**J.E. Cosgriff Memorial Catholic School**

**Extended Day Program**

***Kindergarten-8th Grade***

***Handbook***

**J.E. Cosgriff Extended Day Program KG-8th**

Is designed to provide a safe, high quality, Christian environment for J.E. Cosgriff students before and after school.

We look forward to building a relationship with you and your child. Our program provides the following:

* Before and After school hours
* Supervised homework time
* Individual attention
* Supervised recreation
* Creative activities
* After school snack

**Hours**

Before school Monday-Friday: 7:00 a.m. – 8:05 a.m.

After school Monday-Thursday 3:15 p.m. – 6:00 p.m.

Fridays: 1:15 p.m. - 6:00 p.m.

Early dismissals: 12:15 p.m–6:00 p.m.

Any student on campus before 7:50 a.m. or remaining on campus 15 minutes after school will be check into EDP and parents will be billed accordingly. This includes students not registered in EDP.

**Fees**

Bills are sent home with your oldest child the first full week of each month and prompt payment is expected. The EDP payment envelope can be returned to school or EDP directly.

$40.00 Annual Registration fee per student

$4.50 Hourly rate with Registration fee

$10.00 Hourly rate without annual Registration fee

$10.00 Late Fee **per minute** when pick up is after 6 p.m.

Late fee ($10.00) per minute

Please respect the staff and the 6pm closure time.

If you are unable to pick by 6pm please arrange for an authorized individual to pick-up your student.

Fees are the sole support of the EDP. All operating costs such as staffing, facility maintance, snacks, supplies, crafts and play equipment expenses are included in the program fees.

**The Facility**

EDP is located in the Vaughan Center (1929 S. 2300 E.) The program also utilizes the Vaughan Center library & playground. The EDP classroom is furnished with age appropriate toys, games, books, crafts, TV/VCR/DVD, tables and chairs, and accessible restrooms. Electronic devices are to remain in backpacks.

**EDP Schedule**

In the morning KG-8th grade are released from EDP at 8:05 am. After schoolKindergarten and 1st grade students are escorted by EDP staff to the Vaughan Center EDP.

 2nd -8th grade are to meet EDP staff in the gymnasium

 **Homework Club**

Is available for students 4th-8th 3:20-4:10 pm M-Th at Cosgriff. Otherwise students may attend to homework in the Vaughan Center Library from 3:30 p.m. to 5:00 p.m. Monday-Thursday.

**Snacks**

Are provided daily, students are welcome to bring their own snack also if they wish. All students attending EDP on Fridays and early dismissal days must bring a sack lunch or sign up for the hot lunch program online.

**Registration**

Requirements include completion of EDP registration form, $40.00 annually per student and all past EDP balances must be paid current. If the registration fee or registration form is not received the hourly rate is $8.00.

**Attendance**

Students will be allowed to leave EDP without a parent or guardian checking them out. Only persons whose name appears on the EDP registration form will be authorized to pick up a student. Students are not allowed to leave campus and return later without a parent/guardian. In order to remain on campus after school, students must be checked into EDP, supervised by faculty or be with a parent or guardian. This includes Parent-Teacher Conferences.

**Parent Responsibilities**

**\***Please check your child in/out of EDP on the computer in yourself. This is an opportunity for the Director, staff and parents to become familiar, answer questions and discuss any concerns.

**\***Prompt payment by the 15th

**\***Prompt pick-up by 6:00 p.m.

**\***Don’t send anyone whose name does not appear on the EDP registration form to ask for release of children without a written authorization and advance notice to the Extended Day Program Director.

**Expectations of Student Behavior**

All students are to adhere to the same rules as indicated in the J.E. Cosgriff Student handbook; be respectful of the staff, other students, materials used in the program and the environment provided. Parents will be asked to make other arrangements if their student does not adhere to the EDP/J.E. Cosgriff policy. Students need to bring all necessary supplies and belongings from school at dismissal time. Students will not be allowed to return to their Cosgriff classroom.

**Health and Safety**

Your child’s safety is of the highest concern. If a student becomes ill or is injured while under EDP care, the EDP Director will contact parents immediately. If emergency medical treatment is needed, the EDP Director will contact 911 first. Parents are expected to arrange for taking a sick child home.

**Days of operation**When J.E. Cosgriff is in session, EDP is available. We are closed all school holidays, Professional Educator Day & any other school holidays or teacher work days. Please consult your school calendar for information regarding non-school days. Space for Parent Teacher Conference is limited and will require reservations.

**Enrollment in our Extended Day Program is a privilege** The environment must be a safe place where everyone is treated with kindness, courtesy, and respect. Students who cannot meet minimum behavior requirements will not be allowed to attend. Please assist us by talking to your child about the expectations in the program.

**For Further Information or Questions Contact**

Tammie Cleverly, Director

 Extended Day Program, tcleverly@cosgriff.org

 Vaughan Center, 801-484-8905

Please note: the EDP registration fees, forms and billings are separate from the school and are handled by the EDP Director. The EDP registration form can be found in the Vaughan Center, picked up in the school office or downloaded from www.cosgriff.org.