



Cabrini Extended Day Program 2024-2025

In order to better serve the needs of our St. Frances Cabrini families, we offer a morning and afternoon Extended Day Program for students Preschool through 6th grade. This program is designed to provide a fun, safe, and caring environment for students to enjoy activities, do homework, relax, and enjoy friends.

Our Extended Day Program is located in the EDP classrooms. Parents can drop off and pick up their children using the outside EDP doors located in the main school parking lot.

Hours:

- Morning EDP - 7:00 am to 7:40 am
- Afternoon EDP - 3:00 pm to 6:00 pm
- Half-Day EDP - 12:00 pm to 6:00 pm

Enrollment Process:

- Pay a \$50 non-refundable registration fee per student. Please note, students must be currently enrolled at St. Frances Cabrini Grade School.
- Submit the EDP Registration Packet (including the Registration Form, Physical Health Waiver, Healthcare Policy Notice, State of Michigan Child Information Card, and the Parent Licensing Notebook Notice)

Tuition Rate & Payment Terms:

- Please see the attached tuition schedule for students enrolled in EDP.
- Families will be assessed EDP tuition for the prior month's care during the first full week of every month. Payments will be due in 10 days. See the tuition schedule for exact tuition due dates.
- All payments will be processed through FACTS.

Need-to-Knows:

- EDP is an as-needed care program, meaning your students can attend EDP as needed and families will be billed for use the following month.
- If a remaining balance is due at the end of the school year, report cards will be held and the student will not be seated for the new school year until payment is made in full.
- EDP will not release your student to anyone unless their name is listed on the emergency card; a written release, or have spoken with the EDP Coordinator. We will also ask the pick-up person for a photo ID, without ID we will not release your student.
- Late Pick-Up Fee (after 6 pm): If your child is not picked up by 6pm, a late pick-up fee of \$5.00 per minute will be applied.
- Late Payment Fee: If payment is not received by the due date, a \$5.00 per week late fee will be applied to the next billing cycle.

Morning EDP: 7:00 am to 7:40 am

Students are welcome to bring a small breakfast snack to eat. Children are able to relax and have fun prior to the start of school. Activities include: table games, movies, craft projects, time to study.



ST. FRANCES CABRINI GRADE SCHOOL

ALL THINGS THROUGH CHRIST

Students (K-6) will be released from the EDP Rooms and are walked to line-up with their class. Preschool students will be taken to their preschool classroom and checked-in with the preschool teacher.

Afternoon EDP: 3:00 pm to 6:00 pm

Students use their afternoon time to change into their casual clothes, eat a snack, spend 30 minutes doing homework or resting, followed by group games or activities and free time.

Students will have the opportunity to eat a snack after school. Please be sure to pack a healthy snack daily for your child.

Students (Preschool to 3rd Grade) are picked-up from their classrooms and walked to the EDP Rooms. Students (4th to 6th Grade) are dismissed by their teachers and are to report to the EDP Rooms.

Late Pick-Ups:

We will never leave your child unattended. We ask that you remember we are scheduled to close at 6:00 pm and have our own families and appointments to keep. If you are unavoidably detained, **please call us at 313-928-6116 as soon as possible**. This will give us the opportunity to plan accordingly. If you are late, a fee of \$5.00 per minute will be applied to the next billing cycle.

Thank you for considering our EDP Program! We are excited to have you and your family with us. We are always looking for great ideas to enhance our program. Please feel free to discuss your ideas, questions, and/or all concerns you may have with our EDP Coordinator, Linda Ferrence at Lferrence@cabrincatholicschools.com or 313-928-6116.