

ED CENTER GOALS

The goal of the Evansville Vanderburgh School Corporation's Extended Day Center program is to provide safe, affordable, and quality care for all children who need before and after school care. The ED Center staff is always working to provide a nurturing and stimulating environment for all children who participate in the program.

ENROLLMENT

Parents who wish to enroll their children in the ED Center program must complete enrollment information before the child begins in the Ed Center program. The ED Center coordinator should be notified immediately of any changes related to home address, phone numbers, or individuals who are authorized to pick up the child.

FEES

A fee schedule is established for the school year and is available at each ED Center location. Fees must be paid on the first day of each week of attendance. If parents fall two weeks behind in fee payments, the child may be dismissed from the ED Center program. Unpaid ED Center fees will be turned over to the EVSC Central Office for collection. Parents on the voucher program need to swipe cards for payment verification. Parents who are applying for voucher assistance are responsible for all fees until the daycare coordinator has received official notification of this assistance from the voucher office. Parents on the voucher program who do not leave their children in the center the number of hours of their service need will be expected to pay for the time not paid by the voucher program.

HOURS AND CALENDAR

The EVSC ED Center program is open from 6:30 a.m. to 8:00 a.m. before school and is open from 2:00 p.m. until 6:00 p.m. after school hours. ED Centers follow the Evansville-Vanderburgh School Corporation calendar and are open only on those days that school is in session. If EVSC schools are closed because of weather or other emergency, ED Centers will also be closed. If a school makeup day is scheduled, the ED Center will be open.

DROP-IN SERVICE

Parents who wish to use the ED Center program on a drop-in basis must complete all enrollment forms and return them to the center before the child can participate in the program. Payment is expected on the day of service. For those children who are not picked up after the regular school day and have been sent to daycare from the office or any other after school program, parents will be charged the \$11.50 drop-in fee. Parents will be charged \$6.50 when using the drop-in service during the morning hours.

DELAYED OPENINGS/EARLY DISMISSAL

If there is a delayed opening or early dismissal of school, the procedures listed below will be followed:

- ED Centers will open at 6:30 a.m. even if a delayed opening of school is announced. There will be extra charges for day care if school does not begin on time.
- If school is cancelled after a delayed opening, parents should pick up their children as soon as possible.
- If an early dismissal occurs before 12 noon, the ED Center afternoon session will be cancelled.
- If an early dismissal occurs after 12 noon, the ED Center will be open until 6:00 p.m. There will be extra charges for extra hours of day care. In case of a weather emergency, parents are encouraged to pick up their children as soon as possible.

PARENT-TEACHER CONFERENCES

Each fall parent-teacher conferences are scheduled for all elementary school children. Day care will be open extended hours on those days to care for children. There will be an extra charge on those days for the extra hours of care when the center is not normally in operation. ED Center coordinators will have enrollment information for parent-teacher conferences. Pre-registration is required for day care attendance on conference days for staffing purposes and in order to accommodate extra children.



**Parent Teacher
Conference Days
October 22-23**

ARRIVAL AND DEPARTURE

ED Centers open at 6:30 a.m. Children are not to arrive before that time because staff members may not be present to supervise children. When dropping off children, parents should be sure that staff members are present before leaving the children. (Staff members may have an emergency, which could delay their arrival.) Parents who consistently drop off their children before 6:30 a.m. are at risk of having their children removed from the program.

Parents of afternoon ED Center children must pick up their children by 6:00 p.m. Children must be signed out each day by

the parent or other individual who is authorized to pick up the child. If no one authorized to pick up the child has been reached by 6:30 p.m., ED Center personnel should call 911 to make arrangements for the police to transport the child to Vanderburgh County Child Protection officials. ED Center staff members may not transport the child.

A \$10.00 late fee per child will be charged to parents who are late picking up their child/children. The \$10.00 amount will be charged if the parent arrives between 6:01 p.m. and 6:19 p.m. If the parent arrives after 6:19 p.m., a \$20.00 late fee per child will be charged. If a parent is habitually late in picking up the child, the parent is at risk of having the child removed from the program.



Arrival – 6:30 am

Departure – 6:00 pm

HOMEWORK

Homework time is offered in the ED Center on most days. Parents may request that their child participate in homework time; however, homework is done on the honor system. While efforts will be made to see that the child completes homework, the final responsibility for completion of homework rests with the child.



