Fountain Inn Elementary Extended Day Program

Parent Handbook
2018-2019

Mission Statement:
The mission of the Extended Day Program (EDP) at Fountain Inn Elementary School is to provide a safe, enriching after-school experience for all of its participants. Students will participate in a variety of activities to support their intellectual, social and physical development.

Program Description:
The EDP offers a daily snack and homework supervision as well as outdoor play, arts and crafts, computer lab, physical education, movie days, Fun Friday events and more.

Hours of Operation:
The EDP will operate from 2:30 p.m. until 6:00 p.m. every day that school is in session, **excluding** half days. The EDP **will not operate on holidays, teacher workdays, or days that the school closes early due to inclement weather.**

Registration and Tuition:

1. **A once a year, non-refundable annual registration fee of $40 per <u>family</u> will be required.** When enrolling in EDP, you must submit your registration form, including the EDP Program Guidelines Signature page (signed), $40 registration fee, and first week's tuition.

Children	Full Week (3-5 days)	½ Week (2 days)	1 Day
1	$45	$28	$18
2	$72	$51	$27
3	$95	$73	$39
4	$117	$95	$51

2. **<u>Payments must be made in advance for extended care. Payments are due on Friday by 6:00pm.</u> If the fees are not paid by Friday for the following week, there will be a $10.00 late fee added. This must be paid in full by Monday morning or your child will not be able attend the program on Monday afternoon. You will need to make arrangements for someone to pick up your child at 2:30. Failure to pay will result in the child being withdrawn from the program.** If a child is absents on Friday due to illness, then payment is due by 8:30 am on the morning your child returns to avoid a late fee. Payments may be made in advance, though it is the parent's responsibility to remember how many weeks have been paid for in advance.
3. **Each week, you will pay the fees you signed up for, either a full week, ½ week, or one day. FEES ARE PAID EVEN IF YOUR CHILD DOES NOT ATTEND <u>FOR ANY REASON</u>. For example, if your child is sick, has other engagements, or is on vacation, PAYMENT IS STILL DUE.** If you have multiple children and one is absent, there is no adjustment to the fee. All schools operate on guidelines from Greenville County Schools.
4. There is no "drop in" care. If you are withdrawing your child from the program, you must let the director know so that the spot can be filled.
5. For families in co-custody situations, the school **will not** be responsible for contacting either parent about who will pay for service. If the fees are not paid, the child will not be allowed to attend the program and will be withdrawn.
6. In the case of inclement weather or other unforeseen situation that causes the school to close for 3 or more days, parents will pay ½ week tuition (per the number of children) at the next payment.

7. **<u>Our program closes at 6:00 PM</u>. A late fee of $1.00 per minute late will be charged and due within 5 days of being charged.** The director will monitor and document pick-up times for students. Non-payment of late fees or habitual late pick up will result in the child being withdrawn from the program.
8. Please make checks payable to Fountain Inn Elementary EDP and include the name(s) on the memo line. If a check is returned, you will be assessed a $30 fee and will be required to make future payments in the form of cash, money order, or certified check.
9. Parents should keep all payment receipts for tax purposes.
10. Your registration will not be accepted for the next school year if you owe any outstanding EDP fees and/or have been consistently been behind on your payments.

Dismissal Procedures:
Parents are encouraged to pick up students **after 3:00 p.m.** in order to not interfere with school dismissal. When dismissing before 3:00 p.m., students should be a car or bus rider. In this case, parents should notify the student's teacher AND the EDP Director. When picking your child up from extended day, **<u>you must come through the front office.</u>** A member of the staff will be present to assist you in signing out your child. Your child will be called from the EDP classroom to come to the office to meet you. For security purposes, this will be the only authorized entrance door for extended day pick up. Only parents and adults listed on the Dismissal Registry are allowed to sign-out students. **Parents/Adults should always be prepared to present a photo I.D. when picking up students.** All students must be picked up by 6:00 p.m. each day.

Discipline Policy:
All students will be expected to exhibit responsible behaviors by showing respect to their extended day teachers, peers and all school property. Each student will be expected to follow the rules of the EDP.

EDP Rules:

1. Be kind and respectful to everyone
2. Walk quietly in the hallways
3. Keep your hands and feet to yourself
4. Respect school and personal property
5. Work and Play Safely
6. Follow Directions

The following procedures will be used when a student violates EDP rules:

Offense	**Procedure**
1st	A verbal warning will be issued by the teacher.
2nd	The student will be asked to miss some or all of an activity such as playground time, computer lab, PE, etc.
3rd	The student's behavior will be documented on a referral by the staff member in charge and the student's parents will be notified by the director.

