

## Christ Our Savior Catholic School

### Extended Day Care Information and Procedures

Registration Fee per family: \$10.00

Hourly Fee per child: \$3.50 (31minutes to 60 minutes)

\$1.75 (1 minute to 30 minutes)

Late charge is \$1.00 per minute, per child after 6:30 P.M.

Families are billed monthly. The billing for EDC is listed on the tuition envelope. When writing a check, indicate how payment is to be applied.

Hours: Before School-Open at 6 A.M.

After School until 6:30 P.M.

-When a student enters Extended Day Care (**EDC**) **in the morning**, that student must remain in the EDC room until the opening bell rings at 7:55 A.M.

If a parent wants the student to join his/her class at 7:40 A.M. outside or in the gym on inclement weather days, a **note signed** by the parent must be sent to EDC personnel stating that request. The note will be kept on file.

-Any student wanting to eat **breakfast** in the morning or a **snack** after school in EDC must bring the food with them from home. EDC personnel do not provide food/snacks for the student. **NO GUM** is allowed at any time.

-**Rules** in the **Parent/Student Handbook** are always in effect during school hours which include EDC hours.

-EDC personnel are allowed to **discipline** a student with demerit slips for inappropriate conduct or other violations as noted in the Parent/Student Handbook.

-A student must remain in **uniform** clothes while in EDC. **Gym shoes** may be worn in the gym **during play**.

-A student should not bring any **electronic devices** to EDC (I Pods, Personal CD players, Game Boys, etc.) The same rules as apply during the school day.

All **cell phones** are to be kept in the book bag and turned off. **There is a phone in the EDC room** if students need to contact a parent after school. The student needs to ask EDC personnel to use the phone. A parent may contact a student via the school phone in EDC.

-A student **may not return to a classroom or locker after 3 P.M.** (with or without a parent or another adult). This is a safety measure.

-On good weather days, EDC personnel may take **students outside for play**. If you do not want your child to go outside, please send a signed note indicating this decision. The note will be kept on file.

-When a parent arrives to **pick up** a student **after school**, the student must leave with the parent and not remain to play with friends.

-Once **a parent signs out** the student for the day from EDC, the student may not return to the EDC room.

-A student who must **leave EDC** early by himself/herself (usually due to sports practice) must have a **note signed by a parent** in order to leave. The note will be kept on file.

-If a student is to **leave EDC with another family**, a note signed by the student's parent or a phone call to EDC personnel must be made before the student can be released to anyone but the parent or designated person allowed to pick up the student.

-A parent will be notified by EDC personnel either by phone or in person when a student is picked of all **incidents/accidents** that occur in EDC.

It is important that **emergency phone numbers** are updated immediately by a parent when phone number changes occur.

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