Welcome to the Ralph Chandler Middle School Extended Day Program (EDP). We are very excited about starting this program and providing safe and enriching care for your child(ren).

Mission Statement:
Our goal is to provide a quality, safe, inviting and healthy environment for your child, consistent with the structure found at Ralph Chandler Middle School. Our after-school experience will be one in which each child's day is enriched through a variety of activities which emphasize the mental and physical well-being of each child. We will achieve this goal by providing homework assistance, recess and a healthy snack each day. We will strive to emphasize activity that promotes self-discipline, self-respect and a positive outlook on school life. Our staff is made up of staff here at Ralph Chandler Middle School. The safety and well-being of each of our students is our top priority.

Updating Personal Information:
It is very important that you continue to update us with your current address, phone numbers, email addresses and the names on your “pick-up” list. Please notify the EDP office immediately in the event that any change occurs.

Hours of Operation and Daily Schedule:
The EDP at Ralph Chandler Middle School operates daily from 3:30pm to 6:00pm and students are attending regular class. The program will operate only when school is in session and students are attending regular class. Your child will enjoy a healthy snack each day as well as activities designed to assist them with their academic growth and physical well-being. If at all possible, please do not pick up your child prior to 3:45 so as to not interfere with the regular school dismissal procedures.

Holiday’s, Teacher Workdays, Inclement Weather and Early Dismissal Procedures:
The EDP will not operate on days when the school is closed due to inclement weather. If there is a delayed entry such as a one or two-hour delay, the EDP will operate as usual. If the school is dismissed early due to inclement weather or has a scheduled early dismissal, the EDP will not operate. The program will be closed on all holidays, teacher workdays, half school days and summer break. There will be no EDP when the school is open only for half days at the end of the school year as set by the district school calendar. The district school calendar for the 2019 - 2020 school year can be found on the Greenville County School website. [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)

Attendance and Absences:
If your child does not plan to attend on a particular day, please leave a message for the Director by calling the EDP office at 452-0371 or by sending an e-mail to: [jlagro@greenville.k12.sc.us](mailto:jlagro@greenville.k12.sc.us)

Sickness and Medical Information:
A medical form is required to be on file for each child enrolled in the Ralph Chandler Middle School EDP. It is the parent’s responsibility to make sure their child’s file is updated throughout the year as needed. There will not be a full-time nurse on staff during the EDP. The Director will contact the parent or
guardian should a child become sick during the program time. A sick child will need to be picked up as soon as possible. The child will be allowed to wait in the main office until someone arrives to pick them up. Children will not be able to return for 24 hours if they have symptoms of vomiting, diarrhea or fever.

If your child requires special medication or medical services, please note this on your child’s registration form. If medication will need to be given to your child during the EDP hours, please obtain a form from the school nurse and provide the necessary medication to the EDP Director. (we are unable to take medication from the school nurse’s supply). All medications are kept locked in the Director’s office. Any allergies also need to be noted on the EDP registration form. The “Parental Permission for Medication at School” form and the “Physician’s Authorization for Medication to be given at School” form may be obtained from the school nurse may be obtained from the school nurse.

**Registration:**

All registration forms, the first week’s fee, and yearly non-refundable fee of $40 per family must be submitted before your child will be considered registered for the Extended Day Program. When submitting the registration forms, please include the EDP Program Guidelines Signature page with your signature and a copy of a photo ID that can be kept on file. Any changes that need to be made to the registration form once submitted must be turned into the Director of the EDP.

**Fees and Payment Schedule:**

The fees for the children attending the Ralph Chandler Middle School EDP are as follows:

$40 non-refundable Registration Fee per Family

Weekly fees:

<table>
<thead>
<tr>
<th>#of Children</th>
<th>Per Full Week (3-5 days)</th>
<th>Half Week (2 days)</th>
<th>1 designated Day per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$46</td>
<td>$29</td>
<td>$18</td>
</tr>
<tr>
<td>2</td>
<td>$74</td>
<td>$52</td>
<td>$29</td>
</tr>
<tr>
<td>3</td>
<td>$97</td>
<td>$75</td>
<td>$40</td>
</tr>
<tr>
<td>4</td>
<td>$122</td>
<td>$97</td>
<td>$52</td>
</tr>
</tbody>
</table>

Note: A full week = 3 or more days

A half week =2 days, regardless of the number of hours in care

1 Designated Day per Week = Parent designates one particular day that remains the same

Drop In’s are not allowed

. In the EDP, parents pay for what they sign up for when registering for the program: full week, half week or one day. There is no “pay as you use” service.
. No monetary refunds will occur for any reason.
. Fees are paid even if your child does not attend (for any reason). For example, if your child is sick or you have other engagements or vacation planned, payment is still due. If you have two or three children and one is absent, there is no adjustment to the regular fee. All schools operate on guidelines from
Greenville County Schools. The cost of the EDP is very much below that of private daycares: therefore, fees are paid whether or not your child attends.

- There is no drop-in service. The EDP does not accept children on a day-to-day basis
- All fees must be paid on time at least one week in advance. Fees for the coming week must be paid by closing time on Thursday evenings. Late fees will be added if the payment is made after Thursday evening. No child will be able to remain in the program if payments are in arrears.
- If a child is absent on Thursday due to illness, then payment is due the first day the child comes back and a late fee does not apply.
- If the child attends part-time, then the payment is due on the last day the child attends for that week. For example, if the child attends only Mondays and Wednesdays, then payment is due on Wednesdays for the following week.
- If payment is more than two days in arrears, notification will be sent to the parent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as fees for the following week.
- Parents may choose to make the extended day payment for 1 week, 2 weeks, 1 month or the entire year. If paying in advance, remember that refunds are not given.
- You may drop your “check” payment off at the front office. Please have EDP written on it, so that we can identify. A receipt will be available that evening. If you are making a “cash” payment, please hand it directly to the Director of the program. The front office will be unable to accept cash. Keep your receipts for your records.
- It is imperative that your account be kept current. Failure to abide by this schedule will result in your child’s dismissal from the program. Parents may not be indebted to the program. If a financial burden arises, please contact the Director.
- Your registration will not be accepted for the next school year if you owe any fees for the previous year and/or have been consistently late making payments.

