



## **Before Care and Extended Day Program Policies and Procedures**

(Parent/Guardian – Copy to Keep)

- A copy of the State Rules and Regulations, which apply to the operation of this program, is available in the Extended Day Program Classroom. A copy of the program's licensing review is available upon request.
- Before Care Hours: 7:00 am to 7:45 am – Students may not enter the classrooms before 7:45 am. If they arrive earlier they must go to Before Care.
- Extended Day Hours: Full Day of School 3:00 pm- 6:00 pm and Early Dismissal Day 12:30 pm to 6:00 pm
  - Please see the Fees Form for more information on Late Pick-Up Charges
- Students must be picked up by their PARENT/GUARDIAN or by an INDIVIDUAL DESIGNATED BY PARENT/GUARDIAN WHOSE NAME IS LISTED AS AN AUTHORIZED PERSON TO PICK UP THE STUDENT. If the individual listed is not recognized on the list, the person must show identification to EDP Director before the student will be released. Parent/Guardian must notify the school office or EDP Director by 3:00 pm if someone, other than those listed, is picking up their child(ren).
- Students must be picked up at the main entrance of the school. An EDP staff member will bring the student to your vehicle. You will be asked to initial a sign out sheet with the time of pick up each day.
- Parents/Guardians must fill out a student information sheet for EDP. If any changes or updates need to be made to this form such as emergency contact numbers, address change, or any other information pertinent to the student, please notify EDP Director or the school office.
- EDP will provide snacks and water. On early dismissal days, students must bring their lunch, unless otherwise instructed by the EDP Director.
- The EDP Staff will notify parents if their student is ill, injured or exposed to communicable disease. Parents will be called to pick up their student if they have a temperature of 100 degrees or higher, if student is vomiting, or are suspected to have a communicable disease.
- EDP Adult Staff will administer only approved non-prescription medication (Acetaminophen, Ibuprofen, Tums, Pepto) if a signed Health Services Form is on file for student in the school office. Due to Diocesan Policy, any medication that is prescribed to a student for daily use during school or EDP (prescription and non-prescription), will only be given to a student if there is a Diocese of Savannah Administration of Medication Consent Form signed by a physician and parent/guardian.
- An up to date Health Services/Emergency Contact/Medical Consent Form is required to be completed and turned into the school office at the start of the school year. In case of emergency, information will be gathered from this form and parents will be contacted immediately. If a situation warrants off-site medical attention, and EDP staff member will accompany the student, and remain with the student until parent arrives.
- EDP Students participating in extracurricular activities, sports, or clubs after school, may not leave the care of the EDP without a written permission from the parent/guardian releasing the student to the care of a coach or pre-approved individual.
- EDP Staff will not provide transportation for students to off-site activities such as sports practices/games, gymnastics, dance, karate, etc.