

SWIFT CREEK MIDDLE SCHOOL

EXTENDED DAY PROGRAM INFO

2011/2012

Welcome to the Extended Day Program. We are looking forward to an exciting year filled with many activities for your student.

Our Before School Program runs from 7:00-9:10 a.m. Students report directly to Building 5 - Room 510. The morning program consists of: Gym/Sports, Arts & Crafts, Community Service, Cooking, Guest Speakers, etc. Dismissal will be 15 minutes before the first bell rings. Breakfast is served in the cafeteria at 9:00. Written notification from a parent is necessary if your student is to have breakfast in the cafeteria.

Our After School Program runs from the last bell until 6:00 p.m. Students report to Building 5 - Room 510 immediately after the bell rings. Homework is first priority before any other activities. Students have the option of bringing snacks from home or some snacks may be purchased through the program. Cooking, arts and craft, movies and indoor mini table sports are available when homework is finished.

ALL STUDENTS MUST BE PICKED UP BY 6:00 P.M. TO AVOID LATE FEES! ANYONE PICKING UP STUDENTS AFTER 6 P.M. WILL BE SUBJECT TO A LATE FEE OF \$12.00 FOR EACH 10 MINUTES LATE. THIS MEANS IF YOU PICK YOUR STUDENT UP AT 6:15, THE LATE FEE IS \$24.00. LATE FEES MUST BE PAID BEFORE STUDENTS CAN RETURN TO EXTENDED DAY. THIS RULE IS STRICTLY ENFORCED!

Extended Day does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance. If a student comes to Extended Day ill, a parent will be contacted and the student will have to be picked up. Medication is not administered in accordance with LCSB Policy.

Middle School Students are always hungry; please provide snacks for your students after school care. There are some limited snacks that may be purchased through our program.

Safety is a primary concern. Students will NOT be released to persons not identified on the registration form. Students listed as walkers will sign themselves out and be released at 5:30 unless otherwise indicated in writing. There is NO after school activities bus. Any change to a student's participation in the program, even if only for a day should be emailed to the director as soon as possible.

Discipline See SCMS discipline policy

Verification Fees Your check is your family's only verification of payment. Please no cash. EDP has multiple students with the same last names. Please indicate all your info on your check when paying fees (Student name, grade and cycle).

FEE SCHEDULE AND PAYMENTS

<u>Days Per Week</u>	<u>Before</u>	<u>After</u>
5	\$125	\$125
4	\$112	\$112
3	\$85	\$85

There is a \$50.00 non-refundable registration fee. Fee payments are based on an 18 day enrollment cycle. This allows you to make 10 equal payments during the school year. Early Release days are included in the after school cycle payments. Call 414-2667 for more info. There is a \$15.00 late fee for payments received after due date. Drop-In fees are \$15.00 per session and Early Release Drop-Ins are \$20.00.

Thank You for choosing to send your student to the SCMS Extended Day Program. We look forward to a productive year with your student and we are happy to assist you in any way we can.

Tamra Swain
Manager
Extended Day Program
850-414-2667

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The School calendar cycle date fees are listed below. A cycle consists of 18 school days. There are 10 cycles per school year. Weekends, holidays, and teacher planning days are not considered school days. You only pay for actual school days.... no holidays. No credits will be forwarded for days not used.

Program Cycle Dates

Payment Due

August 22 – September 15
September 16 – October 11
October 12 – November 7
November 8 – December 7
December 8 – January 17
January 18 – February 10
February 11 – March 7
March 8 – April 10
April 11 – May 4
May 5 – May 31

At sign up
September 13
October 7
November 3
December 5
January 13
February 8
March 5
April 6
May 1

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EXTENDED DAY PROGRAM

APPLICATION 2011/2012

Students Name _____ Grade _____

Birth date _____ Age _____ Gender _____

Address _____

Student will _____ walk home _____ be picked up

Parent Name _____

Home No. _____ Cell No. _____

Work No. _____ Employer _____

Email _____

Parent Name _____

Home No. _____ Cell No. _____

Work No. _____ Employer _____

Email _____

The following individuals are allowed to pick up this child and may be contacted in case of emergency.

Name _____ Day No. _____

Relation _____ Cell No. _____

Name _____ Day No. _____

Relation _____ Cell No. _____

Please note any medical information _____

Parent Signature _____ Date _____

SWIFT CREEK MIDDLE SCHOOL
EXTENDED DAY PROGRAM
PARENT CONTRACT
2011-2012

In completing this registration for my student I understand and agree that:

1. I must pay the cycle fee on or before the due date regardless of whether my child is in attendance on the due date.
2. A \$15.00 late fee will be assessed for any payment received after the due date.
3. I am liable for all fees associated with a returned check.
4. If two checks are returned for non-sufficient funds, I will be required to pay by money order for the rest of the year.
5. If my child displays unacceptable behavior at any time, the Director reserves the right to permanently dismiss the child from the program.

Name _____ Date _____