**Extended Day Program**

**Information Guide**

*Welcome to The Learning Loft at Urban Academy’s Extended Day Program, a Wright Childcare Solutions location! Our program runs from 6:30am until 6:00pm and is a fully licensed and regulated program that meets or exceeds all DHS licensing standards. In this Information sheet you will find program details that support our daily activities and logistics.*

***Contact Information*** **

Brittini Wright-Burley, Director

Phone: (412) 336-8637

Fax: (412) 361-1042

Email: [bwburley@wrightchildcare.com](mailto:bwburley@wrightchildcare.com)

*\*If at any time you are unable to reach us, please leave a message. We check our messages several times per day and we will return your call promptly.*

***Drop Off and Pick Up Location***

Please use the front door entrance for the Extended Day Program being sure to Sign-In or Sign-Out using the Kinderlime Pin system.

***Fee’s and Due Dates*** **

The cost of Extended Day is $400 per month for before and after care or $200 per month for just before or after care over the course of the school year. Fees and Invoices are paid via an automatic payment system using Square billing.

***Additional Fee’s (Including Late Fee’s)***

Late Pick-up fee: $1.00 per minute

Returned Payment Fee: $30

***Absences***

If your child attends the morning session and will not be attending on a day he or she is scheduled to attend, please notify the program on or before the morning of the absence.

***Schedule Changes*** **

In an effort to be as flexible as possible for our families, we are able to accommodate most changes throughout the school year with a two-week advance notice in writing. All changes must be sent via email to [admin@wrightchildcare.com](mailto:admin@wrightchildcare.com). You will receive a confirmation of your change from our office. Please do not assume we have made your schedule change unless you receive a confirmation from our office. Due to staffing and material constraints, we cannot make exceptions to this policy.

***What to Bring Daily***

A portion of the time spent in Extended Day will be working on academic studies. It is important that your child bring any assigned school work that may need special attention, including homework. Your child should also bring tennis shoes for athletic activity.

***Breakfast and Snacks ***

Children may bring breakfast from home if parents wish for them to eat breakfast at the program however school breakfast will begin promptly at 7:30am. In addition, an afternoon snack will be provided for the children directly after school. All of our snacks are peanut/tree nut free and include items such as popcorn, pretzels, animal crackers, goldfish, cookies, etc.

***Medication and Illness***

Parents may not send a child to the program if:

* The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours
* The child has any rash of acute onset associated with fever or symptoms of illness
* The child has an oral temperature of 100 degrees or greater
* The child has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program
* The child has impetigo that has not been treated by an antibiotic for a minimum of 24 hours.

***If a child is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.***

Prescription medication will be given to a child only if the medication is in the original bottle bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must sign a [**medication log**](http://r.b5z.net/i/u/10051895/f/Staff%20Forms/Med_Log_with_Expiration_Date.pdf)authorizing the staff to dispense the medication. Non-prescription medication will be given to a child only if accompanied by written instructions and written consent from the parent.

Children who develop any of the following conditions while at the program will be sent home:

* Oral temperature of 100 degrees or greater
* Vomiting Diarrhea Uncontrollable or persistent cough
* Appearance of acute illness or complaint of severe pain

***A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.***

If an accident or medical emergency occurs, the staff member in charge will administer the necessary first aid immediately and call an ambulance if the child's injury requires emergency room treatment. Staff will also call the parent or emergency contact and stay with the child until either arrive.

***School Delays and Early Dismissals ***

The Extended Day Program will operate on regular school days as well as early dismissal days **until 4:00pm**. On days when school is delayed due to snow, the program will begin at 8:00 AM and will operate an extended morning program until the start of the school day. Our program does not operate during school holidays, vacations, or days when school has been cancelled due to snow or inclement weather.

***Program Expectations*** Children are expected to be able to:

* Follow program rules
* Participate appropriately in planned activities within a group of 12 children and 1 staff member
* Communicate with staff members and other children
* Cooperate with transitions in activities
* Stay within the activity area and not wander away from the group
* Be cooperative
* Follow staff directions
* Respond appropriately to a variety of staff members
* Treat others with respect
* Play cooperatively with other children
* Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff
* Be independent for personal care needs such as washing hands and toileting

***Questions*** **

Please email [admin@wrightchildcare.com](mailto:admin@wrightchildcare.com) or call our administrative offices at (412) 336-8637.