

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, instructions 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. Due to this unprecedented situation and the information concerning school reopening plans and new policies for health and wellness being released on Friday, July 17; some necessary changes to the program are still in the planning process for the 2020-2021 school year.

Philosophy:

It has always been our mission to provide a safe, fun environment for the children in HCS Extended Day Programs. Our program style has always been centered around the philosophy that children learn through making choices. We have always encouraged children to make good choices through the selection of daily activities, thus giving them the opportunity to accept responsibility for themselves and develop self-confidence and self-esteem. Under current school guidelines, we will no longer be able to offer sessions during EDP. (Use of clothespins, shared equipment and supplies, choosing and transitioning between sessions, and flexible group sizes and schedules cannot be supported under the school system's reopening plan.) Since the opportunity for students to choose the activities to participate in each day will be eliminated, we are faced with completely restructuring the EDP program. Throughout this process we will strive to maintain flexibility, continue to provide a safe, fun environment, focus on the needs of our students, and build positive relations between the parents, EDP staff, and regular school faculty. Children will continue to have the opportunity to develop social skills, respect for themselves and others, and participate in a variety of activities.

Program Style:

Out of the necessity to limit the combining of groups, sharing of materials, and transitioning between activities and classrooms, EDP students will be placed in after school groups based primarily on grade level in a designated area. Although EDP students will remain with their group throughout the afternoon, we will continue to offer a variety of activities that appeal to the interests of the children participating, while limiting physical interaction as much as possible. EDP activities will continue to include appropriate after school pastimes such as playing games, arts & crafts, manipulatives, and imaginative play. Facial coverings will be required by students and staff. As within the school day, sharing of supplies will be more limited and students will be reminded to follow good hygiene, including washing hands or using hand sanitizer. Once we have an idea of how many students will be staying in the afternoons, we will establish a schedule for rotating EDP groups to the gym and/or playground for active play. They will stay with their group leader and will follow school guidelines for handwashing before and after going to other areas, moving through the hallways, wearing masks, and cleaning equipment.

A snack will continue to be provided by EDP each afternoon. Snacks may consist of water, juice, milk, chips, fruit, cookies, crackers, yogurt, etc. In the past, food has been restricted to the lunchroom, EDP office, or outside locations in an effort to maintain cleanliness and hinder drawing unwanted pests to other areas. However, with the modified lunch schedule being put into practice during the school day, EDP is exploring different scenarios for snacktime. Plans are being developed keeping social distancing in mind. In an effort to control the spread of germs, some snack choices may be more limited than in the past. 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.

Study Hall:

Study Hall has always been an important part of the program. It has always been offered as a choice to students, except for those students who are required to attend by either the parent or teacher. Although we will not be able to offer a traditional Study Hall under current guidelines, the opportunity to complete homework will remain a priority in EDP. Quiet time for reading and completing homework will be incorporated into the afternoon within each group. EDP staff will strongly encourage the children to complete their homework so that they may move on to other activities. 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. Homework is never used as a punishment.

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 systems 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 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 classroom. 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, please notify the EDP office and the children's classroom teachers, so we will be aware of changes that need to be made to the EDP children's dismissal plans. 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, we will not know to expect them on the given day; therefore, we will not know to be concerned by their absence should they not attend. Children's teachers should also be notified if there will be any changes to their children's regular dismissal to EDP. EDP directors will meet with principals and classroom teachers closer to the beginning of school to establish the safest method of transitioning students from their classrooms to EDP this year.

Pick-Up:

Children will be released from EDP only to people listed on their EDP registration card. Please notify the EDP office in writing, if there is a change 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. When checking out your children, please allow 5 - 10 minutes for them to reach the dismissal area, as EDP groups will be located throughout the campus. We are currently considering several options to determine the best method for parents to check out their students from EDP this year. According to the current level of school operations, social distancing will be implemented and masks will be required at all times, including when entering & exiting the building. EDP already incorporates a staggered dismissal, but we are looking to establish a process which will also minimize the number of people entering and exiting the building where pick up areas do not allow for physical distancing. You will receive more information regarding EDP pick-up procedures before the first day of school.

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 are brought to the EDP office at 3:30 because they were not picked up during the regular school day and they have not completed EDP registration requirements, they are NOT registered in EDP and are not eligible to participate in EDP activities. 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.