



PROSPECT HEIGHTS SCHOOL DISTRICT 23
Extended Day Program
700 N. Schoenbeck Road * Prospect Heights, IL 60070

Dear Parents,

Welcome to the Extended Day Program! I look forward to another fun-filled year!

EDP (both AM and PM) begins on Wednesday, August 19th. AM EDP students can be dropped off any time after 6:45AM. All students must be picked up from PM EDP no later than 6:00 PM.

*PM EDP **WILL NOT be in session** on Friday, September 25, 2026. The D23 Family Fest is scheduled from 4:00-6:30pm on that Friday. Alternative aftercare plans must be secured on this day. EDP will not have access to the EDP indoor and outdoor spaces.

Attached, please find the Extended Day Program Handbook and EDP Policy Form. Once you have read this material, please let me know if you have any questions.

By sending your child to EDP, you agree to the terms and conditions of the handbook. You will need to sign and return the EDP Policy form to EDP on the first day your child attends or email a signed copy.

Reminders:

Please bring Epi-pens and inhalers for use at EDP only.

******EDP does not share medications**

**(including but not limited to: inhalers and epi-pens) with the school nurse.
Separate medications must be provided to EDP.**

Due to the expansion of the EDP Program we have different pick-up options
2nd – 4th grade pickup from 2:40pm – 6:00pm at Ross

5th- 6th grade pickup from 3:30pm – 5:00pm at MacArthur Door 6
(Heavy bus/car traffic makes it difficult for pickup before 3:30pm at MAC)
5:00pm-6:00pm pickup at Ross Only

if you need to pick up your 5th or 6th grader before 3:30pm, please call ahead at 847-514-3267 and we will have your child ready at Ross.

Enjoy your last days of summer break!



Prospect Heights School District 23

Extended Day Program (EDP)

Parent Handbook 2026-2027 School Year

Kris Lebrecht

EDP Director

klebrecht@d23.org

EDP Office line (847) 870-5370

EDP Attendance line (847) 514-3267

Extended Day Program (EDP)

School District #23

The Extended Day Program is available to parents of District 23 children in 2nd - 6th grades. The Extended Day Program (EDP) is a full-time program. Parents can choose AM only, PM only or AM/PM combined. EDP is open on school days when children are present at school. EDP is not open on the D23 Family Fest (September 25, 2026) school holidays, teacher institute days, or snow/cold days.

AM Program

The AM program is located in the Ross gymnasium and is held from 6:45am until 8:05am on days when school is in session. **All children must be walked into the building and signed in by an adult. No one is allowed in the building before 6:45am.** The EDP sign in desk will close at 7:45am. Homework time, games, crafts, and free play are provided in the morning. We serve an AM snack that may include cereal, milk, yogurt, fresh fruit, breakfast bars, or juice. All students from MacArthur, Sullivan and Ross students will walk to their classrooms at 8:05am.

PM Program

The PM program begins at the end of the school day and ends at 6:00 pm in the Ross/Sullivan gymnasium, on days when school is in session. Pick up after 6:00 pm will result in a late fee. Ross students and Sullivan 4th graders will go directly to the Ross gym upon dismissal from their classrooms to meet EDP Staff Members. Due the expansion of EDP, Sullivan 5th graders will go to the Sullivan gym upon dismissal from their classrooms to meet EDP Staff Members. They will check in and proceed to the MacArthur cafeteria as a group with supervision. MacArthur 6th graders will go to the MacArthur cafeteria upon dismissal from their classrooms to meet the EDP group. Programming for 5th and 6th graders will be held in the MacArthur cafeteria and the playground area until 5:00 pm. At this time, the remaining 5th and 6th graders will join the other students in the Ross/Sullivan gymnasium until 6:00 pm. **For the safety and well-being of your child, we ask that parents call the EDP number prior to 10:00 am anytime your child will be absent or late for EDP at 847-514-3267.**

Participant Sign in and Sign Out

The staff working the front desk is tasked with monitoring the security door and providing customer service to parents with questions about EDP. Please do not allow younger siblings to go behind the EDP desk or sign the attendance sheets. The area around the security door and EDP desk needs to remain clear. We also ask that no one sit on the lost and found box. ***Thank you for allowing our staff to remain focused on their responsibilities by leaving the pickup area as soon as possible.***

Attendance logs are kept for various reasons. It is important for parents/guardians to accompany their child(ren) in and out of EDP and sign the attendance sheets. EDP staff does not allow participants to leave the building without a parent/guardian. The parent/guardian picking up the child must sign the sheets. Younger siblings are NOT allowed to sign the attendance log. Older siblings (from MacArthur and older) may sign out younger siblings if they are added to the pickup list. In special cases or emergencies, a student may be allowed to leave EDP without a parent, if a prior request has been made by the parent or guardian and permission in writing has been submitted before the start of PM EDP. The EDP Director can provide more details if needed.

