

**Ascension School  
Extended Day  
Program  
(E.D.P.)  
Parent  
Handbook**

Extended Day Program  
816 Clarence  
Door # 4  
Oak Park, IL. 60304  
708/434-1529

**edp@ascensionoakpark.com**

or

**[t.burns@ascensionoakpark.com](mailto:t.burns@ascensionoakpark.com)**

**&**

**for billing**

**edpbilling@ascensionoakpark.com**

Revised 2016

**Ascension School  
Extended Day Program (E.D.P.)  
Parent Handbook**

**Purpose of Program**

The Extended Day Program provides professional care, supervision, and enjoyment for your children. Developmentally appropriate activities and academic enhancements will be available on an on-going basis. Homework time, open gym, outdoor recreation, arts and crafts, games, and projects are provided.

**Admission Policy and Registration**

Families are required to register for Extended Day services and pay a non-refundable registration fee. Enrollment is contingent upon available space in program. Once the program is full, a waiting list (first come first served) will be put in place.

The program is available to any student who is currently enrolled in Ascension School (PK3 - Grade 8), and is current with their school tuition payments.

**Vital Information**

All students enrolled in E.D.P. must have all required forms (registration, emergency information, pick up authorization, walking field trips authorization, financial payment agreement, withdrawal policy and parent/guardian handbook agreement) returned **BEFORE** they may begin the program. These forms are separate from any forms from the main office and are used for EDP purposes.

**Location of Program**

Ascension School Extended Day Program is located on the second floor of the school above the gym/kindergarten. The entry door for E.D.P. is located at 816 S. Clarence Ave. (Door # 4) Please ring the doorbell to access our room.

**Parking**

There are a few 10 minute “drop off” parking spaces available on the east side of Clarence Ave. **Please park courteously leaving room for parents/children to access the sidewalk.**

**Hours of Operation**

The E.D.P. operates on *open* school days from 7:00 a.m. - 6:00 p.m. The program is only open in the morning on days that the school has early dismissal or half days. **THERE IS AN EXCEPTION: Parent teacher conference days.** The Extended Day Program will remain open until 6:00 p.m. on the two parent teacher conference days which are usually held in mid-November and one in the spring. These conference days require special sign up to reserve a spot in EDP

### **Absence from Program**

All absences must be called in to E.D.P. at 708/434-1529 or emailed to [edp@ascensionoakpark.com](mailto:edp@ascensionoakpark.com). Families are still responsible for payment of fees for days that they are registered, but absent.

### **Drop Off Procedures**

Beginning at 7:00 a.m., parents can bring their child/ren to the 816 S. Clarence Ave./ door #4 of the school and ring the EDP doorbell. Parents MUST come into the Extended Day Room and sign their child/ren in entering the time of arrival along with signature. Should a parent drop off or leave a child without signing in, a conference will be requested with the parent/s. Repeated infractions will result in the child/ren being withdrawn from E.D.P.

### **Pick Up Procedures & Release of Child**

Parents/Guardians or authorized adults must come into the Extended Day Room. Please ring the doorbell at door #4 816 Clarence to pick up and sign out the child(ren). Please notify Extended Day when someone other than the parent or guardian is picking up your child(ren). **The EDP Staff must be informed if an authorized person is picking up the child(ren) even though they are on the authorized list.** Please see authorized pick-up form for further details.

On occasion, it may be necessary for a child to be picked up by someone other than those people specified on the pick-up authorization form. In that case, the parent must provide the name, address, and phone number of the person who will be picking up their child/ren in written form. At the time of pick up, the person should have photo identification.

**PLEASE CONTACT EDP AT (708) 434-1529 or [edp@ascensionoakpark.com](mailto:edp@ascensionoakpark.com)**

Preschool and Kindergarten children are walked to and from their classes by a staff member. Students in grades 1-8 will come directly to E.D.P. or the gym when they are dismissed from their classroom at 3:00 p.m.

### **Late Pick Up Policy**

**Late pick up fees are charged at \$1.00 per minute/per child for every minute after 6:00 p.m. (close time).** This is to be paid in *cash* at the time of pick up. As a courtesy to our staff, please call EDP at (708) 434-1529 should circumstances cause you to be late.

