Greenville County Schools
Extended Day Program
Crestview Elementary

Parent and Student Handbook



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Crestview Elementary School
509 American Legion Rd.
Greer, SC 29651
864-355-2600 Main Line
864-355-2672 Busy Bee Line

Dear Parents:

Welcome back to the Crestview Elementary Busy Bee Extended Day Program. I hope you have had a safe and happy summer. We are very excited about the upcoming year and look forward to providing a safe and enriching year for your children. Crestview's Extended Day Program will focus on our theme of "Destination Learning" while supporting student achievement in the classroom.

This year, enrichment programs may be offered for an additional fee. These programs are open to all students that attend Crestview Elementary including our extended day students, and are supervised by qualified personnel as well as staff from our school.

We are very excited to work with you and your children and look forward to another successful year. We hope that this is a good experience for your child and a good value for your family.

Serving in education,

Shameka Norman
Extended Day Director
864-355-2600

2. Mission Statement

Our mission in the Crestview Elementary Busy Bee Extended Day Program (EDP) is to provide a quality, safe, and inviting environment consistent with the structure found at Crestview 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, interest sessions and a healthy 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 current your address, phone numbers, email addresses, and the names on your "pick-up" list. Please notify the EDP office immediately in the event that any change occurs.

4. Hours of Operation and Daily Schedule

The EDP at Crestview 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 healthy snack each day as well as activities designed to assist them with their academic growth and physical well-being. Please do not pick your child up prior to 3:00 as this interferes with our regular dismissal procedures. If your child must be picked up prior to 3:00, please send a note with their teacher that they will be a car rider and pick them up following our car rider procedures as outlined in the student/parent handbook (you will need an authorized car tag in order to pick up your child in this manner).

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 at the end of the school year as set by the district school calendar. The district school calendar for 2025-2026 can be found on the Greenville County Schools website. www.greenville.k12.sc.us

6. Attendance and Absences

If your child does not plan to attend on a particular day, please leave a message for the Director by calling the Extended Day Program office at 355-2606.

7. Sickness and Medical Information

A medical form is required to be on file for each child enrolled in the Sunshine 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 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. The child will be allowed to wait in the main 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 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. All medications are kept locked in the Director's office. Any allergies also need to be noted on the EDP registration form. The "Parental Permission for Medication at School" form and the "Physician's Authorization for Medication to be Given at School" form may be obtained from the school nurse.

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 Crestview Busy Bee Extended Day Program will be available beginning in March of each year. This is an open Registration for all families here at Crestview. 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, a yearly non-refundable registration fee of $40/family and the at least the first week's fee 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. This will prevent you from having to show an I.D. every time you pick up your child. Any changes that need to be made to the registration forms once submitted must be turned in to the Director of the EDP.

10. Fees and Payment Schedule

The fees for the children attending the Crestview Elementary Busy Bee Extended Day Program are as follows:

- $40 non-refundable Registration Fee per family
- Weekly fees:

2024-2025 Extended Day Program Fee Rates

Number of Children	Weekly (3 or more days)	Half Week (2 days ONLY)	Daily (1 day a week)
1	$52.00	$32.00	$21.00
2	$83.00	$58.00	$32.00
3	$110.00	$85.00	$45.00
4	$137.00	$110.00	$58.00
5	$159.00	$135.00	$71.00

SUBJECT TO CHANGE FOR 25-26

✔ *Week = 3 or more days*

✔ *Half Week = 2 days, regardless of number of hours in care (days must be designated up front)*

✔ *1 Designated Day per Week = Parent designates one particular day that remains the same weekly*

✔ *Drop Ins are not allowed*

- 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 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 payment is more than two days behind, 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 should be made ONLINE through our MySchoolBucks system with a credit or debit card. If you must use cash or check, see the Principal to make those arrangements.
- 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 does not attend and will be withdrawn from the program.
- There are no scholarships for Extended Day Program.
- Extended Day Programs do not take vouchers as payment.
- Extended Day Programs do not issue invoices

11. Check Policy (must make arrangements with Principal to use this method of payment)

Please make checks payable to Crestview Elementary and include the name(s) of each child for whom you are paying in the Memo part of the check. THIS IS VERY IMPORTANT. There will be a $30 insufficient funds processing fee for any returned check as requested by the bank. After two returned checks, payment will only be accepted in the form of cash, money order or certified check.

12. Receipts

Receipts for payments are issued upon payment through MySchoolBucks. Please keep these for your records and tax purposes. If you have made arrangements to pay by cash or check, the director will issue you a paper receipt.

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.

14. Late Fee

A late fee of $25 will be added to the past due amount. If you miss one payment, you will be given a warning. After two missed payments your child will be withdrawn from the program. Should your child be removed from the program for a missed payment, know that we do have wait lists and your child will be put at the bottom of that list and only allowed back in when a spot becomes available.

