

## **GO AHEAD, EXTEND MY DAY!**

Welcome to EDP! The Homewood Extended Day Programs exist to serve students and their families after school. Our goal is to better utilize our school facilities for the benefit of our students by providing a safe, fun atmosphere for children at a reasonable price. Any child who is currently attending Homewood City School in kindergarten through fifth grade is eligible to attend EDP. EDP is offered from 3:00 pm until 6:00 pm on days that regular school is in session. EDP will be open on scheduled early dismissal days, but will be closed on school holidays and in the event of unplanned early dismissal due to inclement weather or other emergency. You will be notified in the event of unexpected closures. Parents are required to complete registration paperwork and pay a registration fee in order to utilize the program. Registration must be completed each school year that children will attend EDP. Parents are responsible for updating information given at registration, should changes occur. It is important to have correct contact information for parents and authorized pick-up persons and accurate information relating to children's health and safety. As Extended Day Programs, guidelines expressed in the school's Student-Parent Handbook also apply to EDP. We follow our elementary schools' rules and practices, including guidelines concerning illness, safety, and discipline.

### **Philosophy:**

It is our mission to provide a safe, fun environment for the children in HCS Extended Day Programs. We believe in fostering community and family values and giving children the opportunity to learn new skills. We encourage children to make good choices through the selection of daily activities, thus giving them the opportunity to build a positive self-image by developing self-confidence and accountability. EDP strives to maintain flexibility, provide a relaxed, fun atmosphere, focus on the needs of our students, and build positive relations between the parents, EDP staff, and regular school faculty. During EDP children should have the opportunity to develop social skills, respect for themselves and others, and participate in a variety of activities.

### **Program Style:**

Our program style is based on the philosophy that children learn through making choices. In EDP, children choose from a menu of activities each day. EDP activities include board games, arts & crafts, manipulatives, sports activities, outside and imaginative play. Children in EDP have clothespins with their names on them that are used as their "tickets" to the EDP activities. A list of children and their daily choices is sent to the EDP office each afternoon to account for the location of every child. Children move through the building freely between activities. Attendance is called at the beginning of each activity to ensure children are in the correct location.

Students attending EDP will report straight to the lunchroom upon class dismissal and be seated with their grade level, where they will be checked in to EDP. An afternoon snack will be provided during this time. Snacks may consist of water, juice, milk, chips, fruit, cookies, crackers, yogurt, cereals, etc. If your child has a food allergy, please be sure to inform the EDP director of the allergy in writing. An alternative snack will be provided to students with known food allergies. Please contact Ms. Valerie in the EDP office with any other dietary concerns.

### **Study Hall:**

Study Hall is an important part of our after school program. It is offered as a choice to students, except for those who are required to attend by either their parent or teacher. We strongly encourage the children to go to Study Hall and complete their homework so that they may move on to other activities. Study Hall provides a quiet environment for students to read and complete homework under the supervision of an EDP staff member. Although homework assistance will be provided whenever possible, it is not the Extended Day Program's responsibility to ensure that children's homework is completed or correct. Study Hall is never used as a punishment. If you have any questions or concerns about your child completing homework during EDP, please contact the EDP office.

### **Illness/Medication:**

As always, EDP will follow the same guidelines as the school in regards to medication and illnesses. EDP may only administer medicine to children if it is sent from home in accordance to Homewood City School system's guidelines. Medical authorization forms are available with the school nurse. Children who are absent from school or checked out due to illness may not attend EDP that day. Parents will be called and informed if their children become ill during EDP hours. Children who are ill must be picked up as soon as possible. Children who display or report signs of Covid 19 symptoms will

be immediately removed from their group. If symptoms indicate illness, parents will be contacted and asked to pick up their children as soon as possible. There is not a school nurse on campus during EDP, so parent compliance in picking up sick children is imperative to reduce the risk of exposure to other students and the EDP staff. Children who are sent home ill from EDP may return to school according to the school's return policy concerning their illness. If an EDP student or staff member tests positive for Covid-19, it will be reported to the school nurse so that notifications can be made in accordance with HCS policies.

### **Discipline:**

Our discipline will follow the same *Code of Conduct* established for the regular school day. Discipline will be handled by the group leaders, EDP directors and assistant directors, and in some cases the school principals. Failure to comply with the rules established by the *Code of Conduct* will make it necessary for the following steps:

-First incident: The student will be separated from the group in order to discuss the problem with the child and help to determine causes and ways to resolve it.

-Second incident: loss of or restriction of activities and a behavior report given to the parent or guardian to sign.

-Third incidence: a conference with the parent will be scheduled and the child may be suspended from the EDP program for a few days.

