



Simpsonville Elementary Extended Day Program
200 Morton Avenue
Simpsonville, SC, 29681
864-355-8300

Welcome to Simpsonville Elementary Extended Day Program, where Academics & Fitness *Seal* our Success! In this packet you will find important information concerning our Extended Day Program. Please take the time to read this information, which is pertinent for your child. If you need more information or have any questions please feel free to contact Jannitt Cox, program director, at (864) 355-8300 or (864) 275-8713.

Thank you again for your support.

We look forward to a great year in Extended Day at Simpsonville Elementary!

SES Extended Day

EXTENDED DAY REGISTRATION GUIDELINES

Registration forms and fees are to be turned into the front office at Simpsonville Elementary School. A yearly non-refundable registration fee of \$40.00 per family must be paid the first day that your child(ren) attends the program. Any changes throughout the year that need to be made to your child's registration form can be done in the front office.

On the registration form, please be sure to list all persons authorized to pick your child up from the Extended Day Program and their relation to the student. If, at any time, names should be added or deleted please inform the director or bookkeeper immediately. Parents, guardians and all persons authorized to pick up a child should expect to show a photo I.D. Unauthorized persons will not be allowed to sign out your child from the program and parents will be contacted.

If your child will no longer be attending the program, we do require two weeks written notice.

EXTENDED DAY FEES

Registration fee: \$40.00 per family (non-refundable)

	<u>1 day</u>	<u>2 days</u>	<u>3 or more days</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
5 children	\$64.00	\$120.00	\$142.00

These prices are based on the number of days you are committing your child to

Parents or Guardians may choose to make Extended Day payments weekly, bi-weekly, or monthly. Payments may be delivered to the front office, sent in through your child's teacher, or given to the director or bookkeeper when you come to pick-up your child.

Fees must be paid in the form of cash, personal checks (payable to SES), certified checks or money orders. **Payments must be made on either Tuesdays or Fridays.** If a check is returned due to insufficient funds, you must bring in cash to cover the amount of the check payable to the secretary. **If an account becomes two weeks past due, your child will be suspended from the program until payment becomes up to date.**

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HOURS OF OPERATION

The Extended Day Program at Simpsonville Elementary operates from 2:15 pm-6:00 pm. The program will operate only when school is in session. The Extended Day Program is not open during ½ days, holidays, teacher workdays, or summer session. If the school closes early due to inclement weather, Extended Day will not be open as well.

RULES AND REGULATIONS FOR THE EXTENDED DAY PROGRAM

The same rules will apply for the Extended Day Program as they do during regular school hours. We will expect students to follow the rules and respect the Extended Day teachers as they would their instructional teachers. Written discipline referrals and phone calls will be used to notify parents or guardians of any problems. Students will be dismissed from the Extended Day Program for fighting, violent or threatening behavior, sexual harassment, and/or continual disciplinary issues. Parents may schedule a conference with the Director at any time.

SICKNESS

The Director will contact a parent or guardian should a child become sick during Extended Day. If your child requires special medication or medical services, please note this on your child's registration form. If medication needs to be administered to your child during the program hours, please obtain a form from the school nurse and notify the Extended Day Director. *All medications will be kept in the office.

SNACKS

Snacks will be served to the Extended Day students daily between 2:15 and 2:45 pm. We offer a variety of fruits to our students, as well as healthy snacks. Every day they will receive either milk or juice. NO items containing peanuts or peanut butter will be offered. Students may bring a snack from home as long as it **does not** contain peanut butter or any peanut products. Students will not be allowed to purchase soft drinks during Extended Day hours. If your child has any food allergies, please list them on the registration form. We will occasionally order pizza and/or ice cream for special events so please inform us of any allergies to dairy or gluten products your child may have.

HOMEWORK

One of our top priorities in the Extended Day Program is homework assistance. Our Extended Day teachers will be on hand to help ensure your child has completed their homework correctly. We will assist with providing materials they may need, such as pencils, paper, crayons, etc.

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If a parent would rather the child complete homework at home, we will find a quiet activity for that child during the designated homework time. **Please note that students are expected to be quiet and respectful of others during this time.** Any student who constantly disrupts homework time will receive a school referral.

We will not allow the students to go back to their instructional classrooms once they have entered the Extended Day classroom. They must make sure they have all necessary items needed to complete their homework when they arrive.

Students will be allowed to use the computer lab for homework as well as the library for research materials. **Parents please keep in mind Extended Day teachers are not tutors. They will be there to assist with checking over homework assignments.** If your child needs specialized help, let us know. We have connections with some wonderful tutors who may be able to assist your child further.

CONTACT INFORMATION

Jannitt Cox

EDP Director

jbcox@greenville.k12.sc.us

(864) 355-8300 / (864) 275-8713 [cell]



Nicole Lundis

EDP Bookkeeper

nlundis@greenville.k12.sc.us

864-355-8301 (3:00 pm to 6:00 pm)

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REGISTRATION FORM

(Entire application must be completed & returned before your child can attend)

START DATE: _____

Student's Full Name _____ Grade for 2020-2021 _____

If your child goes by another name, what is it? _____

Race _____ Sex _____ Birthdate _____

Address _____
Street Apt. #

_____ City State Zip Code

Main contact name/relation: _____

Cell Phone # _____ Home Phone # _____

Father's Name _____

Employer _____

Cell Phone # _____

Work Phone # _____

Father's e-mail address: _____

Mother's Name _____

Employer _____

Cell Phone # _____

Work Phone # _____

Mother's e-mail address: _____

The LEGAL GUARDIAN (S) of this child:

Address: _____ Street Apt. #

_____ 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

(.5 week = 2 days in After School Program, regardless of hours in care; 3 days or more counts as a full week)

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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) ALSO LIST WHO CAN PICK UP YOUR CHILD IN THE EVENT YOU CANNOT. 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 # | _____ |
| 3. | _____ | Phone # | _____ |
| 4. | _____ | Phone # | _____ |
| 5. | _____ | Phone # | _____ |
| 6. | _____ | 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.

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Simpsonville Elementary School
Extended Day Program

Dear Parents,

The following conditions must be met in order for your child/children to be enrolled in the After School Program here at Simpsonville Elementary for the 2018-2019 school year:

- Our payment should be turned in and recorded "prior" to the week the students are to stay in the program unless an alternative pay schedule is agreed upon (monthly, bi-weekly).
- I will need to pay either for a full week or half week when I enroll my child(ren).
- If my account is two weeks past due, my child will be dropped from the program.
- A two weeks written notice will be given for removal of my child/children from the program. If notice is not given, I will be required to pay a regular weeks' tuition.
- My child/children will be picked up prior to 6:00 p.m. (If you cannot be here before 6:00 p.m. please call the school to let us know, if it becomes a chronic issue a late fee may be added.)
- If someone other than myself picks up my child/children from the program, I will provide written authorizations to the director or call the main office and leave the necessary information.
- I am responsible for keeping all receipts for tax purposes. Requests for extra copies of receipts will be provided for a \$5.00 charge.

My signature below indicates that I understand and agree to abide by the financial and policy guidelines.

Student's Name _____ Date _____

Parent/Guardian Signature _____

**Please return completed registration forms to
nlundis@greenville.k12.sc.us
or return to the school ASAP**