Brookstone School
5700 River Road
Columbus, GA 31904
706.243.3615
FORWARD

To Parents and Guardians:

Welcome to Brookstone Extended!

This handbook is designed to give parents and guardians a helpful insight into the Brookstone Extended after school program offered by The Brookstone School. It includes detailed information about After School Program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

Brookstone Extended strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child’s time at Brookstone Extended beneficial and rewarding. We encourage you to share your thoughts and ideas with us at any time.

Many thanks go to the staff of Brookstone Extended for their energy and the outstanding job they do with the children each and every day and to the parents and guardians of the children for their continued support and encouragement. The children benefit greatly from the many special qualities contributed to Brookstone Extended by so many wonderful and caring people!

If you have any questions about the content of this book, please feel free to call me at 706.243.3615. I look forward to the time that we will be spending together.

Kindest regards,

Dawn Burts
Director

BROOKSTONE EXTENDED CONTACT INFORMATION

The Brookstone Extended Building
5700 River Road
Columbus, GA 31904
706.243.3615

Dawn Burts
Director
DBurts@BrookstoneSchool.org

Kelly Holt
Assistant Director
KHolt@BrookstoneSchool.org

Jackie Fitzpatrick
Office Manager
JFitzpatrick@BrookstoneSchool.org

For concerns about your child and/or questions about schedules, fees, policies, or staffing, please call our Director or Assistant Director at 706.243.3615. To report an absence, a change of pickup information, or a pickup delay, please call 706.243.3615.
TABLE OF CONTENTS

FORWARD ............................................................................................................................................ 2
MISSION STATEMENT .......................................................................................................................... 5
THE BROOKSTONE EXTENDED PROGRAM ...................................................................................... 5
  Admission Procedures .................................................................................................................. 6
  Immunizations .............................................................................................................................. 6
  Tuition ............................................................................................................................................ 6
  Registration .................................................................................................................................... 6
SCHEDULE OF OPERATION ................................................................................................................ 7
  Attendance ....................................................................................................................................... 7
  Pick-up Procedures ....................................................................................................................... 7
  Late Pickup Policy for the 6:00 p.m. Dismissal .............................................................................. 8
  Scheduled Closings ....................................................................................................................... 8
  Snow Days and Delayed Openings ............................................................................................... 8
  Emergency Dismissal Procedures ............................................................................................... 9
  Emergency Situations ................................................................................................................... 9
  Emergency Drills .......................................................................................................................... 9
PROGRAMMING .................................................................................................................................. 10
  Homework ...................................................................................................................................... 10
  Snacks ........................................................................................................................................... 10
  Outdoor Play .................................................................................................................................. 10
  Possessions from Home ............................................................................................................... 10
  Telephone Use by Children .......................................................................................................... 10
  Transportation ................................................................................................................................ 11
3K & PRE-KINDERGARTEN ................................................................................................................... 12
  Dress Code ................................................................................................................................... 12
  Snacks .......................................................................................................................................... 12
  Birthdays ...................................................................................................................................... 13
  Field Trips .................................................................................................................................... 13
  Holiday Parties ............................................................................................................................. 13
  Naps .............................................................................................................................................. 13
  Carpool ....................................................................................................................................... 13
HEALTH POLICY ................................................................................................................................... 14
  Accidents or Acute Illness ............................................................................................................. 14
  Insurance ...................................................................................................................................... 14
  Medication Policy ......................................................................................................................... 14
  Abuse and Neglect Policy ............................................................................................................ 14
  Head Lice ...................................................................................................................................... 15
  Clothing Requirements ............................................................................................................... 15
BEHAVIOR MANAGEMENT POLICY ............................................................................................... 15
COMMUNICATION ............................................................................................................................ 17
CONTACTS ......................................................................................................................................... 17
This page intentionally left blank.
MISSION STATEMENT
The Brookstone Extended program provides a safe, engaging, and nurturing environment for families requiring quality child care after the school day ends. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. The child care program offered by Brookstone Extended provides parents with safe, convenient, reliable, and affordable after school care for their children. The program maintains clear policies and procedures and actively encourages and welcomes open communication and parent involvement.

