



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 Middle School.

The environment that Deerfield-Windsor students experience 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 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**. Charging will begin once your child reports to the Extended Day Program.
- **Extended Day 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 20th 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.
- **Lower School (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.
- **Middle 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.

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.

- **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

paige.sells@deerfieldwindsor.com

Middle School:Please return this form to the Middle School Office or email to

josh.chapel@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 20th 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 may bring snacks/drinks from home or purchase snacks from our cafeteria.

- **Where will I pick up my child?**

Lower School: From the Multiplex.

Middle School: From the Media Center.

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.