

# Fork Shoals Extended Day Program Handbook

2022 - 2023



## **Fork Shoals Extended Day Program**

Our goal is to provide a safe, healthy environment for your child after school. This program is designed to benefit families by providing affordable and accessible child care. Children will be assisted with homework, provided with snacks, and have recreation time. We will have access to the computer lab and the media center. Children may work on school projects or educational computer programs in these areas. They may also have free time. We will have some special events and parties

throughout the school year. Fork Shoals School's Extended Day Program operates on guidelines set forth by Greenville County Schools. We adhere to these procedures.

### Payments

1. A once-a-year, non-refundable annual registration fee of \$40 per family will be required. When submitting the registration forms, please include the EDP Program Guidelines Signature page with your signature and a copy of a photo I.D. that the program can keep on file. If the child is removed from the program for a period during the year (for example, economic reasons), and then returns to the program, this fee does not have to be paid again. However, if the child transfers to another school where a program exists, the \$40 registration fee must be paid again.

2. Payment must be made in advance of extended care. **Payments are due on Friday by closing time (6:00 PM).** If a child is absent on a Friday due to illness, then the payment is due the first thing in the morning on the first day the child comes back and a late fee does not apply. Payments must be in an envelope with the child's name and date for which payment is being made. If fees are not paid by Friday for the next week, there will be a \$10.00 fee added. This must be paid in full on the following Monday morning or the child will not be able to stay at the Extended Day Program on Monday afternoon. You will need to make arrangements for someone to pick up your child at 2:15 that day. **Failure to pay will result in the child being withdrawn from the program.** If there is a problem with checks being returned, directors will require payments be made in cash. It is important to never allow a parent to become indebted to the program.

3. **Each week you will pay the fee that you signed up for—either full week or half week. 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 Extended Day Program is very much below that of private daycares; therefore, fees are paid whether or not your child attends. The only exception is that full-time students will only pay a part-time fee the week of Thanksgiving. No monetary refunds will ever occur for any reason. School faculty and staff children who attend the extended day program are expected to abide by the guidelines in this handbook. No waivers of program fees or discounts are to be made for individuals employed by the school or the program.

### Extended Day School Program Rates 2021-2022

# of Students	Weekly	½ Week	Daily
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1	\$48.00	\$30.00	\$19.00
2	\$77.00	\$54.00	\$30.00
3	\$102.00	\$79.00	\$42.00
4	\$128.00	\$102.00	\$54.00
5	\$149.00	\$126.00	\$67.00

*\*Half Week= 2 day week as determined by the school calendar. (ex. Thanksgiving week is considered Half Week) Parents may opt for their children to stay only 2 days per week; this would be considered Half Week rates. Inclement weather may cause a Half Week. In this case, the following week parents would be charged the reduced rate.*

- Use Weekly fee when operating on schedule options 5
- Use Half Week fee when on schedule option 2
- Use Daily fee when on schedule option 1
- There will be no EDP if using schedule option 0 because schools are closed
- Students who are enrolled in the GCS Virtual Program will NOT be allowed to attend the extended day program even if there is space available.
- Students may only attend EDP on the days in which they physically attend schools.

4. **There is no “drop in care”.**

5. If you are withdrawing your child from the program, you must let the director know so that the spot can be filled.

6. For families in co-custody circumstances, the school will not be responsible for contacting either parent about who will pay for the service. If the fees are not paid, the child does not attend and will be withdrawn.

7. Please let us know if there is going to be a transportation change either by note, email, or phone.

8. If the economy dictates that you no longer need the services of our program, you may withdraw your child to avoid paying for weeks you do not need and re-enroll your child when your circumstances change.

9. In case of inclement weather or other unforeseen situation that causes school to close for 3 consecutive days, parents pay the .5 week fees (per number of children) at the next payment period. No limit to credit extensions for inclement weather or unforeseen circumstances causing unexpected closings is imposed on directors.

10. Our program closes at 6:00 PM. A late fee of \$1.00 per minute late will be applied to the next week's fees. The director will monitor and document pick-up times of students. Our employees are to leave at 6:00 PM. All late fees must be paid within five days of being charged in order for your child to continue attending the program.

11. Non-payment of weekly fees will result in removal from the program.

12. Please make checks payable to Fork Shoals School EDP and 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, or certified check.

