

St. Patrick School Extended Day Care

EDC

Shelly Angell, Director
510-799-2506 ext. 17

St. Patrick School Extended Day Care

EDC's goal is to provide an extended day enrichment and recreation program. Students are expected to work on homework from 3:15 pm - 4:00 pm. If students choose to, at 4:00 pm, they are allowed outside for activities that include: basketball, baseball, kickball, four-square, etc. - OR they may remain inside for activities that include board games, card games, arts/crafts etc.

While working on homework, students are divided up into classrooms from 3:15 pm - 4:00 pm:

Kindergarten/1st	are in the TK classroom
2nd/3rd Grades	are in the EDC classroom
4th/5th Grades	are in the 4th grade classroom
6th/7th/8th	are in the Computer Lab



Extended Day Care Program

The Extended Day Care program (herein noted as EDC) is available to ALL STUDENTS enrolled at St. Patrick School. All students participating in EDC are expected to follow the rules that have been established for the safety and well-being of everyone. Two options are available, contracted or hourly:

Option 1: Hourly/drop-in, no contract necessary. If paying hourly (\$5.00 per hour), you will be billed at the **beginning of following month**. Payment is due upon receipt of bill or a late charge will be applied.

Option 2: Contract, choose the set days that you would like your child to attend EDC.

EDC Hours

School Days Day Care Starts the First Day of School
Open BEFORE school from 6:30 am to 7:45 am
Open AFTER school from dismissal time until 6:30 pm

There will be a MINIMUM CHARGE of \$5.00 per minute, for any child(ren) left after 6:30 pm. There will be NO After School EDC on:

**The Last Day before Christmas Vacation
The Last Day of School**

Snacks

Snacks are provided to the students during EDC at approximately 4:30 pm. The snack is usually a nutritious one, but some day's sweets are served. If your child has a healthy appetite, please be sure to pack an extra snack on the days they attend. All food allergies should be reported to the EDC Director.

Please make sure on MINIMUM DAYS your child has a LUNCH, even though we provide snacks, it is not enough in itself to satisfy the hunger by noontime.

On MINIMUM Days

All students who have not been picked up after 12:00 pm on minimum days will be sent to EDC and a charge will be applied.

(There is no extra charge on minimum days for those families using the yearly EDC contract)

Sign-in Sign-Out Sheets

There will be a sign-in/sign-out sheet EVERY day in the EDC room. Parents must SIGN their child IN and SIGN them OUT.

6:30 am - 7:45 am Morning EDC
3:00 pm - 6:30 pm M/T/TH/F
1:30 pm - 6:30 pm Every Wednesday

Failure to do so may result in a FULL DAY CHARGE. Sign-in sheets are a legal document that shows proof of transfer of responsibility for the child.

NO one but those designated IN WRITING with the EDC DIRECTOR are allowed to pick up your child(ren). There will not be any exceptions to this rule.

over...

If another person occasionally picks up your child, this person's name must be included on the signed release form or a written note must be given ahead of time to the director. Proper I.D. may be requested for all new unfamiliar faces.

All of these procedures are for the protection of your child(ren)

Students in EDC

All rules as stated in the Student/Parent Handbook will be applied and enforced - but in particular, the following rules should be followed - **First and Foremost:**

Children are expected to report to EDC directly after being dismissed from class. Any children not reporting directly to EDC will be reprimanded and the parent will be notified. It is the responsibility of the child to report on time to the Director and a repeated offense will be grounds for dismissal from the program.

- *Report to EDC promptly after school
- *Keep the school site clean and orderly
- *Respect school property
- *Respect the property of others
- *Hands and feet are for helping not hurting
- *Language/hand gestures must be appropriate at all times
- *Stay in supervised areas ONLY
- *Treat others with respect at all times
- *Cooperate with the staff and show respect for authority.

FAILURE TO FOLLOW ANY OF THESE RULES IS CAUSE FOR DISCIPLINARY ACTION.

