

Our Lady of Humility  
Extended day Program  
Parent Handbook

EDP Hours

6:00 a.m.- 8:15 a.m.

3:10 p.m. – 6:00 p.m.

Phone Number: (847)746-3722

(before and after office hours, menu option 4)

The Extended Day Program (EDP) is used exclusively for students currently enrolled in Our Lady of Humility School. The program is open for students from Pre-K through 8<sup>th</sup> grade. EDP has been established for working parents and not “babysitting” for personal use such as shopping, or because your child likes to play at EDP. We simply do not have room to extend this service.

Our Lady of Humility offers two EDP sessions. The morning session is available from 6:00 a.m. until 8:15 a.m. Children are then escorted to the school for morning recess. The afternoon session is available from 3:10 p.m. until 6:00 p.m. Children may be picked up at any time during the afternoon session. Pick up persons may be asked for identification if they are not recognized by the staff, this is for the safety of the children, please have ID on hand.

Children are split into three different rooms based on grade level, to ensure safety and accountability.

EDP will be held every day that school is in session including early release days, except the last day of school. From the first day of school until the last day of September, we will go directly to the EDP house on the east side of the Church. On Tuesdays, Wednesdays and Thursdays, starting October 1<sup>st</sup> students in first through 8<sup>th</sup> grade will play in the parish center until 4pm, then move to the house. When the weather warms up in the spring we will stop going to the parish center and we will again go directly to the EDP house. The date of the spring change is based on weather and parents will be notified when that time comes.

Our program offers children quiet time to work on homework, as well as a wide variety of fun activities such as arts and crafts projects, games, outside play during warmer months and indoor play during cold months.

This program is overseen by the principal Ms. Maggie Dolan, coordinated by Ms. Sarah Ferrigan and staffed by OLH employees. The staff is committed to meeting the goals of the program and developing a consistent, caring relationship with each child. We strive to be significant role models and to help children learn respect, patience and understanding from the example we set.

## Program Fees

EDP is entirely financed by the fee. 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.

The registration fee for new families is \$25.00. This is a one-time only fee for the family, and covers all children through 8<sup>th</sup> grade graduation. This fee will be on the first bill sent for actual EDP attendance.

The regular program fee is set per hour, per child. Parents or guardians will be asked to sign their child in and out of EDP for billing purposes. Bills will be sent electronically by the 15th of

each month. Once billed, payment must be received by the last day of each month. If payments are not received in a timely manner, and payment arrangements have not been made, children may not be allowed to continue in EDP.

The current fee is \$5.00 per hour and will be billed by the half hour. If your child(ren) are not signed in (am session) or out (pm session) you will be billed for the entire session. Staff members are employed only until 6:00 pm. Please respect the closing time. A late fee of \$20 is charged to families who pick up children between 6 and 6:15, and an additional 5 dollars for every 5 minutes after 6:15.

### Guidelines for paying fees

Bills will be sent to families by the 15th of each month for the month prior. In an effort to go paperless, this year bills will be sent by email. For now, bills can still be paid, by check to the school office or dropped off at EDP. Our goal is that by the end of the school year, we will have the option for online payments. We will keep everyone informed when this becomes available.

Please save receipts for tax purposes or employment reimbursement programs. The school identification number is printed on your monthly billing form.

### Expectations for children's behavior

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

When a student is reported for misconduct in EDP, the incidents are written down, dated, signed and witnessed by another staff member. Continued misconduct will result in a written notice going home, and principal notification. If behavioral issues become persistent, children may be removed from EDP for the remaining school year.

The following language will not be acceptable during EDP :

Using God's name in vain

Cursing or swearing

Using crude or demeaning words and phrases (stupid, sucks, shut up)

Bullying, harassing or giving the finger

For your information, attached to this handbook is a list of rules posted in the EDP house. Please make sure your child(ren) understand these rules and expectations.

## Toys, and Cell Phones

Toys from home should not be played with at EDP. We cannot assume responsibility for such items if they are lost or broken. These items may also make the child(ren) feel protective and defensive causing problems and contradicting the “sharing” atmosphere we want to encourage.

Cell phones are also not allowed to be used at EDP. If a phone call must be made, children can use the landline phone available. Calculators will be available for children to use during homework time. Students’ cell phones will be confiscated and given to parents if seen.

## Snacks/Food

Snacks will be provided by EDP each afternoon. Monthly snack lists are available for your convenience. If your child does not like a snack, please send a snack from home.

Please do not allow children to bring gum, suckers, chocolate, or hard candy. This eliminates both sharing and allergy concerns. Candy will be allowed as a special treat for some occasions. Also, please do not send glass snack or beverage containers.

## Homework

Each day there will be a homework/quiet period scheduled. Students will have the opportunity to work on homework or engage in some other quiet activity, such as coloring or reading. Our EDP staff will try to answer any questions that your child(ren) might have, however we cannot work exclusively with one child for extended periods of time.

## Rules in EDP

- ❖ Be sure to check in when coming from other after school activities
- ❖ Ask permission to leave the room
- ❖ Be kind - respect each other and the staff
- ❖ Keep your hands to yourself (no rough or rowdy play)
- ❖ Inside voices should be used at all times
- ❖ Hats and hoods are NOT to be worn in the building
- ❖ No cursing, name calling or using disrespectful language
- ❖ Always clean up after yourself
- ❖ No toys should be brought from home
- ❖ Handle games and toys gently, they are for everyone to share
- ❖ Only adults may open doors!
- ❖ No electronic devices, including headphones. Devices will be confiscated and given to parents (1<sup>st</sup> offence) or Ms. Dolan

If you have registered your child(ren) in EDP, please fill out, and return this form.

In order to provide a smooth transition to the new school year, please provide some additional information.

Family Name: \_\_\_\_\_

Email address for EDP billing. (please print as neatly as possible)

\_\_\_\_\_

What is the likelihood of using EDP the first week of school

Yes, I will use EDP \_\_\_\_\_

No, I will probably not use EDP \_\_\_\_\_

If yes.... which days? M T W TH F

Please verify that you have read through and understand the EDP handbook

Sign, date and return this page

\_\_\_\_\_

date \_\_\_\_\_