



**Enhanced After School Opportunities
for Orange Beach Students in
Kindergarten - 6th Grade**

**Parent Handbook,
Information,
Policies and Procedures
2020-2021 School Year**

ABOUT EXPECT EXCELLENCE

Expect Excellence is an enhanced after school program offered by the City of Orange Beach that serves students who are Orange Beach residents. This includes students that are in virtual school or are being home schooled. For the 2021-2022 school year, Expect Excellence will operate each school day from 3:00-6:00 pm. The program will also operate on school holidays from 7:00 am-6:00 pm, with the exception of National Holidays and City of Orange Beach closure days.

The City of Orange Beach Expect Excellence program is designed to allow every student in Orange Beach the opportunity to identify interests and passions at an early age and to develop related skill sets. Expect Excellence is not simply after school child care; it is an enhanced program for **Academics, Arts** and **Athletics**.

Each student registering in the Expect Excellence program will be required to participate fully in classes, behave properly and respectfully at all times, and strive for growth. It is each parent's responsibility to fully understand the policies, procedures and expectations of participation in the Expect Excellence program and convey that to their student.

In addition to the Academics, Arts & Athletic programs taught at Expect Excellence, we are continually teaching the core values of

CHARACTER, INTEGRITY, WORK ETHIC, RESPECT & DISCIPLINE.

To that end, every student enrolled will be required to participate in the Etiquette and Life Skills class.

REGISTRATION

To start Expect Excellence on the first day of school, Wednesday, August 11th, students must be registered by 5:00 pm on Monday, August 9th.

Following the start of the school year, if a student is registered for the program between Monday-Thursday, the student may begin attending Expect Excellence the following Monday. If a student registers AFTER 5:00 PM on a Thursday, it will be the FOLLOWING Monday (10 days later) until they may begin attending Expect Excellence.

Students must be registered for Expect Excellence to attend.
Students can register at www.orangebeachal.gov.

ADMINISTRATIVE AND CONTACT INFORMATION

Expect Excellence Front Desk

251-981-7836

Expect Excellence & Recreation Campus Department Director

Jonathan M. Langston jangston@orangebeachal.gov 251-269-4596

Program Administrator / Assistant to the Department Director

Polly Pittman ppittman@orangebeachal.gov 251-974-2337

Assistant Program Director / Early Elementary Coordinator

Sara Carroll scarroll@orangebeachal.gov

OPERATION TIMES AND DATES

The Expect Excellence after school program is held Monday-Friday from 3:00-6:00 p.m. on days that Baldwin County Schools are in session.

On school holidays, Expect Excellence will operate from 7:00 am-6:00 pm, with the exception of National Holidays and designated City of Orange Beach closure days listed below.

2021-2022 After School Program Dates:

August 11, 2021 - May 24, 2022

All Day Childcare for 2021-2022

October	7, 8 & 11
November	11, 22, 23
December	20, 21, 22, 27, 28, 29, 30
January	3, 17
February	28
March	2, 3, 4
April	4, 5, 6, 7, 8

No Childcare on:

November	24, 25 & 26
December	23, 24, 25, 26, 31
March	1
April	15
May	25, 26, 27

2022 Summer Camp

Begins on May 31, 2022

*Registration Date TBD

EXPECT EXCELLENCE FOR KINDERGARTEN - 2ND GRADES

The kindergarten through second grade program is designed to help students with homework, offer opportunities for creative play, and provide fitness, arts and enrichment classes. Each class will have a weekly schedule that combines these three elements, daily. A set schedule will be sent to the parent/guardian once the student is registered and the admin has assigned the student to a group for the school year.

EXPECT EXCELLENCE FOR 3RD - 6TH GRADES

The third through sixth grade program is designed to help students with homework, continued tutoring opportunities on an as needed basis, and an array of extracurricular opportunities based in Academics, Athletics, Arts and Enrichment. In this program, parents will be able choose the classes that best suit their student's interests. Monday-Thursday will begin with homework lab, and then students will move into their selected extracurricular activities. There will be no homework lab on Friday, with additional enrichment opportunities to choose from.

MUSIC CLASSES FOR 3RD - 12TH GRADES

The Expect Excellence Music Program serves students in 3rd-12th grade to help find and grow their passions in music. We offer various opportunities such as individualized lessons, songwriting, recording engineering, and sound design.

As the students develop into high school, they will work with our development team who will build the students a personalized portfolio and growth track.

To be put on the waitlist for the Music Program, please email our Music Director, Caleb Pittman at cpittman@orangebeachal.gov.

Transportation for Expect Excellence music students in Middle and High School will be provided on the days that they have music lessons.

ARRIVAL

All students must be registered for 2021-2022 Expect Excellence After School Program before arrival.

Kindergarten through sixth grade students will be escorted to the Recreation Center from Orange Beach Elementary School by Expect Excellence/Recreation Center staff.

Middle & High School Music Students will be provided transportation from OB MS/HS on the days that they have music lessons. Music is the only program being provided for 7th-12th grade students on the Recreation Center campus.

***Any student in the Recreation Center from 3:00-6:00 pm MUST be enrolled in the Expect Excellence program.**

PICK UP

Children must be checked out daily by an authorized adult. When picking up students from the Recreation Center, the parent (or authorized representative) must come **inside** to sign out. Students are not allowed to leave the building without an adult.

Changes to the approved pick up list and the emergency contact list may only be made by a parent or guardian.

HANDWRITTEN or EMAILED notice is required if your child is to leave with persons other than the ones designated on the registration form.