THE BROOKSTONE EXTENDED PROGRAM
The Brookstone Extended program moved to its new location in the Brookstone Extended building on River Road in 2017. The program uses a dedicated building with a covered entrance, a full kitchen, abundant bathrooms, indoor and outdoor learning and play space for children in 3K through 6th grade.

Our outstanding staff is comprised of qualified child care providers, and college students. During the year, the program also works with independent artisans and educational services. Background checks are performed on all staff members employed by the program.

The Brookstone Extended program serves more than 100 children per day. Our operating policy for the Extended program maintains a maximum staff/child ratio of one to nine in the 3K & Pre-K groups and a maximum staff to child ratio of one to fifteen in grades Kindergarten through 6th. On occasion the staff/child ratio may increase to the Georgia Department of Early Care and Learning (DECAL) state standard of one to twenty-five.

On a daily basis, our trained staff members meet 3K and Pre-K students at 12:00 p.m. (11:00 a.m. on early dismissal days) in designated areas and escort them to the cafeteria for lunch. A hot lunch and milk or water is provided in our cafeteria with the daily menu options chosen in accordance with the USDA standards. 3K and Pre-K students dine with the Extended staff members. After lunch they enjoy recess time at the Brookstone Extended playground. From 1:00-6:00 p.m. students enjoy various activities. A nap/quiet time is offered to all 3K students prior to 3:00 p.m. carpool.

Kindergarten through 6th grade students released at the 3:00 p.m. dismissal meet our Extended staff members in designated areas and walk to the Extended building for various activities, snacks and homework assistance. During inclement weather, the students are transported in Brookstone School buses to the Extended building.

In addition to the Extended daily schedule, additional CUB enrichment programs are available through the school year. Information regarding the programs will be available on the Brookstone Extended webpage (www.BrookstoneSchool.org) and notices will be sent home in your child’s communication folder.

In our effort to keep parents informed about the daily operations as well as the rules and regulations by which Brookstone Extended operates, we have provided a bulletin board in the foyer of the Extended building. Parents can find information about the current weekly lunch and snack menu. We have also posted a copy of the facility’s license with names of persons in charge, a communicable disease chart, statement of parental access, and statement for visitors.

We have provided printed copies of the Georgia Department of Early Care and Learning Rules & Regulations as well as a copy of the Brookstone School Emergency Response and Crisis Management Manual for parental access. A copy of our evaluation report will be made available upon request.
ADMISSION PROCEDURES
All students in 3K through 6th grade enrolled in Brookstone School are automatically eligible for the Brookstone Extended program. Parents interested in having their children participate in Brookstone Extended after school, cub enrichment programs, and/or summer enrichment programs may register online on the Brookstone Extended webpage (www.brookstoneschool.org).

IMMUNIZATIONS
All students must have a current immunization record on file in the nurse’s (706.324.1392 ext 1541) office in order to attend Brookstone Extended.

TUITION
The Brookstone Extended hours and fees, which are billed to your Brookstone student account, are as follows:

<table>
<thead>
<tr>
<th>BROOKSTONE EXTENDED DAY FEES</th>
<th>Hourly</th>
<th>Annual Contract Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Start Wednesday (7:30-8:45 a.m.)</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>3K &amp; Pre-K Lunch Bunch on regular schedule days (12:00-1:00 p.m.)</td>
<td>$10</td>
<td>$1,500</td>
</tr>
<tr>
<td>3K &amp; Pre-K After-School Care on regular schedule days (1:00-6:00 p.m.)</td>
<td>$7</td>
<td>$3,000</td>
</tr>
<tr>
<td>3K &amp; Pre-K on regular schedule days (12:00-3:00 p.m.), includes Lunch Bunch and Late Start Wednesday.</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>Kindergarten through 6th grade students on regular schedule days (3:00 p.m. – 6:00 p.m.)</td>
<td>$7</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Brookstone Extended charges late fees when a child is picked up after 6:00pm. For pick-ups after 6:00 p.m. there will be a **$30.00 late charge** from 6:01 p.m. – 6:05 p.m. After 6:05 p.m. the fee will be $15.00 for every fifteen-minute time period or increment that follows.

