

Our Lady of Humility School Extended Day Program Description and Handbook

The EDP Program is in session when school is open unless otherwise noted on the school calendar. Although the program is open to all students who are in the four year old preschool through grade eight, the majority of the activities and games are designed for younger students. Students in grades seven and eight are encouraged to bring appropriate activities/games/books as most activities are not for this age group.

Hours: 6:00 AM to 8:15 AM and 3:10 PM to 6:00 PM

Days/Dates: The program is open when school is open except where noted through the Wednesday Notes.

Accidents: In the event an accident occurs parents will be notified and an accident report form completed.

Age Qualification: The Extended Day Program is open to all students who are registered in the preschool four year old program through grade eight. The program is not available for children who are three years of age.

Allergies: The school office communicates regularly with the EDP staff. However, it is required parents of children with allergies communicate this in person to the EDP Director. If a child requires the use of an epipen, a separate epipen should be given both to the school office and the EDP Director. Explicit instructions should accompany the epipen and the parent should model how to use it properly.

Conflict Resolution:

If a conflict should arise, speak first to the staff member involved. If the situation is not resolved, a conference with the director of the program and the principal should be arranged.

EDP Bill

-The EDP bill should be paid by cash, check or money order. Please remit payment in a sealed envelope clearly marked "EDP". IF YOU ARE PAYING IN CASH DO NOT SEND WITH YOUR CHILD AS OLH CANNOT BE RESPONSIBLE FOR LOST PAYMENTS.

-Payments must be made within ten days from when they are received.

Gym Usage

-Students often use the gymnasium and or playground until 4:30 PM. If your child has any health considerations which would preclude being active after school, this should be brought to the attention of the EDP staff.

Homework

-The computer lab in the school is open for students in grades 4 through 8 to complete their homework. A teacher is available for assistance until 4:15 PM. This is a quiet study area. Students must follow the expectations of the teacher or they will not be permitted to continue. This is considered part of the EDP and regular charges are applied.

Hourly Rate:

The regular program fee is set per hour per child. The parent/guardian will be asked to sign their children in (morning) and out (afternoon). Once the monthly bill is generated, it must be paid by

the 10th of each month (excluding May). If a parent or guardian fails to meet the payment deadline and does not make arrangements with the coordinator, the children will not be able to continue in the program.

-The hourly rate for the program is \$4.50. The fee for the day will be based upon when the child is picked up rounded to the nearest half hour.

LATE PICK UP:

The Extended Day Program closes at 6 PM. There are stiff penalties for late pick up to encourage all children to be picked up on time. A child picked up between 6:01 to 6:15 PM will have an additional \$25 charge with \$5 for every five minutes after 6:15 PM. Upon the third "late pick-up" the family will be asked to no longer use the program.

Payment of Bill

The Extended Day Program exists as a ministry to families. However, the program operates financially only when bills are paid promptly. If bills are not paid promptly, additional fees may accrue and/or a student may be disallowed from coming.

Registration Fee:

A one-time registration fee of \$25 is required in order to use the program. This fee is payable once per family for as long as the family attends OLH.

Snacks

Staff:

The Extended Day Program is staffed by employees of Our Lady of Humility School. As employees they report to the Director of the Extended Day Program and ultimately to the principal of the school.

Student Behavior Expectations:

-Students enrolled in the Extended Day Program are expected to follow the school rules outlined in the Student Handbook (available on the school's website). The same consequences applied during the school day will be applied at the Extended Day Program.

Toys:

-Children may bring toys from home, however, we ask parents use good judgement and only send toys that can be easily replaced and/or are inexpensive. We cannot be responsible for broken toys.