

**OUR LADY OF HUMILITY  
EXTENDED DAY PROGRAM  
PARENT HANDBOOK**

**EDP PHONES:**

**6:00 A.M. TO 8:00 A.M. (847.746.3723)**

**3:15 P.M. TO 6:00 P.M. (847.872.4106)**

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**PROGRAM TIMES:**

**6:00 a.m. until 8:00/8:15 a.m. Held at Pre-School Building**

**3:00 p.m. until 6:00 p.m.**

**(Pre-K through 3rd North Mobile)**

**(Grades 4 through 8 South Mobile)**

- Children will be placed by grade level with no exceptions.
- Consult calendar or Wednesday Notes to ascertain EDP changes.
- AM EDP will be held every day that school is in session. There is no PM EDP on half-days of school.
- Our program will offer children a wide variety of fun activities such as arts and craft projects, games, outside play, indoor gym playtime during winter months, quiet time for rest or homework.
- The principal will oversee the program and it will be staffed by Coordinators and aides who are employed by the school on a part-time basis. The staff is committed to meeting the goals of the program and developing a consistent, caring relationship with each child as we strive to be significant role models to help the children learn respect, patience and understanding from the examples we set.
- If you need to send us any communication in writing, please address it to "EDP" and send it to
- the office where we have our mailbox. If you have any problems or questions you need to
- discuss privately, please call Judy Richardson, program coordinator, at 847/623-2994.

**ADMISSION POLICY**

The Extended Day Program (EDP) is for the exclusive use of students currently enrolled in Our Lady of Humility School. The program is open for students from Pre-K through 8th grade.

**PROGRAM FEES**

The EDP program is entirely financed by the fees. According to guidelines set by the Archdiocese, the program cannot be subsidized by the school or parish. In order to meet the expenses of running the program, we ask that regular and prompt payment be made so that we can assure the salaries of our staff and the provision of ample supplies.

A Registration Fee for new families is \$25.00 and is a one time only fee good through graduation of last child. Even though you may not use the services for a time and then return to EDP you will not be required to pay the fee again.

The regular program fee is set per hour per child. Parents or guardians will be asked to sign their child(ren) in and out daily for billing purposes. Once billed, payment must be received by the 10th of each month excluding May. If a parent or guardian fails to meet the fee payment deadline and does not make adequate arrangements with the coordinator, the children) may not be allowed to continue in the EDP program.

The fee for 2005-2006 will be \$3.50 per hour and billed in 15 minute increments. If a parent or guardian fails to sign in or out we will bill for the entire session that the the child was in attendance.

Staff members are employed only until 6:00 p.m. Please respect the closing time. A late pick-up fee of \$5.00 FOR EVERY 5 MINUTES AFTER 6:00 p.m. will be charged.

**GUIDELINES FOR PAYING FEES**

You may send payment with your child or give it to an EDP staff member when dropping off or picking up your student. You may also send to school office or child's teacher. Please make sure you put your payment in an envelope marked "EDP Payment". Please do not include EDP payment with your tuition payment.

Receipts for fees paid for tax purposes or employment reimbursement programs are given monthly.

### **IMPORTANT PARENTAL RESPONSIBILITIES**

Please make sure that your emergency information forms are filled out completely and that they are kept current. NOTIFY US IMMEDIATELY IF ANY INFORMATION CHANGES.

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegations, suspicion of child abuse/neglect.

### **MEDICAL EMERGENCIES AND MEDICATION**

Ordinarily, medication cannot be dispensed or stored by staff members of the EDP program.

In cases of illness or accident that appear to be of a minor nature, first aid will be administered by our staff.

In cases that appear serious, the staff will make an effort to carry out the instructions as given on the emergency information form on file for each child.

Parents who have special instructions on how or where their children) is to be treated must include this information on their emergency information forms. If the parent or guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

### **PARENTS WILL BE EXPECTED TO MAKE PROVISIONS FOR TAKING SICK CHILDREN HOME IN A REASONABLE AMOUNT OF TIME.**

### **TERMINATION OF PROGRAM PARTICIPATION**

If you choose to remove your child from the program permanently, please submit a letter in writing to the program coordinator.

### **SAFETY CONCERNS**

Some of our most important policies regarding security issues concerns the children leaving the premises of the EDP program. PLEASE read these carefully and review them with your child(ren).

