

SAINT JAMES ELEMENTARY SCHOOL
EXTENDED DAY PROGRAM
Grades Preschool to 8

The Extended Day Program (EDP) has been established to serve the busy families of Saint James Elementary School. This program provides care, supervision, recreation, and enrichment activities.

Time:

Preschool Students: 7:30 a.m. to 8:30 a.m. each day
1:45 p.m. to 5:30 p.m. each full school day
11:30 p.m.to 5:30 p.m. each scheduled early dismissal day

K to 8 Students: 2:30 p.m. to 5:30 p.m. each full school day
12:15 p.m. to 5:30 p.m. each scheduled early dismissal day

Our program is planned and organized to provide varied activities, which include arts and crafts projects, games, recreation, quiet time, and snack time. Outside activities are also planned. A time is set aside for homework assignments with some resource materials available.

The EDP program is staffed by employees of Saint James Elementary School. Our staff ensures that our children experience an atmosphere wherein respect and understanding for all is realized.

Registration and Fees

An annual registration form must be submitted with:

- A non-refundable family registration fee of \$30.00
- Fees – please see schedule below
- A completed and notarized medical form (see attached) per child

In the event that Saint James Elementary School is not in session due to an emergency closing, such as a snow day, you will not receive credit for that day. If a mid-day cancellation occurs, the staff will call you at the number you have listed on your registration form. When school is NOT in session, the EDP program is NOT in session.

Scheduling and Fee Payments

Please carefully consider your option for enrolling your child for EDP on a part-time basis or full-time basis. If you enroll your child part-time, you will pay \$11.00 per hour for the total number of hours your child attends EDP each month.

All payments for full-time children must be paid by the 28th of the month preceding the month being paid. For example, the September payment is due August 28th, the October payment is due September 28th. Please make your check payable to Saint James Elementary School and return it to the school office.

If your EDP payment is not received by the 15th of the month, you will be notified and your child will not be allowed to attend EDP until your account is current.

LATE FEES FOR LATE PICK-UP: If you pick up your child after 5:30 p.m., you will be charged a \$10.00 fee until 5:45 p.m. After 5:45 p.m., you will be charged the \$10.00 fee plus \$1.00 per minute after 5:45 p.m. For example, if you do not pick up your child until 5:52 p.m., the late pick-up fee will be \$17.00 (\$10.00 fee until 5:45 p.m. and then \$7.00 for the 7 minutes past 5:45 p.m.) This late pick-up fee is payable in cash and this fee must be paid prior to your child's returning to EDP. Please put your cash payment for this late pick-up fee in an envelope clearly marked with your child's name, date, homeroom, and amount paid to EDP, and send it to the school office marked EDP.

If a child is absent from EDP on a scheduled day, no refund or credit will be given. If a child is sent home from school early during school hours, please be sure to notify the Business Office.

Occasionally, a walking trip may be organized for the students in EDP. Information would be sent home to you in advance with the details of the trip and a permission slip for parental signature. There will be no EDP credit issued for a child who is registered for EDP on a fulltime basis and who does not participate in the planned trip.

If your schedule does not allow you to pick-up your child by 5:30 p.m. each day, you may make special arrangements to pick-up your child at a later specified time each day on a regular basis. The charge in addition to the scheduled fees below will be \$5.00 per day for each 15 mins or part thereof after 5:30 p.m.

If you have any questions concerning your EDP payments, please call the Business Office at 732-741-3363.

MONTHLY PAYMENT SCHEDULE

	1 CHILD	2 CHILDREN	3 CHILDREN
September through May (9 monthly payments-EDP for June is included in the 9-month total)	\$350.00	\$650.00	\$885.00
Part-Time Schedule	\$11.00 per EDP hour for first child 10.00 per EDP hour for second child 9.00 per EDP hour for third child		
Late Pick-up Fee	5:30 p.m. until 5:45 p.m. - \$10.00 After 5:45 p.m., \$10.00 + \$1.00 per minute		

Homework: Quiet times are available for the children to do homework. It is the child's responsibility to acknowledge his/her assignments; however, homework is not mandatory. If parents do not want homework started by the child during EDP, written instructions should be sent to the EDP staff.

Emergency and Child Safety: A signed Emergency Permission Form must be on file so that should an emergency occur your child can be treated without the presence of parents or designated adult. The form must be notarized as Riverview Medical Center will not give treatment without the notarized authorization. Please call the Business Office to schedule to have your signature notarized. The completed and notarized permission form must be in the EDP office file on the first day your child is in EDP.

Parents or guardians may not take children from EDP without notifying program staff and signing the child out. The child will not be released to anyone who has not been listed on the back of the registration form.

Illness or Accident: In cases that appear to be of a minor nature, the EDP staff will administer first aid. State law requires that the following regulations be followed before a member of the EDP staff may distribute PRESCRIPTION MEDICINE:

Send the medicine in the PRESCRIPTION BOTTLE.

Send a letter to the Business Office stating your permission for the EDP staff to distribute this medicine. The letter must state what the medication is and what it is for, when and how much is to be given, and side effects. The medicine must be in a pharmacy container and be labeled with the child's name. Instruct your child to bring all medication to the school nurse during regular school hours and to the EDP staff during EDP hours. Parents are expected to make provisions for taking sick children home. The EDP staff does not have transportation available.

In the event of an accident, the EDP staff will notify the parent immediately and an accident report will be sent home on that same day. If the parent or authorized person cannot be reached, the Red Bank First Aid Squad will be notified and the child will be transported to Riverview Medical Center.

Children's Behavior: Any student enrolled in the EDP program is expected to follow the code of behavior in both the Parent and Student handbooks. All children are expected to respect the staff, each other, the materials and environment provided. They must NEVER leave the building or grounds without explicit permission from the EDP staff. In the event of an extreme or on going problem, the Principal will be consulted. If a student's behavior infringes on the rights and safety of others, the EDP staff will consult with the Principal and determine whether that child may remain in the program.

Snacks: Children should bring a snack every day. It is recommended that the parents send a snack from home and a lunch on early dismissal days. No gum, canned soda, or candy is allowed.

Playwear: The EDP staff is not responsible for school clothing. Since outside activity is scheduled every day that weather permits, parents are strongly encouraged to send a change of clothing with every child.

If you have any questions please contact the main office.

Thank you,

Extended Day Program (EDP) Coordinator