Participants may be outside playing a game or inside participating in an activity when you arrive. We ask all participants to clean up before they leave. Please be patient. If you need your child to be ready quickly, please call the EDP Attendance line at **847-514-3267** a few minutes before you arrive to pickup. We will work to have your child waiting for you.

5th and 6th graders can be picked up at MacArthur through **Door 6**, the first door off the parking lot facing the Administration Building. Please understand MacArthur releases at 3:15pm and the parking area will be congested with buses and cars. By 3:30pm the parking lot should be cleared. If you come after 5pm to pick-up your 5th or 6th grader you must pick them up at Ross.

2nd – 4th grade pickup from 2:40pm – 6:00pm at Ross

5th- 6th grade pickup from 3:30pm – 5:00pm at MacArthur Door 6 5:00pm-6:00pm at Ross
if you need to pick-up your 5th or 6th grader before 3:30pm please call ahead at 847-514-3267
and we will have your child ready at Ross.

Parking

Under no circumstances are you allowed to park or stand in the fire lanes. Parking along the curb is reserved for buses and emergency vehicles ONLY. Please use the visitor parking spaces while you pick up your child. We also ask that you do not park in the handicap spots, including the yellow stripes areas, unless you have a handicap placard.

AM and PM Snack:

Each student will be provided a snack in the morning and/or afternoon. If you feel your child needs an additional snack, please pack one in your child's backpack. No student is forced to eat what he/she does not want to eat. If your child has any dietary restrictions, be sure that information was included with the enrollment of your child to EDP. Both AM and PM snack foods are provided by Organic Life (same as District 23 lunch). AM snack is served from 7:30am - 7:55am. **Please remind your child no sharing of food is allowed.**

Children are encouraged to have water bottles at EDP. However, EDP is not responsible for any damage caused by leaking water bottles. Please send water bottles that are water tight and do not leak.

Personal Items:

All students must carry some type of book bag to protect books and papers. **Please do not send toys or electronic items (other than school assigned) with your child as they are not allowed at EDP.** Please label all boots, coats, water bottles, etc. so they can be returned if misplaced. All items left at EDP will be put in the Betsy Ross lost and found boxes located at the entrance. Instruments and I-pads will be locked in the Betsy Ross or Anne Sullivan Office. EDP is not responsible for broken, lost or stolen items. Any art projects from school will be left in the lost and found boxes and are not the responsibility of EDP. **Cell phone/watches use is not allowed at EDP.**

EDP Activities:

Homework/Reading: Quiet time is set aside each day for 30 minutes. Staff Members may assist participants with homework, but it is the **student's responsibility** to complete their own homework. Students should have their own supplies with them. **PLEASE MAKE SURE YOUR CHILD HAS PAPER AND PENCILS.**

I-pads are to be used during homework time. I-pads should be used for school assignment purposes. On Fridays, we may allow additional time to play on the I-pads. Participants who do not

follow this policy may lose the use of their I-pads. We will notify parents if your child has lost I-pads privileges. EDP is not responsible for lost, stolen, or damaged I-pads.

Games/ Movies: Students have opportunities to play with several games, puzzles, toys, and blocks during the designated play time. "G" and "PG" rated movies may be shown during EDP.

Crafts: EDP offers many different types of craft activities, including seasonal crafts, crocheting and sewing.

Outside/Inside Play: Many sport activities are played inside and outside each day. Weather permitting; students are encouraged to play outside. For the safety of our students, sandals are not to be worn for activities. Gym shoes are best for playing any sport. As the weather gets colder, students are required to have appropriate outdoor clothing. **The Director may decide to keep a child indoor if appropriate clothing is not provided for the outside conditions.** As the weather gets warmer, students are encouraged to bring sunscreen. It is recommended that all students bring a sport or cloth bag for winter items and have each item labeled with their name for easy identification. Any items left at EDP will be placed in the Betsy Ross lost and found.

Absences and After School Activities:

We believe the safety and security of your child is our most important responsibility. Therefore, we take attendance seriously. When a child does not show up to EDP, it causes great concern among the staff at both the school and EDP.

