



EXTENDED DAY PROGRAM PARENTS INFORMATION FORM

GENERAL INFORMATION

- Extended Day Program (EDP) is for families that have students enrolled in preschool through eighth grade at SVLS.
- EDP hours are 6:00 a.m. to 8:30 a.m. and 3:30 p.m.-6:00 p.m. M-F on school days. Be sure to look at your school calendar for days off. If there are unscheduled days off such as snow days, payments received will be credited.
- Children are not allowed to leave the school building without the supervisor if they are registered to attend EDP on that day.
- Children must be signed in for the a.m. session and out for the p.m. session by a parent or a parent approved guardian to insure children are always under the protection of an adult.
- EDP will take place in the commons at the Mt. Calvary campus and in an approved room at the Bethel campus. Students are expected to be in the commons/approved room until the supervisor moves them to another location.
- Children should bring their own snacks. There will be no trading of snacks. It is the child's responsibility to eat their snack if they want to.
- Students will not be allowed to return to the classroom. EDP will provide pencils. If a student has forgotten something they need that evening, they may go to the classroom upon pick with their parent/guardian.
- Children may come every day or one or more days per week. Emergency drop ins will be available if space permits it. Whenever possible prior notice to the office should be given.

REGISTRATION

- A registration form must be completed and given to the supervisor or one of the offices.
- There will be a one-time, nonrefundable registration fee of \$10.00.
- The cost will be \$3.50 / hour per child. Minimum charge is half hour.
- There will be a \$1.00 a minute charge for after-hours pick up.
- Payments must be made in advance by the Friday of the prior week. Children will not be allowed to use the EDP if payments are not made. If there is a situation when payments cannot be made, notify the principal.
- Every scheduled hour will be charged whether present or not. The only exception would be for school made changes to school sanctioned activities such as sports, forensics, cheerleading...etc.
- Admission and Scheduling Forms will be available at both sites.
- In event a scheduled school day is cancelled, a credit will be allowed for that day.

PARENT COMMUNICATION

- Parents should contact the supervisor about concerns. There are two ways to communicate to the supervisors:
 - Communicate directly to the supervisor. When needed the supervisor will communicate with the Early Childhood Director or the Principal.
 - Communicate by email to the office who will forward it to the supervisor.

DAILY SCHEDULE

- EDP will be provided on days that school is held.
- Times:
 - Before School M-F 6:00 a.m. to 8:30 a.m. (both campuses)
 - After School M-F 3:30 p.m.-6:00 p.m. (Mt. Calvary campus only)