

WELCOME BACK TO SCHOOL!

Greenwood School's Extended Day Program

Where a long day is FUN!

Greenwood School offers after school programs that cater to children of all ages with age appropriate, healthy and nourishing activities led by trained teachers and staff. We feature two separate programs, one for the grade school students, and one for our kindergarten children. This program is designed to be an extension of the school day – following the natural rhythms of your growing child.

In order to better provide for your children with appropriate staffing and activities, you will be asked to sign-up in advance for the days and times you need. We will have three sign-ups during the course of the year that will coordinate with the elective program. Drop-ins will still be available on a limited basis.

Kindergarten Age Children: The Sparrow's Nest Program

The Kindergarten children have their own program called "The Sparrow's Nest" which runs from 12:30pm – 3:00pm. It is lovingly led by a warm and caring teacher in partnership with the Kindergarten teachers. This program provides a home-like, inviting, and playful program for all the kindergarten children who stay after the regular kindergarten school hours!

The Sparrow's Nest Program will be held in the kindergarten room.

Limited Enrollment: Space will be limited in the Sparrow's Nest Program to 12 children from 12:30 – 3:00. There will be no drop-in on Mondays after 3:00 pm.

Pick-up times: 3:00 pm in the kindergarten room

Kindergarten children who need care beyond 3:00pm, will transition to the Extended Day Program with the grades children.

Sparrow's Nest Time Schedule

- 12:30: Arrival and Lunch (please pack a healthy lunch)
- 1:00: Story and rest time
- 2:00: Daily activity
- 3:00: *Sparrow's Nest pick-up time*
- 3:30 Transition to Extended Day Program with the Grades Children
- 4:30 *Second pick-up time in Extended Day Program Room*
- 5:30 *Final pick-up time in Extended Day Program Room*

Lunch and Snack

The kindergarten children in the Sparrow's Nest Program will sit together and share lunch at 12:30pm. Please send a healthy, sugar-free lunch in reusable containers to support the philosophy of the school. If your child transitions into the Extended Day Program with the grades, a snack will be provided in the Extended Day Program.

Extended Day Program (All Children)

The Program for the grades runs from 3:05 – 5:30. The program provides a healthy welcoming after-school snack, followed by activities that are exciting, interesting and fun. The program will have a team of teachers and assistants who will integrate activities on various days as part of the program, based on enrollment.

Extended Day Time Schedule

3:05: Students gather and will then have a snack, provided by the Extended Day Program.

3:30: Students begin electives and daily activities. Kindergarten children transition in.

4:30: *First pick-up time*

5:30 *Final pick-up time*

General Information regarding both Programs:

How do I sign my child(ren) up?

Sign up by completing the attached form and return it to the office. Payments may be paid to the school office or on-line through School Pay. You can access School Pay through a link on our web-site: click on “On line payments.” Drop-in requests are made through the school office only. You can either call the office or email your request to admin@greenwoodshcool.org. Be sure to include your child’s name, dates you need care and pick-up time. Please make drop-in requests at least one week in advance as space is limited.

What does it cost?

ADVANCE SIGN UP:

Parents are encouraged to select the days and blocks they wish for and pay in advance. The pre-paid fees are as follows:

- Sparrow’s Nest block (12:30 – 3:00) is \$305 per day enrolled.
- 1st block of extended day (3:05 – 4:30) is \$185 per day enrolled
- Final block of the day (4:30 – 5:30) is \$120 per day enrolled.

For those who are frequent users, payments can be paid in equal monthly installments covering the semester; however, payments must be made in advance.

DROP IN RATES:

There are two drop-in rates:

- Pick up by 3:40 from extended day - \$10 per day.
- Pick up after 3:40, and Sparrow’s Nest drop in - \$30 per day.

Late pick-up fees, after 5:30 will be \$1.00/minute.

Deadlines and Changes?

The deadline for signing up for the fall semester is September 9th. A \$25.00 fee will be charged for any late sign-ups. Additionally a \$25.00 fee will be charged for any changes to the contracted hours during the course of the semester.

What is the parents’ role in the Extended Day Program?

- Complete the sign-up form so the teachers can plan a rich program and provide appropriate staffing.
- Be prompt and respect the specified pick up times.
- Pick up your children by 5:30pm so the staff can clean up and prepare for the following day.

Fall Sparrow's Nest and Extended Day Sign-up August 31, 2011 – December 16, 2011

Please sign my child up for the following days and times: **(Please use one page for each child)**

Child's Name: _____ Grade: _____

SPARROW'S NEST and EXTENDED DAY

Sparrow's Nest Runs from 12:30 – 3:00 and Extended Day Runs from 3:05 – 5:30 daily.

The pre-paid fees are as follows:

- Sparrow's Nest block (12:30 – 3:00) is \$305 per day enrolled.
- 1st block of extended day (3:05 – 4:30) is \$185 per day enrolled
- Final block of the day (4:30 – 5:30) is \$120 per day enrolled.

Please enroll my child in the following blocks for the Sparrow's Nest and/or Extended Day Program:

Block	Mondays:	Tuesdays:	Wednesdays:	Thursdays:	Fridays:
Sparrow's Nest (12:30 – 3:00)	_____	_____	_____	_____	_____
Extended Day 3:05 - 4:30 Block	_____	_____	_____	_____	_____
Extended Day 4:30 - 5:30 Block	_____	_____	_____	_____	_____

Number of Days enrolled in Sparrow's Nest _____ x 305.00 = _____

Number of Days enrolled in 3:05 -4:30 Block _____ x 185.00 = _____

Number of Days enrolled in 4:30 – 5:30 Block _____ x 120.00 = _____

Total Cost for Sparrow's Nest and Extended Day Program – Fall Semester =====

Amount Paid: (Minimum due ¼ of Total)** =====

** Remaining balance due in installments prior to Oct. 1, Nov. 1, and Dec 1.

_____ Payment attached _____ Paid on-line through School Pay (Please return form to the office)

I have read the attached information and understand that any balance due for the semester is due in 3 equal installments prior to the 1st of Oct., Nov. and Dec. If payments are not made, my child will not be able to attend the Sparrow's Nest / Extended Day Program. I also understand a \$25.00 fee will be added if I am signing up after Sept. 9th 2011, or if I make any changes during the semester.

Parent Signature

Date