

## **Extended Day Information Packet: 2019-2020**

The Extended Day Program at SDS is the way in which we provide care of our SDS students after school hours and on some school holidays. This program has been designed to be an extension of the school day. The Extended Day teachers and staff actively promote the social, emotional, and physical development of each child. During the afternoon children will have the opportunity to engage in centers, take part in story time, play outside, and participate in many other diverse activities.

Extended Day provides care for preschool students from 12:15-6:00PM and for K-4<sup>th</sup> students from 2:30-6:00PM. Extended Day is also offered for 5<sup>th</sup> and 6<sup>th</sup> grade students from 3:30-6:00PM.

Students in grades K-4<sup>th</sup> enrolled in our Extended Day program will participate in our Homework Club Monday-Friday. Homework Club is an hour long. Our Extended Day Program strives to provide an age appropriate program with varied activities that build self-esteem through positive interactions and experiences.

Enrichment offerings provide an opportunity for our students to develop skills and interests in a variety of areas. Enrollment in after school enrichment classes are offered to all SDS students in grades 2K-4<sup>th</sup> grade. In the past we have had such offerings as karate, dance, gymnastics, golf, soccer, tennis, voice, strings, piano, and many more. Please refer to the descriptions, fees and registration process via our website for more details and information on each class. While enrichment offerings are for 2K-4<sup>th</sup> grade, students in the Discovery Classroom will have the option beginning in the spring to participate in soccer this school year. Please see sign-up for enrichment offerings for the 2019-20 school year.

Special Extended Days will be available on predetermined school holidays as determined by demand for an additional fee. A Special Extended Day calendar will be provided annually. On Special Extended Days, students will be engaged in a variety of developmentally appropriate hands-on activities including arts and crafts, science experiments, explorations, outdoor or gym time, games and more. In order to staff and plan accordingly, families must pre-register for these special days in advance in order for their children to attend. Registration notices will be sent via email prior to the scheduled Special Days. Extended Day information can also be found on our website.

The Spartanburg Day School Extended Day Program has incredible faculty and staff who are dedicated to providing the highest quality programs that promote each student's growth, happiness, and a foundation for a lifetime love of learning in a fun, caring and safe environment.

## Extended Day Staff

Director of Extended Day	Emily Stauber
Extended Day Staff	Holly Ceremuga, Trish Fields, Floretta Miller, Katy Wilson, and Judy Yang  *Kim Ballenger, Katie Carter, Danielle Moore, Tim Teel, Kristy Belcher

### Extended Day for Preschool Students (Discovery, 3K, 4K)

Preschool offers a tuition bundle that includes Extended Day. If you choose this option, you will not be billed separately for Extended Day.

If you choose not to bundle, you will be billed a drop-in rate of **\$25 per day** (This is a daily charge and will not be prorated; Deadlines for drop-in sign-up will be communicated by Extended Day staff so they can adequately plan for staffing and programming.) The drop-in rate will include the hours: 12:15-6:00 p.m. Please remember that our Extended Day Program **ends at 6:00 p.m.** If you are late picking up your child, you will be charged a late fee of **\$25.00 per each fifteen minutes or portion of each fifteen minutes.**

Extended Day in preschool includes children eating lunch either brought from home or purchased from the school, rest time and extended playtime with activities and outdoor playground time. During Rest Time, each child will be provided with a personal mat to rest and relax on. Please bring a fitted crib sheet and a blanket for them.

### Daily Activities

- 12:15-2:30 Lunch and rest/nap
- 2:30-3:00 Snack and Bathroom
- 3:00-6:00 Outdoor play, snack, toileting, rotation of: story, arts/crafts, music/movement, and Cove time

### Lunch

Lunch time provides much more than nourishment for young children. Healthy habits are encouraged as children learn to wash their hands, eat with utensils and choose nutritious foods. Social interactions and fine motor skills are nurtured as children practice passing, pouring and socializing. Healthy foods provide children with the energy they need to play and learn. Your child's lunch should be balanced and

considerate of classroom identified allergies. The Day School partners with our food service, FLIK to provide a meal plan or an option for daily purchase of lunch. Learn more about lunch options:

<http://www.myschooldining.com/sds/>

If your child does not participate in the meal plan, we recommend sandwiches, yogurt, soup, fruit, crackers, cheese, etc. for lunch. We will provide water with lunch in the classroom. Caffeinated or carbonated beverages will not be served. Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings and caffeine. Lunches should be ready-to-serve (fruit peeled, soup in microwave-safe containers, etc.) and will be reheated if requested. We are unable to refrigerate lunch boxes. If you send items that require refrigeration, please use an ice pack. Children will be encouraged to eat a balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. Discovery parents, please review the daily report, which includes a section on food consumption.