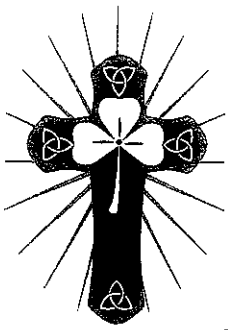
DISCIPLINE

The EDC philosophy is that children should develop independence, self-control and problem solving skills without emotionally or physically hurting others. The EDC staff regard themselves as role models and will resolve all disputes utilizing these skills.

If a child does not respond to these problem solving skills, he/she is given a time-out in a quiet place until calmness and cooperation returns. Disrespect for authority will not be tolerated and may be reason for dismissal from the program. If on the rare occasion that these techniques do not work, the parent will be notified and an individual program of discipline will be developed. Such a program may include temporary removal from EDC.

Study Hall

There is a Study Hall for homework, in which a quiet place is utilized for students to work on their studies. This provides the opportunity for students to complete most of their homework assignments before leaving the EDC environment. The staff takes the responsibility of providing the proper atmosphere for study hall. The staff does NOT, however, guarantee the accuracy of homework. As always, the responsibility of making sure the homework is done properly is that of the parent.



SAINT PATRICK SCHOOL

Faith Education Community Service

Extended Day Care Contract

Only to be filled out if you want contracted days.
(Do not fill out for hourly/drop-in.)

Parent (s) Name _____

My child(ren) will be attending St. Patrick School EDC

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

I understand that my contract is a full year commitment that begins in August. The cost for EDC is divided over a ten-month period with payments beginning August 1st and ending on May 1st. Contracted families must pay for all 10 months in order to be considered for the contracted rate. Payments must be made with Monthly Automatic Debit:

PLEASE INCLUDE A VOIDED CHECK

If Auto Debit falls on a Sat. or Sun., payments will be withdrawn on the Friday BEFORE

Circle the days of the week your child(ren) will attend EDC

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

EDC HOURS ARE FROM 6:30 AM TO 6:30 PM ON SCHEDULED SCHOOL DAYS ONLY

_____ Mornings ONLY _____ Afternoons ONLY _____ Both Mornings/Afternoons

I understand that my child(ren) school emergency release forms will be used at Extended Day Care with the same list of authorized persons who may also pick up my child from EDC. NO other persons will be allowed to pick up without a written note from parents.

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date _____

See Backside for RATES

Extended Day Care (EDC)

Morning ONLY (1.5 hours @ \$3.00 per hour) Per Child no discount with sibling

<u>Mornings Per Week</u>	<u>Cost Per Month</u>
5	\$85.00
4	\$70.00
3	\$55.00
2	\$40.00
1	\$20.00

Afternoon ONLY (3.5 hours @ \$3.00 per hour)

<u>One Child</u>	<u>Afternoons Per Week</u>	<u>Cost Per Month</u>
	5	\$190.00
	4	\$155.00
	3	\$120.00
	2	\$ 85.00
	1	\$ 50.00
	1 (Wednesday only contracted)	\$ 65.00

<u>Two Children</u>	<u>Afternoons Per Week</u>	<u>Cost Per Month</u>
(10% Discount)	5	\$345.00
	4	\$280.00
	3	\$215.00
	2	\$150.00
	1	\$ 90.00
	1 (Wednesday only contracted)	\$ 115.00

BOTH Morning and Afternoon (5 hours @ \$2.80 per hour)

<u>One Child</u>	<u>Days Per Week</u>	<u>Cost Per Month</u>
	5	\$250.00
	4	\$205.00
	3	\$160.00
	2	\$105.00
	1	\$ 60.00
	1 (Wednesday only contracted)	\$ 80.00

<u>Two Children</u>		
	5	\$450.00
	4	\$370.00
	3	\$290.00
	2	\$180.00
	1	\$100.00
	1 (Wednesday only contracted)	\$145.00

Drop in rate - \$5.00/hr - Billed MONTHLY - DUE on receipt of bill.