



ST. BERNADETTE SCHOOL

2008-2009 EXTENDED DAY PROGRAM HANDBOOK

The Extended Day Program (EDP) provides a healthy, safe, enriching environment for the students of St. Bernadette School who require care before and after school. The program strives to meet each student's physical, educational, and spiritual needs. The EDP staff teach skills that enhance positive interaction between children including respect, responsibility, and self-discipline. St. Bernadette does not discriminate on the basis of race, gender, color, and/or national ethnic origin in the administration of our educational policies, admissions policies, athletic and other school-administered programs

DAILY HOURS/SCHEDULE

The Extended Day Program will be held from Tuesday, Sept. 2, 2008 to Friday, June 12, 2009.

Please mark your calendars as there will be no afternoon EDP on the following four days:

Wednesday, November 26, 2008	Day before Thanksgiving break
Friday, December 19, 2008	Day before Christmas break
Friday, January 30, 2009	Teacher Appreciation Day
Friday, June 12, 2009	Final Day of School

Before School Care (7:15 am – 7:50 am)

Students ring the doorbell at the old school entrance and are checked in by an EDP staff member.

After School Care (3:05 pm – 6:00 pm)

Students report to the school hall at dismissal to be checked in to the program by one of the EDP staff members. The following is the schedule on a normal day:

3:05 to 3:15 pm	Sign in with EDP staff members
3:15 to 3:30 pm	Children eat a snack*, use the bathroom, change clothes if desired.
3:30 to 4:30 pm	Unstructured outdoor play period on school playground, or inside monitored time for homework initiated by parent, or student request.
4:30- to 6:00 pm	Children complete homework or play a quiet indoor activity designed by the EDP Staff.

* On normal school days, we highly recommend that students bring a nutritious snack. On half days, students **MUST** bring their lunch. Whenever possible, milk is provided to EDP students.

HOMEWORK POLICY

Study Hall for students in grades 4-8 will be offered daily and will be supervised by an EDP staff member. This is an optional, not required, program open to all interested & eligible students. We strongly recommend that parents check to ensure that all assigned homework is completed.

STUDENT PICK-UP AND SIGN-OUT

Depending on their arrival time, parents may either pick up their students at the back playground or by the ringing the doorbell at the original entrance. When the children are on the playground, a sign will be posted on the front doors to inform parents. At pick up, please sign out your child/ren on the daily sign in sheet. No child will be dismissed from EDP with anyone other than his/her parent unless the EDP staff has been notified **in writing** by the parent that someone else is permitted to sign the child out. It is highly recommended that family members be signed out and picked up together, and not individually.

EXTRA-CURRICULAR ACTIVITIES

Any students attending school-related after school activities need a note on file from their parent authorizing their child's participation in the activity. Please inform all adult leaders/coaches that your child is to be escorted back to EDP after the scheduled activity. Upon returning to EDP students should check in with a staff member. EDP staff members are available to walk students to destinations on school property **only**, including the school field, church, or MSR.

HEALTH FORMS AND EMERGENCY CARDS

Health forms, including proof of immunizations, are due in the school's main office prior to the first day of school for all students. **As required by the State of Maryland, students without current health forms and emergency cards on file may not attend EDP.**

SICK CHILDREN

When a child becomes ill, parents will be called to arrange an early pick up for your child. In the event that you are unable to come earlier than usual, please know that your child may also be released to any previously authorized adult including those named on their Emergency Card.

DISCIPLINE

EDP students are expected to observe the same standards of conduct expected during the school day. Please refer to the St. Bernadette Student Handbook's Discipline section for details. The school administration will be contacted if serious situations arise that require further disciplinary action.

DROP IN POLICY

Drop in students will be accepted **only if space is available** on the day requested and provided that the request has been made 24 hours in advance. To be eligible for Drop In status, children must be registered in the program and all necessary forms completed (immunization records and emergency cards). **Drop in fee for both morning and afternoon EDP will be \$40.00 per student, per day.**

INCLEMENT WEATHER/EMERGENCY CLOSINGS

When school is not held, there will be **NO EXTENDED DAY PROGRAM** that day. In the event of an early dismissal (i.e. inclement weather) EDP will still be held for three hours past dismissal time. **Students not picked within three (3) hours will incur a late fee.**

BILLING QUESTIONS/CONCERNS

The Rectory Finance Office handles all billing-related concerns and registration forms including payments, late fees, plan change and refund requests. Please call Jackie Nguyen, at 301-593-0357.

LATE PICK UP FEES

THE LATE PICK UP FEE OF \$10.00 PER CHILD WILL BE ASSESSED FOR EVERY PART OF A FIVE MINUTE INTERVAL THAT A PARENT ARRIVES AFTER 6:00 PM. Invoices reflecting the late pick up fees will be sent from the Finance Office. All late pick up fee payments must be made directly to the Finance Office. Checks should be made payable to: St. Bernadette School.

COMMUNICATION WITH PROGRAM DIRECTOR

If you have an EDP question, please send a note or email to Sheila Emerson, Director. If you have an immediate concern during school hours, please call 301-593-5611 (ext. 138) to leave a message on my voicemail. I will return your call as quickly as possible. You may also contact me via my email address, emerson@st-bernadettelem.com. In the event you need to contact the EDP staff during after school hours, please call 301-593-5611 ext. 138 to leave a message on the EDP Office line. One of the EDP Staff members will return your call as soon as possible. Please remember most days we are outdoors from 3:30-4:30 pm so call the school's main office number (301-593-5611) during that time.

Revised August 2008



PARENT SIGNATURE PAGE

I have read the EDP Handbook for the 2008-2009 School Year and agree to follow the aforementioned EDP policies, procedures and fees as stated.

Parent Signature

Date

Family Name

Student Name

Student Name

Student Name

***PLEASE RETURN THIS SIGNATURE PAGE TO THE
EDP OFFICE, ATTN: SHEILA EMERSON,
BY SEPTEMBER 8, 2008.***

THANK YOU