If your child is absent or has after school activities, it is necessary to inform the EDP. Under no circumstance will a child be allowed to leave EDP to go to any activity without prior notification by the parent/guardian. **You must inform the school and EDP separately regarding any absences or changes in transportation.** Absences or changes in pickups should be reported, to EDP at the latest, by 10:00am of that day. Notes provided to classroom teachers are not always shared with EDP so make sure you **label** any notes with "EDP" if you want it to be delivered to the program. Advance notice is always appreciated. Trying to locate a missing child is time-intensive and pulls staff away from the program. Failure to inform of EDP of an absence more than **5 times in a school year is grounds for dismissal.**

Parents can do so by email or voicemail. You only need to email 1 time for any re-occurring activity (e.g. intramurals, girl scouts, computer club, etc.) but the dates for the activity must be included. It is helpful to provide EDP with a copy or forwarded email of any schedules provided by play directors, music instructors, coaches, tutors, or teachers running afterschool activities. The name and contact information should also be included in case staff needs to contact leaders/coaches. Absences and any change in attendance should be reported by calling or texting the EDP attendance number at 847-514-3267 prior to **10:00am the day of the absence.** Once again, failure to inform EDP of an absence more than **5 times** in a year is grounds for dismissal.

Procedure for no shows at PM EDP:

When a child does not show up during attendance time (2:40pm -2:50pm for Ross/Sullivan and 3:15pm -3:25pm for MacArthur), we will:

- check to see if an email/voicemail came in from parents
- contact the school/teacher to see if the child is in the building
- make an announcement in the building
- call contacts on pickup list (please make sure parent's phone number is on contact sheet)
- call business office to report missing child and determine if further action is needed (contact authorities)

Trying to locate missing participants uses resources that affect the quality and safety of the program. Families who fail to notify EDP of absences more than 5 times may be grounds for dismissal.

Pick-Up Procedure:

The staff working the front desk is tasked with monitoring the security door and providing customer service to parents with questions about EDP. Please do not allow younger siblings to go behind the EDP desk or sign the attendance sheets. The area around the security door and EDP desk needs to remain clear. We also ask that no one sit on the lost and found boxes or stand in front of the EDP desk once you have signed the attendance log. ***Thank you for allowing our staff to remain focused on their responsibilities by keeping conversation to a minimum and leaving the pickup area as soon as possible. To keep the vestibule from being over-crowded and the exit/entry doors clear, please clear the area once your child(ren) arrives.***

It is imperative that participants are picked up by 6:00pm. Upon pickup, each parent/guardian must come in and initial the sign-out sheet. Staff is not allowed to let a participant walk out of the building without a guardian/adult. However, in special cases or emergencies, a student may be allowed to leave EDP, if a prior request has been made by the parent or guardian and permission in writing has been submitted before the start of PM EDP. The EDP Director can provide more details if needed.

The person picking up each student must sign the pickup sheet. All pickups need to be well documented. The staff member at the desk will not release a student to anyone not listed on pickup list or without special permission from a parent. Younger siblings should not sign the attendance sheet. **If an alternate person is needed to pickup a student, a parent must inform the Director by emailing or calling the EDP Phone (847-514-3267) with that information. The alternate person must bring a form of I.D. upon pick-up.**

Any parent picking up their child after 6:00 p.m. will be charged \$1.00 per minute for the first 5 minutes. Pick up after 6:05pm will result in a \$5.00 per minute late fee. Parents are also required to notify the EDP that they will be late for pick-up. The number to call is 847-514-3267. Example: If you arrive at EDP at 6:15pm, you will owe a late fee of \$55.

Any family that is late picking up their child(ren) past 6:00pm more than **FOUR** times in a school year will be dismissed from the Extended Day Program indefinitely. Late pick-up fees will be due by Friday of the week you were late. If late on Friday, the fee will be due on the following Monday.

Participants are not allowed to go pass the security door until the person picking them up has entered the building. We will ask all participants to have their coats on and be ready to leave once they have been called out.

Suspected Abuse or Neglect

In accordance with the procedure set forth in the Abused and Neglected Child Reporting Act, any program personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their Director. The proper authorities will be notified.

Health and Safety:

We are naturally concerned about your child's safety. Please let the Director know, **in writing**, if your child has a special medical concern or allergy.

Illness

- If your child is ill or has a fever and was unable to attend school, they will not be able to partake in EDP for the day. If a child becomes ill during the program, a parent will be notified and asked to pick up their child ASAP. If the parent is unavailable, the emergency contacts will be called. Your child must be fever free for 24 hours before returning to the program.
- In the case of contagious disease, please notify the Director immediately. All parents will be notified as soon as possible. Your cooperation is appreciated. Your child must be back in attendance at school prior to attending EDP.

