

Blessed Sacrament School
Extended Day Program
(EDP)

Dear Parents,

The purpose of EDP is to provide safe, enriching, and supervised before and after-school care for our students. Extended Day uses facilities at Daffin Park, Theus (circle) park, the school's playground, the gym, classrooms, the lecture hall, and the cafeteria. One snack is provided daily at the beginning of EDP; however, your child may bring their own snack. Students are provided with outdoor and indoor recreation, crafts, and creative play. **An appropriate change of clothes is allowed at the beginning of each EDP day and is optional.** Students who are in the grades 1st - 8th are provided a quiet and staffed room for homework (Monday – Thursday). We offer several services to accommodate your childcare needs. A student may be enrolled on a monthly, drop-in, only morning, or short afternoon basis. We are also available on half days (12:00pm – 6:00pm) and conference days (7:30am – 6:00pm). 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 \$25.00 until August 14th and \$60.00 per family afterwards.

The fee will be billed through FACTS within 10 days of the director receiving the registration form.

This fee is nonrefundable.

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 10th**. Registration forms can be found in RenWeb under resource documents and emailed to mwilliams@bss-savannah.org. You may also find forms in BSS's main office and return back to the office.

Registration forms submitted after August 10th may be placed on a waiting list.

All EDP services 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 Monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. Drop-in charges will be billed on the 15th and 30th and withdrawn on the 7th and 20th.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 participants sole responsibly.**

We look forward to serving you and your family.

Should you have any questions please call the school office at (912) 356-6987 or email mwilliams@bss-savannah.org

Sincerely,

Lynn C. Brown
Principal

Extended Day Program Fees

Monthly Fee Includes: <ul style="list-style-type: none"> • Early Dismissal (12:00pm – 6:00pm) • Conference days (7:30am – 6:00pm) • Morning (6:30am – 7:30am) • Afternoon (2:30pm- 6:00pm) 	\$175.00 per child/ per month
Drop-in Fee <ul style="list-style-type: none"> • Morning (6:30am – 7:30am) • Afternoon (2:30pm – 6:00pm) 	\$12.00 per child <ul style="list-style-type: none"> • Please note that morning and afternoon are two separate charges of \$12.00.
Drop-in Fee <ul style="list-style-type: none"> • Early Dismissal (12:00pm – 6:00pm) 	\$18.00 per child
Drop-in Fee <ul style="list-style-type: none"> • Conference Days (7:30am – 6:00pm) 	\$25.00 per child
Families who have more than two children that is registered on a monthly basis	Any child after two is free
Only Mornings <ul style="list-style-type: none"> • If your child will just be attending morning EDP (6:30am – 7:30am) 	\$50.00 per child/ per month
Picked up by 3:45pm (short afternoon) <ul style="list-style-type: none"> • In the event that is early dismissal and your child attends It will be an additional \$18 • In the event that is a conference day and your child attends it will be an additional \$25 • If you are late more than two times you will be charged the full fee of \$175.00. 	\$50.00 per child/ per month
After 6:00pm <ul style="list-style-type: none"> • If you are running late please let the EDP Staff know by calling the BSS main office at 912-356-6987 extension 4 or the EDP emergency phone at 912-250-8837. • We will begin calling after 6:05pm 	\$1.00/ min \$5.00/ min after 6:10pm

EDP Operating Hours

School Days (Morning)	6:30am – 7:30am <ul style="list-style-type: none"> • Morning EDP is located in the school cafeteria • PreK – 1st must have a parent walk inside to sign their child in with the morning EDP counselor
School Days (Afternoon)	2:30pm – 6:00pm <ul style="list-style-type: none"> • A snack is provided
Early Dismissal (half days)	12:00pm – 6:00pm <ul style="list-style-type: none"> • Please pack a lunch • Snacks will be provided
Conference Days	7:30am – 6:00pm <ul style="list-style-type: none"> • Please pack a lunch • Snacks will be provided

EDP will not be available on the following student holidays

- September 3 : Labor Day
- October 3-5 : School Holiday
- November 21-23: Thanksgiving Holiday
- December 20 – January 2nd : Christmas Holiday
- January 21 : MLK Holiday
- February 25: Student Holiday
- March 18: St. Patrick’s Day Holiday
- April 19: Good Friday
- April 22-26 : Easter Holiday
- May 27: Memorial Day

***This schedule may change due to certain events that may come up within the school year**

Important Information to know!

- **EDP Homework Policy**

Students who are in the grades 1st - 8th are given the opportunity to do their homework in EDP; however this does not take the place of parental supervision in the evening to review homework. **EDP provides counselor assistance on an as needed bases and is not responsible for the quality of the student's homework.** Parents should **ALWAYS** review their child's homework in the evenings after EDP.

