

The **Pen Ryn**
School



Extended Day Care Program 2015-2016
Nursery through Grade 8
Information and Registration Form

The Extended Day Care (EDC) Program at the Pen Ryn School is designed to provide a high quality, state licensed, after school program as a service for our enrolled families. The main focus of our program is to provide a safe, nurturing and enjoyable environment in the hours after the school day has ended.

The Extended Day Program is offered for Nursery through 8th grade from 7:00 to 8:00 AM and 3:30 to 6:00 PM each day that school is in session.

Because the school day is demanding, our aim is to provide time in the afternoon for the children to unwind, visit with friends, participate in physical and age appropriate activities, and to complete homework. The EDC Program begins in the cafeteria where the children are checked in and snacks are provided. They then socialize with friends on the playground or the black top in good weather. On days that keep us indoors, the gym and/or cafeteria areas are utilized. We also have a variety of games, activities and toys to keep the children engaged.

The Extended Day Program follows our school philosophy. This consistency increases the comfort level of the children. The children under our care are always closely supervised by our trained and competent staff. The staff consists of a director, teachers and assistants who are all part of the Pen Ryn family. Their presence in the school on a regular basis provides familiarity and continuity with the children.

We encourage all students who participate in any after school activity such as tutoring, after school clubs, or sports teams to be registered in the Extended Day Care Program so that the EDC Program can safely monitor the children after their school events have ended.

The Pen Ryn School

Extended Day Care Program

235 South Olds Boulevard

Fairless Hills, PA 19030

School Office: 215-547-1800

FAX: 215-946-2877

EDC Cell: 215-680-1353

www.penryn.org

REGISTRATION INFORMATION

To register, please complete the Registration/Emergency Contact Form and the Child Health Assessment Form included in this brochure and return them to the office before the opening of school. Registration for the EDC Program is free and all students are welcome. The EDC Program will be open on the first full day of school. The services of the Extended Day Care Program can be utilized on a daily, weekly or occasional basis however, **all students using the EDC Program MUST be registered and have an annual physical form on file.** The Pennsylvania Code for Child Day Care Centers requires an annual physical examination and registration/emergency contact forms be completed for all children that attend the program.

COMMUNICATION

Communicating with us regarding your Extended Day Care plans is imperative to insure that our program is adequately staffed to run successfully and your child feels safe and secure. We ask that you notify both EDC and your child's classroom teacher in writing concerning your EDC plans for the day. Phone calls to the school office for last minute changes are also accepted. **We need to know prior to the end of the school day who will, or will not be attending EDC that day.**

CONTACT INFORMATION

If you need to leave a message for the Extended Day Care Program during the school day please call the school office 215-547-1800 and leave a message with the secretary up until 4:00 PM. After 4:00 PM you must call the EDC cell phone number **215-680-1353 to reach us directly.**

SCHEDULE INFORMATION

The Extended Day Care Program is offered at the close of each day until 6:00 PM. We encourage parents to be as prompt as possible in picking up their children. There is a substantial late fee for parents arriving after 6:00 PM.

There is no EDC on:

- *Thanksgiving holiday – November 25, 2015*
- *Christmas vacation – December 22, 2015*
- *Blue & Gold Day – June 3, 2016*
- *8th Grade Graduation – June 9, 2016*
- *The last day of school – June 15, 2016*

EDC is available for the Parent Conference days in March from (12:00-6:00 PM) for an additional fee.

If the school is closed or has early dismissal due to snow, the EDC Program will be closed.

BILLING INFORMATION

Billing for the Extended Day Program can be either pre-paid or paid monthly. Please refer to the billing information on the enclosed Registration/Emergency Contact Form for the plan that best meets your needs. Please choose your plan when you register.

AS NEEDED/BILL MONTHLY PLAN

\$8.00 an hour (We will bill in half-hour increments.)

This is an extremely flexible plan for those who do not need care every day, but might need care on specific or occasional days or on an emergency basis. All children in this plan **MUST HAVE A COMPLETED REGISTRATION PACKET. Remember registration is free and open to ALL students in the school.** A note should be sent to the teacher and EDC for "As needed" care. This plan will be billed monthly. Please note that bills that are not paid in a timely fashion may be assessed late fees and/or restrictions.

PEN RYN APPRECIATES YOUR PROMPT PAYMENTS.

**All checks must be made payable to
"PEN RYN SCHOOL" and
mailed or sent in with your child to the school office.**