For families in co-custody circumstance, the program holds each parent equally responsible for payment. If payment has not been paid by either parent, then the child will be withdrawn from the program. There are no scholarships for the EDP. The EDP will not issue invoices.

**Check Policy:**

Please make checks payable to Ralph Chandler Middle School. Please include the name(s) of each child for whom you are paying, in the Memo part of the check. After two returned checks, payment will only be accepted in the form of cash, money order.

**Receipts:**

You will receive a receipt the day that you return after payment was made.

**Tax Information:**

Please keep your receipts for tax purposes. An electronic report will be issued to the parent at the end of the fiscal year for tax purposes for those who have requested one. The Greenville County Schools’ Tax ID number is 57-6000234.
Late Fees:
A late fee of $25 will be added to any past due amount that is owed. If payment is more than two days behind, notification will be sent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as the fee for the following week.

Withdrawal from the Program:
Withdrawal from the program (prior to the end of the school year), requires a two-week notice. When notice is given, two more weekly fees are due. All fees and past due amounts must be paid in full before your child may attend the EDP again. This also includes enrollment for the following year.

Signing Out and Picking Up:
So as not to interfere with regular school dismissal, parents are not to pick up children from the EDP program before 3:45 pm. If a parent needs to pick up their child(ren) earlier than 3:45, they are to make arrangements for the child to be a bus or car rider for that day. You may do that by calling the director at 452-0371, or by sending in a note to “the director of EDP” This is very important, since once the child has entered the EDP and attendance has been taken, the parent will be charged for that day. Please note, that if you request your child to be a car rider and you fail to pick them up by 3:45pm, they will be sent to the Extended Day Program, and you will be charged for their attendance that day.

When picking up your child from the EDP, you must come in through the front door of the school. The director of the program will be present to assist you in signing out your child on the sign out sheet. Please have your ID available each time you sign your child out. Your child will then be called from the program to the front office for dismissal.

Please be sure to list all people authorized to pick up your child(ren) from the EDP along with their contact number(s). If you need to add or delete names please inform the director and update the pick-up form. If a last minute emergency arises and someone other than who is on the list comes to pick up a child, the child will not be allowed to leave the school until the parent has been contacted and has given verbal permission to release the child(ren)

Late Pick Up:
The Extended Day Program end at 6:00pm. All students need to be picked up by 6:00pm. A late fee of $1.00 per minute will be added to your bill starting at 6:01. All late fees must be paid within five days of being charged in order for your child(ren) to continue attending the program. We are aware that emergencies occur, but excessive late pickups will result in dismissal from the program.

Children with Special Needs:
The Extended Day Program staff will do their best to accommodate each child who attends the program.

Discipline, Rules and Referrals:
All Children are expected to follow the normal school rules for Ralph Chandler Middle School. Discipline issues are managed in similar ways using similar methods. Every effort will be made to notify parents
verbally and in writing of problems that arise. The EDP staff expects students to respect their EDP teachers as they would their regular classroom teachers. In addition to school rules, other rules and regulations of the EDP may be implemented by the Director and/or Principal. Referrals and phone calls will be used to notify parents for offenses that disrupt the environment of the EDP. Any referral that the child(ren) receive, must be signed by the parent before the child may participate in the EDP. It is up to the discretion of the EDP staff, director and principal, if the child(ren) receives multiple referrals to dismiss the child(ren) from the EDP program at any time. Parents may schedule a conference with the Director, staff member or principal anytime. Please contact the director to set up a time for a meeting.

Snacks: A healthy snack and drink will be served to each EDP student each day. The EDP offers a variety of healthy items. Please inform the director of any food allergies that your child(ren) has. List all these allergies on the registration form. Occasionally the EDP will order a fun snack, such as pizza, or ice cream.

**Homework:**

Daily homework time will be designated each day your child(ren) is in EDP. The EDP staff will supervise and assist student during this time. Students are expected to be quiet and respectful of others during homework time. Students will not be permitted to go back to their regular classroom once they have entered the EDP class. They must make sure they have all the necessary items needed to complete their homework before they arrive in the EDP class. If they have completed their homework before the timeframe allowed for homework, they may read a book. Please encourage your child(ren) to have a book handy for the EDP. They will remain in the designated EDP area until the EDP teacher dismisses them. It is not the responsibility of the EDP staff to make sure each child (ren) have completed their homework.

**Activities:**

There will be a designated time for activities for all EDP children. They may include physical activities or other activities such as crafts. On occasion we will provide fun events, such as pizza parties, ice cream parties, movie days, etc. On occasion we may offer Enrichment Activities. We may bring in an outside vendor to do these activities. There may be an extra cost for some of these enrichment activities. You will be notified ahead of time for such events.

Contact Information:

Ralph Chandler Middle School is committed to being available to our parents. Please feel free to contact the director or principal with any questions, or comments you may have.

Director: Jennifer LaGro  [jlagro@greenville.k12.sc.us](mailto:jlagro@greenville.k12.sc.us)