

Greenville County Schools

Rudolph Gordon School Extended Day



For Grades K5 through 5th

2025-2026

Parent / Student Handbook

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RUDOLPH GORDON SCHOOL

Extended Day Program
1507 Scuffletown Road
Simpsonville, SC 29681

Welcome to our Extended Day Program for grades K5 through 5th! We are so happy that you have chosen Rudolph Gordon School to meet your after-school needs.

We are super excited, and looking forward to having you be part of our program! This handbook provides lots of helpful information. Please take a moment to read through, and familiarize yourself with EDP.

As always, please do not hesitate to contact me should you need further information. We look forward to a great year!

Serving in Education,

Gwynna Buckner
RGS Extended Day Director
864-452-0202
gvbuckner@greenville.k12.sc.us

Mission Statement

Our mission for the Rudolph Gordon School Extended Day Program is to provide a quality, safe, and inviting environment for our students. Our 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. Our staff is made up of experienced adults, and college / high school students, all of whom have prior experience working with children in a structured environment. The safety and well-being of our students is our top priority.

Updating Personal Information

Please keep your address, phone numbers, email addresses, and the names on your "pick-up" list current. Please notify the EDP office immediately of any changes.

Hours of Operation and Daily Schedule

The EDP at Rudolph Gordon School operates daily from 2:30 pm to 6:00 pm. You may pick up your child at any time starting at 3:00 which is after regular dismissal. The program will operate only when school is in session, and students are attending regular class. Your child will enjoy a snack each day as well as activities designed to assist them with their academic growth, and physical well-being. Please be reminded that pick-up is in the front office.

Holidays, Teacher Workdays, Inclement Weather and Early Dismissal Days

The EDP will not operate on days when school is closed due to inclement weather. If there is a delayed entry such as a one or two-hour delay, the EDP will operate as usual. If the school is dismissed early due to inclement weather or has a scheduled early dismissal, the EDP will not operate. The program will be closed on all holidays, teacher

workdays, half school days, and summer break. There will be no Extended Day Program when the school is open only for half days at the end of the school year as set by the district school calendar. The district school calendar can be found on the Greenville County Schools website: www.greenville.k12.sc.us

Attendance and Absences

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

Sickness and Medical Information

The medical portion of the EDP registration form must be completed. Please make sure to note any allergies 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 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.

Registration

To register for our Extended Day Program, you will need to complete the online registration form, and submit along with the yearly non-refundable registration fee of \$40 per family.

Fees and Payment Information

The fees for the Extended Day Program are as follows:

\$40.00 Registration Fee / Per Year – Per family

2025-2026 Extended Day Program Rates

(Prices subject to change by District)

Number of Children	Weekly	Half Week	Daily
1	\$53.00	\$33.00	\$22.00
2	\$85.00	\$59.00	\$33.00
3	\$113.00	\$87.00	\$46.00
4	\$140.00	\$113.00	\$59.00
5	\$163.00	\$138.00	\$73.00

*The family discount applies to any children living at the same address.

- Parents pay for the number of days they select when registering.
- There is not a “pay as you use” service.
- **Fees must be paid even if your child does not attend** (for any reason). For example, if your child is sick or you have other engagements or vacation planned, payment is still due to hold your spot. If you have two or three children, and one is absent the fee remains the same.

- There is no drop-in service. The EDP does not offer to accept children on a day-to-day basis.
- 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.
Late fees will be applied if payment is made after Friday.
- Your child will not be allowed to stay in the program if payments have not been made, and your account is not up to date per the guidelines. All monies, and late fees must be paid in full as well as for the upcoming week in order for your child to resume staying in the Extended Day Program.
- Parents may choose to make EDP payments for 1 week, 2 weeks, a month etc., or the entire year.
- Payments may be delivered to the front office, and placed in the black drop box designated for Extended Day, or you may pay on-line through “My School Bucks”.
- A receipt for payments made will be given to you for your records.
- It is imperative that your account be kept current. Failure to abide by this schedule will result in your child’s dismissal from EDP.
Parents may not be indebted to the program.
- Your registration will not be accepted for the next school year if you owe any fees for the current year and/or have been consistently behind in your payments. The EDP will not take your \$40 registration fee, and will not register your child for the next school year if you have not been approved.
- For families in co-custody circumstances, the school will not be responsible for contacting either parent about who will pay for the service.

