

Blessed Sacrament School

Extended Day Program

(EDP)

Dear Parents,

The purpose of EDP is to provide safe, enriching, and supervised after-school care for our students. Our program is licensed by the state of Georgia's Bright from the Start Program. Extended Day uses facilities at Daffin Park, Theus (circle) park, the school's playground, gym, classrooms, and cafeteria. One snack is provided daily at the beginning of EDP; however, your child may bring their own snack. Students are provided with outdoor and indoor recreation, crafts, and creative play. An appropriate change of clothes is allowed at the beginning of each EDP day and is optional. Students who are in the grade 2nd- 8th are provided a quiet and staffed room for one hour of homework (Monday – Thursday). We offer two types of services to accommodate your childcare needs. A student may be enrolled on a monthly or drop-in basis. We are also available on half days (12:00pm – 6:00pm) and conference days (7:30am – 6:00pm). It is highly recommended that you register your child in case of an urgent need. Students not registered will not be able to attend. Registration is FREE until **September 29th** and \$60 per family afterwards.

In order to provide quality care for your children we need to plan and staff according to the number of registered participants. Please submit a completed registration form by **August 10th**. Registration forms can be found in RenWeb under resource documents and emailed to mwilliams@bss-savannah.org. You may also find forms in the office and return to office. Registrations submitted after **August 10th** may be placed on a waiting list.

Both monthly and drop-in participants will be automatically billed on the first of each month. Monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. Drop-in charges will be billed on the 15th and 30th and withdrawn on the 7th and 20th. We do not prorate fees for partial months. If you wish to cancel your monthly service, you must do so in writing 30 days in advance and any fees incurred prior to the notice are the participants sole responsibility.

We look forward to serving you and your family. The fee schedule is located on the back of this letter. Should you have any questions please call the school office at (912) 356-6987.

Sincerely,

Lynn C. Brown
Principal

Extended Day Program

EDP Fees

Monthly Fee Includes: <ul style="list-style-type: none"> • Early Dismissal (12:00pm – 6:00pm) • Conference days (7:30am – 6:00pm) • Morning (6:30am – 7:30am) • Afternoon (2:30pm- 6:00pm) 	\$175.00 per child
Drop-in Fee <ul style="list-style-type: none"> • Morning (6:30am – 7:30am) • Afternoon (2:30pm – 6:00pm) • Early Dismissal (12:00pm – 6:00pm) 	\$12.00 per child <ul style="list-style-type: none"> • Please note that morning and afternoon are two separate charges of \$12.00.
Drop-in Fee <ul style="list-style-type: none"> • Conference Days (7:30am – 6:00pm) 	\$25.00 per child
Family who has more than two that is registered for monthly charges	Any children after two on a monthly basis are free
Only mornings <ul style="list-style-type: none"> • If your child will just be attending morning EDP 	\$50.00 per child
Picked up by 3:45pm <ul style="list-style-type: none"> • In the event that is a half day and your child attends It will be an additional \$12 • In the event that is a conference day and your child attends it will be an additional \$25 • If you are late more than two times you will be charged the full fee of \$175.00. 	\$50.00 per child
After 6:00pm	\$1.00/ min \$5.00/ min after 6:10pm

EDP Operating Hours

School Days (Morning)	6:30am – 7:30am
School Days (Afternoon)	2:30pm – 6:00pm <ul style="list-style-type: none"> • A snack is provided
Early Dismissal	12:00pm – 6:00pm <ul style="list-style-type: none"> • Please pack a lunch • Snacks will be provided
Conference Days	7:30am – 6:00pm <ul style="list-style-type: none"> • Please pack a lunch • Snacks will be provided

- **EDP is NOT available on student holidays.**

Blessed Sacrament School
 1003 East Victory Drive
 Savannah, GA 31405
 (912) 356- 6987

Extended Day Program (EDP) Registration Form

Blessed Sacrament School's Extended Day Program is licensed by the state of Georgia and is therefore required to have a completed registration form on hand for each participant.

