



Orange Grove Charter School Extended Day Program 2019-2020

505-B Arlington Drive Charleston, SC 29414 (843) 852-7929

Extended Day Program Director: Allison_Steffens@orangegrovecharter.com

REGISTRATION FEE RECEIPT NO. _____

CHILD RESIDES WITH: MOTHER FATHER BOTH GUARDIAN OTHER: _____

1. CHILD'S NAME: _____ Gender: Male Female

DATE OF BIRTH: ____/____/____ 2019-2020 GRADE LEVEL: _____ MEDICAL ALERT _____

2. CHILD'S NAME: _____ Gender: Male Female

DATE OF BIRTH: ____/____/____ 2019-2020 GRADE LEVEL: _____ MEDICAL ALERT _____

3. CHILD'S NAME: _____ Gender: Male Female

DATE OF BIRTH: ____/____/____ 2019-2020 GRADE LEVEL: _____ MEDICAL ALERT _____

PARENT/LEGAL GUARDIAN INFORMATION

NAME: Mr. Ms. Mrs. _____ Relation _____

HOME ADDRESS: _____

CITY, STATE: _____ ZIP: _____

HOME PHONE NO.: _____ CELL PHONE NO.: _____

E-MAIL (Please print clearly): _____

EMPLOYER: _____ WORK PHONE NO. _____

PARENT/LEGAL GUARDIAN INFORMATION

NAME: Mr. Ms. Mrs. _____ Relation _____

HOME ADDRESS: _____

CITY, STATE: _____ ZIP: _____

HOME PHONE NO.: _____ CELL PHONE NO.: _____

E-MAIL (Please print clearly): _____

EMPLOYER: _____ WORK PHONE NO. _____

PERSONS AUTHORIZED TO PICK UP MY CHILD(REN) OR TO BE CONTACTED IF I CANNOT BE REACHED
PHOTO ID IS REQUIRED:

1) NAME: _____ RELATION: _____
 HOME NO.: _____ WORK NO.: _____ CELL _____

2) NAME: _____ RELATION: _____
 HOME NO.: _____ WORK NO.: _____ CELL _____

3) NAME: _____ RELATION: _____
 HOME NO.: _____ WORK NO.: _____ CELL _____

4) NAME: _____ RELATION: _____
 HOME NO.: _____ WORK NO.: _____ CELL _____

_____ (Parent/legal guardian's Initials REQUIRED)

Your child will only be released to a parent/legal guardian or those persons listed above. Release to others will only be granted if a written note is furnished or the parent/legal guardian contacts the program director by telephone authorizing release to an individual not listed above – **NO VOICE MESSAGES.**

Individuals will be asked to provide a picture ID.

Custody Restraints/Person(s) who **may not pick up my child: _____

In cases of custody or any other legal matter pertaining to your child, we must be provided with a copy of the legal documents to keep on file.

_____ (Parent/legal guardian's Initials REQUIRED)

MEDICAL INFORMATION and ADDITIONAL HEALTH INFORMATION:

Any medication to be administered in the Extended Day program requires a Doctors Order Form separate from any given during the school day. Medication must be in the original, sealed and properly labeled package.

MEDICAL ALERT - (Please list ALL allergies & medications)

Child's Name	Age	Environmental/Seasonal or Food Allergies	Medication: (Inhaler/EpiPen)	Additional Comments/ Medication Provided
1.				
2.				
3.				

ICE: Hospital Choice: _____ Doctor's Name/Phone No. _____ / _____

PARENT/LEGAL GUARDIAN SIGNATURE: _____ DATE: _____

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Middle School Payment Information

Child's Name: _____ Grade _____

Child's Name: _____ Grade _____

Child's Name: _____ Grade _____

Dear Parents/Legal Guardians, please initial where indicated. Thanks.

Annual Registration Fee (NON-REFUNDABLE): \$35 per child - \$60.00 per family (grades 6th-8th). Please include registration fee with this registration packet.

_____ (Parent/Legal Guardian's Initials)

Payments are accepted everyday. A \$10.00 late payment fee will be added to your account if it is not paid according to your selected payment schedule:

weekly bi-weekly monthly twice a month lump sum other (please explain) _____

	Extended Day Daily Rate	Extended Day Weekly Rate	Extended Day Daily Rate for Half day/Early Out	Early Morning Care Daily Rate 7:00 am to 7:45am
1 Child	\$15	\$75	\$20	\$5
2 Children	\$25	\$120	\$35	\$10
3 Children	\$35	\$175	\$50	\$15
4 Children	\$45	\$225	\$65	\$15

- Early Morning Care Program - 7:00 a.m. until school starts (7:45 a.m.) - Registration is not required.
- After school hours- from dismissal until 6:00 p.m. by the clock within the program.
- Half-day dismissal is 12:15 p.m. and Early dismissal is 1:15 p.m.

_____ (Parent/Legal Guardian's Initials)

LATE PICK-UP CHARGES:

The OGCS Extended Day Program CLOSES AT 6:00 PM, according to the clock within the program. Parents arriving after 6:00 PM must pay a late charge of \$2.00 per minute, per child. After 15 minutes, the late charge is \$5.00 per minute, per child. Frequent late pick-ups may cause your child to be withdrawn from the program. If you are running late, please contact the program at (843) 852-7932.

