

Ortega Elementary Extended Day Program 2007-2008

Dear Parents and Guardians,

Welcome to another year of Extended Day at Ortega Elementary. We are happy to meet all of the new parents/guardians and glad to see all of our returning parents. We are really excited about the Extended Day Program this year. Here are several items you will need to keep in mind this year.

- The **AM Session** will be held in **2 different locations**.
Mon., Tues., & Wed. – Room 51, Mrs. McGlaufflin (In front, the middle **Portable**)
Thurs. & Fri. – Rm. 53, Ms. Bergmann (In back, **Portable** by the street)
- If you need to withdraw your child from the program, you will need to provide **written notification** at least **1 week** in advance of the next payment period. A **refund** will **only be given** if the child **withdraws from Ortega Elementary** or leaves our attendance area.
- PM Session sign out is in the main office.
- **All fees are paid according to the Fee Schedule. Payments are due on the due date.** If your payment is received on or after the **1st** day of the payment period, a **\$10.00 late charge** will be due with your regular payment. If payment is not received by the 5th day of the payment period, your child will be withdrawn from the Extended Day Program. Due to limited space, re-enrollment is not guaranteed.
- Please make sure your child is picked up by **6:00 PM. Late charges** (\$1.00 per minute) **will be assessed at 6:05 PM.** Excessive late pickups may result in your child being withdrawn from the program. Parents experiencing unavoidable emergency situations can always contact the Extended Day Program by calling and speaking with the Extended Day Director or designee.
- Please make sure you read and are familiar with the **Discipline Policy** for **EDP**. After a child receives **three referrals**, he or she will be **suspended for one week**. Payment must still be made for this time in order to hold the student's place in the program. Upon receiving the **fourth referral**, the child will be **withdrawn from the EDP** (no refunds will be given).
- There will be **NO Extended Day Program** on the **following dates** due to school holidays, planning days, weather days, etc.:
9/3/07, 10/26/07, 11/12/07, 11/21, 11/22, 11/23/07, 12/17/07-1/1/08, 1/18/08, 1/21/08, 2/18/08, 3/21/08, 3/28/08 - 4/4-08, and 5/26/08. *Weather days are subject to change.
- There will be **no PM Session** on the last day of school, **June 5, 2008.**
- **Students** who are **enrolled** for the Extended Day Program **will not be charged** an additional fee on Early Release Days.

We look forward to working with you this year.

Gail Hadden, Christopher Watson
EDP Directors