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

Withdrawal from the program requires a two-week notice. When notice is given, two more weekly fees are due. All fees and past due amounts must be paid in full before your child may attend the EDP again. This also includes enrollment for the following year.

16. Signing Out and Picking Up

So as not to interfere with regular school dismissal, parents are not to pick up children from the EDP **before 3:00pm**. If a parent needs the child to be picked up earlier than 3:00pm, they are to plan for the child to be a bus or car rider for that day. A note must be sent for any changes in transportation or pick up to the child's teacher at Crestview and to the EDP Director.

When picking up your child from the EDP, you must come in through the designated door at the front office. A member of the staff will be present to assist you in signing out your child on the sign out sheet. This Extended Day staff member is responsible for checking Car Tag Numbers or a state/Federal issued 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. Please do not enter the building from a door other than the door designated for this purpose. 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 Crestview's current school policy. Bus transportation will not be provided by Crestview 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. Parent, 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. No minors under the age of 17 (siblings included) will be allowed to pick up a student from the Extended Day Program. Please do not send an older sibling with a note saying it is okay for them to pick up a student. All students must be signed out by an authorized adult.

17. Late Pick Up

The Extended Day Program ends at 6:00pm. All students need to be picked up by 6:00pm. At 5:30, all students will be brought to the front to await pick up. A late fee of $1.00 per minute will be added to your bill starting at 6:01. 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 pick ups will result in dismissal from the program.

18. Children with Special Needs

The Crestview Busy Bee EDP will not discriminate against any child. However, in order to maintain a safe environment, students with special needs or care requirements are expected to follow daily procedures and rules of the Extended Day Program. The staff will do their best to accommodate each child who attends the program.

19. Discipline, Rules and Referrals

Crestview Elementary Rules

Bee Respectful
Bee Responsible
Bee Ready to Learn

All children are expected to follow the normal school rules for Crestview 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 Director, Principal, and 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, and 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. Parents may schedule a conference with the Director or their child's EDP teacher at any time. Please contact the Director to set up a time for a meeting.

20. 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 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. Students will be allowed to use the computer lab for homework-related research or assignments. The EDP is not designed for tutoring but designated regular teachers may be assisting students during homework time. If your child needs specialized help, please contact your child's regular teacher. Please let the Director know if you would prefer that your child not work on homework during the designated time and an alternate activity will be prepared. 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.

21. Snacks

A healthy snack and drink will be served to EDP students each day. The EDP offers a variety of healthy items from which students may choose. If your child has food allergies, please list them on the registration form. Occasionally the EDP will order pizza and/or ice cream for special events, so please inform us of any allergies to dairy products that your child may have.

22. Activities

A time for recreation and physical activity is built into the daily schedule in order to promote a healthy life style for students. There also may be a time set aside for computer lab work in order for students to work on educational programs. The computer lab will be constantly monitored by the EDP staff and the children will be allowed to use only school approved and regulated web sites. The Appropriate Use Guidelines which dictate computer use during the school day are also in effect during the Extended Day Program. These can be found on the Greenville County Schools website and in the regular student/parent handbook for Crestview Elementary. Students choosing not to follow the rules will not be allowed to use the computer lab for purposes other than homework. Additionally, the program will incorporate time for arts, crafts and other educational endeavors.

Special events may be offered throughout the school year. These may include, but are not limited to, holiday activities, movie days, pizza parties, ice cream parties and contests.

23. Volunteers

During special events there may be opportunities to volunteer during the Extended Day Program; we would be more than happy to have you. Please contact the Director for more information.

24. Contact Information – The Crestview Busy Bee 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 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 – Shameka Norman Phone – 355-2600

Crestview Elementary Busy Bee Extended Day Program

Guidelines

Parent Signature Page

Name of Child(ren) Attending: _____

- **A non-refundable registration fee ($40) is required to enroll *each* family in the program.**
- **Weekly fees are due on the Thursday *prior* to the week the child attends if paying by check or cash. Payments are due Friday if paying with myschoolbucks. A Late Fee of $25 will be added if fees are not paid on time. Fees for the coming week must be paid by closing time on Friday. Failure to pay will result in the child being withdrawn from the program.**
- **We STRONGLY encourage weekly fees to be paid through the MySchoolBucks system online.**
- **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. Fees are paid regardless of your attendance unless other arrangements have been made with the director or school administration.**
- **A full week is considered 3 or more days.**
- **Withdrawal from the program requires a two-week notice. When notice is given, two more weekly fees are due.**
- **If a check is returned for insufficient funds two times, the director will collect NSF fees of $30 each time and will require future payments to be made in cash, money order, certified check or myschoolbucks.**
- **Program hours are from 2:30 – 6:00 pm.**
- **A late fee of $1.00 per minute beginning at 6:01 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. You must have your car pick up tag in order to sign out your child each afternoon.**
- **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 Crestview Elementary School.

_____ _____

Parent Name (print) **Parent Signature**