



YOUTH LINK
SOUTHERN INDIANA

EXTENDED DAY LEARNING (EDL) PARENT/GUARDIAN

HANDBOOK

Revised 5/31/2024

Youth Link Southern Indiana
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Phone: 812.280.0028

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EDL Director: Haley Key

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EDL Managers: Taylor Williams, Ana Moctezuma

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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 – 7:40am and 2:45pm – 6:00pm

Silver Creek School Corporation

Monday-Friday 6:30am-7:40am and 2:57pm-6:00pm

Main Office

Monday-Friday 8am-4pm

Closed Holidays, Winter Break, and Closed on Fridays during Summer Break

Welcome to the Extended Day Learning Program

We are excited for the new 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 6th grade are eligible for the program, however because transportation has to be set through your child's school it is required for you to contact the office at 812.280.0028 (ext.105) to speak with the EDL Director, Haley Key, or email (hkey@youthlinksi.org *subject 6th grader*).

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, 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. (*unless a holiday or office is closed*)
Rates will NOT be prorated based on attendance. Fees are subject to change with written notice. Tuition rates are listed as follows:

Number of Children	Full time 3-5 days	Before Care 3-5 days	After Care 3-5 days
One Child	\$80/week	\$50/week	70/week
Two Children	\$128/week	\$80/week	\$112/week
Three Children	\$168/week	\$105/week	\$147/week
Fall/Spring Break	\$130 child/week \$65 each additional child All day care \$25 per 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. For all day care a requirement of ten (10) children.

Other Fees

- Each student will be charged an annual registration fee of \$30. 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 (Northaven Elementary, 1907 Oak Ridge, Jeffersonville, IN 47130) for GCCS students and (Silver Creek Elementary, 503 N Indiana Ave, Sellersburg IN, 47172) for SCSC students. 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).

**CCSC can choose between either schools for snow day care. If Clarksville Community School Corporation is closed and Greater Clark County School and Silver Creek School Corporation 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 at no additional charge. (*unless YLSI cancels due to inclement weather*)
- If all school districts, CCSC, SCSC and GCCS, would initially call for a delay then at the last-minute cancel school, Clarksville and Silver Creek parents would be required to pick up their student(s). You will have the option to transport your student 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 6:05pm and parent(s) have not contacted site staff, parent/legal guardian and emergency contacts will be called. At 6:10pm 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 (hkey@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, 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.

Silver Creek Community School students are asked to provide their own snacks. Extra snacks will be on site for those who forget. A doctor's statement is required for all children who have food allergies so adjustments for snacks provided by Youth Link SI 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 the Youth Link SI site staff directly instead of having your student relay your message to us. You can also contact EDL Director or managers with concerns that can not be handled with site staff.

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 hkey@youthlinks.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 OTC 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**
- ❖ **LABOR DAY/MEMORIAL DAY**
- ❖ **THANKSGIVING BREAK**
- ❖ **WINTER BREAK**
- ❖ **MARTIN LUTHER KING JR DAY**
- ❖ **PRESIDENT'S DAY**
- ❖ **ELECTION DAY**
- ❖ **OAKS DAY**

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

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