

# Brushy Creek

## Extended Day Program

### Handbook

#### 2020-2021

*Kindness Can Move Mountains*

Principal: Mr. Charles T. Davis, Jr.

Directors: Tammy Rogers

Tracy Welmaker

Assistant Director: Timothy Holcombe



# Brushy Creek Elementary

## Extended Day Program



Our staff is excited to serve our local community in providing this service to our parents. We believe that this will further strengthen the bond between our school and our Brushy Creek families. We look forward to developing personal relationships with each student. Thank you for sharing your children with us!

### CONTACT INFORMATION

Director:

Tammy Rogers ([tyrogers@greenville.k12.sc.us](mailto:tyrogers@greenville.k12.sc.us))

Tracy Welmaker ([twelmaker@greenville.k12.sc.us](mailto:twelmaker@greenville.k12.sc.us))

Phone: 238-1856

# Payment Information

	1 child	2 children	3 children
1 day	\$18.00	\$29.00	\$40.00
1/2 Week (2 days)	\$29.00	\$52.00	\$75.00
Full time (3 or more days)	\$46.00	\$74.00	\$97.00

## IMPORTANT PAYMENT RULES

### District Guidelines State:

- \* Payment must be made in **advance** of Extended Day care. Payment must be made by Friday at 6:00 for the upcoming week.
- \*No reduction of fees will be made for any absences.
- \*No monetary refunds will occur for any reason.

Chronic late payments may result in additional fees or removal from the program.

**\*A \$1.00 late fee will be charged for each minute your child is with us beyond 6:00.**

**These guidelines reflect district policy for ALL Extended Day Programs.**

# Parent Responsibilities

1. Make weekly payments on time— by Friday for the upcoming week. **WE CANNOT ACCEPT PARTIAL PAYMENTS.** At this time we can only accept cash or checks. If you do on-line banking, you may want to list us as a recipient: Brushy Creek Elementary, 1344 Brushy Creek Rd, Taylors, SC 29687; phone: 864-355-5400 and on the memo line: Extended Day Program.
2. Please call or text us at 864-238-1856 for pick-up. You will need to stand by your car in sight of the front door or walk toward the door. No one is allowed to enter the building due to covid protocols. We will call your child and escort them out to you. After 6:00 a late fee of \$1.00 per minute will be charged, payable with the next payment.
5. If you withdraw your child from the program, you must notify the director and any money due to the program must be paid in full. For auditing purposes, a withdrawal form must be completed by the parent.
6. For the first few weeks of school we will be checking picture IDs as you pick up your child. Following this period, if anyone other than a parent picks up your child, they will be asked for picture identification. They must be listed as an approved alternate pick up person on your child's registration form. The only people allowed to pick up your child are the ones **YOU** list on the registration form.
7. Our program provides homework time. However, due to the number of students we serve, the responsibility for completed and corrected assignments must remain with the parent.

# Student Responsibilities

1. Follow school rules. The same rules will apply for the Extended Day Program as they do during regular school hours. We will expect you to follow the rules and respect the Extended Day teachers as you would your regular classroom teacher. Students with excessive infractions will be removed from the program.
2. Bring all homework and books to Extended Day in order to complete assignments and study for tests. You may not go back to the classroom for forgotten materials after dismissal.
3. Provide your own pencil, paper and necessary books/worksheets to complete homework.
4. Ask for help from caregivers to complete work if needed.
5. Because of the importance of academic growth, if you have no homework, or when you are finished with your homework, you will be asked to read quietly or draw during study time.