Welcome to the *ST. MARK* Extended Day Program for the 2019-2020 school year!

**General Information**

Before and after school care is offered for *ST. MARK* students in kindergarten through eighth grade, either on a regular or a “drop in” basis. This program is licensed by the Commonwealth of Virginia and is managed and staffed by competent, caring professionals.

Extended Day Care (EDC) is a flexible program of recreation, arts and crafts, indoor (gym) and outdoor (weather permitting) play, snacks with friends and staff, supervised homework or story-time, board games and Bingo, and appropriate videos. The spiritual development of the child is continued. NOTE: Parental involvement in completing and reviewing homework and assignments, projects, etc., is important. The EDC staff provides time to complete homework, but is NOT responsible for the academic success of the child. Structured activities, such as decorating cookies are very popular with the students, who also enjoy special seasonal activities, such as trick or treating, Christmas Caroling, and Easter egg hunts.

EDC is a place where students feel comfortable and happy, and parents can rest assured that their children are supervised and well-cared for during those hours before and after school.

Additional information and regulations regarding the EDC program can be found near the end of the Parent-Student Handbook.

**Registration and Afternoon Sign in**

All students in grades K-8 are automatically registered for EDC.

**Hours of operation**

Before school - 7:00 am to 8:15 am – Morning snack is offered at 7:30 am.

After school - 3:30 pm to 6 pm – Afternoon Snack is offered at 4:15 pm.

**Early Dismissal**

- 12:30 pm to 3:30 pm for students on a Morning and Half Day contract. Please bring a lunch.
- 12:30 pm to 6 pm for students on an Afternoon or Morning and Afternoon contract. Please bring a lunch. Afternoon Snack is offered at 4:15 pm.

EDC is open all mornings at 7:00 am and all afternoons until 6:00 pm with the following exceptions:

- ½ day, August 30 (Friday before Labor Day) EDC Closes at 4:00 pm
- ½ day, December 20 (beginning of Christmas Break) NO AFTERNOON EDC
- ½ day, April 9 (beginning of Easter Break) NO AFTERNOON EDC
- ½ day, May 22 (Friday before Memorial Day) NO AFTERNOON EDC
- ½ day, Last day of school (dependent on snow days) NO AFTERNOON EDC
**Inclement Weather**

EDC follows Fairfax County in regards to weather closings. If there is a 2-hour delay, EDC will open at 9:00 am. If school closes early due to bad weather conditions, children must be picked up no later than one hour after the early dismissal time.

**Signing in and out of EDC**

Students attending the morning EDC session must be walked/signed in by a parent/guardian, indicating the time of arrival. Due to safety and licensing concerns, students will not be permitted entry into the EDC program if a parent/guardian is not present.

At the conclusion of the day, regular attendees to EDC (or those students that know they are going to EDC for the afternoon) proceed to the gym at 3:30

At 3:45 (or the end of carpool, whichever comes last), all remaining K-8 students will be signed in to EDC and charges of $5/half hour or $10/hour will apply. Those charges begin accumulating at 3:30 pm, as that is the time school ends and all regular EDC attendees proceed to the gym.

In addition, students not picked up at the conclusion of after school clubs or activities will be signed in to EDC by the teacher or chaperone.

**To avoid being charged for afternoon EDC, please make plans to have your children picked up prior to 3:45 pm, or at the conclusion of after school activities.**

Children attending the afternoon program must be signed out by a parent, indicating the time of departure. Students must be picked up by 6:00 pm.

If someone other than the parent is to pick up the child, the program director must be informed via a written note or other communication from the parent. This person must show identification before any student will be released to him/her.

The EDC staff is not responsible for children prior to their being signed in for the morning or after they are signed out at the end of the day.

**Late pickup from EDC**

Parents are expected to be prompt when picking up their children. Any child(ren) picked up after 6:00 pm will be charged $2.00 per minute, per child. The ONLY exceptions to this are when inclement weather conditions, as declared by the National Weather Service or determined by FCPS, cause the delay. If school closes early due to bad weather conditions, children must be picked up no later than one hour after the early dismissal time.

**12:25 Dismissal Days**

Parents of occasional use students should notify the EDC Director before the early dismissal day to ensure the program is properly prepared and staffed. Each student must bring a lunch as lunch is not provided. Snack will be offered, as always, at 4:15 pm
**Morning EDC Schedule**

7:00  EDC Begins in the gym  
     Activities / play indoors / studies  
7:30  Prayer/Snack  
7:45  Play in-doors/Outdoors  
8:10  Begin to clean the gym/put equipment away etc.  
8:15  Dismissal to classrooms (Kindergarten students accompanied by a faculty member)

**Afternoon EDC Schedule**

3:30  Dismiss to Gym (Attendance)  
3:40  Play outdoors (weather permitting) until car pool ends  
4:00  Students may enter the gym or continue playing outdoors  
4:15  Clean up/Prayer/Snack  
4:35  Clean up tables  
4:40  Homework  
5:20  Playtime (indoor/outdoor) Continue home-work if needed  
5:50  Final Clean up  
6:00  EDC ends

**Payment**

EDC may be paid for via coupons for occasional use or on a contractual basis. Coupons are for sale in the school office. The minimum cost is $5 for the first ½ hour, with each additional ½ hour or portion thereof costing an additional $5.

In regards to billing, morning and afternoon care are considered two separate entities, as staffing requirements are quite different due to expected numbers of participants in the EDC program. Therefore, there is no “carry-over” of unused minutes of hour or half-hour from morning to afternoon or vice versa. If the parent does not have coupons, the EDC director will send the family a bill via email the first week of the following month. Bills not paid in a timely fashion will be rolled into the family’s FACTS tuition management account.

Coupons for sale in the office:
- 5, 10 or 20 one-hour coupons are available for $50, $100 and $200, respectively.  
- 20 half-hour coupons are available for $100.  
- Smaller denominations are available on request.
Please sign our children up for the following EDC plans:

<table>
<thead>
<tr>
<th>EDC Plan</th>
<th>Annual Cost</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Only</td>
<td>$2,100</td>
<td>$210</td>
</tr>
<tr>
<td>Morning Plus Half Days</td>
<td>$2,450</td>
<td>$245</td>
</tr>
<tr>
<td>Morning and Afternoon</td>
<td>$5,480</td>
<td>$548</td>
</tr>
<tr>
<td>Afternoon Only (includes Half Days)</td>
<td>$3,380</td>
<td>$338</td>
</tr>
</tbody>
</table>

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Charges are based on 180 days of school. For ease of budgeting, monthly payments are averaged over the months of September through June, recognizing that some months have more school days than others.

In the event that a family’s child care needs change, adjustments will be pro-rated based on the last day of attendance in EDC, calculated on 180 days of school.

Family name:____________________________________
(please print)

Children attending: ____________________________
________________________
________________________
________________________
________________________

I agree to pay the rate of $________________________per child for EDC services, as well as abide by all EDC policies presented in this contract and the Parent-Student Handbook.

__________________________________________  _________________
(Parent Signature) (Date)