



## Guidelines for Extended Day Care

**I. Statement of Purpose:** This service is designed to provide supervision and safety under a structured program of activities for our school-aged children while parents are at work.

**II. Description:** The program will be located on the lower level in the gym and EDC room. The outside play area will also be available to the program. EDC staff and students will follow Covid protocols as day school.

The program will be held on all full school days and NO early release days.. The Extended Day Care Program (EDC) will not be held on days when school is not in session.

The program will be under the direction of the school principal; however, it will have a paid staff member responsible for the program itself. There will be additional paid staff members hired when numbers of children dictate that more supervision is needed.

The program activities will vary from day to day, with opportunities for children to play outdoors or in the gym, to have an after-school snack, to have a quiet place to study or for reading, and to engage in group planned activities.

The program required that parents provide a school appropriate snack for each student each day they attend. If your student tends to eat more please provide enough snacks for them.

Emergency call may be made only if someone different than authorized person(s) will pick up child(ren). **DO NOT CALL FOR A CHANGE OF PICK UP TIME.** (262)-691-0460 Ex. 1308

**III. Admission:** Only children enrolled full time at St. Anthony School are eligible. Registrations are accepted based on available space and number of supervisors.

**IV. Scheduling:**  
✓Consistency is one key ingredient to this program's success. It is vital that a weekly planning sheet be submitted by Thursday for the following week.

✓If your child participates in any school-sponsored recreation (band, Scouts, sports, etc.) activity, your child may leave EDC to participate and return to the program upon its completion. A signed permission slip from the parents stating the time he/she should leave and return to the program must be given to the principal.

**V. Policies and Procedures:**  
✓A **\$25.00** nonrefundable registration fee is required for all families in the program.  
✓The fees for this service are as follows:

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
Hourly	\$ 6.00	\$ 5.00	\$ 4.00	\$ 3.00

Hourly rates are based on 1/4 hour increments rounded up to the nearest quarter-hour.  
For example: 2:30 PM to 3:40 PM = 1¼ hours; 2:30 to 4:05 = 1¾ hours.

- ✓Invoices for EDC usage will be notified to families approximately once every month.
- ✓Late pickup fee: There will be a late fee for pickup after 6:00 PM - \$10.00 for every 15 minutes or portion thereof.
- ✓All health forms must be submitted and properly updated in the school office. Emergency Information Record forms filled out for the school will be used for this purpose.
- ✓Medicine may not be administered without explicit directions of the parents. Permission to Dispense Medicine form must be completed.
- ✓Children who become ill while at the center will be isolated from the group within sight and hearing of an adult while parent/guardian is called to come for the child.
- ✓First aid supplies will be on hand in a designated area at all times.
- ✓The EDC staff will assume full responsibility for a child from the time he/she arrives at the designated room until authorizes adult picks up. The program ends at 6:00 PM or earlier upon parents' written permission. The child must sign in upon arrival and sign out with an authorized adult (driving age & older) upon departure.
  - a. If your child is given written parental permission to leave the EDC premises to participate in a recreational department activity, once a child leaved EDC, they must be picked up from the activity by a parent.
  - b. If your child does not return to the program upon completion of the activity, staff members will contact the parents.
- Please note: you must make contact with an EDC staff member to check your child(ren) out of EDC. **Enter through gym doors to pick up your child(ren).**

VI. Insurance: St. Anthony School carries liability and property damage insurance.

VII. Termination of Enrollment:

- ✓A late payment of fees is highly discouraged and can be cause for dismissal from the program.
- ✓Upon the discretion of the director and after reasonable effort on the part of the program staff to integrate a child into the program, a child's participation may be terminated if that child is deemed chronically disruptive to the functioning of the program.
- ✓Consistently picking up students after the 6:00 PM deadline is grounds for termination of participation in the program.

The Extended Day Care is designed to be a self-supporting program. It is a program providing an optional service to those parents who wish to place their child in a safe and supervised atmosphere until they are able to pick up their children. EDC is an extension of St. Anthony School.

The program reserves the right to amend the guidelines for just cause. Parents will be promptly notified in writing if changes are made.

EDC phone number – (262)-691-0460 Ex. 1308