Child's Information

Child's Full Name	Grade Entering
Please circle one Drop- in, Monthly, only mornings, picked up by 3:45pm	
Date of Birth	

Parent/Guardian and Medical Information: In the event of an emergency, please number, in order of priority (1-6), which phone to contact first (1) to last (6).

Parent/Guardian Name	Relationship	Cell Phone	Priority
Address			
City	State	Zip	home phone
Place of Employment		Work Phone	Priority
Email			

Parent/Guardian Name	Relationship	Cell Phone	Priority
Address			
City	State	Zip	home phone
Place of Employment		Work Phone	Priority
Email			

Doctor's name	Doctors Phone
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If child does not live with both parents, please specify living and custody arrangements.

Emergency names, address, and phone numbers of TWO people to be called in the event that we cannot reach either parent/guardian:

Emergency Contact Name	Relationship	Cell Phone
Address		
City	State	Zip
		Work Phone

Emergency Contact Name	Relationship	Cell Phone
Address		
City	State	Zip
		Work Phone

Person(s) authorized to pick up your child: _____ Relationship _____

Person(s) authorized to pick up your child: _____ Relationship _____

Person(s) NOT authorized to pick up your child: _____ Relationship _____

Person(s) NOT authorized to pick up your child: _____ Relationship _____

Medical Information

Allergies or intolerance to food, medication, or any other substance:
If an allergic reaction occurs, please list or attach to this form steps to relieve reaction:
Chronic physical problems, pertinent developmental information, any special accommodations needed:
<i>For special accommodations, or to share important information about your child, please contact Director for a meeting at mwilliams@bss-savannah.org.</i>

Does your child take medications or vitamins on doctor's orders? _____

Please specify _____

If EDP is to administer medications during the day, emergency or routine, please notify the Director at mwilliams@bss-savannah.org.

- Medical form must be on file in the office for any medication to be given

Please read carefully each of the following statements, then sign and date where indicated.

- A. I understand that it is the policy of EDP not to allow my child to enter or leave the school unless escorted by an adult. I agree that when delivering my child to the school I or the person I have authorized to drop off my child will personally deliver my child to his/her counselor or the staff person in charge. I further agree when picking up my child I or the person I have authorized to pick up my child will personally come into the school and receive my child from his/her counselor or the staff person in charge. At no time will I leave or pick up my child without first making his/her presence known to the school's staff.

Signature

Date

- B. I agree to notify the director in writing immediately of any changes that occur in the information provided on this form, including work and home address, phone numbers, physician name, change in living arrangements, change in health information, emergency contacts, unauthorized persons to pick up your child, etc.

Signature

Date

- C. In case of an emergency, if medical attention is required for my child before I can be contacted, I authorize the school to act on my behalf by contacting medical emergency personnel and following their advice for my child.

Signature

Date

- D. I give my child permission to go to Daffin and Theus (Circle) Park with his/her group only when accompanied by his/her counselors.

Signature

Date

- E. I give my child permission to go to Blessed Sacrament's Parish Center for special events and activities.

Signature

Date

Blessed Sacrament School's Extended Day Agreement

My child _____ will be attending Blessed Sacrament Schools' Extended Day Program on a monthly, drop-in, only mornings, picked up by 3:45pm basis. **(Please circle one)**

I agree to pay the fees associated with the service that I have indicated above. If I decide to change my status, I must notify the director 30 days in advance in writing. I understand that monthly fees will be automatically withdrawn from your account via FACTS on the 15th of each month. I understand that drop-in charges will be billed on the 15th and 30th and withdrawn on the 7th and 20th via FACTS. I understand that after 6:00pm I will be charged \$1.00/minute until 6:10pm and then \$5.00/minute afterwards until your child is picked up. Payment for late fees will be added into your EDP charge that is deducted from your FACTS account.

Parent's/ Guardian Signature _____

Date _____
