

Our Lady of Lourdes School

LLC Series 211

Extended Day Program

August, 2008

Welcome back to the families we know and to those of you who are new to our school! This year the Extended Day Program (EDP) will expand to provide service before school.

The goal of EDP is to provide a safe and nurturing environment for your children. After a full day of structured and teacher directed time, we feel it is important for the children to have the opportunity to make their own choices about how they will spend their time and with whom they will play. Games, toys and arts and crafts materials are available for indoor and outdoor use. A schedule for the afternoon will be posted next to the sign out book.

Behavior Expectations and Discipline Policy will follow the school's guidelines. We can generally resolve any behavior issues on the spot. However, if problems are serious or are occurring repeatedly, you will be informed about the behavior and the consequences.

Sign in: All children who arrive between 7:00 and 7:45 AM or who have not been picked up by 3:15, **MUST** check in to EDP in the gym.

Check- Out Procedure: NO CHILD MAY LEAVE AFTERNOON EXTENDED DAY UNTIL THEIR PARENT/GUARDIAN SIGNS THEM OUT. The sign-out binder is kept on the kitchen counter in the gym. Since we use several areas of the school for Extended Day Program activities, a bulletin board in the gym will tell you where to find your child. **You MUST let one of the staff know that your child is leaving.** Sign out procedures are designed to ensure your child's safety and to comply with state laws. **If your child is not properly signed out, you will be charged as though the child had been picked up 6:00 pm.**

1. Find your child's page in the 3-ring binder on the cafeteria shelf in the gym.

Families are filed alphabetically by last name.

2. Note the time you picked up your child and sign your name. (Siblings use the same page.) This page is used to determine the number of hours for monthly billing. If you have more than one child and they leave at different times, be sure to note when each child left so that you will be accurately billed.

3. **Other In** – I will note the time your child came to Extended if they did not come immediately after school due to an activity such as Brownies, Math Counts or teacher conferences. This will ensure that you are billed accurately for the time your child was actually in the Extended Day Program.

Billing: This year, I will be taking over responsibility for Extended Day billing and payment. You will receive a bill at the beginning of each month for the previous month. Payment will be due by the 10th of each month. A \$5.00 late charge will be applied to the next month's bill if payment is not received by the due date. The EDP is operated as a service to working parents outside of the regular school budget. The fees charged allow us to provide this service. Last year there was over \$27,000 in uncollected payments, which put a severe strain on our budget. We cannot allow this to continue. If late payments are not received before the next bill, your child/ren will not be permitted to use the program.

Homework: There will generally be a time for third to eighth graders to do homework, with assistance if needed, Monday through Thursday. It is the student's responsibility to determine how they will use that time. Please let us know if you find that your child isn't doing homework during that time and you really want them to. Some tell us that they have to do it at home, and in some cases that may be true. However, for a few students, it is an excuse to not do homework.

Other activities: Sign up sheets will go out shortly after school starts and activities will probably begin in September. Most of these activities run from 3:30 – 4:30. Since these instructors will charge their own fees for their classes, you will not be charged the Extended Day fee for the hour your child is participating in the class. If you have other ideas for activities and know of someone who will provide them, please let me know.

Karate: Jonathan Atiya, our karate instructor, will be back this year. He will teach six week sessions of self-defense/karate. Classes will probably be on Tuesday and/or Thursday.

Chess Club: Master Vanel Sanchez will teach chess again this year, probably on Monday afternoon from 3:30 – 4:30.

Piano lessons: Cristy Airhart will again bring her keyboards to the library for group lessons, probably on Tuesday afternoons.

Supplies: Although we have a sufficient supply of games, we tend to run out of markers, colored pencils, and regular pencils. And for some reason, we can't keep balls from disappearing. If you wish to make a donation during the year, we'll be happy to let you know what we could use. This also might be a good time to clean out your child's closet and get rid of unused toys, games, crayons, etc.

We are looking forward to getting to know the new families and welcoming back our old friends. I encourage all of you to share your ideas or concerns about the program or your child.

Mary Lynda Smith, Director