Please note, we bill to the next hour. For example, if your child stays from 3:00 p.m. to 4:01 p.m., this would be two billable hours.

We are unable to issue refunds or pro-rate tuition for weather related school closures or other emergency situations.

For more information about the Brookstone Extended Day program, contact: Dawn Burts, Director of Brookstone Extended Day, DBurts@BrookstoneSchool.org, 706-243-3615 ext 1213.

To enroll in the Brookstone Extended Annual Plan, visit our webpage on the Brookstone School website (www.BrookstoneSchool.org) or contact Laura Harris at LHarris@BrookstoneSchool.org or 706.324.1392 ext1030.

REGISTRATION
Please contact your child’s teacher before 9:00 a.m. if your child will attend Brookstone Extended on a drop in basis. For those who will attend on a regular basis, please inform your child’s teacher. Your child will be expected on the days indicated.

RECEIPTS AND CREDITS
All Brookstone Extended receipts and credits are included in the monthly statement that is issued to all families enrolled in Brookstone School.
**SCHEDULE OF OPERATION**

Our five-day program is available to all Brookstone Students in grades 3K through 6th grade, Monday through Friday from August through May at the Brookstone Extended building located on River Road. Summer enrichment programs are available, upon registration, during June and July.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:45 a.m.</td>
<td>Late Start Wednesdays</td>
<td>Curbside drop-off is available. Students are escorted to main campus by Brookstone Extended staff</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>3K &amp; Pre-K Dismissal</td>
<td>11:00 a.m. dismissal on early dismissal days</td>
</tr>
<tr>
<td>12:00-1:00 p.m.</td>
<td>Lunch Bunch</td>
<td>Available for 3K &amp; Pre-K students</td>
</tr>
<tr>
<td>1:00-6:00 p.m.</td>
<td>After-school care hours</td>
<td>Available for 3K &amp; Pre-K students</td>
</tr>
<tr>
<td>3:00-6:00 p.m.</td>
<td>After-school care hours</td>
<td>Kindergarten through 6th grades</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Extended Closed</td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE**

Parents should contact Brookstone Extended either by email (BExtended@BrookstoneSchool.org) or by phone 706.243.3615 if their student will not attend Extended or a Cub program on a regularly scheduled day.

**PICK-UP PROCEDURES**

The Brookstone Extended program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave Brookstone Extended unattended. Parents must walk into the Extended building and checkout with the staff on duty. The children may not go into the hallways or classrooms unless they are accompanied by a parent or staff member.

Children will not be released to anyone other than a parent, guardian, or person listed on the child’s permission form unless the child’s parent notifies the Extended Office Manager prior to pick-up time. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released.

Parents picking up a child should enter the Brookstone Extended building through the front door of the building. The entry to the Extended building is safeguarded with a keypad lock. The Office Manager or an Extended staff member will unlock the door from the front desk to allow entry to the building. For the sake of safety, children will not be allowed to exit the front door without a parent or guardian.
LATE PICKUP POLICY FOR THE 6:00 P.M. DISMISSAL
Brookstone Extended closes at 6:00 p.m. We ask parents to arrive by 5:55 p.m. in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 p.m. arrival is unlikely, please take a moment to call us at 706.243.3615 so a staff member can speak to the child about the delay.

The staff is unable to remain on site after 6:00 p.m. for activity updates or consultations about children. We will be happy to discuss special requests or exchanges of detailed information over the telephone or at a meeting scheduled during our regular hours.

