

Slater-Marietta Elementary School Extended Day Program

Zachary Deuerling, Program Coordinator

864-451-3813

zdeuerling@greenville.k12.sc.us

Overview

The Extended Day Program at Slater-Marietta Elementary School exists to serve our families with students in grades K-4 through 5th who need a safe place to continue to play and learn outside of school time.

Days and Times of Operation

The Slater-Marietta Extended Day Program will operate on all regular school days from school dismissal until 6:00pm. We do not operate on school holidays or half days. We can not provide care to K4 students on K4 specific holidays and half-days. In the event school is dismissed early, the program will not operate. Please visit the school district's website (www.greenville.k12.sc.us) to download a 2019-2020 calendar.

Our Program

Daily Schedule: *Subject to change based on the programming needs of the school and the extended day program.*

	<u>Monday-Thursday</u>	<u>Friday (or last day of the week)</u>
2:30- 3:15	Snack/Open Play Restrooms	Snack and Restrooms
3:15- 4:00*	Homework	Art & Craft or STEM Activity
4:00- 5:00*	Organized Play	Open Play
5:00- 6:00*	Open Play	Open Play

Snacks: Each child will be served a daily snack prepared by the school cafeteria. The snack will usually consist of a piece of fruit or vegetable or chips or crackers and a carton of milk or juice. A schedule will be posted. Parents are more than welcome to pack a snack for their child, but we ask that the snack is low in sugar (and no candy).

Homework: Every child will be given the opportunity to work on homework with assistance from staff. However, we are not a tutoring service, and we will not deny a student the chance to play if homework is not completed. We will do our best to check for completion and correctness, but it is still the parent's responsibility to check homework. Timed reading activities must be completed with the parent/guardian. Students will have an hour to complete homework with staff assistance. Students who do not have homework or complete homework early will play at stations while the other students complete their work. At the completion of the hour or after the

last student completes his/her work, we will move on to organized play. Students will be allowed to complete any unfinished work during Open play.

Organized Play: These activities will be listed on the calendar and may include tagging games, dodgeball, kickball, soccer, relay races, etc. the goal of these activities is to promote physical activity in your child's daily routine. Depending on the intensity of the activity, your child may be given the option to engage in a less intensive activity.

Art & Crafts and STEM Activities: These activities will be listed on the calendar and are intended to promote creativity and curiosity.

Open Play: Generally at the end of the day, right after snack, and after homework is completed, students will be able to play at their own pace and interests. On occasion, we will utilize the playground as weather allows.

Financial Information

Registration Fee: \$40/Family

Fee Schedule:

	Full Week <u>3+ Days/ Week</u>	Half Week <u>2 Days/ Week</u>	Daily Rate
One Child	\$46	\$29	\$18
Two Children	\$74	\$52	\$29
Three Children	\$97	\$75	\$40

*If you have more than 4 children, please contact us about prices

Your first payment will be the registration fee plus the first weekly fee. Weekly fees are due by 4pm on the last day of the week prior to the week of service. **Your family's weekly rate will be assessed based on the number of days enrolled at the time of registration, not the number of days they attend.** You will still need to pay the weekly fee to hold your child(ren)'s spot in the program. Failure to pay fees on time may result in your student being removed from the program.

Additional Fees:

Your child must be picked up by 6:00 pm or you may incur late fees of \$1/minute as determined by staff clocks. These fees will be added to your ledger.

Payments may be made by cash, check (written out to "Slater-Marietta Elementary School"), Cash and Check payments can be given to the office or the program coordinator. We ask all payments to be sealed inside an envelope.

If your family is experiencing a hardship, please let the program coordinator know before your bill becomes delinquent.

Pick-Up/Drop-Off

At school dismissal, students will be brought to an assembly area to be determined at the beginning of the year and will be taken over to the gym. Students who have been absent or dismissed early will not be allowed to come to after school for that day. Each child must be signed out from the program, and will only be released to individuals listed on registration forms. If someone not listed on the student's registration will be picking up the student, we will accept a dated, signed note from the parent/guardian or a phone call if the situation is last minute. Changes to the registration form can only be made by the student's guardian. ANY PERSON PICKING UP A STUDENT FROM THE PROGRAM MUST BE ABLE TO SHOW A PICTURE ID TO STAFF UPON REQUEST. This is done to ensure children are being released to authorized persons. ALL STUDENTS MUST BE PICKED UP BY 6:00PM. A late fee of \$1/minute is assessed starting at 6:01 pm until the student is picked-up. Repeated pick ups after 6:00 pm may result in dismissal from the program.

