

# HAMMOND

## Middle School Extended Day



## Registration and Information

### 2008-2009

## Extended Day Information!

We look forward to working with you to craft a school day that meets the many needs of our Hammond families. Please read all of our information thoroughly, then complete and return the registration form. Registration is open throughout the year; however, you are encouraged to register your child/children before the first day of school.

The following fee schedules and rates are also listed on the registration form.

### Monthly Students

Monthly rates are available for 5, 3, and 2 day per week students. Parents of students enrolled will need to submit any changes to their schedule, in writing, by the 30<sup>th</sup> of each month prior to the change. If your child stays beyond the scheduled checkout time, you will be billed for the additional time at the rate of \$10.00 per hour until our 6:00pm close.

Monday- Friday	3:00- 6:00	\$300.00 (per month)
3 days per week	3:00-6:00	\$225.00 (per month)
2 days per week	3:00-6:00	\$150.00 (per month)
Study Hall		
Monday- Friday	3:15-4:15	\$130.00 (per month)

### Drop-in Students

Drop-in programs provide Hammond parents' greater flexibility. The drop-in rate for Extended Day is \$10.00 per hour. You must be registered in the Extended Day program in order to participate in this service. **\*Advanced 24-hour notice is required. If advance notice is not given, a \$5 charge will be added to your bill.** To use this service, please notify Extended Day by any of the following:

- Call the Extended Day office #776.0295 ext. 2002
- E-mail [extendedday@hammondschool.org](mailto:extendedday@hammondschool.org)
- Sending a note to your homeroom teacher the day before

## Billing and Policies

- The Business Office bills Extended Day families on a monthly basis. We bill at the beginning of the month for the prior month. Extended families can expect to receive their bill by the 10<sup>th</sup> day of the month.
- Any questions regarding monthly statements should be directed to the Business Office at #776.0295 ext. 1029.
- It is the policy of Extended Day that for every 15 minutes your child is picked up after 6:00p.m., there is a \$25 late fee.
- Any changes made to your child's schedule MUST be submitted in writing by the 30<sup>th</sup> of each month prior to the change. These changes should be made to the Extended Day office.
- A \$5 charge will be added to your bill when 24-hour notice is not given for drop-in childcare.
- You may not switch your registered days unless it is a school holiday. Requests must be made 24-hours prior to the holiday.
- Drop-in rates will apply if you pick your child up 10 minutes or later after the enrichment class concludes or the end of carpool for at a charge of \$10.00 per hour.

## Holidays

Extended Day is available on many school holidays for an additional fee. There will be no additional fees for **registered** Extended Day students on Student Holidays and Conference days. The charges for non-Extended Day students will be \$25 for half-day (7:30-12:00 or 12:00-6:00) and \$50 for full-day care (7:30-6:00). During Winter Holidays and Spring Break, the charge for **registered** Extended Day students is \$40 per day and \$50 per day for non-Extended Day students. Please refer to the Extended Day calendar for detailed openings and closings. (You will receive an Extended Day calendar with your handbook and confirmation notice.)

## Enrichment Classes and Enrollment

The enrichment classes provide an opportunity for students to develop skills and interests in a variety of areas. Enrollment in after-school enrichment classes is offered to all Hammond students in grades 5th-6<sup>th</sup>.

Hammond reserves the right to cancel any class for which there is not adequate enrollment. Enrollment for all enrichment classes will be on a "first-come, first-served" basis. Register early!!! Please refer to the descriptions of enrichment classes for more information on each class.

- **ALL ENRICHMENT CLASSES WILL BEGIN THE WEEK OF SEPTEMBER 2<sup>nd</sup>!**

# Enrichment Classes!

## (Classes Begin Sept. 2<sup>nd</sup>)

### Golf

Instructor: George Bryan's Golf Academy  
Fee: \$70 per month  
Time: Wednesdays 3:00-4:00  
(5k -6<sup>th</sup>)  
Enrollment: All are welcome!

Students have the opportunity to learn the basic skills of golf as well as to reinforce already developed knowledge of the game. George Bryan is a well known pro in the area with many years of experience to his credit.

- After dismissal, students participating in golf will have a quick snack in Extended.
- Students are expected to bring their own set of clubs each Wednesday and leave them in the breezeway between Lee and Marion Hall.

### Karate

Instructors: Capital Karate  
Fee: \$45 per month  
Time: Thursdays 3:00-3:45 (5<sup>th</sup>- 6<sup>th</sup>)  
Enrollment: Capital Karate staff requires a minimum number of **ten** enrolled students per class.

Not only does your child learn the basic moves of karate with Mike and his team, but he/she also works on "Stranger Danger", listening skills, manners and SELF-CONTROL!!!

### Tennis

Instructor: Greg Whitmire  
Fee: \$70  
Time: 1:45-2:45 (PreK)  
3:00-4:00 (K-6)  
Enrollment: TBD

### Study Hall

Instructor: Extended Day staff  
Fee: \$130 per month  
Time: Mondays- Friday 3:15- 4:15  
(5k -6<sup>th</sup>)

Students participating in study hall report to the area outside the canteen once the bell rings for a quick snack and then head over to the designated rooms for supervised study. This is mandatory for all 5<sup>th</sup> – 6<sup>th</sup> who are not in enrichment classes, but staying in Extended Day. Students enrolled as "monthly" or "drop-in" Extended Day students paying monthly or drop-in fees are **automatically** enrolled in the study hall program

- Please pick your child up promptly at **4:15p.m.** if he/she is only registered for study hall!
- **STUDY HALL WILL BEGIN THE FIRST DAY OF SCHOOL!**

**\*\*All enrichment classes  
start  
the week of Sept. 2<sup>nd</sup>!**

# 5th - 6th Grade 2008-2009 Extended Day Registration

Registration Form 2008-2009  
Please mail to:  
ATTN: Extended Day Program  
Hammond School  
854 Galway Lane  
Columbia, SC 29209  
(803) 776 – 0295 ext.2002  
extendedday@hammondschool.org

Please check all of the spaces that apply:

### MONTHLY STUDENTS

<input type="checkbox"/> Monday- Friday	3:00-6:00	\$300 (per month)
<input type="checkbox"/> 3 days per week	3:00-6:00	\$225 (per month)
<input type="checkbox"/> 2 days per week	3:00-6:00	\$150 (per month)

Please circle appropriate days:    M   T   W   TH   F

### DROP-IN STUDENTS

Drop-ins available:

Monday- Friday      \$10.00 per hour

- My child will use the drop-in childcare only.
- My child will be staying for enrichment classes only using the drop-in service.

### ENRICHMENT PROGRAMS

#### 5th – 6th GRADE

(Please refer to packet for details!!!)

<u>Program</u>	<u>Day</u>	<u>Time</u>	<u>Monthly Fee</u>
<input type="checkbox"/> Golf	Wednesday	3:00-4:00	\$70
<input type="checkbox"/> Karate	Thursday	3:00-3:45	\$45
<input type="checkbox"/> Tennis	Friday	3:00-400	\$70
<input type="checkbox"/> Study Hall	Mon.-Fri.	3:15-4:15	\$130

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Boy                      \_\_\_\_\_ Girl

Grade in fall '08 \_\_\_\_\_

Parent's Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

You may register your child in the Extended Day Program as a monthly student or as a drop-in student. Upon receipt of your completed registration form, you will receive by mail:

- a letter of confirmation
- an Extended Day DSS packet
- an Extended Day parent handbook and calendar

Any questions or concerns, please  
contact the Extended Day office  
Office #776.0295 ext.2002  
Or e-mail @  
extendedday@hammondschool.org