Deerfield-Windsor Extended Day Program
Policies and Procedures

At Deerfield-Windsor School, there is much to do after school. We offer a nurturing Extended Day Program in our Lower School and enrichment classes for students in Middle School. Many of our two-parent families are dual income, and they can count on after school programs to meet their children's needs and interests.

The nurturing environment that Deerfield-Windsor students receive in the classroom each day continues as they develop academically and socially in our Extended Day Program. Lower School students are allowed creative playtime on the playground or indoors, as well as structured time for homework. Middle School students engage in rotating enrichment activities and supervised homework time.

General Policies:

- The Extended Day Program serves children from PK through 8th grade, and we operate on the school calendar year.
- Parents should complete the Extended Day Program Registration Form.
- The fee charged is **$4.50 per hour or part of an hour (minimum charge $10.00 per month).** Charging will begin once your child reports to the Extended Day Program.
- **The service for a Lower School student ends at 6:00**, so it is imperative that students be picked up by this time. If a child is picked up after 6:00, a **late fee of $20.00 per 15 minutes late will be enforced**. (i.e. if a child is picked up AFTER 6:00 but before 6:15 a $20 late fee will be assessed to your account).
- **The service for a Middle School student ends at 5:30**, so it is imperative that students be picked up by this time. If a child is picked up after 5:30, a **late fee of $20.00 per 15 minutes late will be enforced**. (i.e. if a child is picked up AFTER 5:30 but before 5:45 a $20 late fee will be assessed to your account).
- The billing cycle will begin and end on the 25th of each month.
- **If it becomes necessary for your child to take medication while in our care, please provide written instructions for administering, including time and amount.** The school agrees to keep parents informed of any incidents which involve their children, such as illness, injuries, adverse reactions to medications, etc. Please sign the note which will serve as your permission to administer the medication.
- If a child has been out of school, or checks out of school early, they are not eligible for Extended Day Program services.
- We feel the opportunity to get homework done is an important part of our Extended Day service. Even though homework is monitored, we strongly suggest that parents review.
- Please understand classroom doors lock at the end of the school day. We are unable to allow classroom entrance after that time.
- **Parents must come inside to sign students out of either Extended Day Program.**
- **Lower Campus (PK - 5th)**
    - Included in the cost, children are offered a snack each day between 2:35 – 3:15, which includes milk or juice, cookies and crackers. Fruit is served 3 times a week.
    - Weather permitting, Lower School children spend most of the afternoon on the playground.
- **Upper School (6th - 8th): *D-Dub Club***
    - Students will be allowed to eat, drink, and socialize for 20 minutes in the cafeteria after the school day. Water and a snack will be provided free of charge. Additionally, your child may bring something from home or purchase something from our cafeteria.
    - Schedule:
        - 1st hour: Exploratory activity or study hall (if student will not be present for the second hour)
        - 2nd hour: Study hall/homework time

FAQ

- **Who does our Extended Day Program serve?**
  We serve children from PK through 8th grade.
- **When is our Extended Day Program open?**
  We operate on the school calendar year until 5:30 PM for middle school students and 6:00 PM for lower school students.
- **How do I register my child?**
  Complete the Extended Day Program Registration Form.
  Lower School:Please return this form to the Lower School Office or email to
  tomilyn.giles@deerfieldwindsor.com
  Middle School:Please return this form to the Middle School Office or email to
  ashton.pace@deerfieldwindsor.com
- **If my child attends Extended Day what will I be charged?**
  The fee charged is $4.50 per hour or part of an hour.
- **What if I pick my child up after the scheduled closing time?**
  If a child is picked up after the scheduled closing time, a late fee of $20.00 per 15 minutes late will be enforced.
- **What is the billing cycle of the Extended Day Program?**
  The billing cycle will begin and end on the 25th of each month.
- **What if my child needs to take medicine while at Extended Day?**
  If it becomes necessary for your child to take medication while in our care, please provide written instructions for administering, including time and amount.
- **If my child misses school can he or she still attend Extended Day?**
  If a child has been out of school, or checks out of school early, they are not eligible for programming on that day.
- **Will my child be able to work on their homework?**
  Yes, we feel the opportunity to get homework done is an important part of our Extended Day Program.
- **Will my child be able to have an after school snack?**
  - Yes, at no extra charge Lower School students are given a snack each day between 2:35 – 3:15, which includes milk or juice, cookies and crackers. Fruit is served 3 times a week.
  - Middle School students will have water and fruit, cookies or crackers provided. Additionally, they may bring something from home or purchase something from our cafeteria staff.
- **Where will I pick up my child?**
  Lower School: From the Multiplex. Parents must come inside to sign students out.
  Middle School: From the Media Center. Parents must come inside to sign students out.

The Extended Day Program operated by Deerfield-Windsor School is not licensed by the State of Georgia, nor is it required to be licensed by the state. This program is exempt due to the fact that we are an after-school program operated by an accredited private school.

This is your copy of the Parental Agreement for the Extended Day Program.