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

**General Information**
Before and after school care is offered for *ST. MARK* students in pre-school on a contract 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, story-time, board games, and appropriate videos. The spiritual development of the child is continued. Structured activities 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.

**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 children on a Morning and Half Day contract. Please bring a lunch.
- 12:30 pm to 6 pm for children 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 beginning 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**

The sign-in and sign-out location for the pre-school EDC will be the *ST. MARK* gym – which is the same as for the K-8 EDC program.

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 school day, pre-school students will be escorted to the gym at 3:30 pm. 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.

**Morning EDC Schedule**

- 7:00   EDC Begins in the gym
- Activities/play indoors
- 7:30   Prayer/morning snack
- 7:45   Play indoors/outdoors
- 8:15   Pre-schoolers will be accompanied by a faculty member to the Early Learning Center

**Afternoon EDC Schedule**

- 3:30   Escorted to the Gym
- 3:40   Playtime
- 4:15   Prayer/afternoon snack
- 4:40   Playtime (indoor/outdoor)
- 6:00   EDC ends

**Payment**

Pre-school EDC is provided on an annual, contract only basis, without the drop-in/pay-as-you-go option. Payments will be made through the FACTS online tuition system.
Preschool Extended Day Contract for 2019-20

Please sign our children up for the following Pre-school EDC plans:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Annual</th>
<th>Divided over 10 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Only</td>
<td>$2,200</td>
<td>$220</td>
</tr>
<tr>
<td>Morning Plus Half Days</td>
<td>$2,580</td>
<td>$258</td>
</tr>
<tr>
<td>Morning and Afternoon</td>
<td>$6,200</td>
<td>$620</td>
</tr>
<tr>
<td>Afternoon Only (includes Half Days)</td>
<td>$4,300</td>
<td>$430</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)