

## Welcome to our Extended Day Program!

We offer our EDP to registered student of Pope Francis Global Academy.

Children receive academic and recreational guidance during EDP sessions, which include games, homework, arts & crafts, etc. If a parent wants homework done before the child goes home, please send us a note with that request. Children usually stay within the school grounds but may occasionally take a walk or visit a nearby park under supervision.

Please be sure to keep your **authorized pick-up list** updated. Any changes must be made in writing to the school office. If there is a time when your child is to be picked up from EDP by someone NOT listed on your **authorized pick-up list** you must notify the front office staff in writing (via a paper note or by email). A contact phone number for that person will be necessary. The adult picking up your child must present a photo ID. Your child will not be released without written notification from you -- a phone call will not be sufficient authorization.

If your child is scheduled for an after-school activity (e.g., sports, art, drama, etc.) on a day they are signed up for EDP and will be leaving from and/or returning to EDP, you must notify us in writing with the time they will be leaving and/or returning.

Always notify the **school office** when your home, work and/or emergency phone numbers change. This is very important!. Updates can be sent to the school office at **info@pfgacademy.org. Or, call at 773-736-8806.**

## Hours

EDP is available mornings from 6:30 - 7:45 a.m. every school day, and afternoons from 3 - 6 p.m. on full school days; 2-6 p.m. on Wednesdays. EDP is available on half-days only when there are parent teacher conferences in the afternoon.

## Fees (per student)

Registration fee is \$20 per student.

The standard EDP rate is \$6.00/hour per student, billed on the half-hour, based on actual usage of the service.

## Pick-up and Drop-off

For drop-off in the morning, parents should park on the south side of Irving Park Road near the EDP entrance (the door ~300' east of the main school entrance), walk students to the door ring the buzzer, and wait for the teacher to let the child in and check them in through Pro Care. When picking up in the evening, parents should come up to ring the buzzer and wait for the teacher to bring the student to the door. The teacher will check the student out through Pro Care.

## How do I Sign Up?

Please complete this **Registration Form** and return it to the School Office in order to use EDP services. Families must register in advance and will be billed the \$20 registration fee on your FACTS account when they turn in the form or when they use EDP for the first time.

## Scheduling Your Kids for EDP

In order to properly staff our program, we need to know each student's projected days and hours of use for the upcoming week. Please complete the **EDP RSVP form weekly**, which is emailed out to all families each Friday afternoon. Please complete the RSVP form by each Sunday night at midnight so that we are prepared. You will only be charged for the hours your students have actually attended EDP. (You are not billed based on the RSVP).

## Drop Ins

It is always best, for your student's wellbeing, that they know what to expect each afternoon. Please let them know your plans for pick up daily. If an emergency comes up, we will accept children in EDP at the "last minute," but that should be the exception, not the norm. Parents must notify the school office, homeroom teacher, **and** Julie Molenda by email to make this last minute request.

## Billing

Usage will be tracked via the **Pro Care app** on the EDP I-Pad. The teacher will check kids in and out.

Charges will be added to your FACTS billing each month for the prior month's services. Again, you are only charged based on the hours your child was there.

## What Students Need for EDP

Each student should bring a healthy, preferably peanut-free, snack and beverage (or a labeled reusable water bottle) to EDP. Please send finger foods only; nothing requiring microwave or refrigeration.

Students should also bring their homework, a book to read for pleasure, a puzzle or another non-electronic activity that they can read or play with during quiet/homework time if they don't have homework.

EDP is an extension of the regular school day and rules from the Appropriate Use of Technology Agreement applies. **This means no personal electronics from home should be out during EDP.**

# 2023-24 EDP Enrollment Form

Child(ren) Name(s) \_\_\_\_\_ grade \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Persons authorized to pick up child(ren):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Parent/Guardian phone numbers:

1. \_\_\_\_\_

Name/relationship \_\_\_\_\_ home phone \_\_\_\_\_

work phone \_\_\_\_\_ cell phone \_\_\_\_\_

2. \_\_\_\_\_

Name/relationship \_\_\_\_\_ home phone \_\_\_\_\_

work phone \_\_\_\_\_ cell phone \_\_\_\_\_

After school emergency numbers

1. \_\_\_\_\_

Name/relationship \_\_\_\_\_ phone \_\_\_\_\_

2. \_\_\_\_\_

Name/relationship \_\_\_\_\_ phone \_\_\_\_\_

I DO \_\_\_ DO NOT \_\_\_ give permission for my child to go on area walks with EDP staff.

Parent signature: \_\_\_\_\_

Parent email: \_\_\_\_\_

# Extended Day Program 2023-2024



## POPE FRANCIS GLOBAL ACADEMY

**EDP direct phone number 773.736.8806, press option 4**

**Contact [jmolenda@pfgacademy.org](mailto:jmolenda@pfgacademy.org)**