



**YOUTH LINK**  
SOUTHERN INDIANA

# EXTENDED DAY LEARNING (EDL) PARENT/GUARDIAN HANDBOOK

*Revised 5/31/2022*

**Youth Link Southern Indiana  
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**Website: [www.youthlinksi.org](http://www.youthlinksi.org)**

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**EDL Director: Haley Key**

**E-mail: [hkey@youthlinksi.org](mailto:hkey@youthlinksi.org)**

## **HOURS OF OPERATION:**

### **Greater Clark County Schools**

Monday-Friday 6:30am–8:45am and 3:30pm–6:00pm

### **Clarksville Community School Corporation**

Monday-Friday 6:30am – 7:50am and 3:00pm – 6:00pm

### **Main Office**

Monday-Friday 8am-4pm

*Closed for Winter Break, Closed on Fridays during Summer Break*

## Welcome to the Extended Day Learning Program

We are excited for the 2022-2023 school year! The Extended Day Learning (EDL) program is designed to focus on education as well as quality childcare. Youth Link SI will not discriminate based on race, gender, sexual orientation, national origin, color, disability, or age. Youth Link SI must always maintain appropriate staff to child ratios and is not equipped to work one on one with individual students. Children in grades PreK-5 may enroll. Students in 6<sup>th</sup> grade are eligible for the program, however because special transportation is required, please contact the office at 812.280.0028 to speak with the EDL Director, Haley Key, or email ([hkey@youthlinksi.org](mailto:hkey@youthlinksi.org)).

Students will have support with homework help, academic games/activities that include STEM and enrichment. Our goal is to provide homework assistance but not one on one tutoring. We strongly encourage parents/guardians to check your child(ren)'s homework due to time and staffing constraints. Enrichment activities are provided towards the end of the day. These activities vary from site to site but always include lots of fun!

### Weekly Tuition Rates

**Fee Schedule:** Parents can choose to pay for full time/part time/before or after care.

**Payments are processed on Monday, the week of service.**

**Rates will NOT be prorated based on attendance.** Fees are subject to change with written notice. Tuition rates for 2022-2023 are listed as follows:

Number of Children	Full time 3-5 days	Part time 1-2 days/week	Before Care 3-5 days	After Care 3-5 days
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
Fall/Spring Break				\$130 child/week \$55 each additional child.

Please note: a minimum of fifteen (15) children must be pre-registered and prepaid for Youth Link SI to offer programming on Fall Break and Spring Break. Registration is required through your parent portal.

### Other Fees

- Each student will be charged an annual registration fee of \$20. This fee is NON-REFUNDABLE
- A \$15 fee will be charged for any ACH Bank Drafts that are returned unpaid (for any reason).
- A \$10 late fee will be charged for any account that is 7 days late.

### Procedures for Non-payment

- After one (1) week of non-payment you will be contacted via email or phone call
- By the end of week two (2) if payment has not been received (end of business day Friday) your child(ren) will be unenrolled and will lose their spot in the program.

### Refunds

By enrolling your student, you are signing up for a spot in the program. There are a limited number of spots based on staff to student ratio and space of the site. 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 he or she attends or not.

## **Inclement Weather**

### ***Snow days (Not including snow emergencies)***

If school is canceled for a snow day, Youth Link SI will provide services at one site (Northaven Elementary, 1907 Oak Ridge, Jeffersonville, IN 47130). Families will not be charged for one snow day in each week, however we reserve the right to charge for multiple snow days in the same week (\$25/student/day). Staff will be there from 6:30am – 6:00pm. Students WILL NEED to bring lunch and e-learning day assignments (if applicable).

\*\*If Clarksville Community School Corporation is closed and Greater Clark County School is open, Youth Link SI will NOT provide snow day care due to staffing availability.

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

If there is an early dismissal due to snow day/weather/road conditions/etc., Youth Link SI staff may contact parents/guardians for cancellation or early pick up to ensure everyone's safety.

***Delay Days*** (This service is provided **ONLY** to schools that offer morning services.)

- Care will be available at your child's school from 6:30am until school starts at no additional charge
- If Greater Clark County Schools (GCCS) would initially call for a delay then at the last-minute cancel school, which becomes a full snow day, students onsite (at their school) will be transported by GCCS (with parent/guardian permission) to Northaven Elementary. Youth Link SI will provide childcare onsite until 6:00pm at no additional charge.
- If 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, Clarksville parents would be required to pick up their student(s) and then transport them to Northaven Elementary for care (if desired) at no additional charge.
- Lunch WILL be provided by Youth Link SI if a delay day becomes a snow day.

## **Student Pick Up**

### **Release of Children Policy - Sign In/Sign Out Procedures**

A responsible adult should always escort the child(ren) in/out of the building. Only authorized "contacts" may pick up a child from our care. All children must be signed in/out daily using the PIN number assigned during registration. Each "contact" has their own PIN number. If parents/guardians refuse to sign in/out their child(ren), Youth Link SI has the right to remove the child(ren) from the program.

If an isolated incident or emergency occurs and a parent is running late, the parent should contact Youth Link staff members to make them aware of the delay. The EDL program site closes at 6:00 p.m. If the child is not picked up by 6:10pm and parent(s) have not contacted site staff, parent/legal guardian and emergency contacts will be called. At 6:15pm there will be a \$1 per minute charge until the child(ren) is picked up. At 6:45pm the police will be called to pick up the child(ren). Continued tardiness could result in dismissal from the program.

