



Saint William School
Spiritual Welcoming Successful

EXTENDED DAY PROGRAM



2020-2021



Dear Parents,

We hope that the following information will help to make you and your child/children comfortable with our Extended Day Program (EDP). The items included concern not only the operation of the program, but also important aspects of your child's safety while participating in the EDP program. From time to time we may need to make some changes in our program and will make you aware of these as soon as possible. We hope to make this a happy experience for you and your child.

Sincerely, Mrs. Kathy Gallagher &

The Extended Day Program Staff

Contact Information

EDP Phone: 773-637-5130 X104

St. William School Office: 773-637-5130

Email:

Program Director: Mrs. Kathy Gallagher

kgallagher@stwilliamschool.org

School Admin. Asst.: Mrs. Mary Devo

mdevo@stwilliamschool.org

Whenever possible, please contact Mrs. Gallagher or the EDP staff regarding EDP matters instead of the school office.

St. William School Extended Day Program

Our program of before and after school care operates each full school day in order to provide professional supervision, enrichment, and recreation activities for students enrolled at St. William School in full day preschool through 8th grade. EDP is held in Liebrich Hall. Supervision and activities are provided in a caring, atmosphere and are undertaken in accordance with the school's Catholic philosophy.

A typical after school stay includes a variety of the following: time for relaxation and a snack; some organized small group physical activities, indoors or outdoors (weather permitting); some type of craft project, game, or other directed activity; quiet time to complete homework or work on Brainware program in the computer lab; read, or listen to music, and then prepare for parent's arrival.

Our staff members work together to help each child grow in social skills and in ability to interact with their peers. Respect of others is stressed.

Neither the school nor parish subsidizes EDP. Fees paid by the participating families are its only support.

Ordinarily, staff members will not administer medications. Exceptions would need to be approved by the EDP coordinator and school principal. For these exceptions written statements from the physician and parent are necessary in order to follow the guidelines of the Archdiocese of Chicago. Medications would need to be in the original prescription bottle with the dosage clearly indicated. They would be stored in a safe place by EDP personnel (not in the hands of the child).

The Daily Schedule for the St. William Extended Day Program

*this schedule may change to accommodate social distancing and safety protocols

6:30 a.m. EDP opens in Liebrich Hall

7:45 a.m. Children line up for school

3:00 p.m. After school children arrive in in Liebrich Hall

3:00-3:15 p.m. Snack time/Change clothes

3:30-4:00 p.m. Free play, outdoor play or craft

4:00 p.m. Homework/Brainware time

5:00 p.m. Cleanup time/TV may be turned on

5:30 p.m. Coloring, playing cards, or reading

6:00 p.m. All children must be picked up

Attendance

We expect your child everyday UNLESS...

- You have set up a schedule for us to follow in writing, explaining the days the child/children will attend.
- Your child is on the school absentee list. For those who have two children, if one is sick, you will be charged for only one child.
- You call either the school office (773-637-5130) or EDP (773-745-4205) informing us your child will not be at EDP.
- You send a note to school with your child informing us they are being picked up and will not attend EDP.
- You e-mail Mrs. Gallagher or Ms. Maldonado, informing us that your child will not be at EDP.
- For those who use the program occasionally, you can inform EDP that your child will attend by calling the school office, e-mailing Ms. Maldonado or Mrs. Gallagher, or sending a note with your child.
- For those who have two children in the program and one has an after school activity that will prevent him/her from attending EDP, a note needs to be presented to the EDP staff stating the dates that the child will not be attending.
- On school professional development days or parent/teacher conference days, the EDP will provide a sign-up list for families that still wish to use the service. This list will be provided 7-10 days before the non-attendance day. If you sign up for a non-attendance day at EDP and do not come, EDP will assess a full-day charge to your account. EDP will not be open on school holidays, nor during school vacations.

