



LEAP Handbook 2017 - 2018

Parents and Students,

Welcome to the Lakeland Extended Activities Program! We are very proud of the services provided by our program and hope that you will find it to be both helpful to you as a parent and beneficial to your child. We strive to make this an extended learning opportunity, which complements and supports the regular school day.

Please study the handbook carefully and feel free to contact our office if you have questions or concerns during the coming year. Your support of this program is appreciated.

WELCOME!

Sincerely,

*DR. TED HORRELL
Superintendent
Lakeland School System*

Lakeland Extended Activities Program (LEAP)

Mission Statement

The Lakeland Extended Activities Program provides quality care for Lakeland Elementary and Lakeland Middle Preparatory School children in a safe, friendly, and familiar environment before and after school. Our staff members supervise age-appropriate activities, which strive to meet the physical, social, and educational needs of our children.

WHAT IS LEAP?

The Lakeland School System saw a need for parents to have a safe and familiar program for students enrolled at LES to come to before school starts and after school is dismissed. It responded by creating a Morning and Afternoon Care Program. This is a program designed to support the parents of the students at Lakeland Elementary School. Children are able to be in a familiar environment with their fellow classmates outside of school hours. There are activities available which will benefit children emotionally, socially, physically and mentally. Time will also be provided for the child to do homework. The program is a non-discriminating program designed to accommodate children in kindergarten through 5th grades.

LEAP welcomes and also encourages any input from parents and children to help it grow and better serve. Should you have any questions or concerns about the program, please feel free to contact the LEAP office at 901-430-4018.

HOW MUCH DOES IT COST?

THERE WILL BE AN ANNUAL \$65 NON-REFUNDABLE REGISTRATION FEE PER CHILD FOR THE SCHOOL YEAR.

Weekly Rates

	AM only	PM only	AM & PM
Lakeland Elem	\$45.00	\$55.00	\$70.00
Lakeland Middle Preparatory	\$45.00	\$55.00	\$70.00

LEAP OPERATING SCHEDULE

THE FIRST FULL DAY FOR LEAP IS AUGUST 7th.

During the 2017-2018 school year, LEAP will be closed for the following holidays/events:

Labor Day – September 4, 2017
 Professional Development Day – September 15, 2017
 Fall Break – October 9-13, 2017
 Thanksgiving Break – November 22-24, 2017
 Winter Break – December 21, 2017 - January 3, 2018
 Martin Luther King Day – January 15, 2018
 Professional Development Day – February 16, 2018
 Spring Break – March 12-16, 2018
 Good Friday – March 30, 2018
 Summer Break – Begins on May 24, 2018

Operating Hours

**Lakeland Elementary
 Before School**

7:00 a.m. - 8:45 a.m.

After School

4:00 p.m. - 6:00 p.m.

Lakeland Middle Prep.

Before School

7:00 a.m. - 7:45 a.m

After School

3:00 p.m. - 6:00 p.m.

TRANSPORTATION TO AND FROM LEAP

All transportation arrangements must be provided by parents. Lakeland Elementary will not be providing transportation services to and/or from LEAP.

HOW DO I PAY?

Payment is due by Friday at 6:00 p.m. for the current week's attendance. **A late fee of \$10 will be automatically added if payment is not received at your site by 6:00 p.m. on Friday.** Vacations, illnesses, etc. do not exempt you from paying.

- Payment may be made on site by cash, check or money order.
- Check: Please write the name of the child/children on your check – especially if written by someone other than the parents.
- Please do not send money (cash or check) to your child's classroom teacher. **IT WILL NOT BE ACCEPTED.**
- Non-payment of any balance owed will result in your account being locked and your child/children will not be able to attend LEAP until the balance is paid in full.
- All credit balances of \$10.00 or less will be forfeited unless a refund request is made during the current school year.

LEAP has a policy we will refer to as the "Three Strike" policy. The LEAP Parent Agreement you signed is a contract stating payment is due by Friday each week. On the fourth week of late payment, you will be dismissed from the program for the remainder of the school year.

RETURN CHECK POLICY

You will be notified by the LEAP office should an "INSUFFICIENT FUNDS" check be returned to us, and you will be assessed a \$20.00 NSF charge. Checks will not be processed twice. You will be asked to replace it immediately with a money order or cash at the site. Upon receipt of three NSF checks, only cash or money orders will be accepted for the remainder of the school year. NSF checks can be reported to the Sheriff's Department for collection.

HOW DO I SIGN MY CHILD IN AND OUT?

Your child must be brought inside the building when signing them into the program. There will be **NO** supervision until 7:00 a.m. Each child should be signed in as soon as he/she arrives for the program.

Children must be personally checked in/out from the program in the morning and afternoon by means of a sign in/out sheet. Children are not allowed to sign themselves in or out. Children are not allowed to wait for parents in the parking lot. The person checking out the child must be at least sixteen (16) years old.

