from the program.

4<sup>th</sup> Occurrence: Possible expulsion from the program for its duration.

**Steps may be skipped depending on severity of the offense.**

### **Anti-Bullying Policy**

Bullying means to seek harm, intimidate or coerce (someone perceived as vulnerable). Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying is also when one or more people exclude, physically harm or verbally abuse another person with the intent to hurt another. Bullying can also happen through cyberspace: through emails, texts, instant messaging, and other less direct methods.

At CIS of Clark County, bullying is inexcusable and we stand firm against all types of bullying. We want to help your child create a sense of belonging, improve social skills, provide academic support, build confidence, provide safety and supervision and make learning more fun!

**Communities In Schools reserves the right to remove a child from the program for such things as, but not limited to: excessive disruptive behavior, emotional problems or disabilities that we**

**are not equipped to handle, or that are a safety risk to themselves or others in the program. If a child is suspended or removed from the program, no refund will be given.**

**Each family MUST have signed a state required discipline form that must remain on file in our office before the child can attend.**

## **COMMUNICATION**

CIS of Clark County Extended Day Learning considers it essential to work with the home as a partner to encourage the maximum growth in all areas of your child's development. We hope that you get to know the CIS of Clark County staff. It is vital for parents/guardians to check in with CIS of Clark County staff regularly to stay informed. Weekly reports will be available. If there are concerns, we will be happy to schedule a conference with you. We would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you. If you have a concern, please address with CIS of Clark County staff directly instead of having your student relay your message to us.

Our goal is to work through any concerns or issues with parents/guardians. It is expected that parents/guardians will be respectful to CIS of Clark County staff and will not use threats, intimidations or unprofessional communication. In the event there are problems with parents/guardians' behavior or communication, your child could lose their spot in the program.

## **ACCIDENTS OR EMERGENCIES**

In case of an accident, your child will be given first aid and you will be notified. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following: 1. Attempt to contact a parent/guardian, using all numbers for persons provided on the registration form. 2. If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member. Your child's registration form, that includes medical information, should be **UP TO DATE AT ALL TIMES**. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents/guardians as well as an alternate contact person is vital.

## **RELEASE OF LIABILITY**

As stated on the student registration form, you will release CIS of Clark County and individuals from liability in case of accident during activities related to CIS of Clark County, as long as normal safety procedures have been taken.

## **PERMISSION**

As stated on the student registration form, parents/guardians are asked to give permission for CIS of Clark County to have access to information regarding your child's report card, test scores, demographic information, student ID #, IEP's, and any other information needed for CIS of Clark County report forms. This information is reported out in the aggregate. No individual information is given to outside groups or individuals. You may decline this permission. We also ask that parents/guardians consider giving CIS of Clark County permission to use your child's photograph or video to be shared in marketing, media, social media, and reporting. You may decline this permission.

## **CANCELLATION**

**Written notification** and/or phone call of your intent to drop out of the program must be given at least a week prior to your intended last day.

As stated on the student registration form, you will be billed according to which component of the program your child is enrolled in (i.e. before, after, full, part time) and not the actual number of days attended. The parent portal reflects the current balance owed and payment is due by Monday of each week. Failure to make the proper weekly tuition payments on time can result in your child losing their spot in the EDL Program.

## **ILLNESS**

The health and safety of your child is a priority for us. Children with any form of illness should remain at home. If a child arrives at the school with a fever, the parents/guardians will be asked to return and take the child home. When a child becomes ill at the center, the parents/guardians will be called. You must then make arrangements to pick up your child immediately.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). This is subject to change based on school policy. Students should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

## **COVID Guidance**

More information concerning COVID prevention practices and illness policies will be provided as soon as it is available for the upcoming school year from the State of Indiana.

## **Medication**

No medication will be dispensed on site by the CIS of Clark County employees.

## **FIRE, TORNADO, EARTHQUAKE, ANY OTHER EMERGENCY DRILLS**

Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado, earthquake and any other emergency drills will be held as well. In the event of severe weather, it is safer for both parents/guardians and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

CIS of Clark County does not typically provide care on the following days. However, if CIS decides that it can provide care on these days based on staff availability and cost, that decision will be communicated to parents/guardians. There will be an additional cost if services are provided on these days.

- FEDERAL HOLIDAYS
- LABOR DAY- SEPTEMBER 6<sup>th</sup>
- ELECTION DAY – NOVEMBER 2<sup>nd</sup>

- THANKSGIVING BREAK- NOVEMBER 24<sup>th</sup>-26<sup>th</sup>
- WINTER BREAK- DECEMBER 20<sup>th</sup> – 31<sup>st</sup>
- MARTIN LUTHER KING DAY- JANUARY 17<sup>th</sup>
- OAKS DAY – MAY 6<sup>th</sup> (If Greater Clark or Clarksville schools are open on Oaks Day, we will provide services during normal operating hours before and after school.)

## **MAKE UP DAYS**

If school is in session for any scheduled make-up days at Greater Clark or Clarksville, services will be provided during normal operating hours before and after school. The Clarksville calendar has the following makeup days scheduled:

- February 18
- May 5
- May 31-June 3

## **LAST DAY OF SERVICES**

- Greater Clark County Schools, last student day—May 26<sup>th</sup>
- Clarksville Community Schools, last student day – May 25

## **LOST AND FOUND**

CIS of Clark County is NOT responsible for lost or misplacement of belongings.

## **PARTICIPATION**

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Children who refuse to participate in group activities make it difficult for other children in the group to have an enjoyable time. If a child continually refuses to participate in activities they may not be allowed to return to the program.

**Thank you for choosing CIS of Clark County as your child care provider. We are looking forward to a wonderful 2021-2022 school year!**

## **CONTACT:**

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