Medical Emergencies-

- If your child is injured and requires more than just basic first aid, the following steps will be taken;
 - Staff will call 911
 - The parent or guardian will be contacted
 - If parent or guardian is not available, then the persons listed on the information form will be contacted.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. EDP employees are not permitted to transport injured parties in private automobiles.

Medication-

In the event a child must have medication, the parents should do the following:

- a. Communicate the need to Director for approval
- b. Put all directions in writing on the designated medication form
- c. Have medication in original container and dosage form
- d. It is the parent's/guardian's responsibility to notify the program with any changes in medication. Additional medication waivers may be required.

******EDP does not share medications (including but not limited to: inhalers and epi-pens) with the school nurse. Separate medications must be provided to EDP. Should you refuse to send EDP the necessary medications for a child's condition (such as medication in case of allergic reaction), you must submit in writing your refusal to equip EDP with the necessary medication**

Behavior and Discipline:

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make EDP safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by staff.

Participants shall:

- Show respect to all participants and staff.
- Take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, or staff.
- Show respect to equipment, supplies, and facilities.

BE RESPECTFUL, BE RESPONSIBLE, BE READY AND BE SAFE

The purpose of discipline is to help a child develop self-control and learn to assume responsibility for their actions.

The Director will work with parents, if needed, along with the child to discuss and solve any behavior issues. If problems cannot be resolved, it is at the discretion of the Director to document the situation in a write up. If a student receives **4 minor** write-ups or **2 major** write ups (2 minors is equal to 1 major), the child(ren) may be dismissed from the program indefinitely. Parents are required to sign all write-ups.

EDP has a zero-tolerance policy for bullying/physical contact. Should your child be involved in either event, they will be dismissed from the program indefinitely. ***The EDP Director will have the discretion to dismiss a student for any reason they see fit.***

Equal Access:

No eligible participant shall, on the basis of race, sex, creed, national origin or disability be denied access to programs, activities, services or benefits or be limited in the exercise of any right privilege, advantage or opportunity.

During registration or entry into the program, the parent/guardian will be solicited for information regarding special accommodations needed. While efforts are made to make accommodations, all participants are held to the same standards of behavior and discipline and will be removed from the program if they receive more than **4 minor** write-ups or **2 major** write ups.

Registration/Enrollment:

Registration for the next school year is generally held in April of the prior year. EDP is limited to 150 students at Ross and 50 at MacArthur at any one time in the program.

Determination of admittance is done in the following manner:

- Families currently enrolled in EDP will be contacted to commit to the following school year. This will help determine how many spots will be available for new families.
- Student(s) currently attending EDP who are in good standing with EDP and the District regarding all fees at the time of registration including lunch fines, library fines, etc. must register and pay all fees by the designated date of that year to hold their spot of the following school year.
- Student(s) who do not currently attend EDP and are in good standing with all District fees at the time of registration, available slots will be allocated after the designated deadline for currently enrolled students.

Notice of acceptance into EDP or being placed on a waiting list will be sent out to all families who have indicated a desire to be in the program prior to the end of the school year. A \$50 non-refundable registration fee for 1 student, \$75 for two students and \$100 for three students will be required prior to official enrollment. Payment can be made online through RevTrak at <https://d23.revtrak.net> or via cash or check made out to "EDP" (**please put the name of the child(ren) in the memo line**).

Families not directly admitted to EDP will be placed on a waiting list. The waiting list is determined by **approved** registration date. Once a space becomes available, the first family on the waiting list will be contacted. You will have 3 business days to respond. Should this family not need the program at this time or not respond, they will be placed at the bottom of the waiting list and the next family will be called. When placed on the waiting list, you will not have to submit the non-refundable registration fee until your child has been placed into the program. Your first monthly fee will be pro-rated upon your start date.

Fees:

The Extended Day Program runs the entire school year from August through June. A \$50 non-refundable enrollment fee for 1 child, \$75 for 2 children and \$100 for three children is required for new and returning students at the time of registration in order to hold a space in the program for your child(ren). Any participant that drops out of EDP, **for any reason**, and re-enrolls at a later date will be charged an additional enrollment fee and may be put on a waiting list.

Payments are due on the 1st of each month unless the 1st falls on a weekend or over break. Payment coupons are included at the end of this handbook to serve as reminders for when payment is due. You will be given a grace period until the 3rd business day of the month to render payment (If the 3rd business day falls on a weekend, you will have until the following Monday to render payment) or a \$25 late fee will be charged. You will have until the 15th of the month to render payment. Failure to do so will result in an additional \$25 late fee (bringing the total late fee to \$50). **If a family is late 3 times with their payments, their child(ren) may be dismissed from the program indefinitely.**

Although you may have your child(ren) enrolled in EDP for a partial week, you are still required to pay the full monthly payments regardless of the number of days your child attends.

