

Pre-K 2010-2011
Extended Day Registration

Please mail to:
ATTN: Extended Day Program
Hammond School
854 Galway Lane
Columbia, SC 29209

Child's Name _____

Boy _____ Girl _____

Address _____

Parent's Name _____

Email address _____

Home # _____

Work # _____

Cell # _____

Emergency # _____

I give my consent for my child's participation in the Hammond School Extended Day program. I agree to release and hold harmless the School, its agents and employees from claims, damages, losses, or other liabilities for injuries to the Student not from gross or willful negligence by the School, its agents or employees. I agree to indemnify the School for damage caused by the Student. I will not hold the School responsible in the case of accident or injury as a result of participation. I have read, understand and agree to all policies and billing information for the Extended Day program.

Signed (parent/guardian)

MONTHLY STUDENTS

Monthly rates are available for 5, 3, and 2 days per week. Students enrolled will need to submit any changes to their schedule, in writing, by the 30th 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.

DROP-IN STUDENTS

Drop-in rates are \$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.

ENRICHMENT CLASSES & ENRICHMENT PLUS

Pre-K students whose participation in Extended Day is limited to enrichment classes should register for "Enrichment Plus". Enrichment Plus is for students not enrolled in full time Extended Day, but who are enrolling in one of the enrichment classes. The cost of Enrichment Plus is \$60 per month plus the monthly class fee. The \$60 per month fee covers the time between 12:00 p.m. and 2:45 p.m. one day a week.

MONTHLY STUDENTS

Please check all of the spaces that apply:

- | | |
|---|-------------------|
| <input type="checkbox"/> Monday- Friday 12:00-3:00 | \$310 (per month) |
| <input type="checkbox"/> Monday- Friday 12:00-6:00 | \$400 (per month) |
| <input type="checkbox"/> Monday- Friday 3:00-6:00 | \$310 (per month) |
| <input type="checkbox"/> 3 days per week 12:00-3:00 | \$235 (per month) |
| <input type="checkbox"/> 3 days per week 12:00-6:00 | \$335 (per month) |
| <input type="checkbox"/> 3 days per week 3:00-6:00 | \$235 (per month) |
| <input type="checkbox"/> 2 days per week 12:00-3:00 | \$160 (per month) |
| <input type="checkbox"/> 2 days per week 12:00-6:00 | \$225 (per month) |
| <input type="checkbox"/> 2 days per week 3:00-6:00 | \$160 (per month) |

Please circle appropriate days: M T W TH F

DROP-IN STUDENTS

My child will use the drop-in childcare only.

"ENRICHMENT PLUS"

My child will use enrichment plus only (enrichment class a week/1 day only)

ENRICHMENT PROGRAMS
PRE- KINDERGARTEN

(Please refer to packet for details.)

| <u>Program</u> | <u>Day</u> | <u>Time</u> | <u>Monthly Fee</u> |
|-------------------|------------|-------------|--------------------|
| ___ Science | Monday | 2:00-2:45 | \$50 |
| ___ Kindermusik | Monday | 2:00-2:45 | \$50* |
| ___ Stories & Art | Tuesday | 2:00-2:45 | \$45* |
| ___ Soccer | Wednesday | 2:00-2:45 | \$50 |
| ___ Tap/Ballet | Wednesday | 2:00-2:45 | \$55* |
| ___ Karate | Thursday | 2:00-2:45 | \$45 |
| ___ Cooking | Thursday | 2:00-2:45 | \$55* |
| ___ Tennis | Friday | 1:45-2:45 | \$70 |
| ___ Fun Bus | Friday | 2:15-2:45 | \$50 |

*Indicates a one time registration fee/supply fee.

Questions or concerns?

Contact Mike Harmon, Director of Extended Day

extendedday@hammondschool.org or

803-776-0295 ext.2005

Cell # 803-920-3082

Dear Parents,

We are looking forward to a wonderful year at Hammond School. In order to be in compliance with DSS regulations, we must have your signature after reading the following statements:

In an effort to provide the safest environment possible, we make it a priority to know where your child is from the time they arrive on campus to the time they leave each day. We ensure that your child will be supervised by one of our staff members at all times. Our staff will be certain that your child is escorted from the car in the morning to their classroom for the day. As they travel throughout the school for various activities they will always be accompanied by a staff member. Attendance sheets will be kept by each of the teachers with absences and other important information to keep track of your child. At the conclusion of each day your child will either be escorted to your car in the carpool lane, or you will need to come inside to sign them out.