- **EDP Sign-Out Policy**

For the safety of your child it is important that every authorized guardian signs out appropriately. We have sign-out sheets located in binders with every Lead EDP Counselor. It is important that we have on record who picks up your child. **The authorized guardian will be responsible for telling the EDP Counselor their full name and then signing beside the printed copy on a daily basis.**

*Please do not wave to a counselor that you are picking up a child or take a child without the counselor knowing. This is very dangerous!

If you need someone to pick up your child who is not on the authorized list given please send a written note.

EDP will not let any child leave the building with someone who is not on their authorized pick-up list. Failure to sign out a child appropriately could result in being asked to leave the program.

- **EDP Pick-Up Policy**

When picking up, please enter through the doors on 44th street located near the school playground. This door remains unlocked from 2:30pm – 6:00pm for EDP pick-up.

EDP's daily schedule will be located on our EDP Whiteboard as soon as you walk in!

The Extended Day Program uses a variety of facilities at Blessed Sacrament in order to have the best program possible!

Please prepare to walk to these facilities for pick-up.

Facilities used:

- Gym
- Cafeteria
- 1st floor classrooms
- Lecture Hall : Located by the media center on the 2nd floor
- Daffin Park
- School Playground
- Theus (circle) Park

If you need assistance and cannot find a counselor please call our EDP Emergency phone at 912-250-8837 or Blessed Sacraments School main office at 912-356-6987 extension 4.

Blessed Sacrament School
 1003 East Victory Drive
 Savannah, GA 31405
 (912) 356-6987, **Extension 4**
 EDP Emergency phone: 912-250-8837

Extended Day Program (EDP) Registration Form

Child's Information

Child's Full Name	Grade Entering
Please circle ONE drop-in, monthly, only mornings, picked up by 3:45pm	
Date of Birth	

Parent/Guardian and Medical Information: In the event of an emergency, please number, in order of priority (1-6), which phone to contact first (1) to last (6).

Parent/Guardian Name	Relationship	Cell Phone	Priority
Address			
City	State	Zip	Home Phone
Place of Employment		Work Phone	Priority
Email	EDP will use the email on file with RenWeb		

Parent/Guardian Name	Relationship	Cell Phone	Priority
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City	State	Zip	Home Phone
Place of Employment		Work Phone	Priority
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Doctor's name	Doctors Phone
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If child does not live with both parents, please specify living and custody arrangements.

Emergency names, address, and phone numbers of TWO people to be called in the event that we cannot reach either parent/guardian:

- Emergency Contacts will be added on the students authorized pick-up list.

Emergency Contact Name		Relationship	Cell Phone
Address			
City	State	Zip	Work Phone

Emergency Contact Name		Relationship	Cell Phone
Address			
City	State	Zip	Work Phone

Person(s) authorized to pick up your child: _____ Relationship _____

Person(s) authorized to pick up your child: _____ Relationship _____

Person(s) NOT authorized to pick up your child: _____ Relationship _____

Person(s) NOT authorized to pick up your child: _____ Relationship _____

Medical Information

Allergies or intolerance to food, medication, or any other substance:
If an allergic reaction occurs, please list or attach to this form steps to relieve reaction:
Chronic physical problems, pertinent developmental information, any special accommodations needed:
<i>For special accommodations, or to share important information about your child, please contact Director for a meeting at mwilliams@bss-savannah.org.</i>

Does your child take medications or vitamins on doctor's orders? _____

Please specify _____

If EDP is to administer medications during the day, emergency or routine, please notify the Director at mwilliams@bss-savannah.org.

- **Medical form must be on file in the office for any medication to be given**
- **If there is any medical changes throughout the school year the Director must be aware**

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

- A. 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 counselor or the staff person in charge. I further agree 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 counselor by signing out on the daily attendance sheet. At no time will I leave or pick up my child without first making his/her presence known to the school's staff. I am aware that failure to abide by EDP's sign-out policy could result in being asked to leave the program.

Signature

Date

- B. 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 name, change in living arrangements, change in health information, emergency contacts, unauthorized persons to pick up your child, etc.

Signature

Date

- C. 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

- D. I give my child permission to go to Daffin and Theus (Circle) Park with his/her group only when accompanied by his/her counselors.

Signature

Date

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

Signature

Date

Blessed Sacrament School's Extended Day Agreement

My child _____ will be attending Blessed Sacrament Schools' Extended Day Program on a monthly, drop-in, only mornings, picked up by 3:45pm 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 30 days in advance in writing.** I understand that monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. I understand that drop-in charges will be billed on the 15th and 30th and withdrawn on the 7th and 20th via FACTS. **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 for late fees will be added into your EDP charge that is deducted from your FACTS account.**

Parent's/ Guardian Signature

Date