Pick-ups

1. The parent/guardian or designated person who picks up the child MUST SIGN THE SHEET with their name and the time of pick-up.
2. For the child's safety, only those persons whose names appear on the emergency form will be able to sign out a child. When there is a special circumstance, the parent must notify the staff in writing or by phone if someone not on the emergency form will be picking up the child. That person will be required to show identification at the time of pickup.
3. If a child is not picked up on time and there has been no contact made by the parents, these steps will be followed:
 - a staff member will try to contact the parent
 - a staff member will contact persons on the emergency form so that someone can be located to pick up the child immediately.
4. EDP closes at 6:00 p.m. After that time a late fee of \$1.00 per minute will be assessed. At the discretion of the EDP coordinator, the late fee may be waived. Repeated late arrival may result in a child's dismissal from the program.
5. Parents should enter the building through the Newland/Wrightwood doors.
6. A child may walk home with a written permission slip from the parent.

7. The EDP staff is responsible for the children in their care and will refuse to release children to someone who appears to be under the influence of alcohol or other substances. They will ask that another person be called for pickup so that a child's safety is not endangered.

Staffing Ratio

There will be two (2) adults to supervise 15-30 children. A third adult will be present when the numbers are between 31-40. This ratio will be adjusted as required when preschoolers attend EDP.

Breakfast

Parents may provide breakfast for children in the morning program.

Snacks

In the PM program, children are welcome to bring their own snacks from home. The EDP staff may on occasion provide a nutritious snack for your child – but generally the EDP fee does not cover a daily snack.

Lunch

On half/full days of EDP, it is the parent's responsibility to provide a bag lunch. A microwave is available to warm up your child's food. EDP will sometimes offer a special lunch for a small fee or paid by late fees.

Toys

An adequate supply of toys, equipment, and materials will be provided for the program and sharing of these among the children will be encouraged. No violent toys (including toy guns) from home can be brought to EDP. All toys should be marked with your child's name. EDP is not responsible for any lost, broken, or stolen toys.

Clothing and Personal Property

Children are encouraged to bring a change of clothing, sneakers, jeans, etc. Please dress for the weather. All children go outside whenever weather permits. Children can bring tapes, videos, DVDs, and so on to share. Mark clothing and all personal property with your child's name. EDP is NOT responsible for broken, lost or stolen merchandise.

Homework Time

Quiet time will be set aside during the after school program for children who have homework to do. It is the responsibility of each child to know what his/her homework is. Help from EDP staff members will be available for homework. EDP will not guarantee that all homework will be completed before the parent picks up the child. It is also the parent's responsibility to check the child's/children's homework daily, even if it is done during EDP.

Brainware Time

A reading and math online enrichment program will be used in EDP. The children will go to the computer lab to access this program and instructions/passwords may be given to the students. The program is provided by Big Shoulders Fund of Chicago and is free for all after-care students to use.

Illness or Accident

In case of an accident (fall or other mishap), if there appears to be no major injury, the staff will administer first aid as needed. For more serious cases, the instructions on the emergency form will be followed. An incident report will be completed, and one copy will be given to the parent, one copy to the EDP coordinator, and one copy to the school principal.

Behavior Expectation/Consequences

EDP expects the same set of rules or behavior for school to apply in the EDP program. If a child has any behavior problems during EDP, a time out or other appropriate measures will be used as consequences. If behavior problems persist, the EDP coordinator will work with the parent(s) and the child to bring about improvement.

Policies and Procedures of the St. William Extended Day Program

EDP Application and Emergency Form

The parent must complete an emergency form with current information for each child enrolled in the EDP program. It is the parent's responsibility to update this information as soon as any changes occur.

Fees

A flat rate of \$4/child/hour will be assessed for EDP. If you have 3 or more children in EDP, then the fee will be \$3/child/hr. All fees are per hour and begin at 5 mins past the hour until the next hour. There will be no ½ hour discount fee rate. (ie: your child is picked up at 4:15 – the fee will be \$8) EDP fees will be collected/billed by Mrs. Gallagher immediately on the day of use Late pick up from school (between 3:00 and 3:30), without prior notice to send the child to EDP, will be \$6.

Tax Time

Mrs. Gallagher will provide you with a tax letter at the end of January to assist you with your childcare taxes. This will be a cumulative amount of what you have spent throughout the year (January 1- December 31).

Late Fee

A fee will be assessed for late pick-ups. After 6:00 p.m. there will be a charge of \$1.00 per minute.

Insufficient Funds

A notice will be sent from FACTS Tuition Management and your child may be refused EDP services.