

# ENSA

## Extended Day Program

### 2017-2018

## Parent and Student

## Handbook



1. **Mission Statement:** Our mission in the EDP at East North Street Academy is to provide a quality safe and inviting environment for children during the hours after the school day has ended. We work with children to provide academic support from certified teachers and highly qualified staff with homework assistance, and extra support in the areas of reading and math. Students have access to the most up to date technology available during the school day, as well as in the after school programs. Students have time to interact with friends to develop social and emotional skills which supports their overall well-being. The safety and well-being of every child in our care is our top priority.
2. **Updating Personal Information:** Please keep current your address, phone numbers, email addresses, and the names of the people eligible to pick up your child from the EDP. Please notify **Jennifer Brown immediately** @ 355-2915 or [jbrown@greenville.k12.sc.us](mailto:jbrown@greenville.k12.sc.us)
3. **Hours of Operation and Daily Schedule:** The EDP at ENSA **operates 2:30 – 6:00**, Monday – Friday. The program will operate only when school is in session and students are attending regular class. Your child will be provided a healthy snack each day as well as time for homework activity, computer lab access, and physical activity.
4. **Holidays, Teacher Workdays, Inclement Weather Early Dismissal Days:** The EDP will not operate on days when the school is closed due to inclement weather. If school begins later(1 -2 hour delay) the EDP will operate as usual. If the school is dismissed early due to inclement weather, or has a scheduled half day attendance, the EDP will not operate. There will be no EDP when the school is closed to students for holidays, teacher work days, half days and summer break.
5. **Sickness and Medical Information:** Each child enrolled in the EDP is required to have an enrollment form on file. On this form, any medical issues, allergies or restrictions must be shared with the EDP. It is the responsibility of the parent to provide this information to the EDP. If your child becomes sick during the after school time, you will receive a call , and be expected to come and get your child from the EDP. **All phone numbers must be kept up to date. There must be a number where someone can be reached at all times.**
6. **Fees and Payment Schedule:** Please refer to the chart below for the weekly fees for the EDP. A registration fee of \$40 per family is required with the completion of new registration forms each year prior to attending the program.

<b># of Children</b>	<b>3- 5 day fees</b>	<b>2 days fee</b>	<b>1 day fee</b>
<b>1</b>	<b>\$45</b>	<b>\$28</b>	<b>\$18</b>
<b>2</b>	<b>\$72</b>	<b>\$51</b>	<b>\$27</b>
<b>3</b>	<b>\$95</b>	<b>\$73</b>	<b>\$39</b>
<b>4</b>	<b>\$117</b>	<b>\$95</b>	<b>\$51</b>

**All fees are due before children stay in the program. Failure to pay the fees, will result in your child being withdrawn from the EDP. Fees are due even when your child does not attend to hold their place in the EDP. Failure to pay these fees will result in withdrawal from the program and being placed on a waitlist to return. We do not accept personal checks. Payments must be made to Jennifer Brown, as cash or money order. Do not place payments in student folders or book bags. It is not the responsibility of the classroom teacher to deliver EDP fees. It is not the responsibility of the EDP to settle disputes of custody and payments. Please make arrangements to take care of this process before coming into the EDP.**

**Please understand, if you transfer schools, the registration fees and forms do not transfer, You will be responsible for registering and paying the required fees at each school location.**

- 7. Pick Up Location and Procedures:** Children in the EDP are **located throughout the campus**. We ask that you come to the front door, ring the bell for entrance and enter the front office. You will be asked to sign out your child, then wait in the front office area for your child to come to you. If someone new is picking your child up, you must notify Jennifer Brown at 355-2915 or [jbrown@greenville.k12.sc.us](mailto:jbrown@greenville.k12.sc.us) with the person picking up. This person must be prepared to show their I.D.
- 8. Late Pick Up:** Please be aware, that **EDP ends at 6:00**. After 3 times of late pick up from EDP, your child will be suspended from EDP for one week. Upon returning, is late pick up continues, your child will be withdrawn from the EDP.
- 9. Behavior and Behavior Contracts:** Attached to each enrollment form is a behavior contract that requires your signature, as well as the signature of your child. The purpose of this form, is to remind you and your child of the expectations of the EDP. By signing this form, you and your child agree that they can follow the expectations stated in the form, and that everyone fully understands the consequences for the choices that are made. Failure to follow these expectations will result in suspension and possible withdrawal from the program.

**If you have questions please contact Jennifer Brown, Director at 355-2915 or [jbrown@greenville.k12.sc.us](mailto:jbrown@greenville.k12.sc.us)**

**Contact # during the hours of 2:30 – 6:00 : 355-2901**