**After three referrals issued during the EDP, the student will be dismissed from the program. **Students will be dismissed immediately from the Extended Day Program for fighting, violent or threatening behavior, sexual harassment, and/or continual discipline issues.

Sickness and Medications:
The director will contact the parent or guardian should a child become sick during extended day. A sick child will need to be picked up as soon as possible. They will be allowed to wait at the front desk until someone arrives to pick them up. If your child requires special medication or medical services, please contact the school nurse and the EDP director. Please also note this on your child's registration form.

Personal Belongings:
EDP caregivers will do their best to remind students to keep their personal belongings in a safe place. Ultimately, it is the student's responsibility to keep up with their backpacks, books, coats, pencils, etc… We discourage students from bringing items from home, such as toys, to the EDP. We are not responsible for their safekeeping.

Homework
All students with homework should be provided with time to complete their work. Students are expected to be quiet to allow their peers full concentration on their work. The role of the EDP staff is to provide supervision, but **NOT** to serve as a tutor. The students' parents are ultimately responsible for full homework completion.

Extended Day Phone Number: 864-355-5100 (before 3:00PM)
864-355-5101 (after 3:00 PM)

Director: Ashley Smith
864-355-5170
afsmith@greenville.k12.sc.us

Questions/Comments: Your questions and comments are always welcome. We want to make sure that the EDP provides a safe, friendly atmosphere for all of our Fountain Inn Firecrackers!

Fountain Inn Elementary Extended Day Program Guidelines
Parent Signature Page

1. A non-refundable $40 registration fee is required to enroll each family in the program.

2. 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.

3. The extended day program is not a drop-in program. All fees are due in advance whether your child attends or not. There is no reduction for sick leave, vacation, or other absences.

4. A full week is considered 3 or more days.

5. If a check is returned, you will be assessed a $30 fee and will be required to make future payments in the form of cash, money order, or certified check.

6. Program hours are 2:30-6:00 PM.

7. A late fee of $1.00 per minute will be charged for children picked up after 6:00 PM.

8. Authorized adults must come into the school to sign children out. Only adults designated on registration form may pick students up. Parents must send a signed note if someone different will be picking up.

9. Inappropriate behavior will not be tolerated in the Extended Day Program. Chronic/serious behaviors will be recorded on a district disciplinary referral form and addressed with the school principal. The EDP director reserves the right to suspend or expel a student for inappropriate behavior such as: fighting, violent or threatening behavior, sexual harassment, and/or continual discipline issues.

My signature below indicates that I understand and agree to abide by the guidelines set forth in the Extended Day Program Parent Handbook at Fountain Inn Elementary School.

_____ _____

Parent Signature Date

_____ _____

Student's Name (please print) Grade

Start Date_____ Teacher_____ Reg. Paid_____

FOUNTAIN INN ELEMENTARY

EXTENDED DAY PROGRAM REGISTRATION FORM

(Entire application must be completed with Registration Fee for enrollment)

Student's Full Name_____ Grade for 2017-2018_____

Address_____

Street Apt. #

_____

City State Zip Code

Parent e-mail address:_____

Home Phone#_____ Race_____ Sex_____ Birthdate_____

Father's Name_____

Employer_____

Phone #_____

Mother's Name_____

Employer _____

Phone #_____

The LEGAL GUARDIAN(S) of this child _____

Address_____

Street Apt. #

_____

City State Zip Code

_____ I will be enrolling my child on FULL week account (3 or more days)

_____ I will be enrolling my child for a TWO day account (half week)

_____ I will be enrolling my child for a ONE day account

(MUST CHECK ONE OF THE ABOVE ACCOUNTS)

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: _____
_____

Your child's doctor_____
Phone #_____
My child, _____, is medically insured with _____
_____. The policy number is_____.

IN CASE OF ILLNESS OR ANY 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 #_____

Other people that have permission to pick up my child(ren). If they are not on this list, they <u>WILL NOT</u> be allowed to pick-up.

1) _____ 3) _____

2) _____ 4) _____

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

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.

School Insurance

Purchased school insurance covers the activities of this program: United Healthcare Student Resources, 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_____