

**Extended Day 2021-22:** EDP Office Use Only: Registration Date \_\_\_\_\_ Amt \_\_\_\_\_ # \_\_\_\_\_

Preschool & Prekindergarten \$50 Registration \$5.50 Hourly (\*No un-registered drop-in available, must be scheduled)  
Kindergarten through 8<sup>th</sup> grade \$40 Registration \$4.50 Hourly (\*No un-registered drop-in available, must be registered)

Please pay your yearly Registration fee by check. Thereafter, your monthly EDP balance will be deducted via FACTS. Notification will be emailed the beginning of each month, 10 days later your balance will be deducted. For any questions concerning your EDP account please see Extended Day Director, Tammie Cleverly, [tcleverly@cosgriff.org](mailto:tcleverly@cosgriff.org)

## J.E. Cosgriff Extended Day Program Emergency Information

|                                       |                |       |     |       |
|---------------------------------------|----------------|-------|-----|-------|
| 1. Child's Name                       | Preferred name | M / F | DOB | Grade |
| Precautions, Medications or Allergies |                |       |     |       |
| 2. Child's Name                       | Preferred name | M / F | DOB | Grade |
| Precautions, Medications or Allergies |                |       |     |       |
| 3. Child's Name                       | Preferred name | M / F | DOB | Grade |
| Precautions, Medications or Allergies |                |       |     |       |

**We DO NOT have immediate access to school records; please complete ALL of your contact information**

|  |                   |
|--|-------------------|
| <b>1. Parent</b>                               | <b>Cell Phone</b> |
| Home Address                                   | Email             |
| Employer/Occupation                            | Business Phone    |
| <b>2. Parent</b>                               | <b>Cell Phone</b> |
| Home Address (if different)                    | Email             |
| Employer/Occupation                            | Business Phone    |
| <b>3. Person having legal custody of child</b> | <b>Cell Phone</b> |
| Home Address                                   | Email             |
| Employer/Occupation                            | Business Phone    |

**In addition to Parents/Guardians, the following persons are authorized to pick up your student or to be contacted in the event of an emergency:**

|      |              |              |
|------|--------------|--------------|
| Name | Relationship | Phone Number |
| Name | Relationship | Phone Number |

|   |              |
|---|--------------|
| Name of person(s) <u>NOT</u> authorized to pick up children. Appropriate paperwork such as custody papers should be attached if a parent is not allowed to pick up. | Relationship |
|---|--------------|

**EDP Availability:**

|                                       |                          |                                |
|---------------------------------------|--------------------------|--------------------------------|
| Mornings 7:30 – 8:15 a.m., all grades | <b>Monday – Thursday</b> | <b>Friday/Early Dismissals</b> |
| Preschool 3/4                         | 11 a.m. – 3:15 p.m.**    | No school/No EDP               |
| Prekindergarten 4/5                   | 8 a.m. – 12:20 p.m.**    | 11 a.m. – 12:15 p.m.**         |
| Kindergarten-Eight Grade              | 3:15 p.m. – 5:30 p.m.    | 12:15 p.m. – 5:30 p.m.         |

\*\*It is requested that PS/PK students are picked up by 3:15 p.m. M-Th. and 12:15 p.m. Friday and early dismissals.

Please see Tammie Cleverly to discuss possible schedule accommodations for PS/PK students with older siblings.

**Required: Indicate the days and times your student(s) will be attending EDP**

EDP asks all families needing services to commit to a consistent schedule, if your schedule changes please notify us. All EDP students are required to be registered and scheduled. Non-registered students can be picked up at the school office.

| Child's Name | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|--------|---------|-----------|----------|--------|
| Child 1      |        |         |           |          |        |
| Child 2      |        |         |           |          |        |
| Child 3      |        |         |           |          |        |

In case of emergency, I authorize EDP to call an ambulance or paramedics or fire department and follow instructions given. JEC EDP does not assume any responsibility emergency procedures and does not assume payment for measures taken.

**Enrollment in our program is a privilege.** Our environment is a safe place where everyone, staff & students are treated with kindness, courtesy, and respect. Students who cannot meet minimum behavior requirements will not be allowed to attend. Please assist us by discussing with your student(s) and reinforcing that the expectations and behavior at EDP are the same as J.E. Cosgriff Memorial Catholic School.

**If your child is sick keep them home.** COVID-19 precautions remain in effect, if your child has a fever over 100 degrees, diarrhea, vomiting, or if they are unable to participate with the class, you will be required to pick them up immediately. Students must be symptom free 24 hours prior to returning. All PS/PK students **must be fully toilet trained** and use the restroom facilities on their own, this is non-negotiable.

EDP is available to JEC students' preschool through 8<sup>th</sup> grade. EDP operates when school is in session and is **closed all non-school days**. EDP hours are from 7:30 a.m. to **5:30 p.m.** A late fee of \$10.00 per minute will be charged to your account for late pick up. **EDP closes at 5:30 p.m.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Signing here means that you have read this form and agree to all terms.

(5/2021)