

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, morning-only, or short afternoon basis. We are also available on all 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 11th 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." Please print and email completed forms to mwilliams@bss-savannah.org. Forms may also be picked up from BSS's Main Office and returned to the office.

Registration forms submitted after August 11th 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 Monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. Drop-in charges will be billed on the 15th and 30th and withdrawn on the 7th and 20th.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, EDP office (912) 356-6986, or email mwilliams@bss-savannah.org

Sincerely,

Lynn C. Brown
Principal

Extended Day Program Fees

*Please note that there is a slight increase to our fees to account for supplies that is provided by the program.
Thank you for your understanding.*

<p>Monthly Fee Includes:</p> <ul style="list-style-type: none"> • Early Dismissal (12:20pm – 6:00pm) • Conference days (7:30am – 6:00pm) • Morning (6:30am – 7:30am) • Afternoon (2:40pm- 6:00pm) 	<p>\$180.00 per child/ per month</p>
<p>Drop-in Fee</p> <ul style="list-style-type: none"> • Morning (6:30am – 7:30am) • Afternoon (2:40pm – 6:00pm) 	<p>\$15.00 per child</p> <ul style="list-style-type: none"> • Please note that morning and afternoon are two separate charges of \$15.00.
<p>Drop-in Fee</p> <ul style="list-style-type: none"> • Early Dismissal (12:00pm – 6:00pm) 	<p>\$20.00 per child</p>
<p>Drop-in Fee</p> <ul style="list-style-type: none"> • Conference Days (7:30am – 6:00pm) 	<p>\$30.00 per child</p>
<p>Families who have more than two children that is registered on a monthly basis</p>	<p>Any child after two is free</p>
<p>Morning-Only</p> <ul style="list-style-type: none"> • If your child will just be attending morning EDP (6:30am – 7:30am) 	<p>\$50.00 per child/ per month</p>
<p>Picked up by 3:45pm (short afternoon)</p> <ul style="list-style-type: none"> • In the event of early dismissal and your child attends there is an additional charge of \$20.00 • In the event of conference day and your child attends there will be an additional charge of \$30.00 • In the event your child needs to stay after 3:45pm an additional fee of \$18.00 will be added to your monthly bill 	<p>\$50.00 per child/ per month</p>
<p>After 6:00pm</p> <ul style="list-style-type: none"> • If you are running late please let the EDP Staff know by calling the BSS main office at 912-356-6986 • <u>We will begin calling you after 6:05pm</u> 	<p>\$1.00/ min \$5.00/ min after 6:10pm</p>

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)	2:40pm – 6:00pm <ul style="list-style-type: none">• A snack is provided
Early Dismissal (half days)	12:20pm – 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 2: Labor Day
- October 9-11: School Holiday
- November 27-29: Thanksgiving Holiday
- December 23 – January 3: Christmas Holidays
- January 20: MLK Holiday
- March 16: Student Holiday
- March 17: St. Patrick's Day Holiday
- April 10: Good Friday
- April 13-17: Easter Holiday
- May 8: Student Holiday
- May 25: Memorial Day

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

EDP is available for all early dismissal and conference days

Important Information to know

EDP Pick-Up and Sign-Out Policy

WE HAVE A NEW PICK-UP AND SIGN-OUT SYSTEM THIS YEAR!

For the safety of your child it is important that every authorized guardian picks up and checks out appropriately. The EDP entrance door is located on 44th Street by the school playground. A counselor will grant entry to you through the front door. If you are having trouble, please press the red button on the call box and speak directly to a counselor. After walking in the EDP entrance door, come around the corner to the EDP Office where you will be checked by a counselor. The counselor will let you know where the student is located and provide you a slip to give to their group counselor. The slip will let the EDP Counselor know that you are authorized to pick up the student. If you do not have a slip the counselor will ask you to go to the EDP office in order for our greeter to provide you one.

If you need someone to pick up your child who is not on the authorized list please send a written note, email, or call the EDP Office at 912-356-6986.

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 AND CHECK-OUT SYSTEM (SHORTENED)

1. Enter through the EDP Entrance Door located on 44th Street
 - Please wait for a counselor to provide you entry
2. Walk to the EDP Office to speak with a counselor
3. Allow time for the counselor to make sure you are authorized and to hand you a check-out slip
4. Hand the slip to the student's group counselor
5. Be sure to collect the student's belongings from the cubbies

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

Please allow yourself ample time and be prepared 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

Important Information to know

Before-School Care

Students who will be attending EDP in the mornings can arrive as early as 6:30am.

Before-School Care is held in the Cafeteria where the kids can socialize and play table games.

The door on 44th Street (The EDP Entrance Door) close to the school playground will open at 6:30am and remain unlocked until 7:30am.

Students who are in PreK – 1st grade must have a parent walk to the cafeteria to be signed in by a counselor.

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 Phone Number

912-356-6986

The Extended Day Program has a phone number that will take you directly to our office where a counselor will speak with you.

Our office hours are Monday – Friday 2:40pm – 6:00pm.

In the event of an early dismissal day we are open 12:20pm – 6:00.

In the event of a conference day we are open 7:30am – 6:00pm.

The EDP office is closed on all school holidays.

Blessed Sacrament School
1003 East Victory Drive
Savannah, GA 31405
(912) 356-6986

Extended Day Program (EDP) Registration Form

Child's Information

Child's Full Name	Grade Entering
Please circle ONE monthly drop-in morning-only picked up by 3:45pm I work at BSS	
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
Address			
City	State	Zip	Home Phone
Place of Employment		Work Phone	Priority
Email	EDP will use the email on file with RenWeb		

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 completing the check-out procedure in the EDP office. 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, or I work at BSS 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
