



Pre-Kindergarten Extended Day Program Information

- The Extended Day Program uses Procare to check children in for Early Eagles (if applicable) and out from Afternoon Eagles. Parents will receive an email from Procare on August 9 containing instructions on activating their Procare 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 Procare mentions other features of the app, the St. Mark's Campus will only use Procare for checking students in and out of Extended Day.
- Students may only attend Afternoon Eagles on the days that they are registered. Occasional Care is available to students who are pre-registered. **All Occasional Care reservations must be requested at least 24 hours prior to the date of care needed and are subject to availability.** Please email your request to Betsy Porter at porterb@esj.org.
- If you need to make a change in your child's Extended Day schedule, please email your request in writing to 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 the Eagle Afternoon Program. 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 Eagles begins at 7:15 a.m. in room 10A of the McCarty Early Learning Center. Students are walked to their classroom(s) at 7:50 a.m. by a teacher.
- Please feed your child breakfast **before** they arrive.

Early Afternoon Activities (until 3:10 p.m. dismissal)

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

- You may send lunch from home or order through our lunch program, Campus Cuisine. A link to order lunches is available on your My ESJ Parent Portal. Pack a lunch for your child on half days, as Campus Cuisine is not available.
- 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 or microwave meals. Items that need to stay cool should be packed with a labeled ice pack.
- Label **EVERYTHING** in your child's lunchbox, water bottles, storage (non-glass) containers, and any other loose items you do not want misplaced.

Nap (12:45 - 2:00 p.m.)

- If your child no longer naps, they have a shorter rest period before being allowed to do a quiet activity on their mat.
- Your child must be picked up by 12:00 p.m. or after 2:00 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.
- You may send in a small blanket, beach towel size or smaller, and/or small "lovey" or stuffed animal. These items will be sent home at the end of each week. **Please clearly label items.**

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

- If your child needs to leave before 3:10 p.m., please coordinate pick-up with your child's homeroom teacher and Lori Trobaugh (email) through the school's front office.
- Students will be served a snack (Goldfish crackers, cheese, graham crackers, pretzels, Cheez-Its, raisins). You may send an individual labeled snack for your child and/or they may also eat any leftovers from their lunch.

[Click here for dismissal information and instructions.](#)