

**Greenville County Schools  
Extended Day Program  
SKYLAND Elementary School**

**2025-2026**

**Parent and Student  
Handbook**



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## 1. Introductory Letter

Skyland Elementary School  
4221 Highway 14 N  
Greer, SC 29651  
864-355-7200

May 2025

Dear Parents:

Welcome to our 2025-2026 Extended Day Program! We are so glad that you have chosen Skyland as the place to meet your children's after school needs.

We are very excited to work with you and your children! We look forward to another successful EDP year. We hope that you find it to be all that you are anticipating and more.

Participation in this program requires strict adherence to a couple of business matters that are District mandated. It is our desire to communicate these matters with you up front in order to avoid any conflicts or misconceptions in regards to our program expectations.

Thank you,

Ms. Brandy Pace  
Extended Day Director  
864-355-7281  
bpace@greenville.k12.sc.us

## **2. Mission Statement**

Our mission in the Skyland Elementary Extended Day Program (EDP) is to provide a quality, safe, and inviting environment consistent with the structure found at Skyland 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 snack each day. We strive to emphasize activity that promotes 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.

## **3. Updating Personal Information**

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

## **4. Hours of Operation and Daily Schedule**

The EDP at Skyland Elementary operates daily from 2:30pm to 6:00pm. The program will operate only when school is in session and students are attending regular class. Your child will enjoy a snack each day as well as activities designed to assist them with their academic growth and physical well-being. Please be reminded that pick-up is in the front office.

## **5. Holidays, Teacher Workdays, Inclement Weather and Early Dismissal Days**

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. There will be no Extended Day Program when the school is open only for half days. The district school calendar for **2025-2026** can be found on the Greenville County Schools website.  
[www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)

## **6. Attendance and Absences**

If your child does not plan to attend on a particular day, please LET YOUR CHILD'S CLASSROOM TEACHER know so that your child can be dismissed properly.

## 7. Sickness and Medical Information

A medical form is required to be on file for each child enrolled in the Skyland EDP. 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 Program 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. The child will be allowed to wait in the office until someone arrives to pick them up. 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 know that EDP does **NOT** have access to the nurses office.

## 8. 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.

## 9. Registration

**Registration for the Skyland Extended Day Program will be available to current Extended Day Families from May 5th-May 16th 2025.** This pre-registration period is only for current Extended Day Families who have been registered with us for the 2024-2025 school year.

**Open Registration, for new families to Skyland EDP, and families who were not in the Extended Day Program during this school year, will begin May 19th and end May 23rd.**

Registration will be accepted on a first come, first served basis. There may be a waiting list for each grade level which will also follow the first come, first served rule. All registration forms and a yearly non-refundable registration fee of \$40/family must be submitted before your child will be considered registered in the Extended Day Program. When submitting the registration forms, please include the EDP Program Guidelines Signature page with your signature and a copy of a photo I.D. that the program can keep on file. Any changes that need to be made to the registration forms once submitted must be turned in to the Director of the EDP. **Please note that when you register your student- you will select if the student will attend full time or part time. If you select three or more days the student will be considered full time and you will be charged the full time rate for that student. Two or one day each week is considered part time. If at any time you wish to change from part time to full time or vice versa- a written notification to the Director is required prior to the change. Parents of part time students are required to submit written notification for day(s) of attendance change. For example: If your student is signed up to attend on Tuesdays only and you want them to start attending Tuesdays and Thursdays- please submit the notification and wait on a response from the Director.**

## 10. Fees and Payment Schedule

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

- \$40 non-refundable Registration Fee per family
- Weekly fees: (**subject to change**)

# of Children    Full Week (3-5 days )    Half Week (2 days)    1 designated Day a Week

1	\$53	\$33	\$22
2	\$85	\$59	\$33
3	\$113	\$87	\$46
4	\$140	\$113	\$59
5	\$163	\$138	\$73

**Week = 3 or more days**

**Half Week = 2 days, regardless of number of hours in care**

- In the Extended Day Program, parents pay for what they sign up for when registering for the program: full week, half week, or one day. **There is no “pay as you use” service.**
- **No monetary refunds will occur for any reason.**
- **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, payment is still due. If you have two or three 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.
- There is no drop-in service. The EDP does not accept children on a day-to-day basis.
- **All fees must be paid on time at least one week in advance. Fees for the coming week must be paid by closing time on Friday. Late fees will be added if the payment is made after Friday. No child will be allowed to stay in the program if payments are in arrears.**
- If a child is absent on a Friday due to illness, then the payment is due the first day the child comes back and a late fee does not apply.

