



EXTENDED DAY PROGRAM INFORMATION FORM PRESCHOOL

GENERAL INFORMATION

- Extended Day Program (EDP) is for families that have students enrolled in preschool at SVLS.
- EDP hours are 7:00 a.m. to 8:30 a.m. and 11:30 a.m.-5:30p.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 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 extended day room.
- Children should bring their own snacks and lunch. There will be no trading of food. The children will be allowed to eat during the scheduled times.
- 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.
- We will provide a cot for each child in aftercare. Each child is allowed to bring a small blanket and pillow, as well as a stuffed animal. These items will stay at school throughout each week. They will be taken home on Fridays to be washed and then brought back on Mondays. Children will be resting on their cots for a minimum of 30 minutes each day.

REGISTRATION

- A registration form must be completed and given to the supervisor or the office.
- There will be a one-time, nonrefundable registration fee of \$10.00.
- The cost will be \$3.50/hour. 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 Director.
- Every scheduled hour will be charged whether present or not. The only exception would be for school-made changes, such as a snow day.
- Admission and Scheduling Forms will be available at the secretary's desk and online.

PARENT COMMUNICATION

- Parents should contact the attendant about concerns. There are two ways to communicate to the attendants:
 - o Communicate directly to the attendant. When needed the attendant will communicate with the Early Childhood Director.
 - o Communicate by email to the Preschool Secretary, who will forward it to the attendant.

DAILY SCHEDULE

- EDP will be provided on days that school is held.
- Times:
 - o Before School M-F 7:00 a.m. to 8:30 a.m.
 - o After School M-F 11:30 a.m.-5:30 p.m.

I have read and understand the Extended Day Program Policies and agree to follow them.

Signature _____

Date _____