



Extended Day Care (EDC) Policy 2024-2025

This information is provided for your planning purposes.
Registration forms for EDC will be made available later this summer.

Granada Preparatory School (GPS) offers an Extended Day Care (EDC) program that provides recreation, athletic activities, and supervised homework time. EDC is available on a monthly or an hourly, as-needed, basis. Registration forms will be sent home in August before school starts.

Monthly vs. Hourly Rates

For frequent, regular use, a monthly rate is available. The fee for each student is \$320.00 per month for nine months, with payments beginning in September. The monthly rate includes unlimited hours each month and “pupil free” days when EDC is available. Payments will be due on the day of your regular Smart Tuition billing. There is no sibling discount.

An hourly rate of \$10.00 is also available. Each child within a family using EDC will be charged the hourly rate (there is no sibling discount). There will be no maximum to the hourly charges. A flat rate of \$60.00 will be charged on pupil-free days when EDC is available.

If you elect the monthly program, you will be able to switch to the hourly rate, but may not return to the flat rate program again. If you start with the hourly rate, you may switch to the monthly rate. **Only one change per year may be made.**

Morning & Afternoon EDC

Morning EDC is available from 7:00 a.m. until start of school at no charge to any student. No pre-registration is required.

After-school EDC is available until 6:00 p.m. **After a 5-minute grace period, any child not picked up by 6:00 will continue to be supervised for a charge of \$10.00 per family for each 5 minutes or fraction thereof to a maximum of \$50.00.** Each subsequent late pick-up will result in an increase of the maximum charge by \$25.00. These charges will apply to both the flat rate and hourly program. After three late pick-ups, your child may no longer be allowed to stay in the EDC program.

Occasional Use EDC

If you need to send your child to EDC on an occasional basis, send a note with your child that morning, notifying the teacher that your child will be attending EDC. If a need for EDC arises during the day, please call the office (818-368-7254) to advise us that your child needs to stay or email office@gpsschool.org.

Late Pick-Ups

We will place any child not picked up by the end of afternoon pick-up (that is, 10 to 15 minutes after dismissal) into EDC for supervision, and will charge the hourly rate (pro-rated in 15 minute increments). You will need to sign your child out from EDC when you arrive.

Hourly Charges Details

- EDC charges for Early Years Program (Preschool & Jr. K) students who are normally picked up at 2:30 carpool, but who go home with an older friend in 3:00 carpool, will not be charged as long as a note is sent to the teacher that morning.
- If a child is dismissed at 2:30 but is *regularly* in a 3:00 carpool with a sibling or friend student in grades K8, there is NO charge for EDC from dismissal until 3:00. If a child stays in EDC past 3:00, charges will begin at each child's dismissal time.
- If a child is normally picked up at 2:30 but is picked up at a later carpool without a note having been sent to the teacher in the morning, you will be charged a half hour of EDC.
- Children who are on campus for ANY after school activity, such as after school sports, tutoring, after school enrichment classes, etc., will be checked into EDC at the END of the activity if they are not promptly picked up. Billing charges will begin at that time. You will be charged for any sibling who attends EDC while the other sibling attends an after-school activity.

Registration forms will be sent home in August before the beginning of school so that you can sign up for monthly EDC and let us know your planned usage.