

EXTENDED DAY CARE (XDC)

St. John School, Extended Day Care (XDC) is a ministry of St. John the Evangelist Parish providing before and after school care to children enrolled in St. John School, as well as those in neighborhood schools as space allows. **Complete registration (all forms) is required.** After School Studies (AFS) is available for **Grades 6, 7, 8** Monday through Thursday, 3:15-4:15pm when school is in session.

** Sign up for 2020-2021 XDC and find forms at <https://extended.st-johnschool.org/register-for-xdc-school-year-2020-2021/>

Forms Required:

- Registration for Preschool-Aged Students (PK)
- Registration for School-Aged Students (K-5)
- Certificate of Immunization
- Transfer/Escort Permission Form PK-5
- Permission Form PK-5
- Introducing Me! PK-5
- Individual Plan of Care/Allergy Report
- Medication Authorization
- Extended Day Care Services Contract

** Calendar order forms are due on or before the 15th of the month prior to service and **space is available first-come, first-serve.** Order forms are for approved extra blocks of time, noon-dismissal days, and school-not-in-session days. Days that school is dismissed at noon or that school is not in session are not included in your contract. Days may not be switched.

** Is your child new to the 2020-2021 school year? They are eligible for summer care! <https://extended.st-johnschool.org/summer-fun-at-xdc-request-for-2020/> or contact our XDC directors for more information. Reserve daily, weekly or monthly spots.

** All tuition is billed and paid through Smart Tuition Management Services. Tuition for XDC and AFS for the school year is billed in 10 monthly installments, August 2020 through May 2021, with your school tuition pledge.

Helpful Daily Tips

Help us keep our classrooms germ free! Each child should wash their hands upon arrival to XDC. Please remind your child at drop off to wash hands first before joining the group.

There is a blue notebook on the sign in/out counter for you to inform us if your child will not be in daycare or if you have someone else picking up that day. Playdates MUST have a note or email authorizing someone to pick up your child or they will not be released (please have these prearranged).

We are a NUT FREE building; no nut products for snacks or lunches throughout the school.

Each child has a cubby where they will keep their coats, backpacks, etc. Feel free to send your child with a labeled water bottle each day. No medication is allowed (including lotion, chapstick, sunscreen) without a medication authorization form signed and on file. All such items will be maintained in a locked cabinet in the Director's office. Sturdy shoes are required – please leave rain boots and sandals at home.

LABEL EVERYTHING: coats, gloves, water bottles, lunch boxes, backpacks, spare clothes, etc.

Please do not send toys from home.

EXTENDED DAY CARE (XDC) PRESCHOOL SPECIFICS

Slow Start Schedule in September:

Students enrolled in 5-Day Preschool begin the school year on a “slow start” schedule. This schedule will be distributed to families in early July. If your student will need XDC hours for days during the slow start schedule that are not included with your contract, please order additional blocks on the forms provided at check in/out ahead of time.

Extra Clothes:

Preschoolers should have a spare set of clothes in their backpack.

Afternoon Session:

If you have a preschooler attending the **afternoon session (11:15pm-3:00pm)** of XDC, note that the children will have quiet time after lunch. Cots and a sheet are provided. Feel free to pack a blanket, lovey, or quiet toy/book for your child. You can leave these items throughout the week (each child has a bin for storage) or take home daily.

Preschoolers in the afternoon session should be **picked up no later than 3:00pm** unless booked for the closing block, to allow spaces to open up for the after school program (there’s a teacher/student ratio that we cannot exceed per licensing). Thank you for your help in keeping us in compliance!

Hot Lunch:

Hot lunch is available to preschoolers attending the afternoon session. Hot lunch is a monthly sign up – you’ll find information in the Thursday NewsViews when the deadline for the following month is approaching.

Instructions for ordering hot lunch for a student **NEW** to the school:

- Signup here <https://benchlio.com/#/signup>
- Add your child(ren)
- Place your order and make sure to hit “complete”

More info on the hot lunch program can be found at <https://st-johnschool.org/hot-lunch/>

** Did we mention label everything? **LABEL EVERYTHING:** coats, gloves, water bottles, lunch boxes, backpacks, spare clothes, etc.

More information can be found on the school website at <https://extended.st-johnschool.org/> or contact our Directors: Rachele Overby, roverby@st-johnschool.org and Kathryn Chandler, kchandler@st-johnschool.org.