



ELP 1 & 2 Extended Day Program Information

Extended Day Policies

- The Extended Day Program uses Procure to check children in for Early Eagles (if applicable) and out from Afternoon Eagles. Parents will receive an email from Procure on August 9 containing instructions on activating a Procure account. To check in/check out, simply scan a QR code provided by a staff member with a smartphone and enter your unique code. While automated messaging from Procure mentions other features of the app, the St. Mark's Campus will only use Procure for checking students in and out of Extended Day.
- Students may only attend Afternoon Eagles on the days that they are registered.
- If you need to change your child's Extended Day schedule, please email Betsy Porter (porterb@esj.org). All changes in billing and scheduling will go into effect the following month.
- With the exception of October 15, December 19 and May 22, half days (denoted on the St. Mark's Campus calendar) will follow a regular extended day schedule. There is no extra charge if the half day falls on a day that your child regularly attends Afternoon Eagles. We will follow the same schedule as above to maintain consistency for the children.

Early Eagles Drop Off (7:15 - 7:50 a.m.)

- Early Morning begins at 7:15 a.m. in room 10C of the McCarty Early Learning Center.
- Please feed your child breakfast **before** they arrive.

Lunch (12:00 - 12:30 p.m.)

- Children will begin eating lunch immediately following noon dismissal.
- Please pack finger foods and utensils. As part of your child's development, we encourage children to feed themselves. We are unable to provide refrigeration and microwave meals. Any items that need to stay cool should be packed with a labeled ice pack. No glass containers.
- Label **EVERYTHING** in your child's lunchbox, sippy cups, storage containers, and any other loose items you do not want misplaced.

- Please note that we are not staffed to feed bottles to the children.
- **The Early Learning Program has a NO peanut and tree nut policy.**

Nap (12:30- 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 12:00 p.m. or after 3:00 p.m. each day. Please do not pick up your child early, schedule any appointments for your child, or return your child to campus during naptime to avoid interrupting naptime routines.
- At nap time, the classroom will be set up to be calm and peaceful. Children will need to sleep at this time, so as not to disturb the others. Every effort will be made to soothe a child to sleep.
- The first month or so of school is a big transition for children. For some students, falling asleep at school can be challenging at first. After a time of transition has passed, and a child continues to struggle falling asleep and is a disturbance to the others, the school will contact the parent to let them know a 12:00 p.m. pickup will need to be implemented.

Late Afternoon (3:10 - 6:00 p.m.)

- Children will be given a snack after the 3:10 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, raisins, 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.

Pick Up Procedures:

- 12:00 p.m. and 3:10 p.m.
 - Park in the ELP parking area and proceed to Dempsey Chapel. Please do not park in the Little Loop area.
- 3:30 - 6:00 p.m.
 - Park in the ELP parking area and proceed to the black gate located on the deck of the Early Learning Center. Ring the doorbell next to the gate. If a faculty or staff member does not reply to the doorbell, please call the Extended Day Program cell phone at (904) 305-7704.