

The John Crosland School 2020-2021

Extended Day Program (EDP) Information & Registration

THE PROGRAM:

The John Crosland School Extended Day Program (EDP) is open to all Crosland students in grades 1–12. 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.

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. 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 and charges will begin 15 minutes after each dismissal (Dismissal times are as follows, 2:55 for Lower School, 3:05 for Middle School and 3:15 for Upper School) and extend until 6:00 p.m. at the latest. The EDP will not be offered on student holidays half days or conference days; however it **WILL BE** offered during exams.

EDP will begin Thursday, August 31st. Please pack a lunch for your child when attending EDP on half days.

EXAM 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” the drop-in fee will be \$25.

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).***

REGISTRATION:

Items needed to participate:

1. Extended Day Program 2020-2021 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.

SCHEDULE AND FEES:

- Non-refundable registration fee \$30.00
- FULL-TIME Enrollment \$80.00 per week
See Rate Sheet for pricing for weeks with fewer days
- Daily DROP-IN Fee
 - Pick-up by 4pm \$20.00 per day
 - Pick-up after 4pm and by 6pm \$25.00 per day
 - Wednesday 2:15 – 6pm \$25.00 per dayWill also have to pay non- registration Fee if not paid already.

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.

LATE PICK-UP POLICY:

It is extremely important that students be picked up on time every evening. If your student is not picked up by 6pm, a late fee will be assessed at \$1 per minute after 6pm.

For Example: If you arrive at 6:20pm, your late fees would be \$20.00 for 20 minutes

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 sick.

BILLING:

All EDP fees will be billed and collected through the school’s business office. Full enrollment participants must pay in advance each month. Drop-in participants will be billed at the end of each month. 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. You may request a receipt from the business office for tax reasons.

QUESTIONS:

Please contact the school at 704-365-5490 with any questions. During EDP hours call 704-480-1809.

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-2020-2021

Student Information: Name _____ Date of Birth _____ Grade _____

Address _____

Check the days of the week your child will be attending the EDP: Please note: If you check five days, you will be considered "Full Enrollment" and will be billed the monthly.

_____ **Monday**

_____ **Tuesday**

_____ **Wednesday**

_____ **Thursday**

_____ **Friday**

Parent/Guardian Information:

1. Mother's Name _____ Home Phone _____ Work _____

Address _____ Cell _____

Place of Employment _____ Email _____

2. Father's Name _____ Home Phone _____ Work _____

Address _____ Cell _____

Place of Employment _____ Email _____

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

1. Name _____ Home _____ Work _____ Cell _____

2. Name _____ Home _____ Work _____ Cell _____

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: _____

Dentist's Name: _____ Phone _____

Emergency Contacts (if parent/Guardian cannot be reached):

Name: _____ Relationship: _____ Home: _____ Work: _____ Cell: _____

Name: _____ Relationship: _____ Home: _____ Work: _____ Cell: _____

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 _____