

Blessed Sacrament School
Extended Day Program
(EDP)

Dear Parents,

The purpose of EDP is to provide safe, enriching, and supervised after-school care for our students. Our program is licensed by the state of Georgia's *Bright from the Start Program*. Nutritious snacks are served daily and students in grade 1st-8th are provided a quiet & staffed room for homework and reading as well as outdoor & indoor recreation, crafts, and creative play. We offer two types of services to accommodate your childcare needs. A student may be enrolled on a monthly or drop-in basis. **It is highly recommended that you register your child in case of an urgent need. Students not registered will not be able to attend. Registration is FREE until October 3rd and \$60 per child afterwards.**

In order to provide quality care for your children we need to plan and staff according to the number of registered participants. Please submit a completed registration form by August 10, 2016. Registration forms can be found at <http://www.bss-savannah.org/extended-day-program> and emailed to lbutler@bss-savannah.org. **Registrations submitted after August 10th may be placed on a waiting list.**

Both monthly and drop in participants will be automatically billed on the first of each month. Monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. Drop in charges will be billed on the 15th & 30th and withdrawn on the 7th & 20th. We do not prorate fees for partial months. **If you wish to cancel your monthly service you must do so in writing 30 days in advance and any fees incurred prior to the notice are the participant's sole responsibility.**

We look forward to serving you and your family. The fee schedule is located on the back of this letter. Should you have any questions please call the school office at (912) 356-6987.

Sincerely,

Lynn C. Brown
Principal

Extended Day Program (EDP)

Blessed Sacrament School's Extended Day Program is licensed by the state of Georgia and is therefore required to have a completed registration form on hand for each participant.

EDP Fees

Monthly Fee	\$175.00 per child**
Drop-in Fee	\$12.00 per child
	\$25.00 per child on Conference days
After 6:00 PM	\$1.00/min \$5.00/min after 6:10PM

*Families with more than two children should contact the director directly.

EDP Operating Hours

School Days	6:30AM-7:30AM And 3:15PM-6:00PM
Early Dismissal	12:30PM-6:00PM
Conference Days	7:30AM-5:30PM

EDP is not available on student holidays.

Blessed Sacrament School
1003 East Victory Drive
Savannah, GA 31405
(912) 356-6987

Extended Day Program (EDP) Registration Form

Child's Name

Home Address

Mother's Name

Mother's Address

Mother's Employer

Mother's Contact Info

Work #

Cell #

Email #

Father's Name

Father's Address

Father's Employer

Father's Contact Info

Work #

Cell #

Email #

If child does not live with both parents please specify living & custody arrangements.

Emergency Contacts other than parents

Persons Authorized to pick up your child

Name Contact #

Persons **Unauthorized** to up your child

Name Contact#

Please read carefully each of the following statements, then sign and date where indicated.

- A. It is the policy of this Extended Day Program (EDP) not to dispense any medications, prescriptions or over-the-counter, to any child. Parents or legal guardians will be called should your child become ill.

Signature

Date

- B. I understand that it is the policy of EDP not to allow my child to enter or leave the school unless escorted by an adult. I agree that when delivering my child to the school I or the person I have authorized to drop off my child will personally deliver my child to his/her teacher or the staff person in charge. I further agree that when picking up my child I or the person I have authorized to pick up my child will personally come into the school and receive my child from his/her teacher or staff person in charge. At no time will I leave or pick up my child without first making his/her presence known to the school's staff.

Signature

Date

- C. I agree to notify the director in writing immediately of any changes that occur in the information provided on this form, including work and home address, phone numbers, physician's name, change in living arrangements, change in health information, emergency contacts, etc.

Signature

Date

D. In case of an emergency, if medical attention is required for my child before I can be contacted, I authorize the school to act on my behalf by contacting medical emergency personnel and following their advice for my child.

Signature

Date

E. I give my permission to go to Daffin Park with his/her group only when accompanied by his/her counselor or a designated person over 18 years of age.

Signature

Date

F. I give my child permission to go to Blessed Sacrament's Parish Center for special events and activities.

Signature

Date

Please list any and all allergies your child may have. If the allergies are severe enough to warrant the use of an Epi pen and/or emergency inhaler one must be provided in its original prescription box to the director.

Allergies

Signature

Date

Does your child have any developmental disabilities that would prevent him/her from participating in the regular activities of this program?

Physician

Phone

Dentist

Phone

Blessed Sacrament School's Extended Day Agreement

My child _____ will be attending Blessed Sacrament School' Extended Day Program on a monthly or drop-in basis. (please circle one)
I agree to pay the fees associated with the service that I have indicated above. If I decide to change my status I must notify the director 2 weeks in advance in writing. I understand that monthly payments are due by the 15th of each month and fees are **not prorated for any reason.** I understand that drop-in fees are due on the day that services are rendered. I understand that after 6:00pm I will be charged \$1.00/minute until 6:10pm and then \$5.00/minute afterwards until your child is picked up. Payment is due in cash when your child is picked up. No exceptions granted.

Parent's/Guardian's Signature

Date