State child care laws require that all students be officially registered for LEAP in order for service to occur. The Department of Children's Service or Police Department will be contacted for all students dropped off in LEAP without proper LEAP registration.

Students will neither be released to commercial transportation personnel (i.e., taxi drivers) nor will they be released to anyone whose behavior may place the child(ren) in immediate risk.

WHAT HAPPENS IF I AM LATE PICKING UP MY CHILD?

LEAP closes promptly at 6:00 p.m. Late pick up fees of \$15.00 will be charged until 6:15 p.m. and will be \$1.00 per minute thereafter. If you are late 3 times, you may be asked to leave the program.

After all emergency numbers are contacted and no communication received by 6:30 p.m., the police and/or Department of Children's Services may be called for assistance with the child(ren).

ILLNESS AND MEDICATION POLICY

LEAP cannot provide for sick children. Please do not send your child to the program if he/she is ill. LEAP follows the same "fever free for 24 hour policy" as the school. We will require your child to be picked up as soon as possible in the event he/she becomes ill or develops a fever while in the program. **If a child has to be given daily medication (such as Ritalin or seizure medicine), a medication form MUST be on file with the Site Manager.** This form must have clearly stated instructions such as the name of the medication, dosage and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Manager in a prescription bottle. Over the counter medications such as cough syrup, aspirin or cold medicines **CANNOT** be administered in LEAP. LEAP follows the medication policy for Lakeland School System.

WHAT ABOUT SNOW DAYS AND HOLIDAYS?

PLEASE NOTE: FOR THE SAFETY OF CHILDREN, PARENTS, AND THE LEAP STAFF, LEAP WILL FOLLOW THE CLOSINGS OF SCHOOL DUE TO INCLEMENT WEATHER.

LEAP will operate each day school is in session. You will need to listen to the radio/television announcements, plus your LSS phone call regarding snow days. If schools are closed, LEAP will not be provided. Remember to listen for an announcement for the Lakeland School System closings. **If schools open late due to adverse weather, LEAP will provide after-school care. If a school day dismisses early due to adverse weather, LEAP will not provide after-school care on that day.**

WHAT ABOUT MEALS AND SNACKS?

BEFORE SCHOOL CARE - Breakfast can be purchased in the school cafeteria. Current prices will be posted at school.

AFTER SCHOOL CARE - An afternoon snack will be provided every day and is included in the weekly fee.

HOW DO YOU COMMUNICATE BY TELEPHONE?

If you need to talk with the LEAP Supervisor, Site Manager, or leave a message for your child in LEAP, please call the LEAP office during school hours at 901-430-4018.

WHAT ABOUT INSURANCE?

You are encouraged to have medical insurance for your child in case of an accident.

DISCIPLINE POLICY

All children enrolled in LEAP will be expected to follow rules established by the staff for the purpose of safety and smooth operation of the program. Children who have behavior problems may be asked to leave the program. If your child is suspended from school, he/she may not attend LEAP until the child returns to school. Any student with a record of violence or zero tolerance violation will not be allowed to attend LEAP.

The LEAP staff is committed to positive reinforcement of good behavior. If a major problem occurs, you will be contacted by the Site Manager. Please stress the importance of good behavior patterns with your child. It is our goal to keep the program enjoyable for everyone.

LEAP BEHAVIOR RULES

1. Follow directions the first time they are given.
2. Keep your hands, feet and objects to yourself.
3. Use inside voices when speaking.
4. Respect others. DO NOT swear, tease, bully or fight.
5. Stay with your group at all times.

CONSEQUENCES

1. Verbal warning.
2. Verbal warning, with documentation and time out from activities.

The following behaviors are considered inappropriate and unacceptable in LEAP. These behaviors may result in an immediate three to five day suspension.

1. Possession of weapons, contraband or other dangerous objects (Zero Tolerance Policy applies)
2. Fighting, wrestling, spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar language, cursing
6. Improper display of private body parts
7. Disrespectful behavior to other children or staff
8. Stealing
9. Physical attacks on staff or other students (Zero Tolerance Policy applies)
10. Throwing objects (rocks, sticks, desks, tables, etc.)
11. Leaving group without permission (i.e., running away, hiding, etc.)
12. Behavior deemed inappropriate and unacceptable by the Site Manager, Principal or the Program Supervisor
13. *Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the superintendent on a case by case basis.

PARENT INVOLVEMENT

Shared information between the parent and the staff about the child can benefit the parent and LEAP. The staff will be able to meet the needs of your child in a better manner if we are aware of things like an illness in the family, a change in living location, special fears, etc. Please keep all information on your child's registration form current. It is your responsibility to update work and home telephone numbers.

The LEAP staff will keep you informed about special activities and your child's participation in the program. We want you to know what is being done to create the best possible experience for your child. Communication and working together will strengthen our program.