Check Policy

Please make checks payable to Rudolph Gordon School and include the name(s) of each child for whom you are paying in the Memo part of the check. **This is very important.** In the event of a returned check, you will be assessed an additional insufficient funds fee.

Tax Information

Please keep your receipts for tax purposes. An electronic report will be issued to the parent at the end of the fiscal year for tax purposes **upon request.**

Late Fee

A late fee of **\$25** will be added to the past due amount for any payment received after Friday of the previous week. If payment is not received your child will not be allowed to attend the program until all past monies and late fees are paid in full, as well as payment for the upcoming week.

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

Please contact the Director immediately if circumstances arise and you decide you no longer want to use our Extended Day Program. At that point your child will be withdrawn. Spaces are limited, so if your child no longer attends we will be able to offer that spot to someone on our waiting list. If you decide not to send your child to Extended Day, and you have not withdrawn you must continue paying your regular fee for us to hold your spot. If we have not heard from you, payment has not been received, and your child continues to be absent your child will be withdrawn.

Signing Out

When picking up your child from EDP, you must come in through the front office door. A member of the staff will be present to assist you in signing out your child. This Extended Day staff member is responsible for checking ID, and calling for dismissal. Your child will then be called from the Extended Day classroom to come to the office to meet you. Bus transportation will not be provided for the Extended Day Program.

Picking Up

On the appropriate area of the registration form, be sure to list all people authorized to pick up your child from EDP along with their contact numbers. If at any time names need to be added or deleted, please inform the Director immediately, and update your form. Parents, guardians, and all persons authorized to pick up a child should expect to be asked to show a photo ID. If someone comes other than a person authorized to pick up a child, a written note must be sent to the school with the parent's signature stating the name of the person that will be picking up. You may also send an email to the Director with this information from the email address we have on file. In an emergency-last-minute situation if someone comes to pick up a child, and that person 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.

Late Pick Up

The Extended Day Program ends at 6:00 pm. All students must be picked up by 6:00 pm. A late fee of \$2.00 per minute will be added to your bill starting at 6:01 pm. All late fees must be paid within five days of being charged in order for your child to continue attending the program. We are aware that there may be emergencies. Please contact

the Director as soon as you find out of an emergency situation by calling the school at 864-452-0244. Note that repeated late pick-ups could result in dismissal from the program.

Discipline, Rules and Referrals

All children are expected to follow the normal school rules for Rudolph Gordon School in EDP. Every effort will be made to notify parents verbally of problems that may arise. The EDP staff, and school Principal expect students to respect their EDP teachers as they would their regular classroom teachers. Written disciplinary referrals, and phone calls will be used to notify parents for offenses that disrupt the environment of the Extended Day Program. 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 may be dismissed from the Extended Day Program.

Homework

In keeping with the EDP mission of promoting academic growth, a daily homework time will be designated. Extended Day teachers will be on hand to supervise, and assist students during this time. Students are expected to be quiet, and respectful of others during the homework period. 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 before they arrive in the EDP class. The students will have silent reading time upon completion of their assigned work. Extended Day is not designed for tutoring, but EDP teachers will be available to assist students during homework time if needed. If your child needs specialized help, please contact your child's regular teacher.

Parents should monitor their child's progress, and make sure that homework is complete. It is not the responsibility of EDP to make sure each child has completed his/her homework. The responsibility lies with the parent. Please continue to communicate regularly with your child's classroom teacher.

Electronics

Electronics including **cell phones, Smartwatches, earbuds, and all other personal electronic devices, and accessories** are not allowed for use at school during Extended Day. Only Chromebooks that are assigned by the school to the student may be used while in EDP. If any device, as mentioned above, is used other than their Chromebook the student will need to bring it to the front office, and leave it for their parent to pick up.

Snacks

A snack will be served to EDP students each day. If your child has food allergies, please list them on the registration form.

Activities

A time for recreation and physical activity is built into the daily schedule in order to promote a healthy lifestyle for students. There is also a time for other activities such as crafts, board games, and other organized games that are age appropriate.

Contact Information

The Rudolph Gordon School Extended Day Program is committed to being available to our parents, and students. If you have any questions, comments, or concerns please feel free to contact the Director at any time: Gwynna Buckner, 864-452-0202, gvbuckner@greenville.k12.sc.us

It is our hope that your child has a positive experience, and enjoys being in our program!