13. Parents should keep all payment receipts for tax purposes.

14. Your registration will not be accepted for the next school year if you owe any fees for this year and/or have consistently been behind in your payments. The EDP will not take your \$40 registration fee and will not register your child for the next school year if you have not been approved.

15. Updating Personal Information Please keep current your 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.

### **Contact Information**

Until 2:15 355-5000 After 2:15, Extended Day Cell Phone: 918-8852 Extended Day Office Phone: 355-5060

## **REGISTRATION AND FEES**

**(Entire application must be completed with check for registration)**

**Student's Full**

**Name** \_\_\_\_\_

**Grade for 2021-2022** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Parent e-mail

address: \_\_\_\_\_

Home Phone# \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Birthdate \_\_\_\_\_

Father's Name \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Mother's Name \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

The LEGAL GUARDIAN(S) of this child \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_ I will be enrolling my child on a weekly basis.

\_\_\_\_\_ I will be enrolling my child for the following day(s):

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday (.5 week = 2 days in After School Program, regardless of  
hours in care.)

The School District of Greenville County does not discriminate on the basis of age, race, sex color,  
handicap, religion or national origin in its dealings with employees, students, the general public,  
applicants for employment, educational programs, activities or access to its facilities.

## Medical Information

Is your child allergic to bee stings? \_\_\_\_\_ If yes, what instructions should be  
followed if your child is  
stung? \_\_\_\_\_

Any present medical conditions or allergies which should be known:

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Your child's doctor \_\_\_\_\_ Phone \_\_\_\_\_

My child, \_\_\_\_\_, is medically insured with \_\_\_\_\_  
\_\_\_\_\_. The policy number is \_\_\_\_\_.

**IN CASE OF ILLNESS OR AN EMERGENCY (EARLY DISMISSAL DUE TO WEATHER, ETC.) Please list the name and telephone numbers of two people and their relationship (Grandpa, friend, etc.) that we may contact in case one of the parents cannot be reached.**

1. \_\_\_\_\_ Phone

# \_\_\_\_\_

2. \_\_\_\_\_ Phone

# \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING STATEMENT:** In the case of an emergency such as an accident or serious illness, I understand that the school shall attempt to contact me. If I cannot be reached, I authorize the school to contact the doctor listed on this form and follow the doctor's directions. If the doctor cannot be reached, I authorize the school to take whatever steps seem necessary.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**School Insurance Purchased covers the activities of this program: United Healthcare Student Resources, [www.k12studentinsurance.com](http://www.k12studentinsurance.com)**

**If parents do not wish to take this coverage, a parent or guardian waiver must be signed indicating this choice. Many people with adequate insurance policies do not require additional coverage.**

**My insurance company \_\_\_\_\_ covers my child beyond the school day.**

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Waiver \_\_\_\_\_ I do not wish to purchase student school insurance for my child.

Parent

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fork Shoals Extended Day Program Guidelines

### Parent Signature Page

✓ A non-refundable registration fee (\$40) is required to enroll each family in the program.

✓ **Weekly fees are due on the Friday prior to the week the child attends. A Late Fee** of \$10 will be added if fees are not paid on time. Fees for the coming week must be paid by closing time on Friday. Failure to pay will result in the child being withdrawn from the program.

✓ **The Extended Day Program is not a drop-in program. All fees are due in advance**

**regardless of whether or not your child attends. There are no reductions for sick leave, vacation, or other absences.**

✓ A full week is considered 3 or more days.

✓ If a check is returned for insufficient funds two times, the director will require future payments to be made in cash, money order or certified check.

✓ Program hours are from 2:15-6:00 PM.

✓ **A late fee of \$1.00 a minute will be charged for children picked up after 6:01 PM.**

✓ Authorized adults must come into the school to sign children out. Only designated adults may transport children. Parents must send a signed authorization with a daytime telephone number if they wish adults other than those designated to pick up their children.

✓ Inappropriate student behavior will not be tolerated in the Extended Day Program. Chronic/serious behaviors will be recorded on a district disciplinary referral form and referred to the school principal if the director, student, and parents cannot successfully correct the problem.

My signature below indicates that I understand and agree to abide by the guidelines set for the Extended Day Program at Fork Shoals School.

Parent Signature \_\_\_\_\_

Date\_\_\_\_\_

Parents should sign/date and return to the EDP Director. The school encourages parents to keep a copy.