

# IMMACULATE HEART OF MARY SCHOOL EXTENDED DAY CARE PROGRAM (E.D.P.) 2023-2024

PHONE: (323) 663-9436

## HOURS:

- Mondays-Thursdays: 3:00-6:00 PM
- Fridays: 12:30-6:00 PM
- THERE IS NO EXTENDED DAY PROGRAM the day before Christmas, Easter, and Summer Vacation

## PURPOSE:

The Immaculate Heart of Mary School Extended Day Program is a service offered to our parents for our students, providing adult supervision and activities for students after school hours.

## THREE COMPONENTS OF E.D.P.:

- I. Study Hall for doing homework. (This does NOT mean tutoring.)
- II. Recess Activities (Playtime)
- III. Arts and Crafts

## FEES:

During Registration, parents will pay **\$30 Registration Fee per student**, as well as both **September and June payments**. These are all non-refundable. **Payments for October-May will be posted to your Blackbaud tuition account.**

- 1 Child: \$200/month
- 2 Children: \$250/month
- 3 Children: \$325/month

**Late Pick-ups: \$5.00 for each additional 5 minutes (beginning at 6:05)**

## OCCASIONAL USE:

Students not enrolled in E.D.P. must go to Day Care if they are not picked up by 3:15 (Mondays-Thursdays) or 12:45 (Fridays). Students will be charged \$5 for every 5 minutes following this time with a maximum of a **\$20.00 fee per day**. (i.e. 3:15-3:20 - \$5, 3:20-3:25 - \$10, 3:25-3:30 - \$15 and anything after 3:30 - \$20)

## SIGN OUT:

Any student staying in Extended Day Care **MUST BE SIGNED OUT BY AN AUTHORIZED PERSON BEFORE LEAVING THE SCHOOL PREMISES**. Please do not sit in your car and honk to summon your child. You must come in and sign him/her out. Please enter through the back gate and not the front door.

**PENALTY IF YOU TAKE CHILD OUT OF E.D.P. IN THE MIDDLE OF THE YEAR:** If you decide to take your child out of E.D.P. in the middle of the year, you will not be able to receive your June payment back. You will also no longer be eligible to use the monthly service for the rest of the year. You will need to pay the occasional daily use fee if you need your child to stay in E.D.P. again.

**GENERAL PROGRAM GUIDELINES:**

- Children must check-in everyday.
- A parent or authorized adult must sign students out daily. If a person who is not on the “authorized adult list” will be picking up a child, the parent must send a note with specified date(s), name of who will pick your child up, and phone numbers. This person must then sign-out the student.
- Students enrolled in E.D.P. may not just leave and walk somewhere without written authorization from a parent. This includes older students going to the library or to a friend’s house for projects, etc. We cannot dismiss without your written authorization. Please be clear about this. We must know where students under our care are at all times and know that it is authorized by you, the parent/guardian. Therefore, if they are normally in the Extended Day Program, they must present a letter authorizing their leave to go elsewhere after school. This letter must specify date(s), name of who will pick your child up, and phone numbers. This person must then sign-out the student.
- If a registered E.D.P. student will not be attending E.D.P. on a given day, the E.D.P. Director must be notified with a signed note.
- E.D.P. children who have games, choir, or other school activities must check in at dismissal and notify the E.D.P. Director of the activity. Parents must authorize these activities.
- Children should bring a daily snack for E.D.P.
- Children are expected to be respectful with E.D.P. personnel.
- Children may not bring toys and games without permission from the E.D.P. Director. No expensive electronic toys allowed.
- Cell phones are not allowed to be used during Extended Day. The students must have written permission from their parents in order to have a cell phone. It must be turned off during Extended Day. It will be confiscated if it is being used.
- Late pick-ups will be charged \$5 for each additional five minutes.
- Continued late pick-ups may result in your child being dropped from the program.

- Failure to pay fees on time and/or penalty fees may result in your child being dropped from the program.
- Continued “disciplinary problems” with a child may result in the child being dropped from the program. “Disciplinary problems” are defined as any continued belligerence, disobedience, disrespect (toward adults or other students), or the deliberate misbehaving toward adults or children. Final decisions are up to the discretion of the E.D.P. director and the school principal.

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*The parent(s) or guardian(s) signing this contract agree to uphold the above policies and guidelines, and agree to indemnify and hold harmless the school, its agents, and the Archdiocese from any loss or liability arising from the Extended Day Care Program, as such loss or liability relates to the child covered by this contract.*

Child’s Name (please print)	Age	Grade

Child’s Name (please print)	Age	Grade

Child’s Name (please print)	Age	Grade

Parent Signature	Parent Signature	Date