ITEMS FROM HOME

Children should not bring toys, money, or other items from home to the ED Center program. If there is a need to bring such items to school because of programs during the regular school day, the ED Center coordinator should be notified. Those items will be the responsibility of the child.

SNACKS

Snacks are provided each day for children in the ED Center program. There is no additional charge for these snacks. If the child has allergies to certain foods, or requires a special diet, a doctor's statement must be on file with the ED Center coordinator. If special foods are required for the child, parents will be asked to provide these items.

CHILD ABUSE/NEGLECT

ED Center staff members are required by state law to report any suspicion of child abuse or neglect to appropriate school authorities. The Vanderburgh County Child Protection Services will be notified in all cases of suspected abuse or neglect.

GUIDANCE/DISCIPLINE

The ED Center program uses a positive approach to encourage appropriate behavior. ED Center staff members should not be expected to provide discipline for issues related to the child's classroom or the home. Persistent behavior problems will be discussed with the parent. In the case of serious behavior problems that threaten the safety of the child or others, it may be necessary to suspend or remove the child from the ED Center program. This decision would be made at the discretion of the school principal and/or manager and the ED Center coordinator.

ILLNESS

If a child becomes ill during day care hours, the parent will be notified. During the hours that the ED Center program is in operation, there is no nurse in the building. ED Center staff will take appropriate measures to care for the child until the parent can pick up the child. Children need to leave the center if they have a temperature that is over 100° orally, if they are vomiting or have diarrhea, or have a communicable disease. Children may not return to day care until they have been free of fever, vomiting, and diarrhea for at least 24 hours.

In the case of medication that needs to be administered in day care, a separate prescription container must be given to the ED Center coordinator that includes appropriate instructions. In addition, parents must sign a permission form to allow ED Center staff to administer medication. Over the counter medications (Tylenol, cough syrup) can be given only with a signed physician's statement.

CHILD RELEASE POLICY

Children will only be released to a parent/guardian or an adult who is named on the emergency form. ED Center staff members may ask for identification from persons who are not known to them and who usually do not pick up the child. The ED Center staff has been instructed not to release any child to an adult, who in the judgment of the staff, appears to pose a threat to the safety of the child. In such situations, a staff member will contact another adult authorized by the parents to pick up the child. If no authorized adult can be contacted, the Evansville Police Department will be requested to pick up the child.

In the event that there is a court order related to a particular adult and his/her interaction with a child who attends the day care program, a copy of that order must be on file in the day care office. **Or in the event that there is a custody dispute between two parents, a copy of that court order must be on file in the day care office as well.**

MEDICAL EMERGENCY

In the case of a minor emergency to the child, ED Center staff will administer appropriate first aid and the parent will be notified either by a phone call or when the parent picks up the child.

In case of a more serious injury, the parent or other emergency contact will be notified. If the parent/guardian or other individuals listed on the enrollment card cannot be reached, the ED Center coordinator will take appropriate steps to provide emergency care for the child. If determined to be necessary, emergency medical personnel will be called to care for the child.

**This Day Care Has Implemented
A Child Safety Program to Protect
and Safeguard The Children.**

Caze ED Center	474-6901
Cedar Hall ED Center	435-8226
Culver ED Center	435-8222
Cynthia Heights ED Center	963-6031
Daniel Wertz ED Center	435-8315
Delaware ED Center	435-8230
Dexter ED Center	474-0131
Fairlawn ED Center	474-6907
Harper ED Center	474-6910
Hebron ED Center	474-6914
Highland ED Center	867-0657
Howard Roosa ED Center	435-8234
Lincoln ED Center	435-8238
Lodge ED Center	474-6929
Scott ED Center	867-4763
Stockwell ED Center	474-6924
Stringtown ED Center	435-8322
Tekoppel ED Center	435-8336
Vogel ED Center	474-6944
West Terrace ED Center	985-2218

It is the policy of the Evansville Vanderburgh School Corporation not to discriminate on the basis of race, color, religion, gender, veteran status, national origin, limited English Proficiency, or disability in its programs or employment policies are required by the Indiana Civil Right Law (I.C.22-9-1), TITLE IV AND TITLE VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title 19 (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Questions concerning appliance with these laws should be addressed to the Director of Human Resources, Evansville-Vanderburgh School Corporation, 1 S.E. Ninth Street, Evansville, IN 47708, (812) 435-8555.



**Extended Day
Center Program
Parent Brochure
2009-2010**

Dr. Vince Bertram, Superintendent

*Leia Darden, Manager
(812) 435-8435*