

The John Crosland School Extended Day Program (EDP) Information & Registration

MISSION STATEMENT:

The mission of The John Crosland School is to provide students with specific attention and learning differences the individualized education to achieve their highest potential. The school creates an environment that nurtures and protects what we value: curiosity, talents, character, humanity, and dreams.

PROGRAM:

The John Crosland School Extended Day Program (EDP) is open to all Crosland students in grades K–12. We start with the basic building blocks—respect, responsibility, compassion, self-discipline, giving, friendship, honesty, perseverance—and use them as the foundation for enriching afternoons. Our programs take place under the watch of talented and caring professionals who are dedicated to making our house a home and committed to the school’s mission. Lower School and Middle/Upper School students will be segregated with supervision provided at all times.

EDP activities will include time for homework, structured games, arts & crafts, sports, and free play. Staff will aid in homework, but are not held responsible for accuracy. Please go over your child’s homework each night to check for accuracy and understanding. Tutoring may be arranged for children requiring a more strategic plan of action during the EDP time. Limited snacks will be provided (i.e. pretzels and a juice drink).

HOURS OF OPERATION:

The EDP will operate on normal school days, Monday through Friday. The program will begin at dismissal (2:00 for Kindergarten, 2:40 for Lower School, and 3:00 for Middle and Upper School) and extend until 6:00 p.m. at the latest. The EDP will not be offered on student holidays; however it **WILL BE** offered when school is in session only half-day. EDP will also be available during exam and conference days. **Please note, if your student attends EDP for any amount of time, a \$20.00 charge will be assessed. EDP will begin Tuesday, August 29. Please pack a lunch for your child when attending EDP on half days.**

HALF-DAYS, EXAM DAYS, CONFERENCE DAYS:

To participate, your child must be registered in the Extended Day Program. If you utilize the EDP on a regular or “monthly” basis, and you attend on a half-day, exam day, and/or conference day, the fees remain the same as your regular or “monthly” rate. If you are registered and occasionally utilize the EDP, and attend on a “half-day,” “exam day,” and/or “conference day,” the drop-in fee is \$20.00 per day.

PARTICIPATION:

To participate in this program, you must first complete an Extended Day Program Registration Form and pay the \$30.00 non-refundable registration fee. The **one-time fee** includes registration fees for both Enrichment Activities and/or EDP. **If emergency EDP care is required, and an EDP Registration Form is not on file, written permission from the parent must be given to the school the day the EDP is needed (via fax, email, or a handwritten note).**

SCHEDULE AND FEES:

- | | |
|---------------------------------------|-----------------|
| • Non-refundable fee: | \$30.00 |
| • Daily Fee for Drop-In Enrollment | \$20.00 per day |
| • Weekly Fee for Full-Time Enrollment | \$70.00/week |

Note: We will not be able to allow students to stay in EDP without advance notice and enrollment in the EDP. The students must be registered and the registration fee must be collected prior to his/her participation in the program.

REGISTRATION:

Items needed to participate:

1. Extended Day Program 2017-2018 Registration Form.
2. A copy of parent Driver’s License or a Photo ID.
3. A copy of the Driver’s License or Photo ID of persons authorized to pick up your child. These copies will be kept in your child’s EDP folder.
4. Check made payable to The John Crosland School for \$30.00 (non-refundable).

Please complete the registration form and send to The John Crosland School, 5146 Parkway Plaza Blvd., Charlotte, NC 28217 (Attn. Debbie Suber).

LATE PICK-UP POLICY:

It is extremely important that students be picked up on time every evening. Please read carefully the following policy regarding late pick-up:

- 1 to 15 minutes late—\$15.00 fee
- 16 to 30 minutes late—an additional \$15.00 fee
- After 30 minutes late—a dollar per minute

For Example: If you arrive at 6:20, your late fees would be \$15.00 for first 15 minutes plus \$15.00 for the next 15 minute increment—total \$30.00 late fees.

After the fourth (4th) late pick-up a child may be excluded from the program.

If your child has not been picked up by 6:15 p.m. and no notification has been given, one of the emergency contacts you provided will be called to pick up your child.

Once your child has been picked up by the emergency contact, a sign will be left on the outside school door telling the name of the person who picked up your child; the EDP staff will then leave.

If you pick up your child before the emergency contact has arrived, it is your responsibility to contact that person or wait for that person to arrive. The EDP staff will leave as soon as you pick up your child.

MEDICATION & SICK CHILDREN:

Please refer to the Crosland Family Handbook for the Medication Policy. Parents will be asked to come for their child if the child has a fever or has vomited.

CONDUCT & DISCIPLINE:

Upon registration, parents and students will be required to sign a “Behavior Contract.”

RECEIPTS & TAX ID:

You may request a receipt from the business office.

BILLING:

All EDP fees will be billed and collected through the school’s business office. Attendance is taken daily and drop-in participants will be charged for each day present. Full-time participants will be charged the weekly-rate. Children whose accounts are more than 30 days late may be excluded from the program. There is a \$10.00 late fee for any account that is 30 days past due.

QUESTIONS:

Please contact Debbie Suber at 704-365-5490 with any questions.

PLEASE NOTE: Registration is required in the Extended Day Program if your child plans on participating in an after-school Enrichment Activity. There is a separate form and fee for these classes.

The John Crosland School Extended Day Program (EDP) Registration-2017-2018

Student Information:

Name _____ Date of Birth _____ Grade _____

Address _____

Check the days of the week your child will be attending the EDP: (If you mark all five days, your child will be considered Full-Time and you will be billed the weekly rate.)

_____ **Monday** _____ **Tuesday** _____ **Wednesday** _____ **Thursday** _____ **Friday**

Parent/Guardian Information:

I. Mother's Name _____ Home Phone _____ Work _____ Mobile _____

Address _____

Place of Employment _____ E-Mail _____

II. Father's Name _____ Home Phone _____ Work _____ Mobile _____

Address _____

Place of Employment _____ E-Mail _____

Persons (age 16 or older) authorized to pick up students other than Custodial Parent (s):

1. Name _____ Home _____ Work _____ Mobile _____

2. Name _____ Home _____ Work _____ Mobile _____

Medication Information:

If your child takes medicine in the afternoon, identify the types, dosage, and time to be given.

Allergies: (food, insect bite/sting, drug (please specify):

Emergency Care Information:

Physician's Name: _____ Phone: _____ Hospital Preference: _____

Emergency Contacts (if parents cannot be reached):

Name: _____ Work: _____ Mobile: _____

Relationship: _____

Name: _____ Work: _____ Mobile: _____

Relationship: _____

I would like to enroll my child in the Extended Day Program and have included the non-refundable registration fee of \$30 with this enrollment form. I have read and understand the policy regarding late pick-up.

Parent/Guardian Signature: _____ Date: _____