If a child has not been picked up by 6:00 p.m. and proper arrangements or contact has not been made, the following will take place:

- We will attempt to contact the parent or guardian.
- We will attempt to call emergency contact/s.
- When a child is not picked up due to an emergency situations including, but not limited to, traffic delays, inclement weather or natural disasters, staff will remain at the center with the child as long as the center has been notified of the delay. Late fees will still apply.
- Late pick-ups with or without communication are subject to schedule modification and/or immediate termination of services.

SCHEDULED CLOSINGS
Brookstone Extended is closed in accordance with the Brookstone School calendar. These closings typically include:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>1 day</td>
</tr>
<tr>
<td>Fall Break</td>
<td>2 days</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>5 days</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>10 days</td>
</tr>
<tr>
<td>Martin Luther King Jr Day</td>
<td>1 day</td>
</tr>
<tr>
<td>Winter Break</td>
<td>2 days</td>
</tr>
<tr>
<td>Spring Break including Easter</td>
<td>5 days</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>3 days</td>
</tr>
<tr>
<td>Fourth of July</td>
<td>10 days</td>
</tr>
</tbody>
</table>

Please refer to the posted Brookstone School calendar on the Brookstone School website (www.BrookstoneSchool.org) for exact dates and all school holidays and closings. Brookstone Extended is open during 3 parent/teacher conference days by reservation only. Parents may register their students for care at Brookstone Extended online on the Brookstone Extended webpage (www.BrookstoneSchool.org).

Extended Day has limited hours during the Fall Festival and is closed for the Country Fair.

SNOW DAYS AND DELAYED OPENINGS
Brookstone Extended will be closed whenever Brookstone School is closed due to inclement weather. Credits will not be issued for days when school is closed due to snow, and no additional charges will be incurred when the duration of the program is extended in June.

When the opening of school has been delayed due to weather, Brookstone Extended will operate as scheduled. If a delayed opening is called, the opening of Brookstone Extended will be delayed as well. If you have any questions about our operating schedule on a day when school has been called or delayed, please call 706.243.3615 for a recorded message detailing our schedule for the day.
EMERGENCY DISMISSAL PROCEDURES
Brookstone Extended will be closed whenever Brookstone School is dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our facility.

In the event of an early dismissal, the Brookstone School uses the Alertnow® system to send a detailed, automated recording about the early dismissal to your phone. Parent and guardian phone numbers are maintained by Brookstone School’s Communication Director. In addition to the Alertnow® system, a recorded message about the Brookstone Extended program’s hours of operation will also be available by calling 706.243.3615.

It is every parent’s responsibility to maintain current contact information with Brookstone School and Brookstone Extended. You may contact Connie Mansour (CMansour@BrookstoneSchool.org or 706.324.1392 ext 1180) or update online on CougarNet.

EMERGENCY SITUATIONS
Created in 2012-2013, and reviewed every following school year, our Emergency Response and Crisis Management Manual contains campus-wide procedures for emergency situations such as severe weather, tornado, fire, and physical plant problems such as power failure, etc. Each room on campus has a current copy for reference. Faculty and staff also have a digital copy readily available on each of their computers. You may also find a current copy of this manual in the foyer in the Brookstone Extended building and a digital copy is available on the Brookstone School website (www.BrookstoneSchool.org). Please refer to this manual for all school policies, procedures, and responses to emergency situations as well as directions for parents, when needed, in major situations. For any further questions regarding our response plan, please contact Connie Mansour at 706.324.1392 ext 1180 or CMansour@BrookstoneSchool.org.

EMERGENCY DRILLS
Emergency drills (fire drills, tornado drill, bomb threats, etc.) will be held and documented as set forth by the Georgia Department of Early Care and Learning (DECAL).

EVACUATION: Brookstone Extended staff and students will follow evacuation maps posted in each room to exit the facility. Students are to line up quietly and follow the group leader. Once outside, leaders will call roll to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the Director or Assistant Director to return to the building.

FIRE DRILL: Brookstone Extended is required to conduct a monthly, unannounced fire drill. Our Director will conduct the fire drill and record documentation.