## **Withdrawal**

The program requires a one week notice of the child(ren)'s permanent withdrawal from the program. Accounts will continue to accrue tuition fees/late fees unless notice is given. If parent/guardian fails to notify Youth Link SI via email ([edl@youthlinksi.org](mailto:edl@youthlinksi.org)) regarding the withdrawal of the child(ren) from the program, your account will continue to be billed and you will not be reimbursed.

## **Discipline/Guidance Policy**

To maintain a safe and fun environment for all students, each EDL site has a positive-reinforcement behavior management system in place. Hitting, kicking, spitting, hostile verbal behavior and other disruptive behaviors are not permitted. In response to these behaviors, Youth Link SI will NOT use threats or bribes, physical punishment, deprivation of food or other basic needs, humiliation, or isolation. Youth Link SI will respect your child, establish clear rules, be consistent in enforcing rules, use positive language to explain desired behavior, speak calmly, 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, Youth Link SI will discuss the issue with you privately. If we are unable to resolve the issue, you will be asked to make other childcare arrangements.

### **Trial Period**

The first 2 weeks of enrollment in Youth Link SI is considered a “trial period.” Childcare may be terminated by either the Provider or parent during this trial period without advance notice.

### **Youth Link SI reserves the right to remove a child from the program for such things as, but not limited to:**

- The Child(ren)’s behavior is disruptive, destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility.
- A Parent’s behavior is threatening or abusive to the other children or providers at the care facility.
- Account is 2 weeks past due
- Refusing to uphold company policy and state regulations.

All terminations of this type can be made effective immediately. Each family MUST sign a state required discipline form that must remain on file in our office before the child(ren) can attend.

### **Youth Link SI requires parents/guardians to provide the following information prior to any child(ren) beginning our EDL program.**

1. Does your child(ren) have an IEP?
2. Does your child(ren) have a 504 Plan?
3. Does your child(ren) have a Behavior Intervention Plan developed by the school?

If you answered “YES” to any of the above questions, we require that you provide a copy of the IEP, 504 Plan and/or the Behavior Intervention Plan to the EDL Director so that we may determine if this program is the best fit for your child(ren).

**\*\*\* Youth Link SI does NOT have the capacity to work with children who require one on one care during the school day or children who cannot use the restroom independently. \*\*\***

## **Anti-Bullying Policy**

Youth Link SI defines bullying as a 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 Youth Link SI, bullying is inexcusable, and we stand firm against all types of bullying. We want to help your child(ren) create a sense of belonging, improve social skills, provide academic support, build confidence, provide safety and supervision and make learning more fun!

## **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.

## **Communication**

Youth Link SI strives to have strong communication with the parents/guardians of the children we serve. If there are concerns, we will be happy to schedule a conference with you. If you have a concern, please address with Youth Link SI staff directly instead of having your student relay your message to us.

## **Accidents or Emergencies**

In case of an accident, your child(ren) will be given first aid and you will be notified. If your child(ren) sustains an injury more severe than our skills allow, the staff will take the steps 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(ren) taken to the closest emergency facility in the company of a staff member. Your child(ren)'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(ren)'s registration form. Up to date contact information for parents/guardians as well as an alternate contact person is vital.

## **Release of Liability**

By registering for this program, you release Youth Link SI and individuals from liability in case of an accident during activities related to Youth Link SI, if normal safety procedures have been taken. Youth Link SI is NOT responsible for lost or misplacement of belongings.

## **Permission**

Parents/guardians are asked to give permission for Youth Link SI to have access to information regarding your child(ren)'s report card, test scores, demographic information, student ID #, IEP, 504 Plan, Behavior Intervention Plan and any other information needed for Youth Link SI 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 Youth Link SI permission to use your child(ren)'s photograph or video to be shared in marketing, media, social media, and reporting. You may decline this permission. (To decline send email to [edl@youthlinksi.org](mailto:edl@youthlinksi.org))

## Illness

The health and safety of your child(ren) 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 parent/guardian will be asked to return and take the child home. When a child becomes ill at the center, the parent/guardian will be called. You must then make arrangements to pick up your child immediately.

**\*\*\*No medication will be dispensed on site by Youth Link SI employees\*\*\***

### **Symptoms impacting consideration for exclusion from school:**

- A fever of 100.4\* F or greater
- Cough
- Shortness of breath or difficulty breathing
- Thick green/yellow nasal or eye discharge
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

*\*\*\*This is subject to change based on school policy:*

**\*\*\*Youth Link SI does not provide care on the following days.**

- ❖ **FEDERAL HOLIDAYS**
- ❖ **THANKSGIVING BREAK**
- ❖ **WINTER BREAK**
- ❖ **MARTIN LUTHER KING JR DAY**
- ❖ **PRESIDENT'S DAY (Clarksville Only)**
- ❖ **ELECTION DAY**
- ❖ **OAKS DAY (Clarksville Only)**

**If Youth Link SI is providing services for an E-Learning Day, there will be an extra \$25/student/day fee added to your tuition. You will be notified no less than 2 weeks prior to the E-Learning Day if services will be provided.**

*\*\*\*All breaks/holidays are based on the school calendar\*\*\**