

# **Greenville County Schools Extended Day Program**

**Buena Vista Elementary School**

## **Parent and Student Handbook 2025-2026**



# **Extended Day Program Handbook 2025-2026**

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## **Welcome Parents and Students!**

**Welcome to the 2025-2026 Buena Vista Extended Day Program, and thank you for choosing us! We are thrilled to have your child join us this year for an exciting and enriching afterschool experience. Our program is designed to provide a safe and welcoming environment where students can unwind after a busy school day while engaging in fun, educational, and creative activities.**

**At Buena Vista, we understand the importance of balancing relaxation with productivity. That's why we offer dedicated time for homework, with our friendly and supportive counselors always available to assist when needed. Our goal is to help students build confidence and succeed academically, all while enjoying themselves in a nurturing atmosphere.**

**To keep your child energized and ready for the day's activities, a snack will be provided each afternoon. After enjoying their snack, students can look forward to a variety of indoor and outdoor activities, including arts and crafts, games, team-building exercises, and socializing with friends.**

**We look forward to making this afterschool program a memorable and positive experience for your child. If you have any questions or need more information, please feel free to reach out.**

**Thank you for choosing Buena Vista Extended Day Program. We can't wait to get started!**

**Warm regards,  
The Buena Vista Extended Day Program Team**



## **Buena Vista Extended Day Program Mission Statement**

**Our mission in the Buena Vista Elementary Extended Day Program (EDP) is to provide a quality, safe, and inviting environment consistent with the structure found at Buena Vista Elementary. Our quality after-school experience is one in which each child's day is enriched through a variety of activities which emphasize the mental and physical well-being of every child. We achieve this goal by providing homework assistance, computer lab time, recess, arts and crafts, and a snack each day. We strive to emphasize activity that promotes self-discipline, self-respect, and a positive outlook on school life. Our staff is made up of experienced adults, college and high school students, all of whom have prior experience working with children in a structured educational environment. The safety and well-being of each of our students is our top priority.**

## **Buena Vista Extended Day Program Director:**

**Danielle Voigt**

**Email: [dvoigt@greenville.k12.sc.us](mailto:dvoigt@greenville.k12.sc.us)**

**Phone: (864) 355-2200**

### **Mailing Address:**

**Buena Vista Elementary School**

**310 South Batesville Road**

**Greer, SC 29650**

## Registration Process and Fees

We are excited to welcome your child to the Buena Vista Extended Day Program! To begin the registration process, please complete the online registration form by going to the school website and click on Parent Tab then select Extended Day Program and then 2025-2026 Registration Form Link option; or you can use the following link:

<https://forms.gle/ArtM33jm5fkQTn7j6>

Please note that there is a **non-refundable \$40 registration fee** required for all new and returning students. This is a one-time fee for each EDP family, not per child. If your child is transferring from another Greenville County School Extended Day Program, the registration fee will not transfer, and a new payment will be required.

Families with outstanding balances from the 2024-2025 school year will not be able to register until all balances are cleared. The registration fee this will act as a placeholder until the program begins in August, and can be paid through MySchoolBucks (MSB) or by paper check. When paying through MSB, make sure to indicate this is a registration fee payment. If paying by check you must indicate EDP Registration Fee and the Child's name in the memo field. Any returned checks will be assessed an Insufficient Funds fee.

## Cancellation and Refund Policies

As per Greenville County School policy, please be aware that no refunds will be issued for any reason. If you need to cancel your child's enrollment in the program, you must notify the Extended Day Program Director in writing with the effective cancellation date. The cancellation date must be a future date—no backdating will be allowed.

## Updating Account Information

If you need to update any of your information after registering, please do so in writing to the Extended Day Program Director and update your registration through the provided Google Form link above or by going to the school website and click on Parent Tab then select Extended Day Program and then 2025-2026 Registration Form Link option.

## Tuition and Payment Methods

As per County guidelines, EDP parents pay for what type of enrollment they select when registering for the program, Full Week, Half Week, or One Day. There is no “pay as you use service.” There is no drop-in service, and EDP does not accept children on a day-to-day basis. **No monetary refunds will occur for any reason.**

## Payment Schedule

All fees must be paid on time at least one week in advance. Fees for the upcoming week must be paid by closing time on Friday through MSB or by paper check in the drop box at the front entrance. A late fee of \$25 will be added if the payment is made after Friday. No child will be allowed to stay in the program if payments are in arrears. **Parents may not be indebted to the program.** If a financial burden arises, please contact the Director. EDP does not take financial vouchers.

**Fees are paid even if your child does not attend (for any reason).** EDP operates on guidelines from Greenville County Schools. For example, if your child is sick or you have other engagements or vacation planned, payment is still due. If you have two or three children and one is absent, there is no adjustment to the regular fee.

