

Extended Day Program - ELP

Early Morning Drop Off:

- Early Morning begins at 7:15 in room 10A.
- When dropping off your child, please sign in on the Extended Day clip board each morning.
- If you have a message that needs to go to your child's teacher or Extended Day staff member, please use the colored paper next to the Extended Day clipboard. We will attach the note to your child's bag.
- Please feed your child breakfast before they arrive.

Lunch:

- Children will begin eating lunch immediately following noon dismissal.
- You may send a lunch from home or order lunch from our Lion's Lunchables program. (Please note that because of our current construction, our lunch program will be more limited this year.)
- Please pack **finger foods** whenever possible. As part of your child's development, we encourage the children to feed themselves. Please note that we have minimal refrigeration and microwave capabilities.
- Please label your child's lunchbox, sippy cups, Tupperware, etc.

Naptime:

- Nap begins at approximately 12:45 and ends at 2:45.
- You are encouraged to send in a special blanket, lovey, or pacifier for your child. **Please make sure these items are labeled.**
- Your child must be picked up at noon, or after 3:00 each day. Please do not pick up your child early or schedule any appointments for your child that would require interrupting the naptime routine.

Late Afternoon:

- ELP children will enjoy an afternoon schedule that will include music, art, Spanish, and library. Playground time will be scheduled for everyday between 4:15 to 5:15, weather permitting.
- Please indicate on the emergency contact sheet from orientation anyone who has permission to pick your child up from St. Mark's. We will ask for identification from anyone we do not recognize or has not picked up your child before.

Picking Up:

- Children that leave at 3:15 will eat lunch and nap in room 10A. You may pick up your child from this class at 3:15.
- Children that stay until 6:00 will eat lunch and nap in rooms 10 D and 10 B. To pick up your child, please come up to the Common Room door, and knock so we may let you into the building. The children are scheduled to be on the playground from 4:15 to 5:15. If you are picking up your child during that time, please park at the front of the Early Learning Center, which is located in front of the church nursery. You may walk over to the ELP playground where EDP staff will let you into the playground.

EDP Policies:

- Children may only attend EDP on the days that he/she is registered. Drop-in care is not available.
- If you need to make a change in your child's EDP schedule, you must submit this request in writing (email) or fill out a new EDP form by the 20th of the month. All changes in billing and scheduling will go into effect the following month.
- Half days (denoted on the St. Mark's calendar) will be viewed as a regular EDP day, with no extra charges, if the half-day falls on a day that your child regularly attends EDP.
- On days that school is closed, but EDP is open, you may chose to register your child for Holiday Care, for an extra fee. Registration forms are available on the school's website. Payment must be submitted by the required deadline to ensure your reservation.