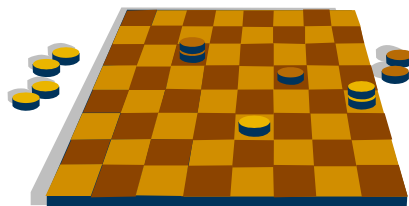


Robert E. Cashion Elementary School EXTENDED DAY PROGRAM PARENT HANDBOOK 2019-2020



1500 Fork Shoals Road
Greenville, SC 29605
355-8000 Front Office
355-8034 EDP (3:00pm-6:00pm)
Ryan Streetman, Principal
Milika R. Campbell-Cook, Director

GENERAL PROGRAM INFORMATION

Mission Statement

Our mission in the Extended Day Program (EDP), is to provide a quality, safe, and inviting environment consistent with the structure found at Robert E. Cashion Elementary. The enrichment program supports a diverse population that will encompass self-discipline, self-respect, and a positive experience for each child.

Hours of Operation

The Extended Day Program at Robert E. Cashion Elementary School operates daily from 2:30pm 6:00 pm. The program will operate only when school is in session. The program will be closed on all holidays, teacher workdays, as well as summer break. There will be no Extended Day Program when the school is open only for a $\frac{1}{2}$ day. If the school closes early due to inclement weather, or any other reason, the program will not meet. Please have back-up child-care arrangements in place for the above circumstances.

Registration

Registration for the Extended Day Program will be available to current Extended Day Families on August 15th, 2019 - August 19th, 2019. This two day registration period is **only** for current Extended Day Families who have been registered with us for the 2018-2019 school year. **Open Registration**, for new families to Robert E. Cashion and families who were not in the Extended Day Program during the 2018-2019 school year will take place on Friday, **August 19th, 2019 from 12:00pm until 2:00 pm**. Registration will be accepted on a first come, first serve basis. There may be a waiting list for each grade level which will also follow the first come, first serve rule. **All registration forms, the first week's fee, and a yearly non-refundable registration fee of \$40.00/family must be submitted before your child will be considered registered in the Extended Day Program.** When submitting the registration forms please include the **Program Guidelines** with your signature. Each person picking up a student will need to show an I.D. every time you pick-up your child. Any time someone new picks up your child, he or she must have a photo I.D. available. Any changes that need to be made to the registration forms once submitted must be turned in to the Director.

WEEKLY EXTENDED-DAY FEES

Children	Full Week (3-5 days)	$\frac{1}{2}$ Week *	1 Day
1	\$46	\$29	\$18
2	74	52	29
3	97	75	40
4	122	97	52
5	142	120	64

*1/2 week = 2 days, regardless of number of hours in care

In the Extended Day Program, parents will pay for what they sign up for: full-week, half-week, or one day. No monetary refunds will ever occur for any reason.

You may choose to make your extended-day payments for 1 week, 2 weeks, 1 month, or the entire year. Payments will be made one week in advance and accepted any day of the week.

However, payments must be received by Friday for the following week. Payments received after Monday will have a \$10 late fee added to that week's Tuition fee. If your child does not attend the Extended Day Program on Friday due to an illness, then the payment is due the first day the child comes back and a late fee does not apply. If your child attends part-time, then the payment is due on the last day your child attends for that week. For example, if your child attends only on Mondays and Wednesdays, then the payment is due on Wednesdays for the following week. **The Extended Day Program is not a drop-in program. There are no reductions for sick leave or other absences.** Any changes to the payment schedule will be noted by the Director. Payments may be delivered to the front office or given to the director during pick-up time. *A receipt will be given for each payment--Keep them for your records.* The first payment will be due on Monday, August 19th or Tuesday, August 20th 2019. **Please make checks payable to Robert E. Cashion Elementary or REC and include the name(s) of each child you are paying for in the Memo part of the check.**

- There are no scholarships for Extended Day Program.
- Extended Day Programs do not take vouchers as payment.
- Extended Day Programs do not issue invoices.

THIS IS VERY IMPORTANT

All fees are to be paid on time. A late fee of \$10.00 will be added to the past due amount. If payment is not made by Monday morning by 8:30 am of the service week, your child will not be allowed to attend that Monday afternoon. The child will not be able to attend the program until all past due monies and late fees are paid in full, as well as fees for the following week.

THIS IS VERY IMPORTANT Schools may recoup the fee that the bank charges for insufficient funds. After a returned check, payment will only be accepted in the form of cash, money order or certified check.

Withdrawal from the program requires a three-week notice. When notice is given, three more weekly fees are due.