- If the child attends part-time, then the payment is due on the last day the child attends for that week. For example, if the child attends only on Mondays and Wednesdays, then the payment is due on Wednesdays for the following week.
- If payment is more than two days late, notification will be sent to the parent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as fees for the following week.
- Parents may choose to make the extended day payments for 1 week, 2 weeks, 1 month, or the entire year. **If paying in advance, remember that refunds are not given.**
- Payments may be delivered to the front office. If paying by check or cash, your receipt will be given to you at EDP pick up. A receipt will be given for each payment – Keep them for your records.
- It is imperative that your account be kept current. Failure to abide by this schedule will result in your child's dismissal from the program. Parents may not be indebted to the program. If a financial burden arises, please contact the Director.
- Your registration will not be accepted for the next school year if you owe any fees for this year and/or have consistently been behind in your payments. The EDP will not take your \$40 registration fee and will not register your child for the next school year if you have not been approved.
- For families in co-custody circumstances, the school will not be responsible for contacting either parent about who will pay for the service. If the fees are not paid, the child cannot attend and will be withdrawn from the program.
- There are no scholarships or vouchers accepted for the Extended Day Program.
- **To withdraw from EDP for any reason you must email the EDP Director two weeks prior to the last day your student(s) will attend. Failure to do so will result in additional fees.**
- The Extended Day Program does not issue invoices.

## 11. Check Policy

Please make checks payable to Skyland Elementary EDP and include the name(s) of each child for whom you are paying in the Memo part of the check. **THIS IS VERY IMPORTANT.** In the event of a returned check, you will be assessed an additional insufficient funds fee.

## 12. Receipts

Receipts for all payments are issued upon receipt and a receipt from the Bookkeeper will be issued once the funds have been deposited. Receipts for all payments will be in your child's folder in the office where you sign your child out, along with any other notes or information regarding the program.

## 13. Tax Information

Please keep your receipts for tax purposes. An electronic report will be issued to the parent at the end of the fiscal year for tax purposes upon request.

#### **14. Late Fee**

**A late fee of \$25 will be added to the past due amount for any payment received after Friday of the previous week. If payment is more than two days behind, notification will be sent that your child will not be allowed to attend the program until all past due monies and late fees are paid in full, as well as the fee for the following week.**

#### **15. Withdrawal from the Program (prior to the end of the school year)**

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/if your circumstances change as long as there is still space for your child(ren) to attend. **To withdraw you MUST email the Director two weeks prior to the last day your student(s) will attend to avoid any additional fees. You will continue to be charged for the next week until you have emailed the Director to remove the student(s) from the roster.** Students may only register for EDP for the next year if their account is kept current. Anyone who fails to pay their balance by the end of the school year may NOT register for the next year.

#### **16. Signing Out and Picking Up**

When picking up your child from EDP, you must come in through the front office door. A member of the staff will be present to assist you in signing out your child. This Extended Day staff member is responsible for checking I.D., calling students for dismissal, and letting the Director know if there is an issue with dismissal procedures for a child. Your child will then be called from the Extended Day classroom to come to the office to meet you. Due to security purposes this is the only authorized entrance door for Extended Day pick up. If staff members see unauthorized individuals on the playground, they have been instructed to report this to the Director. This serves to protect your children as well as the Extended Day staff and is consistent with Skyland's current school policy. Bus transportation will not be provided by Skyland Elementary for the Extended Day Program.

On the appropriate area of the registration form, be sure to list all people authorized to pick up your child from the EDP along with their contact number(s). If at any time names should be added or deleted, please inform the Director immediately and update your form. Parents, guardians, and all persons authorized to pick up a child should expect to be asked to show a photo I.D. If someone other than a person authorized to pick up the child is to pick up the child, a written note must be sent to the school with the parent's signature in the morning. This note must state the name of the person that is to pick up the child and phone number where the parent or guardian can be reached for confirmation. The authorized person on the note will be required to



sign out your child and present a photo I.D. In emergency last minute situations, if someone comes 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.

## **17. Late Pick Up**

The Extended Day Program ends at 6:00pm. Late pick-up fees will be assessed at \$2.00 per minute, per student. The Director will monitor and document pick-up times of students. The late fee will be applied to the next week's fees. Non-payment will result in removal from the program. If a student is consistently picked up late the Director must consult with the Principal and the decision can be made by the Principal to remove the student from the program. We are aware that there may be emergencies. Please contact the Director as soon as you find out an emergency situation arises by calling the EDP line at 864-355-7256.

## **18. Discipline, Rules and Referrals**

### **Skyland Elementary Rules**

Be kind and respectful to everyone.

Use language that is respectful.

Walk quietly with your hands at your sides.

Work and play safely.

Keep your hands and feet to yourself.

Respect school and personal property.

Be on time and be prepared to learn.

All children are expected to follow the normal school rules for Skyland Elementary School. Discipline issues are managed in similar ways using similar methods. 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 Extended Day Program. These forms must be signed by the Parent before the child may participate in the EDP. If the Director finds that your child is not adapting successfully to the program, has conferred with you about the issues, or has three documented offenses, the child will 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 will result in immediate dismissal from the program.

