



Extended Day Program

St. Joseph Catholic School

221 Park Place

Libertyville, Illinois 60048

Main Office: 847.362.0730

EDP Classroom: 847.362.0730 ext.319

EDP Cell Phone: 312.805.5293

Director of EDP: Cathy Nowokunski

EDP Program

In accordance with our mission to educate our students in mind, body and spirit, St. Joseph Catholic School provides an Extended Day Program (EDP) for parents who need to extend their child's learning day after regular school hours. Staffed by dedicated teachers and faculty members from St. Joseph Catholic School, EDP is available to all students in four year old preschool through eighth grade and provides an atmosphere where parents can rest comfortably knowing that their child is in a safe, nurturing environment while being supervised beyond the regular school day.

EDP is offered on school days (see exceptions to the right). If school is canceled, EDP is canceled as well. Children are encouraged to bring a snack/drink from home to enjoy during the beginning of EDP. Your child's time at EDP will be divided into snack time, homework time and play. If your child is taking part in an afterschool club, the staff of the club will walk your child to EDP at the conclusion of the club's activities.

Because play is an important component of your child's development, your child will spend time either outdoors at Sunrise Rotary Park (across from the school) or in the gym playing games. The schedule/timing of events will be determined by the weather and by the amount of sunlight left in the day. Due to the importance of play and activity, **no more than 80 minutes per day will be devoted to homework time.** During the homework portion of EDP, teachers are available to assist your child with homework as needed. Children are responsible for bringing all needed homework supplies to EDP; **children may not return to the classroom to retrieve forgotten materials.**

Parents may utilize EDP as often or as little as needed. Using the monthly link that is emailed to all families, simply log on to iVolunteer to indicate days that you will utilize EDP for the upcoming month. Any cancellations or additions to your child's EDP schedule must be made by **calling the school office before noon.**

When picking up your child from EDP, please park in the small parking lot off Hurlburt. Ring the EDP door bell at door N. If students are at the park, a note will be posted on this door, and you may drive around to the park to pick up your child. If a student is being picked up by anyone other than their parent, a written note must be submitted to the school office in the morning. The office will deliver the note to EDP staff. In the event that a non-parent will regularly pick up your child, a note will be kept on file for the year. At pick-up time, photo ID must be presented to the EDP staff for the security of the children.

The room assignments are as follows:

Four Year Old Preschool—Kindergarten: Room 8
1st and 2nd Graders: EDP Room
3rd - 4th Graders: Room 14
5th - 8th Graders: Room 15

2018-2019 Hours and Fees

EDP Hours:

Monday – Thursday: 2pm-6pm
Friday: 2pm-5:30pm

Special EDP Days for 2018-2019:

Wednesday, August 22, 2018: First Day of EDP
Thursday, October 18, 2018: No EDP Offered
Wednesday, December 19, 2018: No EDP Offered
Thursday, December 20, 2018: EDP Closes at 4:30
Friday, December 21, 2018: No EDP Offered
Thursday, February 7, 2019: No EDP Offered
Thursday, June 6, 2019: *Tentative* Last Day of EDP

Parents will be notified of other special EDP days as needed well in advance.

Fees Per Child:

Pick up by 4:00pm: \$10 per day
Pick up after 4:00pm: \$20 per day

A family's FACTS account will be billed at the beginning of each month for the use of EDP from the previous month.

In order to honor the staff's personal time, a late fee will be charged when applicable. If a parent is late (later than 6pm Monday-Thursday or later than 5:30pm on Friday), **a fee of \$1.00 per minute is due for every minute that the parent is late for pickup. This late fee is due the next school day, and a child may not return to EDP until the fee is paid.**

If a parent needs to contact a staff member of EDP for any reason after 2:45p.m., please call the school phone number (847-362-0730 ext. 319) or the EDP cell phone number (312.805.5293). We recommend saving the EDP cell phone number in your cell phone's contact list.

I, _____, understand the hours, fee responsibilities, and procedures associated with EDP offered at St. Joseph Catholic School.

Parent Signature