## **Nap/Rest**

Children in our preschool classes are required to have the opportunity to lie quietly on their mats for approximately 30 minutes. Quiet music is played, the lights are dimmed, and it is a period of relaxation for both nappers and non-nappers. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves on their mats while their classmates rest. Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of nap time or wake-up time as a child's rest needs vary with activity level and sleep patterns, etc.

## **Afternoon Snacks**

An afternoon snack is provided by Extended Day on a daily basis. Items such as fresh fruit, graham crackers, pretzels, Cheerios, and vegetables may be served. Fresh fruit and/or vegetables will be served on a twice-weekly basis. Water is served with all snacks. The weekly snack menu is posted in the weekly Extended Day newsletter sent out to parents via email.

## **Afternoon Pick-Up**

Children may be in on the playground, in the Cove, or in the classroom depending on the time you pick-up. Please use your key fob to enter the building and communicate any irregular pick-up instructions with the Director of Extended Day at [extendedday@sdsgriffin.org](mailto:extendedday@sdsgriffin.org).

## Extended Day for Lower School Students (Kindergarten-4th Grade)

### Homework Club

For our K – 4<sup>th</sup> grade students, this is a monitored Study Hall from 2:30-3:30 p.m.. If your child is present, you will be charged for Study Hall that day. Students who are not picked up from Study Hall will be added to our Extended Day program.

Homework is assigned on Monday, Tuesday, and Thursday. On Wednesday and Friday's, the Homework Club time will be a time for hands-on, cross grade and enrichment activities, guest speakers, or other fun and engaging experiences. Depending on grade level, special activities may include technology activities, experiments, puppet shows/Readers' Theater, arts and crafts, and organized indoor and outdoor games/team building activities. The Extended Day staff will incorporate each child's age and developmental level, individual needs and interests when planning these activities.

If you choose not to bundle, you will be billed a drop-in rate of **\$20 per day** (This is a daily charge and will not be prorated; Deadlines for drop-in sign-up will be communicated by Extended Day staff so they can adequately plan for staffing and programming.) The drop-in rate will include the hours: 2:30-6:00 p.m. Please remember that our Extended Day Program **ends at 6:00 p.m.** If you are late picking up your child, you will be charged a late fee of **\$25.00 per each fifteen minutes or portion of each fifteen minutes.**

### Homework Club Instructors:

K-2: Floretta Miller and Katy Wilson

3-4: Judy Yang

### Extended Day Activities

For our 2K – 6<sup>th</sup> grade students, this is a monitored playtime with activities and outdoor playground time from 3:30-6.

### Afternoon Snacks

An afternoon snack is provided by Extended Day on a daily basis. Items such as fresh fruit, graham crackers, pretzels, Cheerios, and vegetables may be served. Fresh fruit and/or vegetables will be served on a twice-weekly basis. Water is served with all snacks. The weekly snack menu is posted in the weekly Extended Day newsletter sent out to parents via email.

### Billing

All billing occurs at the end of each month. Please remember that our Extended Day Program **ends at 6:00 p.m.** If you are late picking up your child, you will be charged a late fee of **\$25.00 per each fifteen minutes or portion of each fifteen minutes.**

### New Bundled Rate

Spartanburg Day School now offers a bundled rate of \$2,000 for K-4<sup>th</sup> extended day. Please contact Emily Stauber ([emily.stauber@sdsgriffin.org](mailto:emily.stauber@sdsgriffin.org)) if you are interested in this option. (Please note this cost does not include special extended days.)

Extended Day Options	Discovery, 3K, 4K (non-bundled)	K-4th grade	5th-6th grade
12:15-2:30		na	na
2:30-3:30			no charge
3:30-6:00			\$11 per day
	\$25 drop in rate per day	\$20 per day	

### Afternoon Pick-Up

Children may be in on the playground or in the classroom (Room 205) depending on the time you pick-up. Please use your key fob to enter the building and communicate any irregular pick-up instructions with the Director of Extended Day at [extendedday@sdsgriffin.org](mailto:extendedday@sdsgriffin.org).