THERE IS NO SCHOOL PICK UP IN THE PARKING LOT OF THE RECREATION CENTER, TENNIS CENTER OR AQUATICS CENTER.

PLEASE DO NOT ATTEMPT TO PICK UP YOUR CHILD IN THE WALK OVER LINE OR BEFORE 3:30 WHILE WE ARE ASSIMILATING AND CHECKING STUDENTS IN.

Pick up times for all students are:

- Any time between 3:30 and 4:30
- Anytime between 5:30 and 6:00

*If picking up before 3:30 pm, please pick up your student from the elementary school car line.

*Please do not pick up during the enrichment class times, 4:30-5:30.

Students must be picked up by 6:00 pm. Students not picked up by 7:00 pm, will be taken to the Orange Beach Police Department.

ABSENCES & WAITLIST CLASSES

Many classes have limited availability and have a wait list. If your student is in one of these classes, you will be informed upon registration. Students in these classes will be allowed a maximum of FOUR absences per semester. Late arrivals and early dismissals are considered absences. Upon the fourth absence, the parent will be notified to change the student's schedule so that a waitlist student can be added to that class.

EARLY CHECKOUT

Checkout during classes is disruptive to instruction and to students' development. Expect Excellence programs are led by professional instructors. Please be respectful of their time and expertise, as well as the investment that the City of Orange Beach is making in student development

SCHEDULING

Students are not permitted to make changes to their class schedules.

Parents who wish to change a student's schedule may contact the Expect Excellence Administrator, **Polly Pittman**, at **251-974-2337** or **ppittman@orangebeachal.gov**.

SNACKS

Expect Excellence does not provide snacks. Please be sure that students bring a snack, or bring money to make purchases from the concession stand.

BEHAVIOR & DISCIPLINE

Appropriate behavior and respect for staff, property, and other students must be demonstrated by participants at all times. Repeated disruptive behavior and disrespect will result in the student's dismissal from the program.

Students who cannot adhere to the behavior outlined above may not register for the Expect Excellence program.

If a child does not participate or is disruptive to other students and to the activities of the program, they will be counseled by the program administration.

FIRST ISSUE:

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**

SECOND ISSUE:

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**
- **Suspend the student from the program for ONE WEEK.**

THIRD ISSUE:

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**
- **Suspend the student from the program for the remainder of the school year.**

Each incident will be documented. Parents will receive an incident report by the day after the incident that will require a signature.

The front desk staff is not involved in disciplinary situations; please do not inquire with the front desk staff about the related issues. For more information regarding a specific disciplinary situation, please contact the Assistant Director.

PARENT BEHAVIOR

Just as the students are expected to behave in an appropriate manner, so are the parents. Appropriate behavior and respect for our staff is expected at all times. Rude behavior & comments towards our staff will not be accepted and may result in the removal of your child from the Expect Excellence program. Use of profanity with any of our staff will result in the immediate dismissal of your child from the Expect Excellence program. Please do not contact staff members regarding any program related issues through personal or social media outlets.

ELECTRONICS AND PHONE USAGE

The Expect Excellence program is an **Electronic Free Zone**. Students will not spend time playing games or watching videos on a device at any time during this program. All mobile devices including phones must be left in the student's bag. Students are not allowed to use cell phones at any time during Expect Excellence.

Students are not allowed to make phone calls. In an emergency, an Expect Excellence staff member will contact parents.

Important messages for students may be left at the Expect Excellence desk by calling 251-981-7836.

MEDICATION, MEDICAL CONDITIONS, & SICKNESS

Medication

No medications will be administered by staff unless a medical authorization form has been filled out and signed by the parent. Any prescription drug sent to camp shall be in its original container and clearly labeled with the student's name and directions for administering the drug. Prescriptions bearing the name of a person other than the student in question will not be administered. No student will be allowed to keep medicine themselves. Any medication found on the student will be removed and the parent notified.

Illness

Students must be free of contagious illness and healthy enough to participate in recreational activities in order to attend the program. They must be able to play outside as well as inside and participate in low and high energy activities. If the student is ill, please do not attempt to bring him/her to Expect Excellence. If the student exhibits signs of illness after arriving, the student will be isolated, and the parent notified. If a parent is unable to remove the student, he or she must arrange for someone else to pick up the child. Students will not be released to any person other than the parent or a person designated by the parent on the student's pick up list. "Illness" includes, but is not limited to:

1. FEVER—A temperature of 100 or above
2. DIARRHEA or VOMITING
3. HEAD LICE or NITs
4. CONJUNCTIVITIS (Pink Eye)
5. UNDIAGNOSED SPOTS OR SORES
6. SEVERE COLDS—Continuous coughing, congestion, green or yellow discharge
7. CONTAGIOUS SKIN CONDITIONS
8. ANY COVID-19 RELATED SYMPTOMS

Emergency information must be kept current at all times. We must be informed immediately if a change is made in address/phone number, authorized pick-ups, employment, doctor, etc.

LOSS OF PERSONAL PROPERTY

The City of Orange Beach Expect Excellence Department is not responsible for lost or misplaced toys, jewelry, clothes, shoes, money, etc. We strongly suggest that children not be permitted to bring unnecessary personal property. The City of Orange Beach will not be responsible for any loss or damage done to jewelry that a child may bring or wear, or for an injury caused by wearing jewelry. The Recreation Center routinely collects a large quantity of misplaced items and clothing. Please check the lost and found bin on a regular basis. The bin is located in the entrance foyer of the main building.