

**LEXINGTON SCHOOL DISTRICT FOUR AFTER SCHOOL PROGRAM**  
**2017-2018**

**DIRECTOR: TERRI HARKNESS**

**(803) 317-8155**

**tharkness@lexington4.net**

**LOCATIONS**

**EARLY CHILDHOOD CENTER (ECC) GRADES 3K-5K**

**SANDHILLS PRIMARY/ELEMENTARY (SPES) GRADES 1-4**

**FRANCES MACK INTERMEDIATE (FMIS) GRADES 5-6**

**SNACKS/HOT MEAL PROVIDED**

**HOMEWORK TIME**

**OUTDOOR & INDOOR TIME**

**AVAILABLE ALL SCHOOL DAYS (EXCEPT HALF-DAYS)**

**2:30 P.M.-6:00 P.M.**

**FEES**

**TUITION FEES ARE ALWAYS DUE IN ADVANCE BY FRIDAY FOR THE**  
**FOLLOWING WEEK !**

|                                |  |
|--------------------------------|--|
| REGISTRATION FEE (PER CHILD)   | \$20   |
| ONE CHILD                      | \$50 PER WEEK                                |
| TWO CHILDREN                   | \$80 PER WEEK                                |
| THREE CHILDREN                 | \$110 PER WEEK                               |
| LEXINGTON 4 EMPLOYEES          | \$9 PER DAY PER CHILD                        |
|                                | \$10 DISCOUNT FOR FULL WEEK                  |
| <b><u>LATE PICK-UP FEE</u></b> | <b><u>\$1 PER MINUTE AFETR 6:00 P.M.</u></b> |

**REGISTRATION FEE IS REQUIRED ALONG WITH APPLICATION**

# **LEXINGTON SCHOOL DISTRICT FOUR**

## **AFTER SCHOOL PROGRAM HANDBOOK**

### **2017-2018**

#### **ELIGIBILITY**

All PK through grade 6 students enrolled at Early Childhood Center, Sandhills Primary, Sandhills Elementary or Frances Mack Intermediate Schools are eligible for participation in our program. We do not discriminate in our enrollment policy on the basis of race, color, sex, religion, national origin or physical or mental disabilities.

#### **HOURS/DAYS OF OPERATIONS**

The After School Program (ASP) operates from the end of the school day until 6:00 pm each day. Children in grades 3k-5k will be housed at the Early Childhood Center (ECC). Children in grades 1<sup>st</sup>-4<sup>th</sup> will be housed at Sandhills Primary/Elementary. Children in grades 5<sup>th</sup>-6<sup>th</sup> will be housed at Frances Mack Intermediate School. **After School Programs will not operate:**

- **During regular school vacation days/weeks**
- **When school is closed due to inclement weather**
- **Half Days**

#### **ENROLLMENT**

We accept applications on a first-come, first served basis. We only accept full-time participants in the program. A Student Information Form must be completed on each child. **In addition, a yearly, nonrefundable registration fee per child of \$20.00 must be paid. A two week notice is required for withdrawing from the program.**

#### **PAYMENT**

Payment fees for children enrolled in the After School Program:

|                |                   |
|----------------|-------------------|
| One Child      | \$50.00 per week  |
| Two Children   | \$80.00 per week  |
| Three Children | \$110.00 per week |

\*\*\*\*Lexington 4 Employees\*\*\*\* \$9.00 per day per child / \$10.00 discount for full week

- **Payment is due in advance by Friday for the following week.**
- **If payment is late (after Friday for the following week), a \$10.00 late charge will be added to the regular fee. If payment and late charge are not received by Monday, the child can be removed from enrollment. The late fee will be waived if the child is absent from school on Friday and a medical excuse is brought in the next week.**

- A service charge will be added for each returned check. After two returned checks, only cash or money orders will be accepted. The Lexington County Solicitor's Office handles all of the District's returned checks.
- Discounted fees for more than one child apply for children living in the same household only.
- Discounted fees will be applied for the following weeks:
  - Thanksgiving Week, 2017 (2 day charge)
  - Week of May 29<sup>th</sup> 2018

**ALL OTHER WEEKS DURING THE SCHOOL YEAR WILL BE CHARGED AS A FULL WEEK.**

## **PICK-UP PROCEDURES**

- All children must be picked up by 6:00 pm each day. Please call *Terri Harkness at 803 317-8155* if you are going to be late.
- A \$1.00 per minute late fee will be charged for failure to pick up children by 6:00 pm. Excessive tardiness will result in removal from the program
- If there is a change in the child's regular pick up list, the primary caregiver must notify the school or Terri Harkness in writing with the necessary information.
- Anyone picking up children must be listed by the primary caregiver on the Student Information Form and must provide a picture ID at the time of pick up.

## **PARENT/STAFF COMMUNICATION**

The foundation of a successful program is a supportive relationship between the After School Program and parents. To provide communication, we will post notices at the sign out books and send home notes in your child's folder, as necessary. In addition, please feel free to set up a conference with the After School director. Professional, appropriate adult behavior is required at all times on school property and in dealing with After School staff and children. Disruptive adult behavior may result in removal from the program.

## **MEDICAL INFORMATION**

All parents are asked to notify the After School Program on the Student Information Form of any medical restrictions or allergies.

## **EMERGENCIES**

If a medical emergency arises, The After School staff will attempt to contact the primary caregiver as indicated on the Student Information Form. If that person cannot be reached, the After School staff will contact other individuals identified on the Student Information Form. If necessary, the After School staff may have the child transported to the hospital by Lexington County EMS.

## **STUDENT BEHAVIOR**

A goal of positive discipline is to help a child develop self-control and problem solving skills. If warranted, a timeout procedure will be used. We establish procedures for suspension periods and expulsion on a case-by-case basis. Parents will be notified in the event that unwanted behavior continues. We will work together with parents to correct discipline problems before they escalate.

## **HOMEWORK**

Children will have an opportunity to complete homework assignments each day. A staff member will assist during homework time, but we do not provide tutorial services. We do not correct assignments or check for overall accuracy. If your child is having difficulty with an assignment, we will do our best to let you know why an assignment was not completed during homework time. We recommend that you review your child's homework and assignments with him/her at home.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT**

**Terri Harkness (803) 317-8155 or [tharkness@lexington4.net](mailto:tharkness@lexington4.net)**

**PLEASE INCLUDE THE  
\$20.00 (PER CHILD)  
REGISTRATION FEE WITH  
THE COMPLETED  
APPLICATION  
ENROLLMENT FORM.  
THANK YOU!**