If a child is absent on a Friday due to illness, then the payment is due the first day the child comes back and a late fee does not apply.

If the child attends part-time, then the payment is due on the last day the child attends for that week. For example, if the child attends only on Mondays and Wednesdays, the payment is due on Wednesdays for the upcoming week.

Parents may choose to make payments in advance, however, remember **refunds are not given for any reason.**

## Receipts and Tax Information

Paper receipts for all check payments will be handed out during pick-up. MSB payment receipts can be printed out from your transaction reports in your MSB account.

Tax receipts are available upon an emailed request to the EDP Director and given out at pick-up.

## Current Tuition Table (rates are subject to change by the County)

# of Children	1 Day/Week	2 Days/Week	3-5 Days/Week
<b>1</b>	<b>\$21</b>	<b>\$32</b>	<b>\$52</b>
<b>2</b>	<b>\$32</b>	<b>\$58</b>	<b>\$83</b>
<b>3</b>	<b>\$45</b>	<b>\$85</b>	<b>\$110</b>
<b>4</b>	<b>\$58</b>	<b>\$110</b>	<b>\$137</b>

## Hours of Operation

**Buena Vista EDP operates daily from 2:30pm to 6pm.** The program will operate only when school is in session and students are attending regular class (no half-days). Pick-up is in the front lobby.

## Typical Daily Schedule (this will change based on weather/school events)

### **K5-1<sup>st</sup> Grade:**

2:20 Counselors collect students from classrooms and bring to Cafeteria

2:20-2:30: Bathroom break

2:30-3pm: Snack and socialization

3pm-4pm: Outdoor Play (dependent on weather)

4pm-6pm: Indoor Activities

### **2<sup>nd</sup>-5<sup>th</sup> Grade:**

2:30: Students arrive in cafeteria

2:30-3pm: Snack and socialization

3pm-4pm: Homework

4pm-5pm: Outdoor Activities (dependent on weather)

5pm-6pm: Indoor Activities

## Homework Time and Assistance

In line with the EDP mission to support academic growth, a daily homework time will be designated. EDP teachers will supervise and assist students, but students are expected to be quiet and respectful. Once in the EDP classroom, students cannot return to their regular classroom, so they must bring all necessary homework materials. After completing homework, students will have silent reading time. While EDP teachers may provide assistance, the program is not intended for tutoring. Parents are responsible for monitoring their child's homework progress and ensuring its completion, and should communicate directly with the classroom teacher for specialized help.

## Holidays, Inclement Weather, and Teacher Work Days

EDP **will not operate** on Holidays, Teacher Work Days, or days the County has closed, or closes early due to inclement weather.

EDP **will operate** on days of 2-hour or 3-hour delays.

## **Attendance and Absences**

If your child does not plan to attend on a particular day, please let your student's teacher know so that your child can be dismissed properly.

**Fees are paid even if your child does not attend (for any reason).** EDP operates on guidelines from Greenville County Schools. For example, if your child is sick or you have other engagements or vacation planned, payment is still due. If you have two or three children and one is absent, there is no adjustment to the regular fee.

## **Pick Up Procedures and Authorized Pick-Up Person(s)**

Beginning at 3pm you can pick up your student in the front entrance of Buena Vista Elementary. Come to the interior set of glass doors with your car line number tag and present it to the EDP Director, and sign the Student Sign Out Log.

If your student is in an Enrichment, please drive around to the back for student pick up.

If you need your child prior to 3pm please come to the Main Office, or go through the Car Line for pick up.

Make sure anyone who is authorized to pick up your children is listed on the Registration Form. We understand emergencies arise- if for some reason you need someone else to come pick up your student(s), send an email to the EDP Director with the person's contact info, and advise the person picking up to bring their ID with them.

## **Late Pick Up**

The Extended Day Program ends at 6:00pm. All students need to be picked up by 6:00pm. We are aware that there may be emergencies. Please contact the Director as soon as you find out an emergency situation arises by emailing the EDP Director at [Dvoigt@greenville.k12.sc.us](mailto:Dvoigt@greenville.k12.sc.us) Note that excessive late pick-ups (3) will result in dismissal from the program.

## **Withdrawal from the Program (during school year)**

If the economy dictates that you no longer need the services of our program, you may withdraw your child to avoid paying for weeks you do not need and re-enroll your child when/if your circumstances change. You must give us a two-week notice. Students may only register for EDP for the next year if their account is kept current. Anyone who fails to pay their balance by the end of the school year may NOT register for the next year.

## **Sickness and Medical Information**

A medical form is required to be on file for each child enrolled in the Buena Vista EDP. 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 Extended Day Program. 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. The child will be allowed to wait in the office with the director until someone arrives to pick them up. Children will not be able to return for 24 hours if they have symptoms of vomiting, diarrhea, or fever. If your child requires special medication or medical services, please know that EDP does **NOT** have access to the nurse's office.

