



## **Extended Day Program** *Policies*

### **Our Mission:**

To provide a loving and encouraging atmosphere designed to enhance your child's individual development by modeling personal responsibility and Christian character

**Carmen Welty - Director**  
Extended Day Program  
(704) 814-1041  
[cwelty@covenantday.org](mailto:cwelty@covenantday.org)  
800 Fullwood Lane  
Matthews, NC 28105

### **Attendance and Registration**

We will use your registration information to record attendance daily. This information serves as a guide for us during TK/K dismissal time as we direct students to their carpools and extended care classrooms. Please ensure that your registration information is accurately filed through the Extended Day Program online registration system. If your child is not registered by the first of the month you will be charged as a drop in.

### **Drop- In**

If your child is registered as a drop-in student, we ask that you notify us by emailing Carmen Welty, (cwelty@covenantday.org). If you are unable to provide advance notice, please call Diane Dworek, Lower School Receptionist at 704-708-6108, so that she can inform the teacher in advance of TK/K dismissal. Please also copy your child's teacher on any of these communications.

### **Pick-Up**

We will accompany your child to blue carpool at the end of the school day. If you should need to pick up your child before dismissal, please enter the B building through the double doors and complete the sign-out paperwork at the front desk. The receptionist will direct you to our location.

### **Communication**

We welcome your comments, questions, concerns, and any other communications which will help us better partner with you in the care and development of your child! Please feel free to send written notes with your child or send us an email. We may not be able to read your emails and reply until the school day has ended, so if your communications require more immediate response, you may contact Sara McKissick, Lower School Administrative Assistant, and she will deliver your message to us.

### **Snacks/Treats**

We provide a light snack. Please inform the staff of any food sensitivities, allergies, or restrictions.

### **Water Bottles**

Please be sure to send a refillable labelled water bottle with your child!

### **Jackets, Hats, Mittens**

We schedule daily outdoor play even when temperatures are cold. Please pack appropriate outdoor wear including sweaters, sweatshirts, jackets, hats, and mittens. Please make sure all clothing items are labelled.

### **Toys**

We do not encourage children bringing toys, collectible cards or plushies. We also do not allow any trading.

**We look forward getting to know and love your child!**