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

**Extended Day Program**

***Preschool Pre-Kindergarten***

***Handbook***

**The Extended Day Program**

Is designed to provide a safe, supervised environment before and after school for Preschool & Pre-Kindergarten students of

J.E. Cosgriff School. We look forward to building a relationship with you and your child.

The program provides the following:

* Before and After Preschool hours
* Individual attention
* Supervised recreation
* Creative activities
* Snack

**Hours and Days of Operation**

**Pre-Kindergarten** M-Th 7 am-12:20 pm & 3pm-6 pm

Friday 7am-8:20 am & 11am-6pm

**Preschool**  M-Th 7 am -8:20 am & 11 am-6 pm

(No school) Friday 7am-6:00 pm EDP

\*\***Separate PS/PK EDP Schedule Form is required**

When J.E. Cosgriff is in session, EDP is available.

We are closed all school holidays & last day of school. Professional Educators Days & any other school holidays or teacher work days. EDP may close at 5pm pre-holiday breaks, parents will be notified.

**Fees & Forms**

$ 50.00 annual per student fee

$ 5.50 hourly rate when student fee is paid, registration and PS/PK schedule form is received.

$10.00 hourly rate without registration & schedule form

$10.00 late pick-up fee **per minute**

Late fee applied at 6 pm. Please respect the time of closure and arrange for an authorized individual to pick up by 6 pm if you are unavailable. Monthly flat rates are available, please see additional form.

Billing statements envelopes are sent home with your student the first week & prompt payment is required by the 15th.

If EDP tuition is not paid current, your child cannot continue in the program and you will be asked make other arrangements.

**The Facility**

The EDP classroom is located in the Vaughan Center. The program also utilizes the playground. The EDP classroom is furnished with age appropriate toys, games, books TV/VCR/DVD, tables and chairs, arts & craft supplies and accessible restrooms.

**EDP Pre-Kindergarten & Preschool Daily Schedule**

EDPPre-Kindergarten (4/5 yr. olds) students can be checked into EDP in the Vaughan Center as early as 7 am. At 12:20 after lunch they will be escorted to their classroom in the school building to begin class. Pre-Kindergarten students not picked-up from school at 3 pm will be checked into EDP where they can be picked up before 6 pm.

EDPPreschool (3/4 yr olds) students not picked-up from the Preschool classroom at Cosgriff by 11:00 am will be checked into EDP where they can be picked-up before 6 pm

In order to plan staffing, supplies and create a routine, complete the Preschool/Pre-Kindergarten schedule form. If you need to change your schedule, complete a new form.

**Lunch**

Pre-Kindergarten & Preschool EDP students will eat lunch together in the school cafeteria from 11:45 to 12:20. Parents may pre-order from the Cosgriff hot lunch menu or send an easy open, manageable sack lunch.

**Registration**

Requirements include completion of EDP Registration, *schedule form* & per student fee of $50.00. If the forms and student fee is not received the hourly rate becomes $8.00.

All past EDP balances must be current in order for students to remain in the program.

\*\*In order to plan for staffing, supplies & create a routine for your student, a separate Preschool/Pre-Kindergarten EDP *Schedule form* is required.

**Attendance**

No student will be allowed to leave EDP without a parent or guardian checking them out.

Only people whose name appears on the EDP registration form will be authorized to pick up a student.

Please adhere to the *schedule* you indicated on your form.

Routine is very important to us and your student, as it helps with staffing and supplies.

Students are asked to clean up, collect their belongings and leave EDP/playground when parents arrive.

**Parent Responsibilities**

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

**\***Prompt payment by the 15th of each month

**\***Prompt pick-up by 6pm (or late fee will be automatically applied)

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

\**Do not send sick children to EDP, you will be asked to take them home.*

**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. Otherwise, parents will be asked to make other child care arrangements. All PK & PS students must be toilet trained and be able to use the toilet on their own accord. Parents will be called & are expected to promptly pick-up their child if they have soiled themselves.

**Health and Safety**

Your students health and safety Is of the highest concern.

Do not send sick children to EDP. 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. We will always play outside, dress your student accordingly.

**For More Information or Questions Contact**

Tammie Cleverly, Director

Extended Day Program

Vaughan Center, 801-484-8905

tcleverly@cosgriff.org

Please note: All EDP forms, fees and billings are processed separate from the school and are handled by the EDP Director. EDP forms can be found in the Vaughan Center, picked up in the school office or downloaded from [www.cosgriff.org](http://www.cosgriff.org).