It is the parent's responsibility to make the payment on time. EDP has provided payment coupons and may provide reminders of payment in the form of signage, however, not receiving a reminder does not exempt a family from payment.

Payments are made online through RevTrak at (<https://d23.revtrak>) or via cash or check made out to "EDP" and with your child's name in the memo line. Should a check come back as NSF, the payment amount plus \$25 will be owed. Upon a second NSF check, the family will be required to make all further payments in cash or money order only.

If your child is dismissed from the program for a policy violation or you no longer need the program, you will need to inform the EDP Director before the following month. For example, if you wish your child to drop from the program on October 6th, you would have needed to communicate this information to the EDP Director prior to October 1st. In some circumstances you may be required to pay an additional amount based on the actual number of days your child(ren) attended the program.

Late Pick Up Fees:

Any parent picking up their child after 6:00pm will be charged \$1.00 per minute for the first 5 minutes. Pick up after 6:05pm will result in a \$5.00 per minute late fee. Parents are also required to notify the EDP that they will be late for pick up. The number to call is 847-514-3267.

Any family that is late to pick up their child(ren) past 6:00pm more than **FOUR** times in a school

year may be dismissed from the Extended Day Program indefinitely. Late pick up fees will be due by Friday of the week you were late. If late on Friday, the fee will be due on the following Monday.

FSA and Tax Letters:

Families can request a monthly letter to turn in for their Flexible Spending Accounts (FSA). If you would like to receive an FSA each month, please contact the Director. Letters are typically sent out the third week of the month. Families may also request a letter for tax purposes for the prior year. **Tax letter requests should be requested by JANUARY 15th each year.**

Daily Activities:

Below is a "sample" of a typical day at Ross

2:40-2:45pm	Students from Betsy Ross and Sullivan 4 th graders walk from class and check in. Sullivan 5 th graders walk from class, check in at the gym and walk to MacArthur. Students attending afterschool activities are released to those activities. Students who have not checked in are located.
2:45-3:15pm	Snack* / Trivia Time at Ross
3:15-3:45pm	MacArthur students check in at MacArthur cafeteria. Snack Time at Mac
3:15-3:45pm	All student homework/reading time (quiet environment)
3:45-5:00pm	Students may continue with homework, go outside (weather permitting), play a sport, do crafting, or play with EDP games/activities.
5:00-6:00pm	Indoor Games move to the teachers' lounge
5:00-6:00pm	5 th and 6 th graders return to Ross/Sullivan gymnasium Organized sport/playground time/craft time/free time

*Snack may be offered at different times depending on scheduled activities.

Please Note: By registering your child(ren) to EDP you have agreed to follow the above policies. Failure to abide by any of the above policies will result in dismissal from the program indefinitely.

Extended Day Program Fee Schedule			
2026-2027 School Year			
	<u>AM ONLY</u>		
No. of Children in EDP	1	2	3
Registration Fee	\$50.00	\$75.00	\$100.00
Monthly Payment Due	\$185	\$320	\$475
	<u>PM ONLY</u>		
No. of Children in EDP		2	3
Registration Fee	\$50.00	\$75.00	\$100.00
Monthly Payment Due	\$235	\$420	\$630
	<u>Both AM and PM</u>		
No. of Children in EDP		2	3
Registration Fee	\$50.00	\$75.00	\$100.00
Monthly Payment Due	\$395	\$690	\$1,035

September Payment Coupon
Extended Day Program

Due Date
Tuesday, September 1, 2026

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

October Payment Coupon
Extended Day Program

Due Date
Thursday, October 1, 2026

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

November Payment Coupon
Extended Day Program

Due Date
Wednesday, November 4, 2026

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

December Payment Coupon
Extended Day Program

Due Date
Tuesday, December 1, 2026

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

January Payment Coupon
Extended Day Program

Due Date
Tuesday, January 5, 2027

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late

February Payment Coupon
Extended Day Program

Due Date
Monday, February 1, 2027

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge

March Payment Coupon
Extended Day Program

Due Date
Monday, March 1, 2027

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

April Payment Coupon
Extended Day Program

Due Date
Thursday, April 1, 2027

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.

May Payment Coupon
Extended Day Program
Due Date
Monday, May 3, 2027

Child(ren)'s last Name

If paying by check please make sure the child(ren)'s name is on the check, especially if the last name is different from yours.

Please note: Late payments accrue a \$25/\$50 late charge based on date of receipt. Three late payments will result in dismissal from program.