

How EDP Operates

Children will receive academic and recreational guidance. Sessions include time for games, children's videos, homework, art & crafts, etc. If a parent wants homework done before the child goes home, please send us a note so the EDP supervisor is made aware of this.

Children usually stay within the school grounds. If they do leave to go to a nearby park or on a walk, it is always with at least two adults present. If a parent prefers that a child not leave the premises, please note this on the enrollment form.

Children will enter and exit the program through the EDP entrance. For pick-up, an authorized adult must come inside to sign out each child.

South Campus

Park on Irving Park Road with your flashers on, enter through easternmost door to sign your child in or out.

North Campus

Park on Ardmore. Ring bell for admittance at EDP entrance (next to the main office entrance) to sign your child in or out.

Hours

EDP is available mornings from 6:30 a.m. until 8:00 a.m. every school day, and afternoons from 3:00 p.m. to 6:00 p.m. on all full school days (not on half-days).

Fees (per student)

Registration fee is \$20 per student.

The standard EDP rate is \$6.00/hour per student, broken down as follows:

Mornings

- Drop off between 6:30 a.m. and 7:15 a.m.
\$6.00/day
- Drop off after 7:15 a.m.
\$3.00/day

Afternoons

- \$6.00 /hour up to 6:00 p.m., not to exceed
\$15.00/day
- Late Fee: \$1.00 per minute after 6:00 p.m.
NO EXCEPTIONS

Unregistered or unscheduled student rate

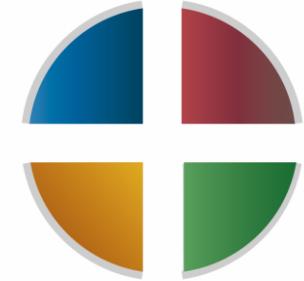
- \$7.00/hour for morning or afternoon
- After 3 sessions, registration fee will be automatically added to student's FACTS bill

Drop-ins

We will accept children at the "last minute" if it is an emergency. The unscheduled rate will apply.

Billing

Usage will be tracked via the sign-in/out log. Charges will be added to your FACTS billing each month for the prior month's services.



POPE FRANCIS
GLOBAL ACADEMY

Extended Day Program 2016-2017

Welcome to our Extended Day Program!
We offer our EDP to any registered student
of Pope Francis Global Academy.

General Guidelines

Please notify EDP in writing when your child is to be picked up by someone other than those listed on the authorized pick-up list. A contact phone number is necessary. The adult picking up your child must present a photo ID. Your child will not be released without a note from you -- a phone call will not be sufficient authorization.

Please be sure to keep your authorized pickup list updated. Any changes must be made in writing -- a phone call will not be sufficient authorization.

If your child is scheduled for an after school activity (e.g., sports, brownies, etc.) on a day they are signed up for EDP and will be leaving from and/or returning to EDP, you must notify us in writing with the time they will be leaving and/or returning. Your child must sign in with EDP first.

Always notify EDP when your home, work and/or emergency phone numbers change. This is very important!

What Students Need for EDP

Afternoons only

- A snack and beverage. Please send finger foods only; nothing requiring microwave.
- Favorite toys/games (please label with child's name)
- Change of clothes, labeled and in a Ziploc bag or pre-k and Kindergarten, optional for others

How do I Sign Up

In order to use the EDP services, families must register in advance. Registration is critical so we can have appropriate medical and contact information readily available to the EDP staff. Please complete the attached enrollment form.

Schedules

In order to properly staff our program, we need to know each student's expected days of use. Please fill out our separate EDP use form. If your schedule is always the same, you only need to complete the form once. A new form should be submitted if your schedule changes. If usage will be irregular, please complete a schedule for each upcoming month. Schedule forms are available in the school office or from the EDP staff.

Contacts

South Campus EDP phone:
North Campus EDP phone:
EDP Coordinator: Barb Ledenbach,
bledenbach@pfgacademy.org

2016-17 EDP Enrollment Form

Child(ren) Name(s)	Grade/Campus
_____	_____
_____	_____

Persons authorized to pick up child(ren):

Allergies: _____

Parent/Guardian phone numbers:

1. _____

Name/relationship	home phone
_____	_____
work phone	cell phone

2. _____

Name/relationship	home phone
_____	_____
work phone	cell phone

After school emergency numbers

1. _____

Name/relationship	phone
_____	_____

2. _____

Name/relationship	phone
_____	_____

I DO ___ DO NOT ___ give permission for my child to go on area walks with EDP staff.

Parent signature: _____

Parent email: _____