

ST. MARK Catholic School

Extended Day Care Frequently Asked Questions

2017-2018

Welcome to the *ST. MARK* Extended Day Program for the 2017-2018 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.

Detailed 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 6 pm – 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, Sept. 1 (Friday before Labor Day) EDC Closes at 4:00 pm
- ½ day, December 20 (beginning of Christmas Break) NO AFTERNOON PROGRAM
- ½ day, January 26 (Staff Retreat) EDC Closes at 4:00 pm
- ½ day, March 29 (beginning of Easter Break) NO AFTERNOON PROGRAM
- Full day, May 25 (Friday before Memorial Day) NO AFTERNOON PROGRAM
- ½ day, Last day of school (dependent on snow days) NO AFTERNOON PROGRAM

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, please pick up your child as soon as possible so that our EDC staff may get home safely.

Signing in and out of EDC

Students attending the morning EDC session must be signed in by a parent, indicating the time of arrival.

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 P.M. 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 P.M. 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 P.M.

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 \$1.00 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.

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 P.M.

AM EDC Schedule

- 7:00 EDC Begins in the gym
Activities / play In-doors / 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)

PM 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.



ST. MARK Catholic School

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K-8 Extended Day Contract for Regular Users 2017-18

Please sign our children up for the following EDC plans:

_____	Morning Only	\$2,100 Annual \$210 divided over 10 months
_____	Morning Plus Half Days	\$2,450 Annual \$245 divided over 10 months
_____	Morning and Afternoon	\$4,650 Annual \$465 divided over 10 months
_____	Afternoon Only (includes Half Days)	\$2,850 Annual \$285 divided over 10 months

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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: _____

Children attending: _____

I agree to pay the rate of \$_____ per child for EDC services for the 2016-2017 school year.

(Parent Signature)

(Date)