

J.E. Cosgriff Memorial Catholic School

# EDP

Extended Day Program  
Handbook

Kindergarten – 8<sup>th</sup> Grade

**The Extended Day Program** is designed to provide a safe, supervised environment before and after preschool for Kindergarten through 8<sup>th</sup> grade students of J.E. Cosgriff School. We look forward to building a relationship with you and your child(ren).

The program provides the following:

- Before and After Preschool hours
- Supervised homework time
- Individual attention
- Supervised recreation
- Creative activities
- After school snack

### **Hours**

#### **Monday-Thursday**

Before school Monday-Friday	7:00 a.m. – 8:10 a.m.
After school Monday-Friday	3:15 p.m. – 6:00 p.m.
Friday and early dismissal days	12:15 p.m. – 6:00 p.m.

Staff members are employed only until 6:00 p.m. The computer automatically begins charging \$1.00 per minute after 6:00 p.m.

Please respect the closure time.

Any student on campus before 7:50 a.m. or remaining on campus 20 minutes after school has been dismissed will be check into EDP and parents will be billed accordingly. This includes students not registered in EDP.

**Fees** Bills are sent out the first full week of each month and prompt payment is expected.

Registration Fee	\$40.00 per student
Hourly Rate	\$4.00 per hour
Drop-in Rate	\$5.00 per hour
Non-registered Student	\$5.00 per hour
Late pick-up	\$1.00 per minute late fee

Fees are the sole support of the EDP. Snacks, supplies, crafts and play equipment expenses are included in the program fees.

If EDP tuition is not paid by the end of the month, your child cannot continue in the program and you will need to make other arrangements.

**The Facility** EDP is located in the Vaughan Center (1929 S. 2300 E.) The program also utilizes the Vaughan Center library and playground. The EDP classroom is furnished with age appropriate toys, games, books TV/VCR/DVD, tables and chairs, and accessible restrooms.

### **EDP Schedule**

**Before school** Kindergarten is escorted to the school building by EDP staff at 8:10 a.m. **After School** Kindergarten and 1<sup>st</sup> grade students attending EDP are again escorted by EDP staff to the Vaughan Center.

Monday- Thursday, Kindergarten and 1<sup>st</sup> grade are assigned to the playroom from 3:15 p.m.-4:15 p.m. Students 2<sup>nd</sup> -8<sup>th</sup> grade are to meet EMP staff on the school playground (or gymnasium) and will be allowed in the Vaughan Center Library for homework at 3:30 p.m.

**Snacks** are provided daily. All students attending EDP on Fridays and early dismissal days must bring a sack lunch and report to the school lunchroom at 12:15 p.m.

**Registration** requirements include completion of EDP registration forms, EDP registration fee of \$40.00 per students and all past EDP balances must be paid current.

Please note: all EDP registration forms, fees and billings are separate from the school and are handled by the EDP Director. EDP registration forms can be found in the Vaughan Center or picked up in the school office or downloaded from [www.cosgriff.org](http://www.cosgriff.org).

**Attendance** No student will be allowed to leave EDP without a parent or guardian checking them out. Only persons whose name appears on the EDP registration form will be authorized to pick up a student. Students are not allowed to leave campus and return later without a parent/guardian. To remain on campus after school has been dismissed, students must either be checked into EDP, supervised by faculty or be with a parent or guardian. This includes Parent-Teacher Conferences.

### **Parent Responsibilities**

- Check your child in/out of EDP on the computer in person. If you do not check out you could be charged until 6:00 p.m. Do not send children in alone to check in/out, you must accompany them. This also is an opportunity for the Director, staff and parents to become familiarized, answer questions and discuss any concerns.
- Prompt payment
- Prompt pick-up in the afternoon
- Don't send anyone whose name does not appear on the EDP registration form to ask for release of children without a written authorization and advance notice to the Extended Day Program Director.

### **Expectations of Student Behavior**

All students are to adhere to the same rules as indicated in the "J.E. Cosgriff Student handbook"; be respectful of the staff, other students, materials used in the program and the environment provided. Parents will be asked to make other arrangements if their student does not adhere to the EDP/J.E. Cosgriff policy. Students need to bring all necessary supplies and belongings from school at dismissal time. Students will not be allowed to return to the school building.

**Health and Safety** are of the highest concern. If a student becomes ill or is injured while under EDP care, the EDP Director will contact parents immediately. If emergency medical treatment is needed, the EDP Director will contact 911 first. Parents are expected to arrange for taking a sick child home. The program will not provide transportation.

**Days of operation** EDP operates on all regularly scheduled school days. EDP is open for early dismissal days *except: Thanksgiving, Christmas, Easter, and the last day of school.*