POWER FAILURE: A power failure can be a safety factor especially if it occurs while the children are in the restroom or a group is moving in a hallway from one area to another. The group leader should contact the Director by walkie-talkie to see if the incident is isolated or is campus-wide; keep the students calm until the power is restored. The group may proceed to a lighted area if the move can be done in a safe, organized manner.
PROGRAMMING

Brookstone Extended strives to meet each child’s need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, the children are offered a variety of activities. The activities offered in the past have included art workshops, karate lessons, foreign language lessons, creative theater, computer courses, sports programs, animal adventures, cooking, music, dance, and science programs. Most activities meet a minimum of once per week for a period of four to eight weeks. A schedule of activities will be sent home and posted on the Brookstone Extended page on the Brookstone School website (www.BrookstoneSchool.org). Children who do not participate in a scheduled activity may read a book or use the time to complete homework.

HOMEWORK

Brookstone Extended stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child’s homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

SNACKS

Snacks are provided for all students participating in Extended. Children in kindergarten through sixth grade receive a snack when they arrive at Extended in the afternoon. A list of available snacks is posted in the foyer of the Extended building. Students may not bring their own food for snacks. If your child has any food allergies or dietary restrictions, please let us know. You may be able to send a snack to school with your child with prior approval from the Director. Snacks must be nut free. Nuts, peanut or almond butter, or any products containing nuts are strictly prohibited.

OUTDOOR PLAY

Children who attend Extended can expect to spend a minimum of 30 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 32 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

POSESSIONS FROM HOME

Since we cannot guarantee the safe return of personal belongings, we ask that any personal possessions be left in backpacks during a child’s time in the Extended. The Extended program does not allow the use of toy weapons or trading cards at any time.

TELEPHONE USE BY CHILDREN

The staff will be happy to convey messages to children when necessary but it is not possible for children to make or receive telephone calls at Extended. Parents are welcome to call Extended (706.243.3615) at
any time to speak to the Director or Assistant Director about questions or concerns regarding their child.

**TRANSPORTATION**

Brookstone Extended only transports students Pre-K through 6th grade on school buses in inclement weather. If a Cub Enrichment program, such as golf, requires transportation to an off-campus location, students, Pre-K through 6th grade are transported on school buses.

In case of inclement weather, students are transported from the Kirven building on campus to the Extended Building on River Road on Brookstone school buses.

All buses used by Extended are equipped with seatbelts for each passenger.
DRESS CODE
Brookstone 3K students are not required to wear uniforms. Students should come to Brookstone Extended in clothes appropriate for learning and play. Clothing should be non-restrictive and should be easy for the child to manage when using the restroom. Elastic waistbands are ideal for young children. Consider items that promote independence when making clothing choices.

Students should not come to school in pajamas or costumes. The only exceptions are school or class-wide events such as PJ days, Fall Festival, Halloween. No sandals/flip flops or clogs/Crocs. Sneakers are the most appropriate footwear since children will have recess time each day. Monkey bar/bike shorts are strongly suggested under dresses and skirts.

PreK students are required to wear uniforms.

WHAT TO BRING TO SCHOOL:
- A Land’s End Canvas tote will be used throughout your child’s 3K-Kindergarten experience at Brookstone. These durable totes will be distributed at the sneak-a-peek prior to the start of school. A one-time charge that will be billed to your Brookstone account.
- Sweaters and other outerwear appropriate for the weather. No hoodies or jackets with strings, as the strings can present a safety hazard on playground equipment. Please do not send your child to school with an umbrella.
- A complete, clean change of clothes to be stored in his/her classroom and a second set of clean clothes for the Extended building. This change should include underwear, socks and a spare pair of shoes if possible.
- Label ALL clothing with your child’s name.

ITEMS TO LEAVE AT HOME:
- Blankets, pillows and toys of any kind
- Pacifiers are not appropriate for school as we are promoting language development
- Sippy cups and/or bottles
- Diapers and pull-ups
- Book bag of any kind, as Brookstone will provide each 3K-K student with a personalized tote bag

STUDENTS IN BROOKSTONE’S 3K PROGRAM MUST BE TOILET TRAINED.
If a child has a bathroom accident, parents will be contacted by phone. You will be expected to pick-up your child or arrange for pick-up as soon as possible within one hour. Repeated accidents may result in dismissal from the program.

