

Beck International Academy
Extended Day Program
Parent Handbook
2020-2021

901 Woodruff Rd.
Greenville, SC 29605
355-1400 Front Office

Extended Day Director, Emily Strickland
355-2505
estrickland@greenville.k12.sc.us

Fees

Payments can be made online through SchoolBucks (with a small fee), checks, or cash. Please make all checks payable Beck Academy. Please bring correct change if you are paying in cash—we do not keep cash on hand to make change.

The fees for attending the Extended Day Program are as follows:

- Yearly, non-refundable, \$40 registration fee per family for Beck
- Weekly Fees: *subject to change

Extended Day School Program Rates 2020-2021

# of Children	Week (3 or more days)	Half Week (2 days per week)	Daily (1 day a week)
1	\$46.00	\$29.00	\$18.00
2	\$74.00	\$52.00	\$29.00
3	\$97.00	\$75.00	\$40.00
4	\$122.00	\$97.00	\$52.00
5	142.00	\$120.00	\$64.00

****Rates will be adjusted if school is cancelled or not in session due to holidays.**

Attendance & Absences

Extended Day hours are from 3:30 until 6:00 p.m. If your child is not attending on a particular day you do not need to notify anyone as long as your child knows that he/she will be going home a different way.

Holidays & Teacher Workdays

There will be no Extended Day Program on regular school holidays, snow days, teacher workdays, or ½ days at the end of the school year as set on the school calendar.

Inclement Weather & Early Dismissal Days

The Extended Day Program will not operate on days when the school is closed due to inclement weather. If there is a delayed entry such as a one or two- hour delay, EDP will operate as usual. If the school is dismissed early due to inclement weather or has a scheduled early dismissal, EDP will *not* operate.

Signing Out Your Child

You may sign your child out from the EDP any time between 4:00 and 6:00 pm. So as to not interfere with regular school dismissal, please **do not** pick-up your child from the Extended Day Program **before 4:00**. If you need your child to be picked up earlier than 4:00, please make arrangements for them to be a bus or car rider for that day.

When picking up your child from the Extended Day Program, you must come in through the front office and present your I.D. A member of the staff will be present to assist you in signing out your child. Your child will then be called from the classroom to come to the office to meet you. Please do not enter the building from a door other than through the front office. Due to security purposes this is the only authorized entrance door for Extended Day pick-up. If staff members see unauthorized individuals on the campus they have been instructed to report this. This serves to protect your children as well as the Extended Day staff members and is consistent with Beck's current school policy. Bus transportation **will not** be provided by Beck for the Extended Day Program.

Late Pick-Up

A late fee of \$1.00 per minute will be charged for children picked up after 6:01 p.m. We are aware that there may be emergencies. Please contact the Director as soon as the emergency situation arises. Note that three or more excessive late pick-ups will result in dismissal from the program.

Updates

Please keep your email address, physical address, phone numbers, and names on your pick-up list current. Please

notify the Extended Day office in the event any change occurs.

Daily Schedule:

Students will rotate through a schedule that will include the following each day:

- Snack
- Homework
- Recreation & Games

Homework

A homework period will be offered daily except for Fridays. Supervision from our staff will be provided. Parents should monitor their child's progress and make sure homework is complete. Some children may finish all of their homework, while others will need extra help at home. It is **not** the responsibility of the Extended Day Program to make sure each child has completed his/her homework. The responsibility still lies with the parents. Please keep in communication with your child's teachers.

Snack

Students will be offered a snack each day. The snacks will vary from day to day. Please let the Director know if your child has any food allergies. Students may also visit the school store or hall vending machine on their way to the Extended Day Program and purchase their own snacks with money brought from home.

Payments

You may choose to make your Extended Day payments for one week or more. **Payments must be made in advance of the week of attendance.** They are due on Monday at 6:00 pm to the front office. Payments received after the Monday of the week of attendance are subject to a \$5.00 late fee. If your child does not attend the Extended Day program on a Monday due to an illness, then the payment is due on the first day your child comes back (and a late fee does not apply). If your child attends part-time, then the payment is due on the first day your child attends for that week. For example, if your child attends on Mondays and Wednesdays, then the payment is due on Monday for the following week.

All fees are to be paid on time. A late fee of \$5.00 per week will be assessed for every full week that the payment is late. Failure to pay will result in the child being withdrawn from the program. Students may not attend when fees are not paid. Parents may not be indebted to the program.

Fees are paid even if your child does not attend for any reason. All schools operate on guidelines from Greenville County Schools. The cost of our program is very much below that of private daycares; therefore, fees are paid whether or not your child attends.

If you are registered for "full time" the fee payment is for full time. The fee must be paid even if a family vacation is taken during the year and your child misses a week of Extended Day attendance. **No credits will be given if your child does not attend the program.**

All payments need to be handed in at the front office to the Extended Day Director.

If an unexpected financial burden arises, please contact the Director.

You must give 2 weeks' notice before withdrawing from the program. Once notice is given, fees are owed for 2 weeks after.

In the event of a returned check, you will be assessed an additional insufficient funds fee of \$5. To keep your child's account and space current, reimbursement must be made to the Beck Extended Day Program, in cash, within forty-eight hours from the time you receive notification from the school. Only cash will be accepted for future payments.

Tax Information

Please keep your receipts for tax purposes. You may request a summary of all payments at any time.

Medical Conditions

A medical form is required to be on file for each child enrolled in our program. It is the parent's responsibility to make sure their child's file is updated throughout the year as needed.

Sickness

There will **not** be a full-time nurse on staff during the Extended Day Program. The Director will contact the parent or guardian should a child become sick during the Extended Day Program. A sick child will need to be picked-up as soon as possible. They will be allowed to wait in the main office until someone arrives to pick them up. Children **will not** be able to return for 24 hours if they have symptoms of vomiting and fever.

If your child requires special medication or medical services, please note this on your child's registration form. If medication will need to be given to your child during the Extended Day Program hours, please obtain a form from the school nurse and provide the necessary medication to the Extended Day Director. All medications will be kept locked up in the Director's office. Any allergies also need to be noted on the Extended Day registration form.

Children with Special Needs

We will not discriminate against any child with special needs or care instructions. However, in order to maintain a safe environment, students with special needs or care requirements are expected to follow daily procedures and rules of the Extended Day Program. The Extended Day Program is not part of the regular school program; therefore, supplementary services may not be the same.

Dress Code

Students are expected to stay in Beck dress code (with the exception of tucking in shirts) while in the Extended Day Program. IDs will also need to remain on while in the Extended Day Program as part of the school-wide safety plan.

Discipline Procedures

All children are expected to follow the normal school rules of the Beck Academy and GCSD.

Discipline Referrals

Chronic and severe discipline problems such as refusing to cooperate, fighting, hitting, using profanity, etc. will warrant a disciplinary referral. After three referrals, the child will be dismissed from the Extended Day Program.

Contact Information

Do not hesitate to reach out if you have questions, concerns, or suggestions. Thanks for your participation in Beck's Extended Day Program!

Director – Emily Strickland – 355-2505

Front Office – 355-1400

Email – estrickland@greenville.k12.sc.us