### **Drop-In Status**

Children who are registered in the EDP as Drop-In status **MUST be called in** ahead of time to check on the availability of space in the program for that particular day. Call directly to EDP at 708/434-1529 or send your request via email [edp@ascensionoakpark.com](mailto:edp@ascensionoakpark.com). PLEASE NOTE: There are days that we cannot accept drop in students.

### **Fees/Tuition**

The Extended Day tuition fees are assessed on an hourly basis for the hours that children are registered. The fees for “partial hours” will be pro-rated. Half the hourly fee will be assessed for the first half hour or any portion of. The full hourly assessment will be charged for any time over thirty minutes. A late tuition payment fee of \$25.00 will be assessed if EDP tuition is not paid by the first day of the following month.

A \$15.00 snack fee will be assessed if you miss your assigned snack.

### **Billing Procedures/Payments**

Monthly billing is sent out electronically via email unless you request a paper statement.

EDP payments can be made by using an online payment system called Tuition Express. You can access the directions online at the school website under Extended Day forms. An information sheet is available to help you set up these payments or you can send an email to answer questions at [edpbilling@ascensionoakpark.com](mailto:edpbilling@ascensionoakpark.com).

We can process paper checks and cash, but no credit cards. A \$25.00 late payment fee will be assessed to bills not paid before next billing. NSF checks will be assessed a \$15.00 fee.

All payments must be kept current for child/ren to continue in the program. Failure to keep current with payments will result in your child/ren being withdrawn from the program until the balance is paid in full.

### **Communication**

Please contact Extended Day by phone (708) 434-1529 or email [edp@ascensionoakpark.com](mailto:edp@ascensionoakpark.com) if you have any questions or to report any information to us. You may also send confidential information to the Extended Day Director’s email [t.burns@ascensionoakpark.com](mailto:t.burns@ascensionoakpark.com). The billing email address is [edpbilling@ascensionoakpark.com](mailto:edpbilling@ascensionoakpark.com).

### **Mandated Reports**

By law, The State of Illinois requires schools and child care personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse/neglect.

### **Toilet Training**

No child will be admitted to the Extended Day Program until successfully toilet trained and have *full* control of bladder and elimination. No pull-ups allowed.

### **Schedule Changes/Withdrawal**

Throughout the year there may be a need to change your child(rens) schedule. Please put your request in writing to check for availability. A “Change of Schedule” form is available for you in the Extended Day room.

If for any reason the need arises to withdraw your children from EDP, a two week notice is needed. Please refer to the Withdrawal Policy.

### **Medication**

Parents/guardians have the primary responsibility for the administration of medication to their children. Please refer to “School Medication Procedures”. This policy and forms are available in the school office.

**Self-Administration:** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student’s current and completed Medication Authorization Form. **PLEASE NOTIFY OUR STAFF IN PERSON IF MEDICATION IS**

**REQUIRED.**

**PLEASE INFORM OUR STAFF IN PERSON AND IN WRITING OF ANY SEVERE ALLERGIES or MEDICAL CONDITIONS.**

### **Illness and Injury**

When a child becomes ill or injured at school, the parent/guardian will immediately be contacted. A member of our staff will contact a parent, guardian, or emergency contact person(s). In an emergency situation, we will call the paramedics. Written documentation will be kept.

Children should remain at home for *at least* 24 hours AFTER they are symptom free.

### **Behavior Expectations**

Ascension School’s Discipline Code, as listed in the Ascension School Handbook must also be adhered to in the Extended Day Program. E.D.P. is set up with several basic rules encompassing mutual respect and personnel freedom. The child/ren in E.D.P. will demonstrate proper behavior and follow the program’s rules.

In situations where the rules are repeatedly broken without an attempt to cooperate, parent/s will be called in to meet with the E.D.P. Director to discuss the situation and its resolution. The decision will be made by the E.D.P. Director if the child/ren should remain in the program or be asked to withdraw.

### **Personal Property and Electronics**

Children should not bring toys from home as they may get broken or lost. On occasion, children will be allowed to bring in toys on designated days. On these days, please be sure that all items brought in have the child’s name on it.

