

# Hammond Extended Day



Lower School  
Parent Handbook  
2008-2009

Hammond School  
854 Galway Lane  
Columbia, SC 29209

## Dear Parents,

### **Welcome to Hammond Extended Day!**

The staff of Extended Day is committed to their mission: teachers provide the highest quality childcare for the students of Hammond School by demonstrating enthusiasm, warmth, and respect for the children, parents, and fellow colleagues within a safe, relaxed, and enriched environment.

Extended Day provides a safe, nurturing, and enriching environment. We strive to provide age-appropriate programs with varied activities while building self-esteem through positive interactions.

The Extended Day teachers and staff actively promote the social, emotional, and physical development of each child through positive relationships, flexible schedules, and activity choices that reflect the child's individual needs, interests, and abilities. Your children will have the opportunity to engage in centers, outside play, story times, and many diverse art activities.

We look forward to working with you and providing an exciting, fun-filled year!

Page Duffie  
Extended Day Director

## Lower School Extended Day Staff

Miss Page Duffie: Director  
Mrs. Bibs Babson: Pre-Kindergarten lead teacher  
Mrs. Kay Gore: Pre- Kindergarten Assistant

## Lunch and Daily Schedules

### Pre-Kindergarten

At noon each day, the Extended Day teachers greet the children in their classroom and lead them to eat lunch in the Kiva. Your child may bring a lunch each day or may choose to eat in the Kiva. A lunch order form will be sent each week in your child's Tuesday packet. It is very important to fill this form out and return it the very next day. If your child has ordered lunch from the Kiva, the teacher will bring their food to the table. (They do not go through the lunch line.)

After lunch it is off to a quick rest time, outside play, Pre-K Enrichment classes, or activities in the Extended Day rooms. You will be notified of which classrooms your child will be located in at the start of school.

### Kindergarten

At 3:00, the K-5 children will join the pre-k and have a snack. Then they will either go outside or stay in for art activities or center play. Then @ 4:15, all age groups meet up together in a designated place for supervised play.

### Grades 1-4

Students in grades 1-4 will report to the Kiva after the bell rings each day for snack and attendance check. Study Hall will begin @ 3:15 and run until 4:15. The children will go to Study Hall with their age group to a designated area. Afterwards, all students will go either outside, to the fitness center, or to a classroom for supervised play.

## Registration and Policies

- It is the policy of Extended Day that for every 15 minutes your child is picked up after 6:00 p.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.

## Hours of Operation

### Regular School Days

PreK: 12:00p.m. - 6:00p.m.  
5K through 4<sup>th</sup> grade: 3:00p.m. - 6:00 p.m.

### Holidays

Holiday hours: 7:30a.m. - 6:00p.m.

It is the policy of Extended Day that for every 15 minutes your child is picked up after 6:00 p.m. there is a \$25 late fee.

## Holidays

Full care is available on many school holidays for an additional fee. It is necessary to pre-register for these holidays. Holiday registration notices will be sent in the Tuesday letter, found in your weekly Tuesday packet, prior to the holiday.

- Holiday hours are from 7:30a.m. until 6:00 p.m.
- 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).
- Holiday rates are as follows:
  - \$40.00 per day for Extended Day students
  - \$50.00 per day for non-Extended Day students
- Changes may be made in holiday schedules up to one week before the holiday. After that time, you will be billed for the day whether it is used or not. Staffing is based on the number of students registered.
- There will be a \$20.00 late fee for holiday registration.

## Pre-Kindergarten Clothing

Please send a complete change of clothes for your child to keep in their homeroom. Label all clothing and place in a bag marked with your child's name. These clothes are not required to be Hammond uniform, but similar. These clothes may be the same items, which are required by your child's homeroom teacher.

## Health and Safety

We take our responsibility for the health and safety of your children very seriously. We ask parents to return to the Extended Day office health and emergency, release authorization forms and discipline signature pages at the beginning of the school year. These forms will be included with the handbook after you have registered your child. If your child has been previously enrolled in our Extended Day program, you will only need to fill out one new form each year. Extended Day does not require separate immunizations & physical exams. The copies provided to the school are adequate. This information is kept on file in the Extended Day office. All our staff has current certification in Basic First Aid and Child CPR. Emergency procedures and evacuation plans are in place in case of any emergency. If your child needs medication, it will be administered by the school nurse. Extended day staff does not administer any medication to children.