### Special Extended Day Offerings

Special Days are offered by the Extended Day Program as a service to parents and are available for students in preschool-6<sup>th</sup> on selected days when school is not in session. While early dismissal days are included in the preschool bundling Extended Day fee, full special extended days are not. The fees are listed below. Sometimes these days fall on faculty/staff professional development days while other days may fall on some holidays in which the school will be closed.

Students will be engaged in a variety of developmentally appropriate hands-on activities including arts and crafts, science experiments, explorations, outdoor or gym time, games and more.

In order to staff and plan accordingly, **families must pre-register for these special days 1 week in advance in order for their child(ren) to attend. Space is limited, so please register early.**

Students will need to bring their lunches and snacks if they are attending during lunchtime, as the Dining Commons will not be open on these special days.

#### Special Extended Day Fees:

7:30am-3pm \$50.00

7:30am-6pm \$70.00

#### Early Dismissal Payment Options:

(Preschool bundling price includes Early Dismissal Days)

\$30.00 Discovery, 3k/4k Drop-in rate

\$11.00 K-4th 12pm-2:30pm

\$6.00 K-4th 2:30pm-3:30pm

\$11.00 K-4th 3:30pm-6:00pm

\$28.00 (K-4th 12p.m.-6p.m.)

**\*Please note that charges will not be prorated. On days we dismiss before 12pm there will be a \$6 fee.**

Key Date	Extended Day Open	Extended Day Closed
August 5-9		X
August 12-16 (Special Extended Day)	X	
August 19-20 (Special Extended Day)	X	
August 21 (First Day of School)	X	
September 2 (Labor Day)		X
September 18 (Early Dismissal)	X	
October 10 (Early Dismissal)	X	
October 11 (Special Extended Day)	X	
October 14 (Columbus Day)		X
November 1 (LS/MS Conference Day)	X	
November 25-29 (Thanksgiving Break)		X
December 20 (Early Dismissal)	X	
December 23-January 3 (Winter Break)		X
January 6 (Special Extended Day)	X	
January 20 (MLK)		X
February 13 (Early Dismissal)	X	
February 14 (Special Extended Day)	X	
February 17 (Presidents' Day)		X
March 18 (Early Dismissal)	X	
March 30-April 3 (Spring Break)		X
April 10 (Good Friday)		X
April 22 (Early Dismissal)	X	
May 22 (Last Day of School Early Dismissal)	X	
May 25 (Memorial Day)		X
May 26-29 (Special Extended Day)	X	

## Extended Day Options 2019-2020

**Please note:** We use the email address you have entered in RENWEB to inform you of any reminders concerning our program and class cancellations. Classes may be cancelled if classes do not reach minimum enrollment.

Please contact [extendedday@sdsgriffin.org](mailto:extendedday@sdsgriffin.org) if you have any questions.

**Krafty Kids:** Miss Kim will be instructing students with all types of craft media, and as time rolls around, making seasonal items. Students will be able to express their imagination and great ideas. With Miss Kim's guidance, the children will put their creativity into action! Kim Ballenger has been part of the SDS family for over twenty years. She is a SDS 4k teacher and mother of two children. She is an artist with many talents and a true love of children.

Grades: 5k-2nd Grade  
Days: Thursdays  
Fee: \$100/ 4 week session  
(billed by SDS)

Location: Room 105  
Time: 2:30pm-3:30pm  
First Session: TBD by Instructor

**Miss Marion's School of Dance:** Miss Marion's School of Dance will conduct dance classes starting in September and concluding in May at SDS by Lori Axelrod. Your child will receive instruction in tap, jazz, pre-ballet, and acrobatics. This will help girls as well as boys improve their motor skills, memory, coordination. Dress attire for girls is comfortable clothes, pink ballet shoes, and black tap shoes. Boys can wear athletic clothes such as a t-shirt, shorts or sweatpants, black tap shoes, and black ballet shoes.