SNACKS
Our 3K students will receive a snack each day in their classroom. Everyone will be expected to contribute to the snack supply at some point during the year. Your child’s teacher and room parents will create and manage the snack schedule. You will hear more about this from your child’s teacher as the school year begins. Students also receive snacks in Extended. These snacks are provided by Extended and comply with Brookstone’s Nut Free Campus policy.
**BIRTHDAYS**
Please contact your child’s teacher well in advance to coordinate a day and time to celebrate your child’s special day. Your child’s teacher will suggest appropriate treats. Birthday treats are shared during snack time. We invite you to come to the classroom to deliver the treat and visit for a short time until snack time is over. Please do not plan activities and do not bring party favors. Since this is your child’s special day, we ask that you allow him or her to truly be the center of your attention and leave young siblings at home if at all possible.

We do not celebrate birthdays with parties in Extended.

**FIELD TRIPS**
The 3K classes participate in at least two field trips are planned throughout the year. Parents are responsible for transportation and accompanying their child for the duration of the trip. We respectfully request that siblings do not attend. While at Brookstone Extended, students will not leave campus for field trips.

**HOLIDAY PARTIES**
In the 3K classrooms, room parents will organize holiday parties in coordination with the teacher. Party sign-up sheets will be available on classroom visitation day at the beginning of school. We respectfully request that siblings do not attend.

**NAPS**
In Extended, our staff will provide a quiet time and place for our 3K students who need or want time to nap in accordance with the Safe Sleep Policy set forth by the Georgia Department of Early Care and Learning (DECAL) rules ch. 591-1-1-.30. Mats are available for students.

**CARPOOL**

**MORNING DROP OFF:**
It is important that even our very young students be given the opportunity to get accustomed to being dropped off in carpool. By allowing your child to walk to their classroom on their own, you convey to them that they are ready for this responsibility. Carpool is carefully supervised by Brookstone faculty. No child will be left unattended during carpool. Because of limited parking, parents are asked to not walk their children to the classrooms.

**LATE START WEDNESDAY DROP OFF:**
Students, 3K – 5th Grade, will be dropped off at the Extended building no earlier than 7:30 a.m. on Late Start Wednesdays. Parents are not required to sign students in but are welcome to bring them to the front door for drop off. Students are escorted to the campus by Extended Staff at 8:45 a.m. 3K students are escorted to their classrooms and checked in with their teachers.

**AFTERNOON PICK-UP:**
3K and Pre-K students who participate in the Extended program after school must be picked up by parents or guardians from the Extended building. Persons responsible for picking up students must sign the students out and escort them to their vehicles. Please refer to Brookstone Extended Pick-Up Procedure on page 6.
**HEALTH POLICY**

All children enrolled in Brookstone Extended must satisfy the minimum immunization and routine physical examination requirements in accordance with the Georgia Public Health requirements. Documentation of the above must be on file in the Brookstone School’s nurse’s office (706.324.1392 ext 1541).

Brookstone Extended’s exclusion and reporting policies for communicable diseases are in compliance with the guidelines set by the Georgia Department for Early Care and Learning (DECAL) program. A list of communicable diseases is available on the bulletin board in the Extended building foyer. In the event of an outbreak of a communicable disease or condition that is reportable to the Department of Health, a notice will be posted on the bulletin board in the Extended building foyer.

If a child becomes ill while attending Extended, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within one hour of notification. Extended will provide a rest mat and a quiet area while the child waits.

