



Greenville County Schools
Extended Day Program
Tigerville Elementary School
2017-2018

**Parent and Student
Handbook**



Mission Statement

Our mission in the Tigerville Elementary Extended Day Program (EDP) is to provide a quality, safe, and inviting environment consistent with the structure found at Tigerville Elementary. Our quality after-school experience is one in which each child's day is enriched through a variety of activities which emphasize the mental and physical well-being of every child. We achieve this goal by providing homework assistance, computer lab time, recess, arts and crafts, and a healthy snack each day. We strive to emphasize activities that promote self-discipline, self-respect, and a positive outlook on school life. Our staff is made up of experienced adults and college students, all of whom have prior experience working with children in a structured educational environment. The safety and well-being of each of our students is our top priority.

Hours of Operation

The EDP operates daily from 2:30pm to 6:00pm. The program will operate only when school is in session and students are attending regular class. The EDP will not operate on days when the school is closed due to inclement weather. If there is a delayed entry such as a one or two-hour delay, the EDP will operate as usual. If the school is dismissed early due to inclement weather or has a scheduled early dismissal, the EDP will not operate. The program will be closed on all holidays, teacher workdays, half school days and summer break. The final day of the Extended Day Program for the year will be Tuesday, June 5, 2018. The district school calendar for 2017-2018 can be found on the Greenville County Schools website: www.greenville.k12.sc.us.

Late Pick Up

The EDP ends at 6:00pm. All students need to be picked up by 6:00pm. A late fee of \$1.00 per minute per family will be added to your account starting at 6:01 pm. All late fees must be paid within five days of being charged in order for your child to continue attending the program. We are aware that emergencies occur, but excessive late pickups will result in dismissal from the program.

Discipline, Rules and Referrals

All children will be expected to follow the regular school rules and the *Discipline with Love and Logic* format. 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 school rules, other rules and regulations of the Extended Day Program may be implemented by the Director and/or Principal. Written disciplinary referrals and phone calls will be used to notify parents for offenses that disrupt the environment of the EDP. If the Director finds that your child is not adapting successfully to the program, has conferred with you about the issues, and has three documented offenses, the child could be dismissed from the Extended Day Program. Severe referrals for offenses such as fighting, hitting, biting, threatening behavior, sexual harassment, using profanity, or continual discipline issues could result in immediate dismissal from the program. Parents may schedule a conference with the Director at any time.

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 Extended Day Program. The Director will contact the parent or guardian should a child become sick during the program time. A sick child will need to be picked up as soon as possible. Children will not be able to return for 24 hours if they have symptoms of vomiting, diarrhea, or fever. If your child requires special medication or medical services, please note this on your child's registration form. If medication will need to be given to your child during the EDP hours, please obtain a form from the school nurse and provide the necessary medication to the EDP Director. Any allergies also need to be noted on the EDP registration form. **If your child has been prescribed an EpiPen or inhaler, it is the parent's responsibility to provide one for the Extended Day program other than the one in the school health room.**

School Insurance

Purchased school insurance covers the activities of the EDP program: K&K Insurance Group, 260-459-5885. If parents do not wish to take this coverage, a parent or guardian waiver must be signed indicating this choice on the registration form. Many people with adequate insurance policies do not require additional coverage. One of these options must be selected on the registration form in order for registration to be considered complete.

Registration

All registration forms, the first week's fee, and a yearly non-refundable registration fee of \$40 per family must be submitted **before** your child will be considered registered in the Extended Day Program. When submitting the registration, please sign the EDP Program Guidelines Signature page on the back of the registration form. Any changes that need to be made to the registration form once submitted must be turned in to the Director of the EDP.

Fees and Payment Schedule

The fees for the children attending the Tigerville Elementary Extended Day Program are as follows:

- **\$40 non-refundable Registration Fee per family per year.**
- Weekly fees:

# of Children	Full Week (3+ days)	2 Days a Week	1 Day a Week
1	\$45.00	\$28.00	\$18.00
2	\$72.00	\$51.00	\$27.00
3	\$95.00	\$73.00	\$39.00
4	\$117.00	\$95.00	\$51.00

- In the Extended Day Program, parents pay for what they sign up for when registering for the program: full week, two days, or one day. There is no drop-in service. The EDP does not accept children on a day-to-day basis.
- Fees are paid even if your child does not attend (for any reason). For example, if your child is sick or you have other engagements or vacation planned, full payment is still due. If you have two or more children and one is absent, there is no adjustment to the regular fee. All schools operate on guidelines from Greenville County Schools. The cost of the Extended Day Program is very much below that of private daycares; therefore, fees are paid whether or not your child attends. Weekly fees will be adjusted only if the school is closed for holidays, scheduled closings, or weather.
- 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.
- Please make checks payable to Tigerville Elementary School (TES). If any checks are returned for insufficient funds, any fees charged by the bank will be passed onto the parent. After two returned checks, payment will only be accepted in the form of cash, money order or certified check.
- Payments may be delivered to the front office or given to the EDP director. A receipt will be given for each payment. An electronic report will be issued to the parent at the end of the fiscal year for tax purposes.
- If the economy dictates that you no longer need the services of our program, you may withdraw your child to avoid paying for weeks you do not need and re-enroll your child when your circumstances change. There must be at least 3 weeks between withdrawal and re-enrollment that your child does not attend the program.

Sign Out Procedures

It is important for records that whoever picks up your child each day sign him out on the attendance sheet. The EDP employee should write the time of pick up and an initial can be added to confirm your agreement with this pick up time. Prior to 4:00 pm, authorized adult must enter the building and come to the EDP room to pick up children. After 4:00 pm, a phone call needs to be made to the EDP room (864-355-4634) to request to have children brought to the front for pick up. Only those listed as authorized adults on registration form may sign out children.

Snacks

A healthy snack and drink will be served to EDP students each day. If your child has food allergies, please list them on the registration form.

Homework

Homework is an essential part of learning. The EDP schedule allows time for children to complete assigned homework. EDP workers, as well as college student volunteers, will work with children on assignments. If children are uncooperative or unproductive, assignments may not be completed during the EDP program hours. We will try all efforts to assist children with completion of homework assignments.

Toys/Electronics

Toys and/or electronic devices are not allowed at school unless students have their teacher's permission. Toys include fidget spinners, electronic games, trading cards, etc... Fidget spinners are not allowed at school. Some spinners contain magnets and they have capability to "ruin" technology. If a student brings an electronic device to school (without the teacher's permission) it will be taken and held in the office until a parent can come and pick it up.

Updating Personal Information

Please keep current your address, phone numbers, email addresses, and the names on your "pick-up" list. Please notify the EDP Director immediately in the event that any change occurs.

Contact Information

The Tigerville Extended Day Program is committed to being available to our parents. If a parent calls the EDP phone, a "real" person will always be available to talk with the parent. If you have any questions, or comments, please feel free to contact the Director or the Principal at any time. Our hope is that your child happily grows and learns in our program!

Director – Mrs. Linda Miller

Phone – 864-355-4634

Email – limiller@greenville.k12.sc.us