



A. J. Whittenberg Elementary School Extended Day Program

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(864) 452-0500

Parent Handbook 2018-2019

Mission Statement:

The mission of the Extended Day Program (EDP) at A. J. Whittenberg 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, art, music, reading, physical education, movie days, Fun Friday events and more. There will also be opportunities for students to enroll in enrichment programs such as: dance, photography, art, nature studies, sports instruction, etc. Enrichment programs are taught by certified instructors and will be offered at various times during the year for an additional fee.

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:

Before a student may be enrolled in the EDP, parents must complete all necessary registration forms, pay the \$40 registration fee, and the first week's tuition. Tuition is determined by the number of students a family enrolls and whether the student(s) attends part-time or full-time.

Fees are paid even if your child does not attend, for any reason.

Children	Full Week (3-5 days)	½ Week (2 days)	1 Day
1	\$45.00	\$28.00	\$18.00
2	\$72.00	\$51.00	\$27.00
3	\$95.00	\$73.00	\$39.00
4	\$117.00	\$95.00	\$51.00

Weekly tuition is due each Monday (or the first school day of the week) no later than 6:00 p.m.

Payments may be made in advance, though it is the parent's responsibility to remember how many weeks have been paid for in advance.

When registering, parents must list their student as a full-time OR part-time attendee. Changes to a student's attendance status must be made **two weeks in advance**. In order to ensure the appropriate personnel and resources, families **are not** allowed to enroll their student(s) on a random "pay-per-visit" status. **Full-time or part-time payments are expected for each week of school for each registered student, regardless of whether or not the student attends.**

Additional Fees: Will be enforced this year.

Beginning in the second nine weeks of school, additional fees will be in effect for late payments; late pick-ups and checks marked NSF.

Late payment fee: \$10 per day

Late pick-up fee: \$5 per each 10 minutes late

NSF Check: \$30 and parent will be required to submit cash payments or money orders from that point forward

Dismissal Procedures:

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.

Please check with EDP for dismissal locations. 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.

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
1 st	A verbal warning will be issued by the teacher
2 nd	The student will be asked to miss some or all of an activity such as playground time, computer lab, gym, etc.
3 rd	The student's behavior will be documented by the staff member in charge and the student's parents will be notified by the director.
4 th	A referral will be written and submitted to the director and the school Principal.

**Note that referrals received in the EDP are sent to the school principal and are made part of the student's permanent record.

**After three referrals issued during school and/or EDP the student will be dismissed from the program.

**Students will be dismissed 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.

Student Programming

Program Schedule:

The schedules are as follows:

2:30-4:00	Snack, homework, playground time
4:00-5:00	Arts, computer lab, library, themed lesson, games in gym
5:00-6:00	Free play

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.

Recess

The EDP recognizes that physical activity is an integral part of an elementary student's development. The EDP will make every effort to ensure that each student has an opportunity to be active. Recess may be conducted on the playground, in the gym, or in the classroom. District policy mandates that students are not allowed to play outside at temperatures below 38 degrees Fahrenheit.

Assembly

Assembly is a time for all students to come together to sing, share stories and learn.

Activities

Students are given the opportunity to select an activity they would like to attend each day. These activities would include Art, Computer lab, Drama, Reading, Physical Education, Music and Dance.

Puzzles & Games

This is a time for students to prepare for dismissal by interacting with other students and have fun.

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 A.J. Engineers!

AJW EDP Program Guidelines

Please carefully review the following information, sign below and return this page to the Extended Day Program.

1. I understand that the Extended Day Program at AJW operates from 2:30 p.m. to 6:00 p.m. and that there will be additional fees for late pick-ups.
2. I understand that tuition for the EDP is due by Monday of each week at 6:00 p.m. and that there will be additional fees for late payments.
3. I understand that the EDP is not a "pay-per-visit" program. **I am obligated to pay each week that my student is enrolled, whether or not he/she attends the EDP.**
4. I understand that any changes to my child's enrollment status must be made two weeks in advance and that I am obligated to pay for those weeks.
5. I understand that checks marked NSF carry a \$30 penalty and all future payments must be made by cash or money orders.
6. I understand that only adults listed on the dismissal registry are allowed to pick up my student. **Any adult conducting a pick-up should always be prepared to show a photo I.D. to verify their identity.**
7. I understand the discipline policy of the EDP and will review it with my student.
8. I understand that the EDP director reserves the right to suspend or expel my student for inappropriate behavior such as: fighting, bullying, 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 A. J. Whittenberg Elementary School.

Parent Signature

Date

Student's Name (please print)

Grade

(_____)_____-_____
Mother's Primary Phone #

(_____)_____-_____
Father's Primary Phone #