Grades: 3k-4th Grade  
Days: Mondays  
Fees: \$65/month (billed by Miss Marion's)

Location: Activity Room-Stone Gym  
Time: 2:00-2:45 (3k-4k), 2:45-3:45 (K-4th)  
First Session: TBD by Instructor

**Griffin Soccer:** SDS Coach Nick Buxton will be leading after school soccer this year for our 2k-4k students. This soccer program is not just specifically designed for those soccer lovers; it offers a great opportunity for children to establish basic and fine motor skills in a fun environment! We will incorporate the soccer ball into many of our games which will work on coordination and building a love for exercise and confidence in ability. A fast paced 30 minute session will work on agility and basic soccer techniques through creative and fun games. Nick has extensive backgrounds in the game of soccer and currently coaches many different levels and ages, including varsity soccer teams at SDS.

Grades: 2k-4k  
Days: Tuesday  
Fees: \$40 per month  
(billed by SDS)

Location: Milliken Gym  
Time: 2:00-2:30  
First Class: TBD by Instructor

**Griffin Soccer:** SDS Coach Nick Buxton will be leading the after school soccer program for our K-4th grade students. The soccer program is not just specifically designed for those soccer lovers; it offers a great opportunity for lower school children to establish basic and fine motor skills in a fun environment! We will incorporate the soccer ball into many of our games which will work on coordination and building a love for exercise and confidence in ability. A fast-paced 45min session will work on agility and basic soccer techniques through creative and fun games.

Grades: K-4th Grade  
Days: Monday  
Fees: \$40 per month  
(billed by SDS)

Location: Milliken Gym or soccer field  
Time 2:30-3:15  
First Class: TBD by Instructor

**Little Scholars:** We are excited to announce Little Scholars after school enrichment program. Little Scholars offers a wide variety of after school enrichment classes for preschool, elementary, and middle school age children. What sets them apart is their unique appeal to students who enjoy academic adventures like solving puzzles, creating structures, building with Legos, unraveling mysteries, drawing comics, and having fun using their minds. Their classes are crafted and delivered by credentialed teachers to ensure a quality experience for each child.

3k/4k- Minimum of 8 students. Maximum of 12 students.  
K-4th Grade-Minimum of 10 students. Maximum of 20 students.

Grades: 3k-4k & K-4th Grade  
Days: TBD  
Fee: Fees set by Little Scholars

Location: Collaboratory Lab  
Time: 2:30-3:30  
First Class: TBD by Instructor

**Tennis:** contact Bob Allsbrook at [bob.allsbrook@sdsgriffin.org](mailto:bob.allsbrook@sdsgriffin.org) for class schedule and fees. Classes are offered for 3k-4th grade students.

**Piano:** contact Beth Jennings at [beth.jennings@sdsgriffin.org](mailto:beth.jennings@sdsgriffin.org) for class schedule and fees.



**Spartanburg Day School Extended Day Options Registration 2019-2020**

Please complete this form for each student interested in participating in our program. You will be billed as noted above on a monthly basis.

(Discovery/3K/4K Parents): Have you selected to bundle your extended day into tuition? \_\_\_Y \_\_\_N

(Kindergarten-6th Parents): Have you selected to bundle your extended day into tuition? \_\_\_Y \_\_\_N

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Names: \_\_\_\_\_

(DAD) Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

(MOM) Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

SDS Extended Day: *Please circle the day(s) and program(s) of your choice.*

Extended Day Options	Discovery, 3K, 4K (non-bundled)	K-4th grade (non-bundled)	5th-6th grade
	\$25 drop in rate per day	\$20 drop in rate per day	\$20 drop in rate per day
	Monday	Monday	Monday
	Tuesday	Tuesday	Tuesday
	Wednesday	Wednesday	Wednesday
	Thursday	Thursday	Thursday
	Friday	Friday	Friday

SDS Extended Day Options: *Please mark the activities you would like to register your child for below:*

\_\_\_\_\_ Krafty Kids

\_\_\_\_\_ Miss Marion's School of Dance

\_\_\_\_\_ Griffin Soccer

\_\_\_\_\_ K-4th Grade Monday \_\_\_\_\_ 2K/3K/4K Tuesday

\_\_\_\_\_ Little Scholars

\_\_\_\_\_ 3K/4K \_\_\_\_\_ K-4th Grade

\_\_\_\_\_ Tennis

\_\_\_\_\_ Piano

*Please return this form by **August 16, 2019.***

Spartanburg Day School Attn: Wickie Willard 1701  
Skylyn Drive | Spartanburg | SC | 29307

or please scan and email to [wickie.willard@sdsgriffin.org](mailto:wickie.willard@sdsgriffin.org)