EXTENDED DAY PROGRAM
2015-2016
Telephone: 843-402-4679

Purpose:
The primary purpose of the Porter-Gaud Extended Day Program is to assist parents by providing after-school supervision for their children in a secure, happy, and relaxed setting. Students are encouraged to complete homework, read, make new friends, respect others, strengthen communication skills and try something new.

Program:
Our goal is to offer a flexible program, modified to meet the needs of the group. The students are provided time to complete homework and have snack. They have free play outside on the playground (weather pending). Indoor time includes playing board games, building with Legos, designing imaginative playsets, utilizing manipulatives, and/or movie viewing on rainy days.

Enrollment:
The Extended Day program is available to Porter-Gaud students enrolled in 1st through 5th grade.

Hours:
2:45 to 5:45 p.m. daily when school is in session.

Regular Program Plans: Agreement Form Attached
#1: 5 days Monday – Friday-$185.00 monthly
#2: 3 days Attend same days each week-$145.00 monthly
  • There will be a $15.00 per month reduction for each additional child in the family.
  • Payment for August-September as well as the signed agreement will be due Friday, August 14, 2015. Payments for October through May will be due promptly on the 1st day of the month.
  • Fees are based on an average number of days per month; therefore, each month’s bills will be the same.

Drop-In Program: No Agreement Form Necessary
One week Monday – Friday $65.00
  4 Days same week - Choice of days $55.00
  3 Days same week - Choice of days $40.00
  Fewer than 3 days - Choice of days $16.00 per day
  Participation in activity - Reduced fee $10.00 per day
  2:45 – 3:30 – Choice of days $5.00 per day
  • There is no reduction in drop-in fees for additional children in the same family.
  • Drop-in fees charges will be billed monthly from the business office and are due upon receipt. Parents may also opt to pay at time of service. Please notify the LS office for Extended Day drop in by 1:00 pm. You must alert the LS Office or Extended Day Director if someone other than a parent is picking up your child.

Late pick-up fees: Extended Day ends at 5:45 pm. The late pick-up fee is $25.00 per 15 minute intervals beginning at 5:55 pm. Parents will be billed.

Additional Information:
• The Extended Day program will operate Monday through Friday beginning Wednesday, August 19, 2015 and continue through the last full day of school provided that sufficient enrollment is maintained.
• There will be no Extended Day provided when school dismisses early or during school holidays.
• If an Extended Day student invites a friend to go home with him/her and the friend stays in the program that day, the friend is considered a drop-in and the $16.00 drop-in fee must be paid for that student.
• There is no reduction in fees for students who arrive late or leave early or for those enrolled in the regular program that are absent.
• The school reserves the right to refuse Extended Day service to any student who is not willing to cooperate fully with the director, staff, and other participants in the program.
Extended Day Enrollment Agreement 2015-2016

Extended Day is offered to families with children enrolled in First through Fifth Grades at Porter Gaud School. The program is designed to assist parents who need a safe, nurturing and fun environment after school for their child(ren).

**Hours of Operation:** 2:45-5:45 PM Monday through Friday Regular School Days

**First Payment and Agreement Due:** Friday, August 14, 2015

**Child’s Name:**

_____________________________________     Grade:  ________    Plan #:     ________

_____________________________________     Grade:  ________    Plan #:     ________

_____________________________________     Grade:  ________    Plan #:     ________

_____________________________________     Grade:  ________    Plan #:     ________

_____________________________________     Grade:  ________    Plan #:     ________

**The Following Adults Are Authorized to Pick up my Child(ren) From PG Extended Day:**
Please be prepared to show identification. You may add more names on the back of the page.

**Adult’s Name:**

_________________________________________     Cell #   ______________________

_________________________________________     Cell #   ______________________

_________________________________________     Cell #   ______________________

_________________________________________     Cell #   ______________________

Please notify Extended Day when someone other than those listed are given permission to pick up your child (i.e. sleep over, athletic event) from Extended Day.

Please check this space _____ you are a PG faculty/staff member.

I have read the information pertinent to the Porter Gaud Extended Day program and am aware that the program is subject to the rules and regulations of the school.

Parent Signature: ___________________________ Date: __________

Please add the Extended Day phone number 843-402-4679 to your list of phone contacts.