Deerfield-Windsor Extended Day Program
Policies and Procedures

At Deerfield-Windsor School, we offer a nurturing and educational Extended Day Program for students of working parents 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:
    - In our **Stay and Play** program, Lower School students are allowed creative playtime on the playground or indoors, as well as structured time for homework.
        - $5.50 per hour or part of an hour. Charging will begin once your child reports to the Stay and Play program.
    - In our **Exploration Classes**, Lower School students will have the opportunity to explore their interests or find a new hobby through a variety of after-school classes.
        - $140.00 per class when the class meets two days a week ($120.00 if you register for more than one class).
        - $70.00 per class when the class only meets one day a week
- Middle School students engage in activities and supervised homework time.
        - $5.50 per hour or part of an hour.

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 available online.
- **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.
- Extended day is a helpful service for working parents. Students are expected to follow school rules.
- **Lower School (PK - 5th)**
    - **Stay and Play**
        - Included in the cost, children are offered a snack each day between 2:30 – 3:15.
        - Weather permitting, Lower School children spend most of the afternoon on the playground.
    - **Exploration Classes (1st - 5th)**
        - There are 3 sessions offered for the 25-26 school year.. Four to five classes will be offered each session. Please see the 2025-2026 Lower School Extended Day form for details.
            - Session 1: 10/6/25 - 12/4/25
            - Session 2: 1/12/26 - 3/5/26

- Session 3: 3/9/26 - 5/7/26

- **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 online.
- **If my child attends Extended Day what will I be charged?**
  See fee structure above.
- **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 attending Stay and Play are given a snack each day between 2:30 – 3:15, which includes cookies and crackers. Lower School students attending Exploration classes should eat a snack prior to arrival.
    - Middle School students may bring snacks/drinks from home or purchase snacks from our cafeteria.
- **Where will I pick up my child?**
  Lower School Stay and Play: From the LS playground or Multiplex.
  Lower School Exploration: TBD by instructor.
  Middle School: From the MSUS Media Center/Main Office.

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.