It is our responsibility to know where all Extended Day children are after school. If a child in grades 1-4 does not check in after school dismissal, an Extended Day supervisor will check with the school office and the classroom teacher, then call the parents. If your child is registered to attend Extended Day and will not be present, please notify the Extended Day office before noon, or after noon please call the Lower School Office.

## Questions or Concerns?

If you have any further questions or concerns, please don't hesitate to call the Extended Day office at:

Office: #776.0295 ext. 2002  
Cell: #920.3082 (after 12:00p.m.)  
E-mail: [extendedday@hammondschool.org](mailto:extendedday@hammondschool.org)

\*\*\*We have an open door policy and parents have full access to their children @ any time during Extended Day operating hours, unless there is a court order limiting parental access.

\*\*\* A child will only be released to the adults that are authorized for pick up on the child's registration form. Upon pickup, the adult must check in with the supervisory caregiver and be cleared through the sign out sheet. If someone else will be picking up the child, the extended day directors must have a signed note with the name, in order for the child to be released. The person should be prepared to show proper identification before we release the child.

\*\*\* Extended Day will not release **ANY** children to **ANY** unauthorized person under **ANY** circumstance!!!

## Fees

### Monthly Students

Monday- Friday	12:00-3:00	\$300.00 (per month)
Monday- Friday	12:00-6:00	\$390.00 (per month)
Monday- Friday	3:00- 6:00	\$300.00 (per month)
3 days per week	12:00-3:00	\$225.00 (per month)
3 days per week	12:00-6:00	\$325.00 (per month)
3 days per week	3:00-6:00	\$225.00 (per month)
2 days per week	12:00-3:00	\$150.00 (per month)
2 days per week	12:00-6:00	\$215.00 (per month)
2 days per week	3:00-6:00	\$150.00 (per month)
Monday- Friday (Study hall)	3:15-4:15	\$130.00 (per month)

## Drop-in Students

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 Page Duffie or Elizabeth Reading 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

The Business Office bills Extended Day families on a monthly basis. Any questions regarding monthly statements should be directed to the Business Office at #776.0295 ext. 1029.

## Calendar

<u>Date</u>	<u>Event</u>	<u>Extended Day</u>
<b>2008</b>		
August 21 (Thursday)	School Begins	Extended Day opens
September 1(Monday)	Labor Day	<u>Closed</u>
October 13 (Monday)	Fall Break	Open
November 26 (Wednesday)	Thanksgiving	<u>Closed</u>
November 27(Thursday)	Thanksgiving	<u>Closed</u>
November 28 (Friday)	Thanksgiving	<u>Closed</u>
December 18 (Thursday)	Winter Holidays	Open
December 19 (Friday)	Winter Holidays	Open
December 22 (Monday)	Winter Holidays	<u>Closed</u>
December 23 (Tuesday)	Winter Holidays	<u>Closed</u>
December 24 (Wednesday)	Winter Holidays	<u>Closed</u>
December 25 (Thursday)	Winter Holidays	<u>Closed</u>
December 26 (Friday)	Winter Holidays	<u>Closed</u>
December 29 (Monday)	Winter Holidays	Open
December 30 (Tuesday)	Winter Holidays	Open
December 31 (Wednesday)	Winter Holidays	<u>Closed</u>
<b>2009</b>		
January 1 (Thursday)	Winter Holidays	<u>Closed</u>
January 2 (Friday)	Winter Holidays	Open
January 5 (Monday)	School Resumes	Open
January 19 (Monday)	MLK Holiday	<u>Closed</u>
February 13 (Friday)	Winter Break	Open
February 16 (Monday)	Winter Break	<u>Closed</u>
March 23 (Monday)	Spring Break	Open
March 24 (Tuesday)	Spring Break	Open
March 25 (Wednesday)	Spring Break	Open
March 26 (Thursday)	Spring Break	Open
March 27 (Friday)	Spring Break	Open
April 10 (Friday)	Easter Break	<u>Closed</u>
April 13 (Monday)	Easter Break	<u>Closed</u>
May 28 (Thursday)	Last Day of School	Open
May 29 (Friday)	Last Day of Extended Day	Open

\*Extended Day is open on all faculty in-service days

\*Extended Day is open on all noon dismissal days

\*Extended Day is open on all conference days