



2025-2026

Extended Day Program (EDP)

Hughes Academy offers a quality extended day program to our students. We have implemented some business practices to provide the needed revenue for the operating expenses of the program. These are in compliance with the Greenville County Schools' Extended Day Administrative Guidelines. Please read the registration packet carefully to understand the payment process and procedures. Spaces are limited, so registrations will be accepted on a first come, first serve basis. **This is not a drop-in program.** All fees are due in advance, regardless of whether or not your child attends.

Completed registration forms, program guidelines, copy of any persons photo I.D. who will be allowed to pick up your child/children, non-refundable yearly registration fee of \$40 per family and one week's payment must be submitted at registration to secure a spot for next year. Students must already be registered to attend Hughes Academy for the 2024-2025 school year in order to register for the Extended Day Program.

Important facts about our program:

1. Non Refundable \$40.00 Registration fee due per family.
2. **Payments must be received for the coming week. No child will be allowed to stay in the program if payments are behind one week or more. Payments may be made online at Myschoolbucks.com or in person by cash/check.** There will be a **\$20.00 late fee** for payments that are one week past due.
3. Fees for the coming week must be paid by closing time on Friday. Payments for the next week can be made on Monday or Friday. Failure to pay fees will result in the child being withdrawn from the program. Students may not attend when fees are not paid.
4. **Full fees for the week must be paid regardless of your child's attendance in order to keep your child enrolled.** If you are registered for "full time" payment is for full time. If schools are closed unexpectedly for inclement weather or other unforeseen situations for two or more consecutive days; parents pay for half week fees (per number of children) at the next payment. This option will be in place throughout the year with no limit to uncontrollable circumstances causing unexpected closings. **No monetary refunds will ever be issued.**
5. The fee must be paid even if a family vacation is taken during the year and your child misses a week of after school attendance.
6. If the economy dictates that you no longer need the services of the program, you may withdraw your child. Please notify the EDP Director two weeks prior to the withdrawal. This will be allowed once during the school year.
7. When checks are returned to the school for insufficient funds, necessary action will be taken. All future payments are required to be made in cash.

8. You will be required to sign your child out of EDP before 6:00 pm each day.
9. **Parents, guardians and all persons authorized to pick-up a child should expect to be asked to show a photo I.D.** If someone comes in to pick-up a child and that person's name is not on the pick-up list, they will **not** be allowed to leave the school with the child until a parent has been contacted and has given verbal permission to release the child to that adult. Only designated adults may transport children.
10. A late fee of \$2 per minute will be charged for children picked up after 6:01pm.
11. Students are expected to follow the program rules and complete their homework in a quiet manner. Regular school day rules for Hughes Academy also apply.
12. Inappropriate student behaviors will be recorded on a district disciplinary referral form and referred to the school principal if the director, student and parent cannot successfully correct the problem. This may result in the child being removed from the Extended Day Program. *If a student receives two written referrals in the Extended Day Program he/she will be removed from the program.*
13. Our program operates on **regular school days only** (no teacher workdays, half days, inclement weather days or early dismissal days) and the hours are from 3:45pm-6:00pm. Students are provided snacks, homework supervision, recreation, computer time and special activities. Weekly fees are listed below. Students may register as full-time (3 or more days a week) or part-time (2 days or one day). Feel free to contact the Extended Day Director at 355-6213 for more information.

EXTENDED DAY REGISTRATION and FEES

A one-time a year, non-refundable registration fee of \$40 per family will be required. If the child transfers to another school where a program exists, the \$40 fee must be paid again. Weekly fees apply for the program and are as follows:

WEEKLY EXTENDED DAY PROGRAM FEES

Number of Children	Weekly	Half Week	Daily
1	\$53.00	\$33.00	\$22.00
2	\$85.00	\$59.00	\$33.00
3	\$113.00	\$87.00	\$46.00
4	\$140.00	\$113.00	\$59.00
5	\$163.00	\$138.00	\$73.00

Payments for the Extended Day Program are due on Fridays by closing time for the following week. Failure to pay extended-day program will result in the child being withdrawn from the program. If there is a problem with checks being returned, the director will require that payments be made in cash. Parents may not be indebted to the program. The fee must be paid even if your child is absent during the year and your child misses a week of extended-day attendance. **In Extended Day Programs, parents will pay for what they sign up for: full-week, half-week, or one day. No reductions for sick leave or other absences will be made. No monetary refunds will ever occur for any reason.**