

EXTENDED-DAY AND FULL-DAY CARE PROGRAMS

Schools in Madison County are authorized to operate EXTENDED-DAY and FULL-DAY CARE PROGRAMS according to the following provisions:

1. Each Principal will designate a local school administrator in charge of the program's operation as a part of that administrator's regular job responsibilities during his/her regular contract period. During summer sessions when no other administrator is available, the Principal is in charge of the program.
2. Students in the programs must be enrolled in Madison County Schools.
3. Students are subject to the same rules and regulations that apply during the regular school day, to include abiding by all provisions of the Madison County Schools Code of Conduct.
4. Charge for enrollment:
EXTENDED-DAY-\$35/student/week; \$25/student/week for each additional student in same family;
FULL-DAY - \$65/student/week; \$55/student/week for each additional student in same family.
5. Field trips are not allowed in EXTENDED-DAY programs or during intersessions. Field trips are allowed during the summer.
6. Salary and provisions for workers:
Worker: Ages 16-17: \$6.55/hour
Worker: Ages 18 and older:
(Experience as worker in Madison County Schools Extended-Day / Full-Day Programs)
0 - 5 yrs. \$8.40/hour
6 -10 yrs. \$9.45/hour
11 yrs. or more \$10.50/hour
Director: (Experience as director in Madison County Schools Extended Day / Full-Day Programs)
0 - 5 yrs. \$10.50/hour
6 -10 yrs. \$11.55/hour
11 yrs. or more \$12.60/hour
Salaries are not to be changed except for state and Board mandated raises. Workers will be paid from time sheets submitted by the Principal to the Payroll Department.
7. Applicants will apply directly with the Principal. Workers will be selected by the Principal, employed by the Board upon the recommendation of the Superintendent, and supervised by the Principal and administrator in charge of the program.
8. Workers 16 yrs of age and older will undergo criminal background checks.
9. Workers under 18 yrs of age (ages 16-17) will not work alone with students.
10. Workers, to include Directors, will work no more than 19 hrs/week.
11. Directors should be at least 21 years of age.

Submitting PERSONNEL ACTIONS for EXTENDED-DAY and FULL-DAY CARE PROGRAM Workers:

1. A **PERSONNEL ACTION** and supporting documents must be submitted on new extended- day/full-day program workers and must be signed by the Superintendent or designee before work is performed.
2. After the initial **PERSONNEL ACTION** has been approved, additional paperwork will not be required for individuals who continue to work (at the same school) in an extended- day/full-day program during subsequent regular school years or intersessions.
3. Work hours will not exceed 19 hours per week. The number of hours worked during intersessions will be submitted to the Payroll Department and the rate of pay will be the same as during the regular school year. (See PROVISIONS above)