

CORNERSTONE CHRISTIAN SCHOOLS EDC POLICIES AND PROCEDURES 2009-2010

EDC FEES:

7:00 – 8:00 AM, \$3.00

3:30 – 6:00 PM, \$10.00

Holidays 7:00 AM – 6:00 PM, \$40.00

Wednesday Teacher in-service half-days 3:30 – 6:00 PM, \$10

Late pick-up after 6:00 PM is \$15 each 15 minute increment or portion thereof.

The Extended Day Care Program (EDC) is a service offered to Cornerstone's Kindergarten – 8th grade students. The program contains structured elements, including play time and study time. Listed below are the EDC policies and procedures.

1. Elementary Care is available from 7:00 – 8:00 AM each school morning. For the safety of our children, any student arriving on campus prior to 8:00 AM must be signed in to EDC by an adult and will be charged a flat fee of \$3.00. There is no other adult supervision on campus before 8:00 AM. School staff will supervise all students from 8:00-8:30AM at no additional charge.
2. Afternoon EDC is available from 3:30 to 6:00 PM for a flat fee of \$10.00. All K-8 students remaining on campus **after 3:30** will be checked in and charged. This will promote student safety.
3. Students remaining in EDC after the 6:00 PM, closing time, will be charged \$15 for each 15 minute increment. Please do not abuse the privilege of EDC service by making the staff remain on campus after hours. Parents who are late excessively will lose access to the EDC program.
4. Payment for services is made in advance. EDC payments may be made at the EDC table by **check only**, made out to Cornerstone Christian Schools. EDC will be charged as flat fees of \$3.00 for 7:00 - 8:00 AM and \$10.00 for 3:30 - 6:00 PM. On school holidays, the rate is \$40.00 for 7:00 AM - 6:00 PM. The canceled checks are your records for child care. This is the only receipt you will receive; **CCS does not keep any other records.**
5. Any student or parent who does not exhibit appropriate behavior and attitude will be denied access to the program. After three behavioral incidents, a student will be suspended from the Extended Day Care program.

EDC **will** be offered on the following 2009-2010 school holidays: October 9, November 23 - 24, December 28 – 30, December 31 closing at 4:00 p.m., February 12, and April 5 – 9. (Check the website for updated schedules of EDC on the calendar.)

EDC **will not** be offered on the following 2009-2010 holidays: September 7, November 11, November 25 - 27, December 21 - 25, January 1, January 18, February 15, April 2 and May 31. (Check the website for updated schedules of EDC on the calendar.)