



## **ELP 1 & 2**

### **Extended Day Program Information**

#### **Early Morning Drop Off (7:15 - 7:55 a.m.)**

- Early Morning begins at 7:15 a.m. in room 10A of our ELP building.
- Please feed your child breakfast **before** they arrive.

#### **Early Afternoon Activities (until 3:15 p.m. dismissal)**

##### **Lunch (12:00 -12:45 p.m.)**

- Children will begin eating lunch immediately following noon dismissal.
- You may send lunch from home or order through our lunch program. (See the most recent edition of the ESJ Insider for more information on ordering lunch through Campus Cuisine.) Please be aware of days on the calendar when the lunch program is closed, as lunch will need to come from home on these days.
- Please pack finger foods whenever possible. As part of your child's development, we encourage children to feed themselves. Be sure to include any utensils needed, as well. Also note that we have minimal refrigeration and microwave capabilities. We request that any items that need to stay cool be packed with a labeled ice pack. No glass containers, please.
- Be sure to label **EVERYTHING** your child's lunchbox, sippy cups, storage (non-glass) containers, and any other loose items you do not want misplaced.
- Please note that we are not staffed to feed bottles to the children.

##### **Nap (12:45 - 2:45 p.m.)**

- Nap begins at approximately 12:45 p.m. and ends at 2:45 p.m.
- You are encouraged to send in a blanket, lovey, or pacifier for your child. Please make sure these items are clearly labeled.
- Your child must be picked up by noon or after 3:00 p.m. each day. We ask that you please do not pick up your child early or schedule any appointments for your child that would require interrupting naptime routines.

**Pick Up Procedures:**

- To pick up your child at 3:15 p.m., park on Ionic Avenue in front of the Early Learning Center and follow the boardwalk to Dempsey Chapel. We will dismiss your child from the classroom as you arrive. If we do not see you when you arrive, please text/call the EDP phone (904) 305-7704.

**Late Afternoon (3:15 - 6:00 p.m.)**

- Children will be given a snack after the 3:15 p.m. dismissal. If your child does not complete their lunch, it will be given at snack time. Snacks we typically provide include items such as goldfish, graham crackers, craisins, and raisins. If you would like to provide your child with an alternative snack, please label it so that we will know to serve it to your child at snack time.

**Extended Day Policies**

- If you need to make a change in your child's schedule, please submit this request in writing (including email). All changes in billing and scheduling will go into effect the following month.
- Half days (denoted on the St. Mark's calendar) will follow a regular extended day schedule. There is no extra charge when the half day falls on a day your child regularly attends extended day.
- On days that school is closed but extended day is open (see school calendar), you may choose to register your child for "Holiday Care" for an extra fee. (Note: this cost is included in payment for all children who attend 12 – 6 p.m., 5 days per week or full year). Registration will be required to attend (full year or otherwise). Registration will be in the Insider email 2 weeks prior to the holiday.