1. The children must never leave the building or grounds without explicit written permission of the parent or guardian.
2. Parents or guardians should never take children from the school yard or other areas without notifying the EDP staff and signing the children out.
3. In cases of divorce, only the legal custodial parent will be allowed entrance unless a written notice is received from the legal custodial parent.
4. Parents or guardians should not send persons who are not on the information form to pick the children up. For their safety, they will not be permitted to do so. In special circumstances, a parent or guardian may arrange for such a pickup by sending written authorization to the staff. Anyone picking up the child(ren) will be asked to show an ID (drivers license) especially those not known by staff members.
5. The EDP staff will not permit children to leave in a taxi sent by parents unless you notify the staff in writing in advance.
6. Unless in a true emergency situation, please do not call the EDP staff with different instructions for where your child should go after school. Written instructions are the preferred method and for the safety of your child(ren).
7. If your child(ren) will be involved in after school activities such as sport practice, tutoring, Young Rembrandts, a member of the EDP staff will escort them to the designated place at the correct time. Coaches or teachers may also come to the EDP complex and escort the student to the activity. No students are allowed to reenter school building once they have left for the day, even to go back in for homework or books they forgot as per principal.

Also, no student may come or go to an activity unescorted. This also applies to the band students who have early band rehearsal - staff member will escort them to Music Mobile.

8. Doors are locked at all locations while your child(ren) are in attendance at EDP.

### **EXPECTATIONS FOR CHILD(REN)'S BEHAVIOR**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. If there is a discipline concern, the following procedures will be followed:

#### **EDP DISCIPLINE CODE**

When a student is reported for misconduct in the EDP program, a written warning by the principal will be issued to the student to be signed by the parent and returned to the EDP coordinator the following day.

After this first written warning, a second infraction will result in a two day suspension from the program.

A third infraction will result in a one week suspension from the program.

Continued misbehavior will mean the parent will be asked to withdraw his/her child from the

#### **Extended Day program.**

The following language will not be acceptable during EDP:

Using God's name in vain

Cussing or swearing

Hurtful words such as 'stupid', 'idiot', 'suck', 'shut up', 'fatso' or related words.

Bullying or giving the finger also will not be tolerated.

Such infractions of the above will be followed by the use of the EDP Discipline Code.

### **TOYS OR CELL PHONES FROM HOME**

Children may bring toys from home to play with, however, we ask that parents use good judgment when permitting them to do so. We will not allow toy weapons of any kind.

Please do not allow the children to bring a toy that is very personal and special or valuable and irreplaceable. We cannot assume responsibility for such items if they are lost or broken accidentally. These items may also make the child feel protective and defensive, causing problems and contradicting the "sharing" atmosphere we want to encourage. If any personal toy becomes a problem, it will be removed from the child's possession until the end of the day. We will not allow the toy to be brought back. Gameboys are allowed at EDP but not during school time. No cards of any kind will be allowed

at EDP other than cards that are provided by EDP. Personal cell phones will not be used in EDP by students. If, a call must be made, the student may ask permission to use the EDP phone.

### **SNACKS/FOOD**

Children may bring a snack from home as snack time will be provided. Snacks also will be provided by EDP.

Please do not allow children to bring gum (this includes Blo-Pops), hard candy and glass beverage containers. Candy will only be allowed for a special treat or celebration. This avoids problems that arise with sharing and with safety concerns.

### **HOMEWORK**

Each day, there will be a homework/quiet period scheduled. Students will be given an opportunity to begin homework while others engage in quiet activities to "wind down." A space is provided on application where you may determine if your child(ren) are to do their homework prior to any free time/play time. Your request will be honored; if you check that your child is to do their homework, we will make sure that they do.

## **PROGRAM ACTIVITIES**

After attendance is taken, we will have snack time. Weather permitting, we have outside play time for 20-30 minutes. The following is a list of activities that may be included each day:

- Quiet time/homework time
- Organized games; indoors and outdoors
- Boxed games, puzzles, coloring
- Arts/Crafts activities
- Limited special movie days
- Conversation with peers, some unstructured play time

During November 1st thru March 31st on Tuesday, Wednesday and Thursday from dismissal time until 3:45 p.m., we have play time in the gym. Afterwards, we will to mobiles for snacks and remain there until 6:00 p.m.