

# St. Michael Catholic School

## Extended Day Care (EDC) Policy & Procedures

### **Program Overview**

St. Michael Catholic School's Extended Day Care (EDC) Program provides a safe, caring, and structured environment for students after school. Our program is available to all students in Preschool through 8th Grade on all scheduled school days.

### **Hours of Operation:**

- Monday – Friday (on scheduled school days)
- 3:30 p.m. – 5:30 p.m.

*No EDC available on first or last day of school, school cancelations or school closure dates.*

Each afternoon follows a consistent routine that includes:

- Student check-in
- Hand washing and restroom break
- Snack
- Outdoor recess (weather permitting)
- Homework time with homework help available to all students as needed/requested
- Supervised activities

Our goal is to provide a fun, engaging environment while maintaining the highest standards of safety, respect, and responsibility.

### **Registration & Tuition**

- The **Afternoon EDC fee is \$60 per child, per week.**
- Tuition is charged weekly regardless of attendance.
- There are **no multi-child or family discounts.**
- Registration is required before a student may attend EDC.

### **Program Procedures**

#### **Arrival**

At dismissal, students report directly to the Commons where they will:

- Check in with EDC staff
- Wash their hands
- Use the restroom if needed
- Receive an afternoon snack

*Preschool (PreK) students will participate in EDC in a separate classroom designated specifically for younger children.*

## Snack

A nutritious afternoon snack is provided daily. To encourage healthy eating habits and ensure students are ready for dinner at home, one snack serving is provided to each student. Additional snacks or second servings are generally not available. **Please notify the school of any food allergies or dietary restrictions.**

## Activities

Following snack and recess, students may participate in a variety of supervised centers, including:

- Homework
- Board games
- Coloring
- Reading
- Flash cards
- Arts and crafts
- Educational activities
- Occasional age-appropriate movies

To encourage responsibility and accountability, students who borrow games, crafts, or other activity materials will barter one shoe with staff until all materials are returned and their area is cleaned. Once everything has been put away properly, the student's shoe will be returned.

## Attendance & Pick Up

Attendance is tracked using the **ProCare** system. To log in to your Procare account visit: [Procare Online Login](#)

- Students are signed into EDC upon arrival.
- Students must be picked up no later than **5:30 p.m.**
- Parents or authorized adults must sign students out when picking them up.
- After registration, families will receive an email containing their personal **4-digit ProCare code** for check-in and check-out.

Parents should pick up students from the **Commons area**. Any student(s) present after 5:30pm will be charged a late fee.

## Billing

Afternoon EDC billing is managed through the **ProCare** app. All families must enroll in autopayments to streamline payment processing.

## Questions

For questions regarding the Afternoon EDC Program, please contact **Lisa Gregory** at [lisa-gregory@cdolinc.net](mailto:lisa-gregory@cdolinc.net)

We look forward to providing your child with a safe, enjoyable, and enriching after-school experience during the 2026–2027 school year.