PARENT'S RIGHTS

Parents have the right to:

1. Know their children are in a safe environment.
2. Know what types of programs and activities are being planned; and be offered feedback on the kinds of activities the children enjoy.
3. Share concerns with the staff about anything they do not feel is in the best interest of the children.
4. Know if their child is misbehaving, and spend time talking with the staff concerning a solution.
5. Know when the children will be going any place other than where the program is usually held.
6. Voice concerns and considerations not covered in this handbook.

PARENT'S RESPONSIBILITIES

Parents have the responsibility to:

1. Observe the rules of LEAP as set forth in this handbook and any additional policy statements.
2. Share their concerns with staff members, if the program is not meeting their child's needs.
3. Listen to concerns that staff members have about their child's behavior and to work through an agreeable solution to problems.
4. Know about any changes in policy or procedure.
5. Replace any equipment the child is responsible for misusing.
6. Sign out their child at the end of the day or notify a staff member when another authorized person is picking up their child.
7. Inform staff if a child has been exposed to a contagious illness.
8. Notify staff of planned vacation and other absences in advance.
9. Notify staff of withdrawal at least one week in advance.
10. Pay fees on time.
11. Keep the child's record up-to-date with any changes in telephone numbers and addresses.
12. Pick up children on time.
13. Have your child's name on articles such as coats, lunch boxes, book bags, etc. he/she may bring to LEAP.

STUDENT'S RESPONSIBILITIES

Students need to be responsible:

1. For respecting the rules that guide them during the school day; for controlling their feelings so their actions do not harm anyone in the program.
2. For not willfully destroying or harming any equipment or property in the building or belonging to anyone else while they are in the program.
3. For sharing equipment and facilities with all children in the program.
4. For remaining with a staff member at all times and notifying a staff member when they need to go to another area.
5. For coming **IMMEDIATELY** after school, unless they advise the staff member otherwise.
6. For respecting the rules of LEAP.
7. For dressing appropriately for indoor play; for having tennis shoes available to wear in the gym.
8. For carrying out an activity they have committed themselves to do.
9. For cleaning areas they have used before leaving that area either to go to another area or to go home.
10. To bring all materials they need to take home with them to LEAP each day - no one will be allowed to return to their classrooms after school.
11. For bringing a written note to LEAP from a teacher who needs their help after school.

PUBLICITY PHOTOS AND/OR VIDEOS OF LEAP

At times we are very fortunate to have various news agencies to do a publicity feature about our Program. The parent agreement form in the registration packet will also give permission for your child to appear in publicity photos and/or videos. If there is a problem regarding this permission, please notify the Site Manager or call the LEAP office at 901-430-4018.

LEAP IS A NON-DISCRIMINATORY PROGRAM, WHICH IS OPERATED BY THE LAKELAND SCHOOL SYSTEM AND IS OPEN TO ALL STUDENTS ENROLLED IN LAKELAND ELEMENTARY SCHOOL. LEAP IS FULLY FUNDED BY FEES CHARGED TO PARENTS OF CHILDREN ENROLLED IN THE PROGRAM. IF FOR ANY REASON YOUR CHILD PRESENTS AN UNDUE RISK TO THE SAFETY OR WELL-BEING OF OTHER CHILDREN IN THE PROGRAM, OR IF YOU FAIL TO PAY DUE BILLS TO LEAP, LEAP RESERVES THE RIGHT TO DISCONTINUE SERVICES TO YOUR CHILD. BECAUSE OF COST, WE CANNOT MAKE ANY STAFFING ADJUSTMENTS (I.E., 1:1 TEACHER TO STUDENT RATIO). LEAP PROVIDES A GROUP SERVICE AND THE CHILD MUST BE ABLE TO FUNCTION WITHIN A GROUP.

LEAP IS NOT RESPONSIBLE FOR PERSONAL PROPERTY OF STUDENTS. WE ENCOURAGE CHILDREN NOT TO BRING PERSONAL BELONGINGS. Ex. (iPads, toys, handheld games)

**Lakeland School System
10001 Hwy 70
Lakeland, TN 38002
(901) 867-5412**

**Superintendent
Dr. Ted Horrell**

**LEAP Supervisor
Amy Roberts**

**Director of Academics
Angie Delloso**

**Site Managers
Nadine Coney (LES)
Timothy Harrison (LMPS)**

**Finance Director
Jessie Rosales**

**Lakeland Elementary School
Joretha Lockhart, Principal
10050 Oak Seed Lane
Lakeland, TN 38002
(901) 867-7071**

**Lakeland Middle Preparatory School
Matt Adler, Principal
5020 Lions Crest Dr.
Lakeland, TN 38002
(901) 290-0505**

LAKELAND EXTENDED ACTIVITIES PROGRAM HANDBOOK
Parent Signature Page
2017-2018

I have read the 2017-2018 Lakeland Extended Activities Program Handbook and agree to follow the policies and procedures as stated.

Student's names and grades:

Parent Signature:

Date:

Please turn the completed form into the school office, or directly to Mrs. Amy Phillips, prior to your child or children attending LEAP.