Severe offenses may result in more severe consequences in accordance with the *Code of Conduct* and will be reported to the principal. If a child's behavior consistently disrupts the program, physically or emotionally harms others, or conflicts with the program's rules and guidelines, a conference with the parent will be scheduled. After all reasonable attempts have been made, the child may be dismissed from the program. We are here to provide a pleasant, enjoyable experience for all. Do not hesitate to discuss concerns or helpful suggestions with us.

### **Attendance:**

Children may not attend EDP in the afternoon if they were absent from school. Parents should contact EDP if their children will not attend the program on a day they are normally expected to attend. Children attending EDP are expected to join the program as soon as they are dismissed from their classrooms. Daily attendance is taken at the beginning of each afternoon. Unlike the regular school day, EDP does not typically accept late check-ins for safety reasons. If children are participating in school related activities after school other than EDP, notification should be given to the EDP office and the classroom teachers. If children are participating in after school activities that are non-school related or take place off school campus and parents wish for their children to attend EDP afterwards, parents must contact the EDP director **prior** to the day of the activity to discuss if late arrival arrangements can be made. Please notify the EDP director prior to school dismissal if your children will be dropping in to EDP on a day that they do not normally attend. If notification is not given for children who do not normally attend the program, EDP will not know to expect them; therefore, the EDP staff will not know to be concerned by their absence should they not check in to the program. Children's classroom teachers should also be notified if there will be any changes to a student's regular dismissal to EDP. To better ensure the safety of our students, classroom teachers and the EDP staff need to be aware of changes to EDP children's after school plans.

### **Pick-Up:**

Children must be signed out at the EDP check out desk by a person authorized for pick-up. Children will only be released from EDP to people listed with permission on their EDP registration card. Please notify the EDP office in writing, if any changes need to be made to pick-up people. In the event that a court ordered legal situation develops whereby a parent is not allowed to pick up a child, please provide us with a court document stating such. Please have a picture ID ready when signing out students from EDP.

EDP uses the front door closest to the flagpole for entering and exiting the school building for EDP check out. You will find the EDP check out desk in the foyer just inside the door. This door will be unlocked from 3:15 pm until 6:00 pm. If you are picking up students before 3:15 pm, you will be picking them up in carpool. Please make sure that EDP and your children's teachers know if they will be picked up in carpool and not sent to EDP. You may park in front of the school and use the EDP entrance *after* 3:15 pm. There is limited space in the pick-up area, so please be mindful of others when checking out students. Please be prepared to step outside to wait for children after signing them out to avoid overcrowding in the EDP lobby. When checking out children from EDP, please allow 5 - 10 minutes for them to reach the dismissal area, as EDP groups will be located throughout the campus.

### **EDP Fees:**

The HCS Extended Day Programs rely on participants' tuition to meet all operational expenses. Children may not attend EDP unless the required registration paperwork is completed and EDP fees have been paid. Registration fees are due in advance of attendance. Tuition is also due in advance at the first of the month that children are attending. The posted monthly tuition rates are based on the number of weeks that EDP is offered each month; therefore, the monthly rates may vary. Drop in and late pick-up fees are due on the day of occurrence when children are picked up from EDP. EDP accounts must be kept in good financial standing in order for children to participate in the Extended Day Program. Untimely payments of tuition fees could result in children being ineligible to attend EDP until accounts are brought current. All past due balances from previous attendance at any HCS Extended Day Program must be cleared before children can register for a new program or school year. EDP tuition is charged on the basis of attendance.

There is a **non-refundable registration fee of \$40 per child** due with registration.

Registration paperwork must also be completed each year before a student is eligible to attend EDP.

The **weekly tuition fee is \$45 per student** for students attending 3 to 5 days per calendar week.

The **daily/drop-in tuition fee is \$15 per child per day** for students attending 1 or 2 days per week.

There is a **late pick-up fee** for students who are picked up **after 6:00 pm** in the amount of **\$1 per minute late per child**.

**Returned checks** will be referred directly from the school's bank to an outside agency for collections. NSF fees will be charged.

**Please note:** If students who have not completed EDP registration requirements are brought to the EDP office at 3:30 pm because they were not picked up during the regular school day, they are NOT eligible to participate in EDP activities. Students must be registered in order to participate in EDP. When unregistered students are brought to the EDP office, it is for the safety of those children who would otherwise be left unsupervised. In the event that this courtesy is extended, parents will be expected to pick up their children as soon as possible, will be charged the daily rate of \$15 per child, and will be asked to register their children for the Extended Day Program.

Please contact your school's EDP director with questions concerning your school's Extended Day Program.