



# EVSC Extended Day Center

## Ed Center Goals

The goal of the Evansville Vanderburgh School Corporation's Extended Day Center program is to provide a safe, affordable, and quality before and after school childcare program. Our goal is to provide a quality program that addresses the needs of working parents, while also providing a nurturing and stimulating environment for all children who participate in the program.

## Enrollment

Parents who wish to enroll their children in the ED Center program must complete enrollment information before the child is considered enrolled into the program. The ED Center coordinator should be notified immediately of any changes related to home address, phone numbers, or individuals who are authorized to pick up the child.

## Hours and Calendar

The EVSC ED Center program is open from 6:30 a.m. until the time school starts, and from the end of the school day until 6:00 p.m. ED Centers follow the EVSC calendar, and are open only on those days that school is in session. If EVSC schools are closed due to inclement weather or other emergency, ED Centers will also be closed. If a school makeup day is scheduled, the ED Center will be open.

## Child Release Policy

Children will only be released to a parent/guardian or an adult who is listed on the registration form. In the event that there is a court order related to a particular child, a copy of the court order must be on file with the ED Center. Visit our website for complete information on our child release policy.

Caze ED Center	812-435-8760
Cedar Hall ED Center	812-474-6984
Cynthia Heights ED Center	812-435-8207
Daniel Wertz ED Center	812-435-8315
Delaware ED Center	812-435-8777
Dexter ED Center	812-435-8734
Evans ED Center	812-435-8778
Fairlawn ED Center	812-474-6906
Harper ED Center	812-435-8732
Hebron ED Center	812-435-8738
Highland ED Center	812-435-8739
Lodge ED Center	812-474-6938
McCutchanville ED Center	812-435-8774
Oak Hill ED Center	812-435-8776
Scott ED Center	812-435-8775
Stockwell ED Center	812-435-8377
Stringtown ED Center	812-474-4122
Tekoppel ED Center	812-435-8336
Vogel ED Center	812-435-8779
West Terrace ED Center	812-435-8735

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*



Evansville Vanderburgh School Corporation

**Bringing Learning to Life**

## What to Expect

The EVSC's Extended Day Centers work to provide a fun, safe environment for students before and after school. Students will be given homework time if they choose to participate. Snacks are also provided each day in the afternoon. If your child has any special dietary concerns, please provide a doctor's statement.

The ED Center has games, movies and other activities for students. We ask that students not bring toys, money or other items from home. If students must bring such items, please contact your ED Center.

## Arrival and Departure

ED Centers are open from 6:30 a.m. until school time and then again in the afternoon until 6 p.m.

When dropping off your child, make sure staff members are present. When picking them up, parents or another authorized individual who is picking up the child, must sign them out each day. If no one authorized to pick up the child has been reached by 6:30 p.m., ED Center personnel will call 911 to make arrangements for the police to transport the child to the Vanderburgh County Child Protection Service. ED Center staff members may not transport the child.

A late fee per child will be charged to parents who are late picking up their child/children. Visit our website for more information on fees.



## Fees

A fee schedule is available at each ED Center location and online at [EVSCschools.com/extendedday](http://EVSCschools.com/extendedday). Fees must be paid the Monday of each week of attendance. Parents on the voucher program are required to swipe cards daily for payment verification. For more information on fees, visit [evscschools.com/extendedday](http://evscschools.com/extendedday).

## Injuries and Accidents

We do everything possible to ensure a safe environment for you child, but accidents do happen. If child gets injured and it is minor, ED Center staff will administer appropriate first aid and you will be notified either by a phone call or when you pick up your child.

In case of a more serious injury, you or another emergency contact will be notified. If the you or the other individuals listed on the registration form cannot be reached, the ED Center coordinator will take appropriate steps to provide emergency care for your child. If determined to be necessary, emergency medical personnel will be called to care for the child.



## Delayed Opening/ Early Dismissal

Sometimes, due to weather or other circumstances, the EVSC must cancel school, delay opening or release early.

- **If canceled:** ED Centers will be closed.
- **If delayed:** ED Centers will open at 6:30 a.m. Because of the extra time in our care, a fee of \$3 will be charged on these days. If school is canceled after calling a delay, we will call you and ask that you pick up your child as soon as possible.
- **If early dismissal:** ED Centers will be closed if dismissal occurs before noon. If early dismissal occurs after noon, the ED Centers will be open until 6 p.m. Again, because of the extra time, a fee of \$3 will be charged.

In cases of a weather emergency, parents are encouraged to pick up their children as soon as possible.

## Illnesses

Children get sick. If your child becomes ill during day care hours, we will call you and take appropriate measures to care for your child as a nurse is not in the building during daycare hours. In the case of medication that needs to be administered in day care, a separate prescription container must be given to the ED Center coordinator that includes appropriate instructions. In addition, parents must sign a permission form to allow ED Center staff to administer medication. Over the counter medications (Tylenol, cough syrup) can be given only with a signed physician's statement.

Visit us at: [EVSCschools.com/extendedday](http://EVSCschools.com/extendedday)