## **19. Homework**

In keeping with the EDP mission of promoting academic growth, a daily homework time will be designated. Extended Day teachers will be on hand to supervise and assist students during this time. Students are expected to be quiet and respectful of others during the homework period. Students will not be permitted to go back to their regular classroom once they have entered the Extended Day classroom. They must make sure they have all the necessary items needed to complete their homework before they arrive in the EDP class. They will remain in the academic area until dismissed by an EDP teacher. The students will have silent reading time upon completion of their assigned work. The EDP is not designed for tutoring but EDP teachers may be assisting students during homework time. If your child needs specialized help, please contact your child's regular teacher. Parents should monitor their child's progress and make sure that homework is complete; it is not the responsibility of the EDP to make sure each child has completed his/her homework. The responsibility lies with the parent. Please continue to communicate regularly with your child's classroom teacher.

**20. 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, figurines, smart watches, 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.

## **21. Snacks**

A snack will be served to EDP students each day. If your child has food allergies, please list them on the registration form. (You may pack your child their own snack from home to have at EDP if they have food allergies.)

## **22. Activities**

A time for recreation and physical activity is built into the daily schedule in order to promote a healthy lifestyle for students. There also is a time set aside for other activities such as; crafts, puzzles and other organized games that are age appropriate.

**23. Contact Information** – The Skyland EDP 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 concerns please feel free to contact the Director. Our hope is that your child happily grows and learns in our program!

Director – Ms. Brandy Pace

Phone – 864-355-7281

Email – bpace@greenville.k12.sc.us



**Skyland Elementary School**  
4221 HWY14 North · Greer, SC · 29651 · 864.355.7200

**Extended Day Program**

**2025 – 2026**

Student name/s \_\_\_\_\_

Parent name/s \_\_\_\_\_

Welcome to our 2025-2026 Extended Day Program! We are so glad that you have chosen Skyland as the place to meet your children's after school needs. We hope that you find it to be all that you are anticipating and more.

Participation in this program requires strict adherence to a couple of business matters that are District mandated. It is our desire to communicate these matters with you up front in order to avoid any conflict or misconceptions in regard to our program expectations.

First, **all fees will be collected on or before Friday by 6:00p.m..** You must pay for the upcoming week on the previous Friday (Your child may drop it by the office or give it to their teacher). Anyone who does not pay for the upcoming week will be charged a late fee of \$25.00 each time you are late. The only exception will be if your child was sick and not in attendance on the previous Friday. To withdraw from the Program you MUST notify the Director in writing two weeks prior to the last day your child(ren) will be attending to avoid any additional fees.

Secondly, be aware that you will be charged an **additional fee for services required beyond 6:00 p.m.** to compensate the employee who stays after hours. This fee is \$2.00/minute and will be added to the following week's fee.

In closing, we are looking forward to working with you and your child at our Extended Day Program at Skyland Elementary. If you have any questions or concerns, please feel free to contact Brandy Pace at [bpace@greenville.k12.sc.us](mailto:bpace@greenville.k12.sc.us).

Brandy Pace / Director

Leah Stafford / Principal

I acknowledge that I have read and understand the above rules on weekly rate collections, process to withdraw from Program and late fee charges.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**Skyland Elementary Extended Day Program**

## Parent Signature Page

\_\_\_\_\_ A non-refundable registration fee (\$40) is required to enroll *each family* in the program.

\_\_\_\_\_ Weekly Fees are due on the Friday *prior* to the week the child attends. A Late Fee of \$25 will be added if fees are not paid on time. Fees for the coming week must be paid by 6:00 p.m. on Friday. Failure to pay will result in the child being withdrawn from program until the balance is paid in full.

\_\_\_\_\_ The Extended Day Program is not a drop-in program. All fees are due in advance regardless of whether or not your child attends. There are no reductions for sick leave, vacation, or other absences.

\_\_\_\_ A full week is considered 3 or more days.

\_\_\_\_\_ Withdrawal from the Program requires a two-week written notice to the EDP Director. When notice is given, two more weekly fees are due. Additional fees will be added when notice is not received.

\_\_\_\_\_ If a check is returned for insufficient funds two times, all future payments will be required to be made in cash, money order or certified check.

\_\_\_\_\_ Program hours are from 2:30 – 6:00 pm.

\_\_\_\_\_ A late fee of \$2.00 a minute will be charged for children picked up after 6:00 pm.

\_\_\_\_\_ Authorized adults must come into the school to sign children out. Only designated adults may transport children. Parents must send a signed authorization with a daytime telephone number if they wish adults other than those designated to pick up their children.

\_\_\_\_\_ Inappropriate student behavior *will not* be tolerated in the Extended Day Program. Chronic/serious 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.

My signature below indicates that I understand and agree to abide by the guidelines set for the Extended Day Program at Skyland Elementary School. Signature acknowledges receipt and understanding of the EDP Handbook

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Parents should sign/date and return to the EDP Director. The school encourages parents to keep a copy.