

Extended Day Program Policies

School: 316•722• 5171

EDP cell: 316 •706•8164



The Extended Day Program (**EDP**) is available to all PK-8 students enrolled at St. Francis of Assisi Catholic School. Preschool students must attend a four-year-old session. The program will begin the first day of school. This program is in total compliance with all St. Francis of Assisi Catholic School and Diocesan guidelines and policies. These policies will be strictly enforced.

Directors:

Diocesan guidelines stipulate that Extended Day programs should be administered by school staff members. Teachers that direct the Extended Day Program are members of the SFA faculty.

Number of Students:

Based upon space restrictions and adult to student ratios, the program has limits, but we will make every effort to accommodate your needs.

Location of the Extended Day Program:

In the morning and the afternoon, the Extended Day Program will be based in Cana Hall (cafeteria). EDP may occasionally operate from the gym, Stewardship Hall, or other rooms at SFA.

Registration Fee:

A \$25.00 per family registration fee will be assessed to process all applicable documents necessary to run a successful program. This fee is added to the fees page of the oldest student in the family. This fee will appear when the family begins using the EDP Program and/or Homework Club.

Fees are only assessed when the student uses this service.

The fees are as follows:

One child:	\$ 3.50 per hour
Two children:	\$5.75 per hour
Three children:	\$8.25 per hour
Four children:	\$10.75 per hour

Hours of Operation:

Morning:	6:30 a.m. – 7:40 a.m.
Afternoon:	3:30 p.m. – 5:30 p.m.

Pick-up times are monitored and late fees of \$1.00/minute per child after 5:30 will be added to the next month's bill. *The Extended Day Program is available only on full days of school.**

Final registration is completed through PowerSchool. *The Extended Day Program will have access to all pertinent information which has been provided to the school such as contact information, release information, health and emergency information.*

Arrival and Dismissal Procedures:

Morning Program – Parents and/or students will enter Cana Hall through Door #12 from 6:30am to 7:20am and at the main school entrance door #1 from 7:21am to 7:40am. Students are to go immediately to Cana Hall. Students will be checked in at arrival time and are dismissed at 7:40am.

Afternoon Program-- SFA staff members will walk students to Cana Hall to be checked in by the EDP staff. Students must be picked up by an adult listed in the student's file. No student will be released to a minor or to any adult not listed. This policy will be enforced, without exceptions. When the

adult arrives each day, they will buzz in at the Cana Hall back doors #12 and the EDP staff will check out the student.

AM Breakfast:

Breakfast is offered from 6:45am to 7:45am at additional cost.

PM Snacks:

A light snack will be distributed upon arrival each day. Water bottles may be refilled at the touchless water station. Food allergies should be noted on the student's medical form in order to be served an alternate snack. Outside snacks/drinks are not allowed.

Schedule of Activities:

Morning Program – The morning session is a quiet time for students. Students may read a book, complete homework, play cards, color, or visit with friends. Students will be dismissed at 7:40am to their classrooms.

Afternoon Program – The afternoon time allows students to enjoy inside and outside play, complete homework and enjoy social interactions with students and staff members. We will follow this schedule

Activity Times:

3:15-4:15	Check In, Snack and Outside Play (weather permitting) Homework Club available for 5-8 grade students
3:45-4:30	<i>Other activities may be available at additional cost such as Tippi Toes Dance, Monart, Lego, etc.</i>
4:30-5:00	Homework/Inside or Outside Play
5:30	Latest pick-up time available at the Cana Hall back doors #12

Homework Club:

The Homework Club provides additional support or just a quiet place to work on homework. The overall goal of this club is to provide assistance to students in any subject area and ensure support is given to help students complete their assignments.

- * The Homework Club is available to students in grades **5th through 8th**, from 3:30 to 4:15 p.m., Monday through Thursday.
- * Students who have FIVE or more missing assignments or are failing a class are required to attend the entire quarter.
- * For more information on the Homework Club, please refer to the Student Handbook.
- * Enrollment in the Homework Club is done through the Extended Day Program (EDP).
- * Students must be enrolled in the EDP Program to participate in the Homework Club. The Family Fee of \$25 and the EDP rates are charged.

EDP Statements:

Fees are added to your child's account the first of each month. The fees are due upon receipt. Statements can be paid by check, cash or on-line through e~Funds for School. Fees are based on minutes used each month. **Pick-up times will be monitored and late fees of \$1.00/minute per child after 5:30 will be added to the next month's bill.** Families with past due balances will be contacted to avoid interruption of the EDP service. Failure to pay will result in the loss of our Extended Day Program Services.

Disciplinary Policy:

To provide a safe and orderly environment, students are expected to behave in the same manner as they do at school, with respect and kindness. Students who choose to act inappropriately will be placed in time out and Capturing Kids Hearts procedures will be used. All issues will be addressed with the parent/legal guardian when the student is picked up. Any student may be removed from the program if behavioral issues persist.

Cell Phones:

Students may not use their cell phones for any purpose, including the playing of games or apps. The cell phone must be turned off and left in their book bag.

Health and Safety Issues:

The Extended Day Program will not administer any type of medication, unless authorization is provided by the school nurse. Parents will be notified immediately if signs of illness or injury are exhibited by a student. Students will not have access to items kept in the Nurse's Office. *The Extended Day Program will have access to all health information which has been provided to the school.*

Emergency:

The safety of our students is very important to us. Please maintain updated contact information for you and the emergency contact people that are listed for your child in PowerSchool. Our Extended Day Staff use this information to contact you in an emergency situation. In the event of an emergency, our EDP staff follows the same protocols that are used during the school day. If your child has a minor injury during EDP, parents are given an Incident Form outlining the details of the event. **Note:** our school nurse is not available during EDP hours.

★Please add our EDP cell phone to your contacts: 316-706-8164

★Please note that any students remaining on SFA grounds after 3:40 p.m., will be checked in to the extended day program. They will be required to pay the \$25.00 enrollment fee, update PowerSchool online, and will be billed accordingly.

This will not apply to students who arrive at school early or stay late for sponsored activities like Scholar's Bowl, Little Flowers, Scouts, Religion Bowl, etc.

Right to Amend:

The Extended Day Program reserves the right to amend these policies. Parents will be promptly notified in writing if changes are made.

Revised 06-2022