



Bryson Middle School
2018-2019 Extended Day Program

3657 South Industrial
Simpsonville, SC 29681
<https://www.greenville.k12.sc.us/brysonm/>

Director: Naomi Clay
Principal: Dr. Adrienne Davenport

Mission Statement

Our mission in the Bryson Middle Extended Day Program is to provide a safe and engaging after-school environment for students that offers homework assistance, tutoring, physical activity and enrichment in the areas of STEAM and Project Based Learning.

Personal Information

Parents, please keep your address, phone numbers, email addresses and the names on the emergency contacts in Power School current. Please notify the EDP office immediately in the event that any change occurs.

Hours of Operation, Holidays, Teacher Workdays and Inclement Weather

The Bryson Middle Extended Day Program (EDP) will operate only on days the school is open with students in attendance. The program will not operate:

- When the district closes for inclement weather
- Holidays
- Teacher workdays
- Summer
- Half days during and at the end of the school year

Sickness and Medical Information

At the time of registration, a medical form should be completed for your child. It is the parent's responsibility to make sure their child's file is updated throughout the year as needed. There will not be a full-time nurse on staff during the EDP. The director will contact the parent or guardian should a child become sick during the program time. A sick child will need to be picked up as soon as possible. If your child requires special medication services, please note this on your child's registration form. Any allergies also need to be noted on the EDP registration form.

Registration

Registration for Bryson Middle EDP will be available beginning May 2018 for the 2018-2019 school year. All registration forms, the first week's fee, and a yearly non-refundable registration fee of \$40/family must be submitted before your child will be considered registered in the EDP.

Fees and Payment Schedule

Fees: \$40.00 – one time non-refundable registration fee per family each year

Please keep in mind that the weekly fee holds your child’s spot whether they attend or not.

2018-2019 Extended Day Program Rates

# of Children	Week	Half Week	Daily
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
5	\$139.00	\$117.00	\$62.00

* Half Week= 2-day week as determined by the school calendar. (ex. Thanksgiving week is considered a Half Week) Parents may opt for their children to stay only 2 days per week; this would be considered Half Week rates. Inclement weather may cause a Half Week. In this case, the following week, parents would be charged the reduced rate.

Fees for the coming week must be paid by closing time on Friday. There will be a \$5 fee for payments not made in advance.

- Week= 3 or more days
- Half Week = 2 days, regardless of number of hours in care
- 1 Designated Day per week = Parent designates one particular day that remains the same weekly
- It is imperative that your account be kept current. Failure to abide by this schedule will result in your child’s dismissal from the program
- For families in co-custody circumstances, the school will not be responsible for contacting either parent about who will pay for the service. If the fees are not paid, the child does not attend and will be withdrawn from the program.

Check Policy

Please make checks payable to Bryson Middle and include the name(s) of each child for whom you are paying in the Memo part of the check. THIS IS VERY IMPORTANT. After a returned check, payments will only be accepted in the form of cash, money order or certified check.

Tax Information

An electronic report will be issued to the parent at the end of the fiscal year for tax purposes.

Late Fee

Payments are due on Friday for the upcoming week. A late fee of \$5 will be added to the past due amount for that week. If payment is more than 2 weeks behind, notification will be sent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as the fee for the following week.

Withdrawal from the Program (prior to the end of the school year)

If you wish to withdraw your child/children from our EDP, notification to the director is required. If it is the beginning of the week, you are still responsible for payment. Your child may complete the week you have paid for and will be officially taken off the roll for the remainder of the year.

Pick-Up Location and Procedures/Hours of Operation

When picking up your child from Bryson Middle EDP prior to dismissal time of 6:00 PM, you must come in through the main office entrance (near the flag pole). The director or a staff member will be present to assist you in signing out your child on the sign out sheet. Your child will then be called to come and meet you in the office. If you are late picking up your child, there is a fee of \$1.00 a minute, per family, with a \$10.00 cap per day.

Bryson Middle EDP hours are from 3:15 – 6:00. Pick-up at 6:00 will take place at the 6th grade car holding which is on the side of the school near the soccer fields.

Late Pick-Up

If a parent arrives past 6:00 PM, there will be an additional fee of \$1.00 a minute, per family, with a \$10.00 cap per day. The Director or his/her designee will serve as the official time keeper to determine late pick up time.

Snacks

A healthy snack will be served to EDP students each day. NO items containing peanuts or peanut butter will be offered. If your child has food allergies, please list them on the registration form.

Activities

A time for homework, recreation and physical activity is built into the daily schedule. There also may be time set aside for computer lab work and hands-on projects. Special events may be offered throughout the school year. These may include, but are not limited to, holiday activities, movie days, pizza parties and ice cream parties.

Discipline

Discipline issues are managed in similar ways using similar methods as in the classroom. Every effort will be made to notify parents verbally and in writing of problems that arise. The EDP staff expects students to respect their EDP teachers as they would in their classrooms during the regular school day. In addition to the school rules, other rules and regulations of the EDP may be implemented by the director and/or principal.

Written disciplinary referrals and phone calls will be used to notify parents for offenses that disrupt the environment of the EDP. These forms must be signed by the director and the parent before the child may participate in the EDP. IF the director finds that your child is not adapting successfully to the program, has conferred with you about the issues and has three documented offense, the child will be dismissed from the EDP.

Severe referrals for offense such as fighting, hitting, biting, threatening behavior, sexual harassment using profanity or continual discipline issues will result in immediate dismissal from the program.

Bryson Middle School EDP Registration Information

- A non-refundable registration fee (\$40) is required to enroll each family in the program.
- Weekly fees are due on the Friday for the upcoming week. A late fee of \$5 will be added if fees are not paid on time. Failure to pay will result in the child being withdrawn from the program. All fees are due in advance regardless of whether or not your child attends. There are no reductions for sick leave, vacation, or other absences.
- If you wish to withdraw your child/children from the EDP, notification to the director is required. If it is the beginning of the week, you are still responsible for payment. Your child may complete the week you have paid for and will be officially take off the roll for the remainder of the year.
 - A full week is considered 3 or more days. If a check is returned for insufficient funds payment will only be accepted in a money order, cash or certified check for the remainder of the year.
 - Program hours are from 3:15-6:00 PM.
 - A late fee of \$1.00 a minute, per family, with a \$10.00 cap per day will be charged per family beginning at 6:01PM. The director or his/her designee will serve as the official time keeper to assess late fees.
- Authorized adults must come to the school's office to sign the children out. Only designated adults may pick up your child. Parents must send a signed authorization with a daytime telephone number if they wish adults other than those designated to pick up their children.
- Inappropriate student behavior will not be tolerate in the Extended Day Program. Serious behaviors will be recorded on an EDP disciplinary referral from and referred to the EDP director. IF the behavior continues, the school principal will be notified.

My signature below indicates that I understand and agree to abide by the guidelines set for Bryson Middle Extended Day Program.

Parent's Signature _____

Student(s)
Signature(s) _____

Date _____