



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

Welcome to Simpsonville Elementary Extended Day Program, where Academic + Fitness “Seal” our Success! In this packet you will find important information concerning our After-School 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, director, at (864) 355-8372

Thank you again for your support.

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

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 before your child will be allowed to be enrolled into the Extended Day 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

There will be no reduction in payments even if your child is out of school for excused or unexcused reasons and does not attend. There is no "pay as you use the program plan". (The hiring of our EDP staff is based on the number of students who are enrolled in our program.)

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

	<u>1 day</u>	<u>2 days</u>	<u>3 or more days</u>
1 child	\$19.00	\$30.00	\$48.00
2 children	\$30.00	\$54.00	\$77.00
3 children	\$42.00	\$79.00	\$102.00
4 children	\$54.00	\$102.00	\$128.00
5 children	\$67.00	\$126.00	\$149.00

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

Parents or Guardians may choose to make Extended Day payments (in advance) weekly, bi-weekly, or monthly. Payments may be delivered to the front office or given to the director 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. 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.**

HOURS OF OPERATION

The Extended Day Program at Simpsonville Elementary operates from 2:30 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 2:30 and 3:00 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.

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

jbcov@greenville.k12.sc.us

(864) 355-8372



Sharon Farrow

EDP Bookkeeper

sfarrow@greenville.k12.sc.us

864-355-8302 (7:30 – 3:30)