

University School Extended Day Program (EDP) Policy and Procedure in Accordance with Department of Human Services Requirements

The University School Extended Day Program (EDP) is a service provided for students enrolled in the regular hours of operation of our school from ages three through eighth grade. There are three EDP options for each regularly scheduled school day, in accordance with the University School calendar.

Early Option (7:15 – 8:45): Students are dropped off at the gate on Evanston Avenue, enter through the northwest door and meet in the school gymnasium. At 8:00 a.m., students break into small age-based groups. The youngest students are escorted to the Primary 1 classroom where they remain until 8:45 a.m. **All students not enrolled in EDP who arrive early are charged a drop-in fee of \$15.**

Study Hall (2:45 – 4:00): Immediately following their last class, EDP participants report to their designated Study Hall classrooms. Students bring a snack (that does not require heating) to have at this time. We do not provide snacks. P1-OI8 students will work on assigned homework until completed, and then they may read a book or do other structured activities as directed by the teacher. P2-OI8 Study Hall is designated as a quiet study time. Students in EC-P1 classes have structured age-appropriate activities. **Pick-up from the front lobby is no later than 4:00. At 4:05 p.m. students go to Enrichment, and a drop-in fee of \$15 is charged.**

Enrichment Option (4:00 – 5:30): Enrichment EDP begins immediately after Study Hall. P2-OI8 students relocate to the gymnasium and have a daily period of active play (outdoors when weather permits), organized games, or enrichment activities. At 4:30 p.m. students who still have homework are directed to a quiet study area. Priority is given to finishing homework in the school-age group of students. Students without homework can choose from active play outdoors or in the gymnasium, or quiet activities such as reading and computer games. EC-P1 students also have some outdoor or gymnasium play time and other age-appropriate activities. Cross-age grouping of students is possible depending on the number of students and the nature of planned activities. **Students are to be picked up at the front lobby no later than 5:30. Late fees are charged for late pick-up beginning at 5:31, with a minimum fee of \$15 and increasing by \$1.00 per minute for each minute thereafter.**

Extended Day Costs (per month):	EC/P1	P2-OI8
Early Option only (7:15 – 8:45)	\$170	\$140
Study Hall only (2:45 – 4:00)	\$170	\$140
Early Option and Study Hall (7:15 – 4:00)	\$230	\$220
Study Hall and Enrichment Option (2:45 – 5:30)	\$230	\$220
Early, Study Hall and Enrichment Options (7:15 – 5:30)	\$350	\$325

Drop-in charges are \$15 per unit of care and are charged to student accounts. Early Option, Study Hall, and Enrichment Option each count as one unit of EDP care.

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A) If a person other than a parent is picking up an EDP student, written permission is required from the parent (sent to school with the child, via email or by FAX) and the identity of the designated person is verified with a photo ID by our staff. Persons on each student's approved pick-up list may also be required to show a photo ID.

B) University School requires that parents promptly notify front desk personnel if a student enrolled in the EDP will not be attending on a particular day.

C) Students' belongings are stored in their backpacks during the EDP hours. We discourage bringing money or valuables to University School.

D) Students are not to be sent to school unless they are without fever for 24 hours following illness. In case of minor illness or injury occurring during EDP hours, parents are promptly notified. In case of major illness or injury, we call 911 immediately and then notify parents.

E) When a student must receive medication during EDP hours, parents are required to document the dosage regimen and to clearly label the medication with the child's name (a medication form is available at the front desk or on our website). All medications must be in their original containers and delivered to the EDP supervisor on duty to insure proper storage and administration.

F) Field trips are conducted during EDP hours only on the date of a specially scheduled Older Intermediate club activity and written parental permission is obtained in advance.

G) Children are transported during EDP hours only in the case of a field trip for OI club participants, as described in F, above. There will be no other EDP field trips, and students will not leave campus.

H) Please note: It is mandatory that our staff report suspected incidents of child abuse or neglect to the Department of Human Services and/or to the Child Abuse Hotline.

I) Positive Discipline techniques are used during EDP hours in accordance with University School policy.