

Gateway Elementary School
"Success Begins Here"



**EXTENDED DAY
REGISTRATION
2018-2018**

A one-time a year, non-refundable registration fee of \$40 per family will be required. If the child transfers to another school where a program exists, the \$40 fee must be paid again. Weekly fees apply for the program for this school year is as follows:

WEEKLY EXTEND DAY FEES

	1 day	2 days	3 or more days
1 child	\$18.00	\$28.00	\$45.00
2 children	\$28.00	\$51.00	\$72.00
3 children	\$39.00	\$73.00	\$95.00
4 children	\$51.00	\$95.00	\$117.00
5 Children	\$62.00	\$117.00	\$139.00

If you are interested please fill out this form and send to the office. Any questions please call 355-5202 or email mbunch@greenville.k12.sc.us. If you pay the pre-registration you are guaranteed a spot for the next school year here at Gateway.

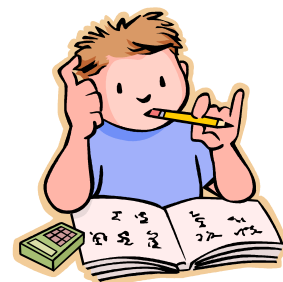
Checks can be payable to Gateway Elementary.

Payments for the after school program are due on Mondays by closing time for the current week. Failure to pay daycare will result in the child being withdrawn from the program. If there is a problem with checks being returned, the director will require that payments be made in cash. Parents may not be indebted to the program. **Fees are paid even if your child does not attend for any reason. There will be no exception for payments even if your child is sick, and out for vacations. 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.**

Our program will operate only on days the school is open with students in attendance.

Our programs will not operate:

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



Gateway Extended Day Registration
REGISTRATION AND FEES

(Entire application must be completed with check for registration)

Student's Full Name _____ Grade for 2018-2019 _____

Address _____

Street

City

State

Zip Code

Parent e-mail address: _____

Preferred Phone# _____ Race _____ Sex _____ Birthdate _____

Father's Name _____

Employer _____

Phone # _____

Mother's Name _____

Employer _____

Phone # _____

The LEGAL GUARDIAN(S) of this child _____

Address _____

Street

City

State

Zip Code

_____ I will be enrolling my child on a weekly basis.

_____ I will be enrolling my child for the following day (s):

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

_____ I understand that all fees must be paid on time at least one week in advance. Fees for the coming week must be paid by closing time on Friday. A 25.00 late fee 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.

_____ A late fee of \$2.00 per minute will be added to your bill starting at 6:01. All late fees must be paid within five days of being charged in order for your child to continue attending the program.

Medical Information

Is your child allergic to bee stings? _____

If yes, what instructions should be followed if your child is stung? _____

Any present medical conditions or allergies which should be known: _____

Your child's doctor _____

Phone # _____

My child, _____, is medically insured with _____
_____. The policy number is _____.

IN CASE OF ILLNESS OR ANY EMERGENCY (EARLY DISMISSAL DUE TO WEATHER, ETC.) Please list the name and telephone numbers of two people and their relationship (Grandpa, friend, etc.) that we may contact in case one of the parents cannot be reached.

1. _____ Phone # _____

2. _____ Phone # _____

PLEASE READ AND SIGN THE FOLLOWING STATEMENT:

In the case of an emergency such as an accident or serious illness, I understand that the school shall attempt to contact me. If I cannot be reached, I authorize the school to contact the doctor listed on this form and follow the doctor's directions. If the doctor cannot be reached, I authorize the school to take whatever steps seem necessary.

Date

Parent/Guardian

The School District of Greenville County does not discriminate on the basis of age, race, sex color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities or access to its facilities.

Gateway Elementary Extended Day Program Guidelines

Parent Signature Page

- A non-refundable registration fee (\$40) is required to enroll *each* family in the program.
- 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 closing time on Friday. Failure to pay will result in the child being withdrawn from the program.
- The Extended Day 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, vacation, or other absences.
- A full week is considered 3 or more days.
- Withdrawal from the program requires a two-week notice. When notice is given, two more weekly fees are due.
- If a check is returned for insufficient funds two times, the director will collect NSF fees of \$30 each time and will require future payments to be made in cash, money order or certified check.
- Program hours are from 2:30 – 6:00 pm.
- A late fee of \$2.00 a minute will be charged for children picked up after 6:01 pm.
- Authorized adults must come into the school to sign children out. Only designated adults may transport children. 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 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.

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

Parent Signature

Date

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