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Middle School Homework Policy

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

PARENT/LEGAL GUARDIAN'S INITIALS REQUIRED**

** _____ 1. Homework space is limited and several children are doing assignments or studying. Anyone who is disruptive during homework time will be ask to leave the room. DISRESPECT WILL NOT BE TOLERATED.

** _____ 2. Homework is done Monday through Thursday from 3:30pm to 4:30pm. Please discuss with your child what you expect them to accomplish.

** _____ 3. The Homework Room teachers are also OGCS faculty. They do not do individual tutoring. If your child did not understand a homework assignment, we will try to inform you so that your child can complete that assignment at home with you.

** _____ 4. Students must raise their hand and wait patiently for someone to help them, or to be dismiss from the homework room.

** _____ 5. Homework is check for completion and partial correction. Parents still need to review and if necessary, sign their child's homework. Please do not hold us responsible for incomplete assignments.

** _____ 6. After 4:30 p.m., no one is available to assist with homework. However, students may continue to work until they have finished or signed out. .

** _____ 7. We adhere to all school safety rules and DO NOT take students back to classrooms for forgotten items - for any reason. Parents and students are not allow back into the building or classroom - for any reason.

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1. HOURS AND DAYS OF OPERATION:

The OGCS Extended Day program follows the OGCS school year calendar. We are open every day until 6:00 P.M.. The program is closed when school is not in session.

Extended Day hours begin when your child arrives to the Extended Day program located in the Cafeteria. Upon entering the Cafeteria, attendance is taken, your child is offered a snack and supervised until you sign them out. At this point, your child is on the roster as present in the extended day program. If your child's transportation arrangements need to be changed, please send the teacher a note, e-mail (in the morning) or contact the front office by phone (843) 852-7929 before 2:00 pm. If your child is dismissed to Extended Day, you will be charged the daily rate if the teacher or the office were not properly notified of a transportation change. Coming to the office after the above dismissal time or having your child called to the carloop will not exempt you from being charged for the day. Upon entering the office, you will be asked to sign your child out or we will sign out your child if they have been called to the car loop. Please plan accordingly.

_____ (Parent/Legal Guardian's initials)

2. EMERGENCY CONTACTS:

Please keep e-mail, phone numbers and emergency contact information up-to-date. The ID of persons authorized to sign out your child should match the name on the ID presented to us. For proper ID purposes, please refrain from using nick-names or family call names.

_____ (Parent/Legal Guardian's initials)

3. PAYMENTS

All accounts are to be kept up-to-date and current. You should begin each week with either a zero balance or a credit. Please remember that you will owe something each and every week that your child attends the program. [Example: If your child attended the program the week of August 27, 2019, a payment is due on Friday August 27, 2019]. Starting with the first week of school, you should always make a payment. Adjustments are made for parents that desire to pay on a different consistence schedule. A \$10.00 late charge will be added to accounts that are not paid in a timely manner. We accept cash, checks or ONLINE PAYMENTS via RevTrak on a daily basis. RevTrak is a payment system only and does not keep track of your ledger balance. Frequent late payments will result in your child being suspended or withdrawn from the program.

Please present your receipt to resolve any accounting discrepancies. If you have trouble reading your ledger sheet, please let us know and we will gladly assist you.

All uncollected fees will affect your child's school privileges. School privileges include, but are not limited to, style days, fieldtrips, ice cream, school pictures, Fun Days, "End-of-year" activities, report cards, transfer records, etc...These privileges will be withheld until the full amount is paid.

Late pick up fees are add to your child's ledger. According to the clock in the Extended Day sign-out area, the late pick up charges are - \$2.00 per minute/per child. After 15 minutes, the late pick up charges are \$5.00 per minute/per child.

All Non-Sufficient Funds checks, and other returned checks, go directly to our collection agency, Check Velocity. They will make 3 attempts to collect on the check and the bank will charge your account an extra fee for each attempt. Once we are notified of the NSF check, your account at OGCS Extended Day is **CASH ONLY or ONLINE PAYMENT via RevTrak for the remainder of the school year**. If the check is not collected through Check Velocity, OGCS will request payment directly from you and charge **an additional fee of \$30.00**. This fee and the amount of the check must be paid in cash or ONLINE PAYMENT via RevTrak only. If all attempts to collect fail, your attendance privileges to the OGCS Extended Day Program are immediately suspended and may only restart when all fees are up-to-date and paid in full. Privileges within the school may also be suspended. Re-admission into the program will be at the Director's discretion.

_____(Parent/Legal Guardian's initials)

4. DISCIPLINE

The OGCS Extended Day program adheres to all OGCS rules, policies and procedures. The type of discipline will determine the level of action. The consequence for physical body contact, stealing, destroying school property or any conduct considered disruptive, inappropriate or unsafe may result in a referral, immediate removal, suspension or expulsion from the program. Disrespect will not be tolerated. Please review these rules with your child.

_____(Parent/Legal Guardian's initials)

Re-registration is at the Director's discretion and will be based on how you and your child comply with the Program's guidelines during the current school year (timely payments, child's behavior, etc.).

I have read, understand and agree with the policies as stated in the above documents and have discussed these expectations with my child.

Parent/Legal Guardian's Signature: _____ Date _____