Signing Out Your Child from the Extended Day Program

So as to not interfere with regular school dismissal, please **do not** pick-up your child from the Extended Day Program **before 3:10pm**. If you need your child to be picked up earlier than 3:00, please make arrangements for them to be a bus or car rider for that day. A note **must** be sent for any changes in transportation or pick-up to your child's teacher at Robert E. Cashion Elementary **and** to the Extended Day Director. Once your child enters the Extended Day Program and attendance has been taken, you will be charged for that day. ****Please note that if you request your child to be a car rider and you fail to pick them up by 3:00, they will be sent to the Extended Day Program and you will be charged for their attendance that day.**

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

On the registration form, be sure to list all people authorized to pick-up your child from the Extended Day Program. Please be sure to include contact number(s). If at any time, names should be added or deleted please inform the Director immediately. Parents, guardians and all persons authorized to pick-up a child should expect to be asked to show a photo I.D. If someone comes in to pick-up a child and that person's name is not on the pick-up list, they will not be allowed to leave the school with the child until a parent has been contacted and has given verbal permission to release the child to that adult. No minors under the age of 17 (siblings included) will be allowed to pick-up a student from the Extended Day Program. Please do not send in an older sibling with a note saying it is okay for them to pick up a student. All students must be signed out by an authorized adult.

The Extended Day Program ends at 6:00 pm. All students need to be picked up by 6:00 pm. At 5:45pm all students will be brought up to the Cafeteria to await pick-up. A late fee of \$1.00 per minute will be added to your bill starting at 6:01. All late fees must be paid immediately for your child to continue attending the Extended Day Program. We are aware that emergencies occur, but excessive late pick-ups will result in dismissal from the program.

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 Cafeteria 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.

School Insurance

Purchased school insurance covers the activities of this program: Contact Cheryl Norris, K & K Insurance Group Ins. Phone # 260-459-5885, cell# 727-214-7815, Fax # 312-381-0628, cherylnorris@kandkinsurance.com, www.k12studentinsurance.com. If parents do not wish to take this coverage, a parent or guardian waiver must be signed indicating this choice. Many people with adequate insurance policies do not require additional coverage.

Discipline and Rules for the Extended Day Program

The same rules will apply for the Extended Day Program as they do during regular school hours. We will expect students to follow the rules and respect the Extended Day Teachers as they would their regular classroom Teachers. It is our goal for all EDP students to be successful. Please inform the Director of any IEP/Educational Accommodations. Written discipline referrals/or phone calls to parents will be used to notify you of any problems.

Students will be dismissed from the Extended Day Program for fighting, violent or threatening behavior, sexual harassment, and/or continual discipline issues.

Parents may schedule a conference with the Director or their child's Extended Day Teacher at any time. Please contact the Director to set up a time for a meeting.

Snacks

A snack will be served to extended-day students daily between 2:30 and 2:50 by our Cafeteria. We will also provide a drink for all students in the program. NO items containing peanuts or peanut butter will be offered. Students may bring a snack from home as long as it is not candy and does not contain peanut butter or any peanut products. Students will not be allowed to purchase soft drinks during the Extended Day Program. If your child has food allergies, please list them on the registration form. We may order pizza and/or ice cream for special extended-day events so please inform us of any allergies to dairy products your child may have.

Homework

A daily homework time will be designated. Extended Day Teachers will be on hand to supervise students during homework time. Students are expected to be quiet and respectful of others during this time. **Students will not be permitted to go back to their regular classroom once they have entered the extended-day classroom.** They must make sure they have all necessary items needed to complete their homework when they arrive. Students will be allowed to use the computer lab for homework-related research materials. The Extended Day Program is not designed for tutoring. If your child needs specialized help, please contact your child's teacher

Activities

The Extended Day Program will run on a set rotational schedule for students in the following grades K-1, 2-3, 4-5. As mentioned earlier there will be snack time (cafeteria) and a homework session (classroom/media center). A time for recreation will be provided (outside on the playground or in the gym). There will also be a set time in the computer lab to work on Compass Learning Odyssey and other fun educational games. The computer lab will be constantly monitored by the Extended Day staff and the children will be allowed to use only school approved and regulated web sites. The Appropriate Use Guidelines which dictate computer use during the school day are also in effect during the Extended Day Program. Students choosing not to follow the rules will not be allowed to use the computer lab for purposes other than homework/Compass Learning. Additionally there will be a time for arts, crafts and games.

Special events will be offered throughout the school year. These may include, but are not limited to, holiday activities, movie days, pizza parties, ice cream parties and contests.

Volunteers

During special events there may be opportunities to volunteer during the Extended Day Program; we would be more than happy to have you. Please contact the director for more information.

Contact Information

Director -Milika R. Campbell- Cook
355-8000 - Front Office
355-8034- Extended Day Program (3:00pm-6:00pm)
E-mail - mrcampbe@greenville.k12.sc.us