Ascension school cannot be responsible for personal property of students, so electronic devices should not be brought to school. However, if a student carries a cell phone, it must be turned off. Students may use phones with the permission of a teacher or adult in authority. Please refer to Ascension School Policy.

### **Play Clothes**

All children are welcome to change into play clothes after school if desired.

Preschool and Kindergarten children need to leave an **extra complete change of clothing** (**labeled** and in a clear zip-lock bag) in the E.D.P. Room. Please be sure that clothing left at EDP is appropriate for the weather of the season. The children should wear comfortable shoes for playing and walking outside during good weather.

**PLEASE PUT YOUR CHILD'S NAME OR INITIALS IN ALL CLOTHING.**

### **Field Trips For Preschool Children**

E.D.P. will be walking to various locations within the area, such as Maze Library, Fox or Rehm Park and the Oak Park Conservatory as weather permits. Please complete permission slip. These field trips are primarily done midmorning and midafternoon with the preschool children only.

### **Morning Snack**

Children attending E.D.P. during the morning hours (9:00 a.m. - 11:40 a.m.) are provided snacks for most of the school year, but a snack calendar will go home as the year goes on. You may also pack a snack.

**Please notify the EDP staff of any food allergies or special dietary needs. You must communicate this directly to an EDP staff member and also note on the Emergency Form.**

### **Lunch**

Children attending E.D.P. during the 11:40 p.m. -12:20 p.m. are required to bring a lunch and a beverage. The school does provide hot lunches and/or milk; however, these must be **preordered** through the school office. Please contact the school office for lunch/milk ordering forms.

**Please notify the EDP staff in person of any food allergies or special dietary needs.**

### **Nap Time**

The Extended Day Room provides cots to children who are staying in EDP from 12:20 to 3:00. Please send a small blanket and small pillow. We provide quiet time for the children to rest after lunch.

### **Afternoon Snack**

Every child who attends E.D.P. in the afternoon hours between 3:00 p.m. - 6:00 p.m. will be assigned a "snack day". Please expect to provide a snack for approximately 50+ children.

Failure to bring your monthly snack will result in a \$15.00 missed snack fee being added to your bill.

**PLEASE NOTIFY THE EDP STAFF OF ANY FOOD ALLERGIES OR SPECIAL DIETARY NEEDS.**

**CONTINUED....**

**We recommend that parents of children with food allergies or special dietary needs send “safe” snacks in a marked container. We will be happy to provide those snacks to your child/ren.**

### **Homework Room**

A silent study hall environment is provided Monday- Thursday for children in Grades 3 – 8

This is a supervised study environment, *not* tutoring. Parents should check their children’s homework to track progress and accuracy.

Grades 1-2 will be provided time in the PK 4 room or Extended Day Room to work on homework

This is *not* tutoring. Parents should check their children’s homework to track progress and accuracy.

There is no Homework Room on Friday. The children may get a little more playtime and then popcorn and a movie.

### **Security of the Building**

When entering or exiting the Extended Day Program outside doors (816 S. Clarence door # 4) please be sure that the doors close tightly behind you. **DO NOT** open the doors for anyone or admit anyone into the building.

The Extended Day outside doors (816 S. Clarence # 4) are not to be used to enter into any other location in the school that is not the Extended Day Room. For these times, you must go to the main school entrance at 601 Van Buren and sign in at the school office. When the school office is closed; the Extended Day entrance is *not* to be used to get into the building unless a child is being dropped off or picked up at Extended Day.

Thank you for registering your child(ren) in our Extended Day Program

Ascension School  
Extended Day Program

**Parent/Guardian Handbook Agreement**

I have received and read the handbook for the Extended Day Program of Ascension School. I have discussed the pertinent sections with my child/ren. I agree to support the provisions/regulations contained in this document.

Please print family name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO EXTENDED DAY ON/OR BEFORE THE FIRST DAY OF SCHOOL.**

**Handbook**

At the time of publication the above policies hold true for Ascension School's Extended Day Program. Statements in this handbook are subject to amendment without notice. Extended Day will attempt to keep you informed of all changes as soon as possible.

