

Dear Parents of the Extended Day Program students,

We want to offer a quality extended day program to our students. In order to do this, we must implement some business practices to provide the needed revenue for the operating expenses of the program. These are in compliance with the Greenville County Schools' Extended Day Administrative Guidelines. The economy has impacted everyone and we cannot operate our program unless payments are made in full and on time. Read carefully item #3. Please read these procedures in their entirety in order to keep your child enrolled in our program.

1. Payments must be receipted for the coming week. No child will be allowed to stay in the program if payments are in arrears.
2. Fees for the coming week must be paid by closing time on Friday. Payments for the next week can be made on Monday or Friday. Failure to pay fees will result in the child being withdrawn from the program. Students may not attend when fees are not paid.
3. **Full fees for the week must be paid regardless of your child's attendance in order to keep your child enrolled.** If you are registered for "full time" payment is for full time. If schools are closed unexpectedly for inclement weather or other unforeseen situations for two or more consecutive days; parents pay for half week fees (per number of children) at the next payment. This option will be in place throughout the year with no limit to uncontrollable circumstances causing unexpected closings. **No monetary refunds will ever be issued.**
4. The fee must be paid even if a family vacation is taken during the year and your child misses a week of after school attendance.
5. If the economy dictates that you no longer need the services of the program, you may withdraw your child to avoid paying for weeks you do not need and re-enroll your child when circumstances change. The one-time per family registration fee would not need to be paid if this occurs during a school year and you have already paid this registration fee earlier in the year.
6. When checks are returned to the school for insufficient funds, necessary action will be taken. All future payments are required to be made in cash.

Hughes Academy

Extended Day Registration for 2021-2022

We will be accepting registrations for the 2021-2022 Extended Day Program. Spaces are limited, so registrations will be accepted on a first come, first serve basis. This is not a drop-in program. All fees are due in advance, regardless of whether or not your child attends.

Completed registration forms, program guidelines, copy of any persons photo I.D. who will be allowed to pick up your child/children, non-refundable yearly registration fee of \$40 per family and one week's payment must be submitted at registration to secure a spot for next year.

Students must already be registered to attend Hughes Academy for the 2021-2022 school year in order to register for the Extended Day Program.

Our program operates on **regular school days only** (no teacher workdays, half days, inclement weather days or early dismissal days) and the hours are from 3:30pm-6:00pm. Students are provided snacks, homework supervision, recreation, computer time and special activities. Weekly fees are listed below. Students may register as full-time (3 or more days a week) or part-time (2 days or one day). Feel free to contact the Extended Day Bookkeeper at 355-6202 for more information.

Registration forms may be obtained in the front office at Hughes Academy.

EXTENDED DAY REGISTRATION and FEES

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 and are as follows:

WEEKLY EXTENDED DAY PROGRAM FEES

	<u>1 day</u>	<u>2 days</u>	<u>3 or more days (full-time)</u>
1 child	\$18.00	\$29.00	\$46.00
2 children	\$29.00	\$52.00	\$74.00
3 children	\$40.00	\$75.00	\$97.00
4 children	\$52.00	\$97.00	\$122.00

** Cost is subject to change per GCSD

Payments for the Extended Day Program are due on Fridays by closing time for the following week. Failure to pay extended-day program 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. The fee must be paid even if your child is absent during the year and your child misses a week of extended-day attendance. **In Extended Day Programs, parents will pay for what they sign up for: full-week, half-week, or one day. No reductions for sick leave or other absences will be made. No monetary refunds will ever occur for any reason.**

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 the child being withdrawn from the program. Payments must be given directly to the Extended Day Program Director.**
- The Extended Day Program is **not** a drop-in program. All fees are due in advance. **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 three or more days.
- **If a check is returned for insufficient funds, all future payments are to be made in cash.**
- Program hours are from 3:30pm-6:00pm on *full school days only*. **Please do not pick-up before 4pm. Have your child be a car or bus rider if picking up earlier than 4pm.**
- A late fee of \$1 per minute will be charged for children picked up after 6:01pm
- 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 office. **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.
- **If your child has emergency medication for school, they must have a separate emergency medication for the Extended Day Program.**
- Students are expected to follow the program rules and complete their homework in a quiet manner. Regular school day rules for Hughes Academy also apply.
- Inappropriate student 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 two written referrals in the Extended Day Program he/she will be removed from the program.*

My signature indicates that I understand and agree to abide by the guidelines set forth in the Extended Day Program (EDP) at Hughes Academy.

Parent/guardian(s)' signature(s)

First and Last Name(s) of student(s)

Please circle the days your student(s) will be attending the EDP.

Monday Tuesday Wednesday Thursday Friday

Contact Name _____

Contact numbers:

Home # _____

Work # _____

Cell # _____

EXTENDED DAY PROGRAM REGISTRATION AND FEES

(Entire application must be completed AND submitted with a check for registration. **Please Print legibly!**)

Student's Full Name _____ Grade for 2021-2022 _____

Address:

_____ Street _____ Apt. # _____

_____ City _____ State _____ Zip Code _____

Parent e-mail address: _____

Home Phone # _____ Race _____ Sex _____ Student's birthdate _____

Father's Name _____

Employer _____ Work # _____ Cell # _____

Mother's Name _____

Employer _____ Work # _____ Cell # _____

The following people are authorized to pick up my child from the Extended Day Program.

Please include yourself in the list. **Provide a contact number for each person.**

1. _____ 2. _____

3. _____ 4. _____

The following individuals **are not** allowed to pick up my child under any circumstances:

1. _____ 2. _____

3. _____ 4. _____

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

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

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

(Part-time week = 1 or 2 days in Extended Day Program, regardless of hours in care.)

I understand the fee payment system and I agree to the procedures.

Parent's Signature _____ Date _____