The Lower School staff shares the view that children who feel loved, experience success, and who are meaningfully engaged in appropriate material do not often display behaviors which need correcting. When a student demonstrates behavior that is unacceptable to his or her well being or to that of the group, we typically utilize a "time-out" technique to provide an opportunity for a child to re-focus and reflect on better options. Each grade level develops an age appropriate system of warnings and consequences. The loss of a privilege may be used as a natural consequence. We make sure that students understand why they are being disciplined and what choices they can exercise to avoid future repetition. We always attempt to be fair, firm, and consistent. I have read and understand Hammond's statement on discipline stated above and that corporal punishment will not be used in any situation.

I understand that it is the policy of Hammond School's Extended Day Program to release a child to either biological parent. If I do not wish for this to occur, then I will provide a legal document, separation agreement, or court order stating otherwise. Until I do so, Hammond School will release my child or children to either parent. I will hold Hammond School harmless from any liability caused by the school relying upon such documentation.

*I authorize the following person(s) to pick up my child from Extended Day:

If someone other than the above designated person(s) is to pick up my child or children from Extended Day, I will send a signed note authorizing Extended Day of this change. The person whom permission has been granted to, will be required to show a photo ID or use a family code word.

The center shall permit the parent of a child to free and full access to his/ her child without prior notice unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines.

I hereby grant permission for my child to participate in all Extended Day sponsored field trips and field studies with advanced notice given. My child will not be allowed to participate unless individual permission slips are completed for each trip.

Your child's records are open only to the child's teacher, the director, authorized employees of the DSS, and the child's parent or legal guardian. All records will be kept in the director's office in a locked filing system.

I understand that Extended Day staff does not administer any medication to children. If it is necessary for prescription medication to be administered **during school hours (7:45- 4:00)** the School Nurse or appropriate designee will administer the medication. The medicine must be supplied in the pharmacy labeled container and must be accompanied by an In School Prescription Medication Administration Form. This form should be completed and signed by the doctor and parent. These forms are available on the www.hammondschool.org website or from the school nurse. If the medicine is also taken at home your child is responsible for taking the medication home. To help with this, you can ask your pharmacist to supply two medicine containers – one for home use and one to send to school.

I understand that accidents or injuries may occur while attending school or taking part in the Extended Day program. In such cases parents are notified immediately. In the event that parents cannot be reached, the person(s) indicated on our emergency medical forms or the family physician will be contacted. In all cases, first aid will be administered with the greatest of care. We will err on the side of calling parents rather than not calling when children are treated in our sick room. In the event of an emergency during which parents or other designated persons cannot be reached, the completed health form authorizes the school to seek treatment from a qualified physician at the nearest emergency clinic. The director or director designee will ride in the emergency vehicle with the child to seek professional medical attention. The child's personal records will be taken with the child and emergency staffing will be used if necessary. The director or director designee shall remain with the child until a parent/guardian is able to arrive.

I understand the school has an emergency evacuation plan and I will be notified of the situation as soon as possible. In the rare event of inclement weather, Hammond will close at its own discretion. Our administration will monitor the conditions and will ordinarily confer with the administration from Heathwood Hall before making any final decisions. Both Hammond and Heathwood hope that by using each other as a resource, we can provide our communities with more prudent decisions in the face of inclement weather. These decisions will be made by 6:00 AM the morning of the school day in question. School closings will be announced on WIS TV, (Local channel #10 or Time Warner Cable channel #3), on the school's general voicemail and on our website. In the event conditions warrant an early dismissal, families will be notified through Hammond's Alert Now system. This system leaves a detailed voicemail and an email through the email addresses and phone numbers you have given the school. No announcements are made when weather and/or road conditions are not hazardous. Reopening Hammond after an emergency closing will be at the school's discretion. The announcement of reopening will be made on WIS TV, our voicemail and our website.

Parent or guardian's signature: _____ Date: _____

Director's signature: _____ Date: _____

(Revised August 2010)