

THE PEN RYN SCHOOL

EXTENDED DAY CARE PROGRAM Pre-K3 to 8th

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 Call: 215-680-1353
www.penryn.org

ABOUT OUR PROGRAM

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.

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.**

COMMUNICATION

Communicating with us regarding your Extended Day Care plans is imperative to ensure 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 staff until 6:00 PM.

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
- Christmas vacation
- Blue & Gold Day
- 8th Grade Graduation
- The last day of school

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

\$10.00 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.

AGREEMENT

55 PA CODE CHAPTERS 3270.123 & 181(c); 3280.123 & 181(c); 3290.123 & 181(d)

NAME OF CHILD		
NAME OF CHILD		
FEE AMOUNT \$	Pricing on back	PER-DAY-WEEK
		DAY PAYMENT TO BE MADE 1st of every month
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)		
Snack, homework help		
CHILD'S ARRIVAL TIME Morning/Afternoon	CHILD'S DEPARTURE TIME pick up before 6pm	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE \$	PER MIN-HR	
Extra services to be provided at an additional fee if applicable		

I, the parent/guardian;

received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR
DATE
SIGNATURE-PARENT OR GUARDIAN
DATE

DATE OF CHILD'S ADMISSION
DATE OF WITHDRAWAL

PERIODIC REVIEW
SIGNATURE-PARENT OR GUARDIAN
DATE

EDC 2021-2022

This school year EDC is offered as a prepaid monthly option OR "as needed/part-time" which is billed monthly. Morning EDC is also offered from 7:00-8:00 AM, and is billed monthly, based on use.

Morning EDC: Monday-Friday

I plan to use EDC 7:00-8:00 AM ___ M ___ Tu ___ W ___ Th ___ F ___ as needed \$10.00/daily

I plan to use EDC 7:30-8:00 AM ___ M ___ Tu ___ W ___ Th ___ F ___ as needed \$5.00/daily

Afternoon EDC

Option 1: Full Time: Monday-Friday

Time	Plan #	Pre-Paid Monthly	Pre-Paid Full-Year
3:30-4:30	1	\$135.00	\$1,350
3:30-5:30	2	\$ 270.00	\$2,700
3:30-6:00	3	\$337.50	\$3,375

- For full time children attending the program you may pay pre-pay monthly or annually for each plan.
- These plans are based on every school day with a discount for being prepaid. (\$7.50/hour)
- The payments for the monthly plan must be paid one week in advance each month.
- The payments for the full year plan must be paid prior to the start of school.
- For the full time, yearly plan: the first child pays the full payment, additional siblings are eligible for a 25% discount.

Option 2: "As Needed/Bill Monthly Plan

- Families will be billed \$10.00/hour (we bill in half-hour increments) based on usage.

If you don't need care every day, but you do need specific days, check off the days you need or As Needed

___ M ___ Tu ___ W ___ Th ___ F ___ as needed