

St. Zachary School Extended Day Program

PHILOSOPHY

The St. Zachary School Extended Day Program (EDP) strives to provide a safe, caring, and happy atmosphere for our students. Staffed by professional educators, our program provides a flexible schedule of recreation, homework, quiet time, and snack time.

ADMISSION POLICY

Any students enrolled in St. Zachary School, will be allowed to register in the Extended Day Program. Students enrolled in the AM only Preschool may use AM EDP and those enrolled in PM only Preschool may enroll in PM EDP. Your child/children must be registered in the program to attend at any given time.

Attending the Extended Day Program is a privilege, not a right. All children must obey the rules and regulations to continue in our program.

HOURS

The Extended Day Program is available between 7:00 AM - 8:00 AM and from 3:00 PM - 6:00 PM on days when school is in session. A weather emergency or other emergency, which causes the school to close, will also result in the canceling of EDP. On early dismissal days, EDP will operate from the time the school day ends until 6:00 PM, except on the last day of school. Families will be notified in advance if there are any changes to the EDP schedule.

FEES/BILLING

- A \$50.00 registration fee is due at the time of registration and will be billed through FACTS.
- Charges for the previous week's hours are billed through FACTS every Tuesday. Invoices are due 10 days after issued. All invoices are paid through autopay in FACTS. Fees for this program must be paid when due.

RATES *(subject to change)*

MORNING (7:00 AM - 8:00 AM):

\$12.00 per morning for ONE child

\$15.00 per morning for TWO children

\$19.00 per morning for THREE children

AFTER SCHOOL (3:00 PM - 6:00 PM):

\$15.00 per afternoon for ONE child

\$19.00 per afternoon for TWO children

\$24.00 per afternoon for THREE children

For more than 3 children: An additional \$2 per child for each morning or afternoon will be added.

For every five minutes past 6:00 PM a \$5.00 late fee will be charged.

DISCIPLINE

Every child is expected to abide by the rules of the Extended Day Program. These rules are as follows:

- Students must remain with the supervisor(s) at all times; a child is to ask a supervisor for permission to leave the EDP room or group for any reason.
- Appropriate behavior and language is to be used at all times. No foul language or roughness will be tolerated.
- Children must walk in the hallways at all times.
- Each child will be expected to help clean up his/her toys or snacks, and to generally straighten the room.
- Each child is unique and valuable; therefore, we expect every child to respect one another, the staff and the property.
- *Students are **NOT** permitted to use their cell phone or other electronic device during EDP.*

If a child violates these standards, the first action will be removing him/her from the group and seating this child with or near the teacher. Parents will receive a notice of this action when the child is picked up. If the child does not respond to this and problem behavior continues, the parents will be called for a conference. Should there be a third incident, a child will be removed from the Program for a week; future problems may result in the child's removal from EDP permanently.

PROGRAM

Each afternoon will include a snack time provided from home. A healthy snack is necessary for maintaining energy levels and concentration. Students are encouraged not to 'trade' food at snack time.

Time each day is devoted to games and free play. Weather permitting; a portion of this time will be spent outside. Please send children with appropriate clothing for the weather. Children may bring toys from home, but electronic games/toys, trading cards, collections or valuable personal items should not be brought to school. The child assumes responsibility should an item be damaged in any way. Children are encouraged to share all toys available. A television and DVD player are available for use at the teacher's discretion.

Time and space are set aside for students to do homework and to request help from a staff member, when needed. It is the student's responsibility to acknowledge their assignments and use the time well.

ATTENDANCE/ABSENCES

Students are to report to the designated room before or after school for EDP. Parents or guardians are expected to sign in their child/children for before school care. Children attending after school care will be sent to EDP on their designated days unless a note, email or phone call has been received from the parent at the office. Absence due to illness is generally reported at the same time you call or email the school office to report a school day absence.

ILLNESS/ACCIDENTS

Along with the EDP Registration Form, the Emergency Form and Emergency Treatment Release must be completed and on file for each child attending EDP. These forms clearly state procedures for reaching you in case of an emergency. If a child becomes ill or is injured while attending EDP, a call will be made to the parent/guardian or designated person. Parents are expected to make provisions for picking up a sick child.

PHONE CALLS

The school office will accept calls regarding EDP between 7:30 AM and 3:15 PM on school days. Please do not leave a message on the school voicemail after 3:15 PM, as EDP does not have access to this phone. **Emails regarding EDP should be sent to the teacher prior to dismissal and include the school office at schooloffice@saintzachary.org.** Please allow enough time so that teachers are aware of your plans as the end of the school day gets hectic.

SCHOOL'S RIGHT TO AMEND

Saint Zachary School Extended Day Program has the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

Extended Day Program Registration

REGISTRATION FEE: \$50.00 per Family (*Billed to FACTS Account*)

Family Name: _____

List the names of children participating:

Student Name	Grade

Persons permitted to pick up your child/children:

Name	Relationship to child	Contact Phone Number

I have read the Saint Zachary School Extended Day Program information.

Parent Signature: _____

Date: _____

EDP Emergency Form

Child's Name: _____

Address: _____

Home Phone: _____

Father's Full Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Mother's Full Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Student(s) live with: Parents _____ Mother _____ Father _____ Other _____

School Insurance: YES _____ NO _____ If No, list Company _____

EDP Emergency Treatment Release

To Whom It May Concern:

As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the following minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after reasonable effort has been made to reach me. Necessary first aid may be given at school.

Name of Minor: _____ Relationship: _____

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signed: _____

Father _____ Mother _____ Legal Guardian _____

Address: _____

Home Phone: _____

Hospital Preference: _____

Family Physician: _____

Specify Medical allergies, chronic illnesses or other conditions: _____

Please notify the School Office with any changes to the above information.