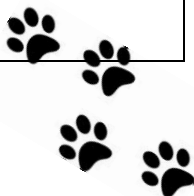


### **Arrival and Departure**

For the safety and well-being of participants, each child must be signed in and out by a parent or guardian. Children will not be released to a person not authorized by the custodial parent. If someone other than the regular pick up person comes to pick up the child, we will ask for a photo ID to verify the identity of the person. Parents are to pick up their child in the cafeteria until 5:00 pm. Pick up between 5:00 and 6:00 pm will take place at the drive-thru pick up line in the bus loop, and the inside pick up will not be available during this time.

Please allow 5-10 minutes for your child to arrive as we will be using all areas of the school. Parents utilizing the car pick up area must exercise extreme caution for the safety of our children and staff. All parents must wait in the pick up line until the child is delivered safely to the car by an EDEP employee.

Parents who have specific legal documentation limiting the rights of one parent's access to the child must provide them to our program as soon as possible. In an effort to minimize situations which may be uncomfortable for you, your child, and our staff, we ask that parents refrain from talking about custody issues, visitation disputes, and problems with the child's other parent in front of others. Please note that we can't deny a parent access to their child upon the word of one parent. We must have a copy of a court order stating the custody details.



### **Attendance**

Children are signed up for the specific days during each cycle. All children should attend on their regularly scheduled days. Changing days is discouraged. If your child is absent from the program on a scheduled day, please call and report the absence to the EDEP Office and leave a message or email the Director before 1:00 pm.

### **Program Fees and Payments**

Parents may enroll their child from one to five days a week. Days of participation must be consistent with the program activities. Drop-ins are only accepted if the child is pre-registered. Fees are due monthly and prior to participation in the program. Payments are due on the dates listed in the chart for 18 day cycles. Parents will be called to pick up a child who has outstanding fee payments. All payments must be made by check or money order. **Cash will not be accepted.**

### **Enrichment Activities**

The Afterschool Program offers enrichment activities that are held on Monday-Thursday of each week. The classes vary daily and each class will last 8-10 weeks. A list of enrichment activities will be provided prior to the beginning of each activity session. The program seeks to encourage students to develop their talents and discover new areas of interest. Fridays are "Fun Days" and consist of special events and visitors. Spaces in some classes may be limited.