Please advise if your child has a food allergy and note on the Registration Form in regard to Snack Time.

## **School Insurance**

Purchased school insurance covers the activities of the EDP program: K&K Insurance Group, (260) 459-5885. If parents do not wish to take this coverage, a parent or guardian waiver must be signed indicating this choice on the registration form. Many people with adequate insurance policies do not require additional coverage. One of these options must be selected on the registration form in order for registration to be considered complete.

## **Buena Vista Rules**

### **Buena Vista Elementary Rules**

Be kind and respectful to everyone.  
Use language that is respectful.  
Walk quietly with your hands at your sides.  
Work and play safely.  
Keep your hands and feet to yourself.  
Respect school and personal property.  
Be on time and be prepared to learn.

## **Behavior and Discipline**

All children are expected to follow the normal school rules for Buena Vista Elementary School. Discipline issues are managed in similar ways using similar methods. Every effort will be made to notify parents verbally for the majority of minor offenses and in writing of problems that are of a more serious nature.

The EDP staff expects students to respect their EDP teachers as they would their regular classroom teachers. In addition to school rules, other rules and regulations of the Extended Day Program 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 Extended Day Program. These forms must be signed by the Parent before the child may return to and participate in EDP.

If the Director finds that your child is not adapting successfully to the program, has conferred with you about the issues, or has three documented offenses, the child will be dismissed from the Program. Severe referrals for offenses such as fighting, hitting, biting, threatening behavior, sexual harassment, using profanity, or continual discipline issues will result in immediate dismissal from the program.

## **Toys/Electronics**

Toys and/or electronic devices are not allowed at school unless students have their teacher's permission. Toys include electronic games, trading cards, etc. If a student brings an electronic device to school (without the teacher's permission) it will be taken and held in the office until a parent can come and pick it up.

# **Buena Vista Elementary School**

## **Extended Day Program**

**2025 – 2026**



Student name(s) \_\_\_\_\_

Parent name(s) \_\_\_\_\_

Dear Parents,

Welcome to the 2025-2026 Extended Day Program at Buena Vista Elementary! We are excited that you have chosen us to meet your child's afterschool needs, and we are committed to making this year a positive and enriching experience for your family. We hope our program exceeds your expectations!

To ensure everything runs smoothly, there are a few important district-mandated procedures we'd like to highlight. We want to share these with you upfront so there are no surprises.

First, all fees for the upcoming week must be paid by Friday at 3:00 p.m. Payments can be dropped off in the office or given to your child's teacher. If fees are not paid on time, a \$25 late fee will apply for each late occurrence. The only exception is if your child was absent due to illness on the previous Friday.

We are looking forward to a fantastic year working with you and your child in our Extended Day Program. If you have any questions or concerns, don't hesitate to reach out to Danielle Voigt, EDP Director at [dvoigt@greenville.k12.sc.us](mailto:dvoigt@greenville.k12.sc.us).

Warm regards,

Danielle Voigt / EDP Director

Dave Burgess / Principal

I acknowledge that I have read and understand the above rules on fee collection day and late fee charges.

---

Parent signature

Date

**\* PLEASE SIGN AND RETURN TO EXTENDED DAY PROGRAM!!**

**Buena Vista Elementary Extended Day Program**

**Parent Signature Page**

\_\_\_\_\_ A non-refundable registration fee (\$40) is required to enroll *each family*

\_\_\_\_\_ Weekly fees are due on the Friday *prior* to the week the child attends. A Late Fee of \$25 will be added if fees are not paid on time. Fees for the coming week must be paid by 3:00p.m. on Friday. Failure to pay will result in the child being withdrawn from program activities until balance is paid in full.

\_\_\_\_\_ EDP is not a drop-in 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.

\_\_\_\_\_ A full week is considered 3 or more days.

\_\_\_\_\_ Withdrawal from the program requires a two-week notice. Once notice is given, two more weekly fees are assessed, regardless of attendance.

\_\_\_\_\_ If a check is returned for insufficient funds, all future payments will be required to be made in cash, money order or certified check.

\_\_\_\_\_ Program hours are from 2:30 – 6:00 pm.

\_\_\_\_\_ Authorized adults must come into the school to sign children out. Only designated adults may transport children. Parents must send email 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 tolerated. Repeated serious behaviors will be recorded on a district disciplinary referral form and referred to the school principal if the director, student, and parent cannot successfully correct the problem.

**My signature below indicates that I understand and agree to abide by the guidelines set for the Extended Day Program at Buena Vista Elementary School.**

\_\_\_\_\_

**Parent Signature**

\_\_\_\_\_

**Date**

**Parents need to sign/date and return to the EDP Director. The school encourages parents to keep a copy.**