2019-2020 PROGRAM GUIDELINES

****A non-refundable \$40 registration fee is required per family to enroll in the program.**

- ◆ Weekly fees are due on the Friday prior to the week the child attends. Failure to pay will result in a late fee of \$10 or the child being withdrawn from the program.
- ◆ The Extended Stay Program **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 or other absences.**
- ◆ **Withdrawal from the program requires a three-week notice. When notice is given, three more weekly fees are due.**
- ◆ A full week is considered 3 or more days. All weeks are full weeks **except** for *Thanksgiving Week*.
- ◆ If a check is returned the director will collect if needed any NSF fees and future payments are to be made in cash.
- ◆ Program hours are from 2:30 – 6:00 PM on *full school days only*. Do not pick-up before 3 pm once your child has entered the program. Have your child be a car or bus rider if picking up earlier than 3 pm.
- ◆ A late fee of \$1.00 per minute will be charged for children picked up after 6:01 PM.
- ◆ **Authorized adults must come in through the Front Office to sign out children.** Please do not enter the building from a door other than through the front door. **Parents, guardians and all persons authorized to pick-up a child should expect to be asked to show a photo I.D.** If someone comes in to pick-up a child and that person's name is not on the pick-up list, they will **not** be allowed to leave the school with the child until a parent has been contacted and has given verbal permission to release the child to that adult. Only designated adults may transport children.
- ◆ Students are expected to follow the program rules and complete their homework in a quiet manner. Regular school day rules for Robert E. Cashion Elementary also apply.
- ◆ Inappropriate student behavior *will not* be tolerated in the Extended Day Program. Chronic / 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. This may result in the child being removed from the Extended Day Program. *If a student receives 2 written and/or phone call 'Misbehavior' referrals in the Extended Day Program he/she will be removed from the program.*

My signature below indicates that I understand and agree to abide by the guidelines set forth in the Extended Day Program Parent Handbook at Robert E. Cashion Elementary School.

Print Child's Name: _____ Grade: ()

Parent(s) Signature(s)

Please circle days child is attending the ASP.

Mon. Tues. Wed. Thurs. Fri.

Home Number

Work Number

Cell Number

THE SCHOOL DISTRICT OF GREENVILLE COUNTY
PARENTAL PERMISSION FOR MEDICATION AT SCHOOL

**** PHYSICIAN'S AUTHORIZATION MUST BE PROVIDED IF GIVEN MORE THAN 10 CONSECUTIVE SCHOOL DAYS ****

STUDENT'S NAME: _____ BIRTH DATE: _____

PARENT/GUARDIAN: _____

HOME PHONE: _____ WORK PHONE: _____

NAME OF MEDICATION: _____

CONDITION FOR WHICH MEDICATION IS TO BE GIVEN: _____

AMOUNT OF MEDICATION TO BE GIVEN: _____

MEDICATION IS TO BE GIVEN: _____ AS NEEDED OR
_____ EVERY DAY

FOR A SHORT TIME ONLY	
FROM	TO
DATE	DATE

TIME OF DAY TO BE GIVEN: _____

PRESCRIBED BY: _____ PHONE: _____

POSSIBLE SIDE EFFECTS: _____

I understand that all medication will be provided by me in the original container. *I will notify the school if the medication is discontinued or the dosage has been changed.* Permission is granted to the Principal and/or School Nurse to share this information with individuals who have responsibility for my child. The first dose will be given at home so that I can monitor adverse reactions. I give the School Nurse my permission to contact the above named Physician's office to request medical information concerning my child.

PARENT'S SIGNATURE

DATE

PLEASE NOTE:

ANY MEDICATION NOT PICKED UP BY THE LAST DAY OF SCHOOL WILL BE DESTROYED ACCORDING TO SCHOOL DISTRICT GUIDELINES.

A NEW PERMISSION FORM IS REQUIRED EACH SCHOOL YEAR FOR EACH MEDICATION TO BE GIVEN.

THE SCHOOL DISTRICT OF GREENVILLE COUNTY
**PHYSICIAN'S AUTHORIZATION FOR MEDICATION
TO BE GIVEN AT SCHOOL**

**** PARENT PERMISSION MUST BE PROVIDED BEFORE MED CAN BE GIVEN ****

NAME OF STUDENT: _____

NAME OF MEDICATION: _____

DOSAGE: _____

TIME OF DAY OR FREQUENCY TO BE GIVEN: _____

MEDICATION IS TO BE (CHECK ONE):

_____ **GIVEN EVERY DAY FOR THE REMAINDER OF THIS SCHOOL YEAR.**

_____ **GIVEN EVERY DAY FROM** _____ **TO** _____
DATE DATE

CONDITION FOR WHICH MEDICATION IS PRESCRIBED:

PRECAUTIONS, POSSIBLE ADVERSE REACTION AND INTERVENTIONS:

I have seen this child and agree with all the information provided on this authorization form.

PHYSICIAN'S SIGNATURE

DATE

OFFICE ADDRESS

OFFICE PHONE

PLEASE COMPLETE THIS STATEMENT ONLY IF STUDENT IS TO SELF-ADMINISTER

PHYSICIAN'S

INITIALS

This student is allowed to self-administer this medication while at school and understands the implications of doing so. He/she has demonstrated competency in self-monitoring and self-administration of this medication. The parents are aware that they can not hold the school district responsible for the adverse outcome of this action.

This student must also be allowed to possess this medication on the following activities. Initial all that apply.

☐ Classroom and any area of the school or school grounds.

☐ A school sponsored activity

☐ In transit to and from school or school-sponsored activity

☐ Before/After-school activity on school property

PHYSICIAN'S SIGNATURE

INITIALS

DATE