

Extended Day Program

Greenville Middle Academy

Application



339 Lowndes Avenue
Greenville, SC 29607

<https://www.greenville.k12.sc.us/gvillem/>

Director: Mary Roach
355-5669 mroach@greenvilleschools.us

Mission Statement

The GMA Extended Day Program provides a safe and supportive after-school environment for students that offers assistance with homework and opportunities for physical activity and enrichment.

Personal Information

Please keep your address, phone numbers, email addresses, and the names on your pickup list in PowerSchool current. Please notify the EDP office immediately in the event that any change occurs.

Hours of Operation, Holidays, Teacher Workdays and Inclement Weather

The Greenville Middle Academy EDP will operate only on days the school is open with students in attendance. The program will not operate:

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

Sickness and Medical Information

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 EDP.** The director will contact the parent or guardian should a student become sick during the program time. Students will need to be picked up as soon as possible.

If your student requires special medication services, please note this on your child's registration form. Any allergies also need to be noted on the EDP registration form.

Registration

Registration for the Greenville Middle Academy Extended Day Program will be available on a first-come, first-serve basis. All registration forms, the first week's fee, and a yearly **non-refundable registration fee of \$40/family** must be submitted before your student will be considered registered in the EDP.

Fees and Payment Schedule

Fees: A \$40.00 one time non-refundable registration fee will be collected per family each year. Please keep in mind that the weekly fee holds your child's spot whether they attend or not.

# of Children	Week	2 Day	Daily
1	\$46.00	\$29.00	\$18.00
2	\$74.00	\$52.00	\$29.00
3	\$97.00	\$75.00	\$40.00

**Half Week= 2 day week as determined by the school calendar. (ex. Thanksgiving week is considered Half Week) Parents may opt for their children to stay only 2 days per week; this would be considered Half Week rates. Inclement weather may cause a Half Week. In this case, the following week parents would be charged the reduced rate.*

Fees for the coming week must be paid by closing time on **Thursday**. There will be a \$5 late fee for payments that are not made on time.

- Week = 3 more days
- Half-Week = 2 days, regardless of number of hours in care

- 1 Day per week

It is imperative that your account be kept current! Failure to abide by this schedule will result in your child's dismissal from the program.

For families in co-custody circumstances, the school will not be responsible for contacting either parent about who will pay for the service. If the fees are not paid, the child cannot attend and will be withdrawn from the program.

Check Policy

Please make checks payable to **Greenville Middle Academy** and include the name(s) of each student for whom you are paying in the "Memo" part of the check. **THIS IS VERY IMPORTANT.** After a returned check, payments will only be accepted in the form of cash, money order, or certified check.

Tax information

An electronic report will be issued to the parent at the end of the fiscal year for tax purposes.

Late Fee

Payments are due on Thursday for the upcoming week. A late fee of \$5 will be added to the past due amount for that week. If payment is more than 2 weeks behind, notification will be sent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as the fee for the following week.

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

If you wish to withdraw your child/children from our EDP, notification to the director is required. If it is the beginning of the week, you are still responsible for payment. Your student may complete the week you have paid for and will be officially taken off the roll for the remainder of the year.

Pick-Up Location and Procedures/Hours of Operation

When picking up your student from Greenville Middle Academy's EDP, you must come in through the main office entrance. The director or a staff member will be present to assist you in signing out your child on the sign out sheet. Your student will then be called to come and meet you in the office.

Late Pick-Up

If a parent arrives past 6:00 p.m., there will be an additional fee of \$1.00 a minute per family, with a \$10.00 cap per day.

Schedule

The typical schedule will look like the following:

- 3:15 Students report to EDP and eat snack
- 3:30 Begin Homework
- 4:30 Recreation Time
- 5:00 Computer Time/Finish Homework/Enrichment Opportunity

6:00 Close Program (all students must be picked up by this time; \$1 late fee for every minute late)

Snacks

A healthy 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 homework, recreation, and physical activity is built into the daily schedule. There may also be a time set aside for computer lab and arts/crafts. Special events may be offered throughout the school year. These may include, but are not limited to, holiday activities, movie days, pizza parties, and ice cream parties.

Discipline

Discipline issues are managed in similar ways and using similar methods as in the classroom. Every effort will be made to notify parents verbally and in writing of problems that arise. The EDP staff expects students to respect their EDP teachers as they would their regular classroom teachers. In addition to the school rules, other rules and regulations of the EDP may be implemented by the director and/or principal. Written disciplinary referrals and phone calls will be used to notify parents of offenses that disrupt the environment of the EDP. These forms must be signed by the director and the parent before the child may participate in the EDP. If the director finds that your child is not adapting successfully to the program and has three documented offenses, she will confer with you about the issues, and your child will be dismissed from the EDP. 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.

Insurance

Parents are encouraged to have insurance coverage for their student through either personal health insurance or a K-12 plan. Parents can purchase through K-12 Accident and Health Plans through Specialty Risk Underwriters, a division of All Risks, Ltd. The contact number is 864-4032, and Barbara Moore, Client Services Representative through BB&T Insurance Services, can assist.

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- A non-refundable registration fee (\$40) is required *per family* to enroll in the program.
- Weekly fees are due on Thursday for the upcoming week. A late fee of \$5 will be added if fees are not paid on time. Failure to pay will result in the student being withdrawn from the 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.
- If you wish to withdraw your student(s) from the EDP, notification to the director is required. If it is the beginning of the week, you are still responsible for payment. Your student may complete the week you have paid for and will be officially taken off the roll for the remainder of the year.
 - A full week is considered 3 or more days.
 - If a check is returned for insufficient funds, payment will only be accepted by a money order, cash, or certified check for the remainder of the year.
 - Program hours are from 3:15-6:00 p.m.
 - A late fee of \$1.00 a minute, with a \$10.00 cap per day, will be charged per family beginning at 6:01 p.m.
- An authorized adult must come into the school's office to sign your student out. Only designated adults may pick up your student. Parents must send a signed authorization with a daytime telephone number if they wish for adults other than those designated to pick up their students.
- Inappropriate student behavior *will not be tolerated* in the Extended Day Program. Serious behaviors will be recorded on an EDP disciplinary referral form and referred to the EDP director. If the behavior continues, the school principal will be notified, and your child may be dismissed from the program.

My signature below indicates that I understand and agree to abide by the guidelines set for Greenville Middle Academy's Extended Day Program.

Parent's Signature _____

Date _____

Registration and Fees

To register, entire application must be completed and submitted, along with payment and fee.

Student's Full Name _____ Grade for 2019-20 _____

Address _____

City _____ Zip Code _____

Home Phone _____ Race _____ Sex _____

Student Birthdate _____

Parent Email Address _____

Father's Name _____

Employer _____

Father's Work Phone _____ Father's Cell Phone _____

Mother's Name _____

Employer _____

Mother's Work Phone _____ Mother's Cell _____

Legal Guardian of the Student: _____

Address _____

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

_____ I will be enrolling my child for the following days:

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Medical Information

Student's Name _____

Does your student have any known allergies of which we need to be aware? If yes, please list below.

What is the method in which we need to treat the student if an allergic reaction occurs? _____

Does your student have any present medical conditions of which we need to be aware? If yes, please list.

My insurance company _____
covers my student beyond the school day.

In case of emergency,

1. _____ Phone Number _____
2. _____ Phone Number _____

The following people are allowed to pick my child up from the Extended Day Program:

1. _____
2. _____
3. _____
4. _____