

# Augusta Circle Elementary School

## Extended Day Program

### Parent Handbook



2021-2022 School Year

## **Mission Statement and Purpose:**

*The Extended Day Program (EDP) at Augusta Circle seeks to offer quality, safe, and fun after school care at an affordable price for parents.*

## **Hours of Operation:**

EDP operates daily following school dismissal until 6:00 PM. The program will operate only when school is in session. The program is not open on all holidays, teacher workdays, and during summer break. The program is not open on half days, or on days when school closes early due to inclement weather (or any other reason). In the event of school closing early, the director will notify Extended Day families via email or phone. Please have back-up childcare arrangements in place for the above circumstances.

## **Weekly Extended-Day Fees**

<b># of Children</b>	<b>Full Week* (3-5 days)</b>	<b>Half Week* (2 days)</b>	<b>1 Day*</b>
1	\$46	\$29	\$18
2	\$74	\$52	\$29
3	\$97	\$75	\$40
4	\$122	\$97	\$52

\* Attendance is based on days of attendance regardless of number of hours in the day

**Fees for participation in the Augusta Circle Extended Day Program are based on the commitment parents make when they register a child: full-week, half-week, or one day. Fees are not based on actual attendance. Parents must pay the same amount each week even if the child is not in attendance.**

Payments for fees may be made in advance weekly, every-two weeks, monthly, or even for the year. Payments can be made on any day of the week; however, payments are due on Fridays for the following week. Payments made after Monday for the current week, will be subject to a **\$10 late fee**. Payments can be sent in with students and delivered to the front office during the school day or can be made in the drop-box during afternoon pick-up. A receipt will be given for each payment. A tax receipt will be provided upon request.

Payment may be made in the following forms:

1. Cash
2. Check Please make checks payable to **ACE** or **Augusta Circle**. It is important that you put EDP and your child's name on the memo line.
3. My School Bucks (Credit or Debit card) Please ask for information on this program if you are interested.

All fees must be paid on time. The late fee of \$10.00 will be added each week the account is past due. If accounts remain overdue, students will not be allowed to attend until the

account is brought current, including late fees. Any returned checks will require an additional \$5 fee (charged by our bank) and we will require a money order or cash for future payments.

If there is a change in your need for our program, please contact the director of EDP (not the teacher) and arrangements can be made to change your commitment. Fees will continue to be charged until notification is given.

### **EDP “Drop-in” Student Fees:**

A limited number of drop-in spaces are available in an attempt to accommodate parents with more sporadic needs. Due to the convenience and unpredictability of drop-in attendance, fees are higher. Parents who utilize drop-in care must pay \$18 per day, regardless of days of attendance. For example, a student who is registered to attend twice per week would have fees of \$28. Drop-in students attending two days in a week would owe \$36. Discounts are not available for drop-in students.

### **EDP Pick-up:**

Children must be picked up from Extended Day no later than 6:00 PM. Students should be picked up and signed out in the cafeteria. Please enter through the cafeteria door by the playground. The front door to the school is locked.

Please include all people authorized to pick-up your child from the Extended Day Program along with their contact numbers. Parents, guardians, and all persons authorized to pick-up a child should expect to show a photo I.D. If someone comes in to pick-up a child who is not on the authorized pick-up list, they will not be allowed to take the students until a parent has been contacted and has given verbal permission for the student to be released. Older siblings (middle school and older) will be allowed to sign out students provided their name is on the pick-up list.

The Extended Day Program ends at 6:00 PM. A late fee of \$1.00 per minute per child will be assessed beginning at 6:01 PM. While we understand that emergencies can occur, please be aware that excessive late pick-ups will result in dismissal from the program.

### **Illness:**

There is not a full-time nurse on staff during the Extended Day Program. If a student becomes sick during EDP, a staff member will contact the parent and the student must be picked up as soon as possible. Please be sure any allergies are noted on the EDP registration form. If a child has an Epi pen kept with the nurse during the school day it will not be available during the Extended Day hours. A separate one will need to be kept at Extended Day.

### **Discipline and Rules for the Extended Day Program:**

The same rules apply for students during the Extended Day Program as apply during the regular school day. Students are expected to follow all directions and respect the EDP teachers. Written discipline referrals, phone calls, and conversations at pick-up will notify

parents of any problems. Students with three or more referrals from the EDP program will be dismissed from the program.

### **Snacks:**

A snack will be served to EDP students daily between 2:45 and 3:15 PM. Students may bring snacks from home, but are not allowed to share snacks with other students. If your child has food allergies, please list them on the registration form. If your child is allergic to several things you may want to send snacks for us to keep on hand for them.

### **Homework:**

A daily homework time is designated following snack time. EDP Teachers will supervise and help students during HW time. Students are expected to complete their HW and read during this time. Students must bring their HW from their classroom as we cannot allow them to return to class unsupervised.

### **Contact Information:**

Director – Gretchen Reed  
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