

EXTENDED DAY PROGRAM PARENTS INFORMATION FORM

2018-2019

General Information

- Extended Day Program (EDP) is for families that have students enrolled in kindergarten through eighth grade at SVLS.
- EDP hours are 7:00 am to 8:30 am and 3:30 pm to 6:00 pm M-F school days. Be sure to look at the school calendar for days off. **NEW THIS YEAR:** EDP will be offered 12:00 pm to 6:00 pm on the following early release days: September 21 (1:15 pm dismissal), October 24, November 8, January 16, March 15.
- Children are not allowed to leave the school building without the supervisor if they are registered to attend EDP on that day.
- Parents **MUST** sign their children in for the morning session and out for the evening session. Children are **NOT** to be dropped off in the parking lot or allowed to leave when they see their parent pull in. This insures the children are always under the protection of either the EDP supervisor or his/her parent.
- EDP will take place in an approved classroom. Students are expected to be in the room unless the supervisor moves them to another location.
- Children may bring their own breakfast/snack for either session. Microwaves are available.
- Students may bring handheld electronics as parents see fit. They will be allowed to play appropriate games on them during designated times. Headphones must be used, or the sound must be turned off. The EDP program is not responsible for any damages sustained to personal electronic devices.
- Children may come to EDP as often as needed. 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 office.
- There will be a one-time, nonrefundable registration fee of \$10 every school year.
- The rate is \$3.50/hour/child. Minimum charge is half hour. Please refrain from scheduling by the quarter hour.
- There will be a \$1.00/minute charge for after-hours pick-up.
- Schedules and payments **MUST** be made in advance by the Friday of the prior week. Children will not be allowed to use 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 sanctioned activities such as sports, forensics, etc. If a child is sick on a scheduled day, there will not be a refund.
- In the 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 supervisor:
 - Communicate directly to the supervisor upon drop-off or pick-up. When needed, the supervisor will communicate with the principal.
 - Communicate by email to the office who will forward it to the supervisor.