Health

Although we take precautions to ensure the safety of the children in our care, accidents can and do happen. In most cases only minor first aid is required, but in some cases we may call you if warranted. In the most serious cases, we will call 911 immediately if the health and safety of the child is in jeopardy.

No child will be allowed to carry medication on their person (this is a school district policy). The Extended Day Program will not have access to medication held in the school nurse's office during program hours. If your child requires medication during program hours, you must supply the medication in original packaging that includes the doctor's name, drug information, and administering instructions. All medications will be held by the program director.

Entertainment

Students in the extended day program may have the opportunity to view movies that are rated G or PG, and may have the opportunity to listen to music that is deemed "kid-friendly" by staff.

Toys and Electronics

We ask that all toys and electronics are to be kept at home.

Discipline

We ask that the students

BE RESPECTFUL to staff, to fellow students, to equipment, and to the building
BE SAFE because no one can have fun if they're hurt
BE GOOD SPORTS because not everything goes our way.

If we have an issue with a student not following the rules, we will follow these steps. If the incident is severe enough, we reserve the right to skip steps.

1. Verbal Warning
2. Time Out
3. Sentences or other thinking activity
4. Note to parents
5. Suspension from program*
6. Expulsion from program*

*In the event that a student's behavior warrants a suspension from the program, a referral will be issued. Weekly fees are NOT adjusted due to suspensions. A student's enrollment in the extended day program will be terminated once three referrals have been issued.

Withdrawal/Termination from Program

You may withdraw your child from the program at anytime, but you must notify the program director in writing or by email. You will still be responsible for past and current fees due.

The program director, at his discretion, may terminate a student's enrollment in the event of the following:

1. A student has been absent from the program for 4 weeks or more without notice from the parent. Fees through the last day of attendance will still be due, but the fees from the weeks absent will be cleared.
2. A student's balance has become more than 4 weeks overdue. The past due balance and the next week's fee must be paid to re-enroll student.

Acknowledgement of Policies

By registering your child in the SMES Extended Day Program, you acknowledge that you have read and understood the policies detailed in this document.

**Slater-Marietta Elementary School Extended Day Program
2019-2020 Registration Form**

Student's Name			
Address			
City, State, ZIP			
Grade:		Date of Birth:	
Gender:		Race:	

Primary Guardian			
Relationship		Phone Number	
Email:			
Second. Guardian			
Relationship		Phone Number	
Email:			
Emergency Contact			
Relationship:		Phone Number	
Pick-Up #1			
Relationship:		Phone Number	
Pick-Up #2			
Relationship:		Phone Number	
Pick-Up #3			
Relationship:		Phone Number	

*List any additional pick-ups on the back of this page.

I am enrolling my child in: (Circle One; specify days needed for Half Week and Daily.)

Full Week (3+ days per week)
 Half Week (2 days per week)
 Daily
 Monday Tuesday Wednesday Thursday Friday

Does your child have any health or behavioral needs?

Please list any allergies (food, insect, contact, etc.):

List any medical conditions and the instructions to be followed should the condition present during after school program hours (asthma, diabetes, etc.)

Please read the following statement concerning our policy concerning medical emergencies:

In case of emergency such as an accident or serious illness, the after school director will contact the child's parents. If the parents cannot be reached, the director will contact medical personnel in order to take necessary measures to provide for the safety of the child.

I, _____, on this date _____, understand the policy and agree with this procedure.

School Insurance

Purchased school insurance covers the activities of this program. United Healthcare Student Resources, www.k12studentinsurance.com

If parents do not wish to take this coverage, a parent or guardian waiver must be signed indicating this choice. Many people with adequate insurance policies do not require additional coverage.

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

Parent Signature _____ Date _____

_____ I do not wish to purchase student school insurance for my child.

Parent Signature _____ Date _____

I have read the registration letter/welcome back letter which outlines the schedule, payment, schedule of fees, and discipline policy. I understand all the policies and agree to follow them.

Parent Signature _____ Date _____

To complete the registration process you must pay the registration fee plus the first weeks' fee (this will vary based on number of children enrolled). Fees can be paid to Mrs. Lindsey during normal school hours.