Children attending Brookstone Extended should be well enough to follow the normal routine of the program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the Extended and must be fully recovered before returning to Extended.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Director or Assistant Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

**ACCIDENTS OR ACUTE ILLNESS**

In the event of an accident or acute illness, every effort will be made to notify the child’s parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

*It is imperative that each parent provide to the Director current contact numbers, physician and hospital preferences and place of employment.*

**INSURANCE**

Brookstone School has Student Accident Insurance that covers students on campus and also on any school related activities. This supplemental insurance pays 100% after your family’s primary insurance pays its share. Accident forms are located on the Brookstone School website ([www.BrookstoneSchool.org](http://www.BrookstoneSchool.org)). Once the form is complete, it is received by Brookstone’s Accounts Payable Department. Brookstone completes a Claim Form and sends it to the parents. It is the parent’s responsibility to file the supplemental student accident insurance after receiving the claim form.

**MEDICATION POLICY**

No medication will be dispensed by Brookstone Extended staff or directors.

**ABUSE AND NEGLECT POLICY**

The staff members of Brookstone Extended are mandated reporters of abuse and neglect, and as such,
are required by Georgia Department of Early Care and Learning (DECAL) law ch.591-1-1-.29 to report all suspected instances of abuse or neglect to the Muscogee County Department of Family and Children Services. A copy of the Georgia Department of Early Care and Learning (DECAL) Rules for Child Care Learning Centers is available in the foyer of the Extended building.

**HEAD LICE**
Brookstone Extended has a “no lice”, no nit policy. If Extended is notified by the school nurse that a child who attends the program has been sent home with head lice, the staff of Extended will check all of the children in the affected child’s group. If head lice are found, the parents of the child will be notified and asked to take the child home for treatment. A notice will be posted on the bulletin board in the foyer of the Extended building whenever head lice are found in the program.

Children who have been sent home with head lice may return to Extended once they have been cleared for return by the school nurse or by the Director or Assistant Director of Extended. In order to prevent the spread of head lice, children should be encouraged not to share clothing, combs, or hair accessories.

**CLOTHING REQUIREMENTS**
The children can expect to play outside year-round. Warm clothing, hats, gloves, and appropriate footwear are necessary for the winter months. During the winter months, and throughout the year, the children are welcome to leave an extra set of seasonal clothing in the Locker room. Since Brookstone students wear uniforms, it is important that all outerwear items have your student’s name on the label so items left at Extended can be returned.

**BEHAVIOR MANAGEMENT POLICY**
The children and staff of Brookstone Extended are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by Brookstone Extended will be explained to the children clearly and reinforced in a consistent manner.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed.

When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. Time out periods will last approximately three to five minutes and will not exceed fifteen minutes. After a time out, the teacher and child will discuss behavior options before the child returns to the group.

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical
behavior that threatens the well-being of the child or others in Extended.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child’s home and school. If a child’s behavior indicates that the Extended program is not able to meet his or her needs, the Director or Assistant Director will contact the child’s parents to arrange a meeting. A parent may also request a meeting. With the parent’s permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

If the Director feels the Extended program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Director reserves the right to terminate the child’s participation in the Extended program immediately. Pre-paid tuition will be refunded.

Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a student, is grounds for termination of the family’s participation in the After School Program without notice. A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.
COMMUNICATION

The Brookstone Extended program maintains an open door policy. Please feel free to direct questions or concerns related to any facet of Extended to the Director or Assistant Director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child’s participation in the Program may be directed to the Director at 706.243.3615. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

The Extended phone number may be called 24 hours a day to report a child’s absence or to revise pickup information. Parents may email changes to BExtended@BrookstoneSchool.org.

If a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the Director and Assistant Director will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Extended hours, we ask that parents limit their conversation with Extended staff members to subjects involving their child. The Director and Assistant Director are available to answer all other questions that arise. Please feel free to call us at any time at 706.243.3615.

CONTACTS

School Nurse, Devon Levy, DLevy@BrookstoneSchool.org 706.324.1392 ext 1541

School Communications, Connie Mansour, CMansour@BrookstoneSchool.org 706.324.1932 ext 1180

Accounts Payable, Amanda Bork, ABork@BrookstoneSchool.org 706.324.1932 ext 1020