



# Extended Day Program

## Parent/Staff Handbook

*Safe, Alternative Educational Child Care*

2025-2026 Revised 6/10/25

## Philosophy

The Union Extended Day Program (EDP) was created to provide safe, alternative educational child care, enhancing the child's extended day. Recognizing the busy lifestyles of today's family, the district attempts to work in partnership with home and parents.

## Programs

**BEFORE & AFTER SCHOOL CARE** - In the morning, children will have the opportunity for activities and quiet time. Afternoon sessions will include a snack and activities of the child's choice: outdoor play, homework, gym games, and indoor games and toys. All of our programs are licensed by the Oklahoma Department of Human Services (DHS). Our DHS licensing compliance file is located in the Parent Resource area at each site and is available for parents to view at any time.

**EDP STAFF** - Our Extended Day Program staff are all employed by Union Public Schools and all undergo a thorough national background check and reference check. They are child care professionals who work to ensure that your child has the opportunity to participate in planned enrichment activities, as well as a variety of free choice activities. We do plan for transitions between activities, and that plan is posted on our EDP bulletin board. Your child will be assigned to a specific staff member but will be able to play in different areas throughout the time they are in EDP. Our staff participates in a minimum of 20 hours of professional development each year aimed at enhancing their knowledge of child development and developmentally appropriate practice for school age students.

**FAMILY ORIENTATION & CURRICULUM** - Family Orientation begins during our online enrollment process where parents are given the opportunity to read our Parent Handbook and learn about the program and policies. Before school starts each year we hold a formal Family Orientation during our Meet the Teacher event. Parents and students will be given a tour, introducing them to staff, daily schedules, program space, parent resource center and lesson plans. EDP curriculum is theme based and posted weekly on our parent bulletin board. For students entering during the school year, we will also provide this orientation.

**ENROLLMENT** - Only children enrolled for in-person learning at RPECEC or Pre-K through 7th grade at a Union school may participate in the program. Each site has a limited capacity. Once that capacity is met, you will be placed on the waiting list. A child may enroll in the before-school session, the after-school session, or both. The enrollment process must be completed online. **We do not do same day enrollments! You MUST notify your EDP site if any of your emergency information changes - especially phone numbers!** The EDP Supervisor will have a form for you to fill out.

We do not accept any part-time enrollments or drop-ins.

All enrollment must take place online at <https://www.ezchildtrack.com/union/parent/>. Enrollment requires a **\$50** non-refundable registration fee per child. (Maximum of \$100 per family). Tuition is billed in 10 equal payments (August - May). It is based on the # of days scheduled during the academic calendar year and then divided by 10. Your first bill will be due August 1<sup>st</sup>.

**HOURS** - Before school 6:45 a.m. until school begins & after school until 6:00 p.m.

**LOCATION** - Union students enrolled for in-person learning may only participate at his or her own school site. (Exception: All Union elementary students (grades PreK-5) are eligible to enroll in any of the extra charge camp programs offered during school holidays). All Extended Day participants will report to specifically designated building areas (please check with school office personnel for designated area). The room number or area will vary for individual schools.

**PARENT SIGN-IN / SIGN-OUT** -For the safety and security of the children, **someone must accompany every child inside the building and sign the child(ren) in each morning. Under no circumstances may a child come into EDP without someone signing them in. Children may never be dropped off at the door. In the afternoon, all children must have someone come into the building and sign them out at the end of each day.** Students must be in attendance when school is dismissed to attend afternoon EDP. Once a student is signed out from EDP, he/she may not return later that afternoon. This allows us to keep an accurate count of all EDP students at all times.

## Programs (Cont.)

Persons other than the custodial parent(s) or guardian(s) who will be picking up the student must be listed on the enrollment form. Please plan ahead for unforeseen circumstances and list alternate individuals for pickup. EDP staff may not transport students under any circumstances. EDP staff may not pick up any students other than their own children.

If the parent or guardian wishes to make any changes with regard to authorized persons to pick up child, medical information, etc., changes must be submitted on proper forms to the EDP Site Supervisor or emailed to [accts.rec@unionps.org](mailto:accts.rec@unionps.org). Any changes to the authorized pick up list must be made on a physical form obtained from the site supervisor, in order to maintain the security of our pick up lists.

**Children will not be released to anyone other than those listed, and proper photo identification is required.** If there is a restraining order and/or custody order preventing one parent from having access to the child(ren), a copy must be on file with Union Public Schools Extended Day Program for compliance.

***VERBAL AUTHORIZATION FOR PICKING UP A CHILD*** - In the event a parent/ guardian is unable to pick up their child, verbal authorization may be given over the phone for individuals not indicated on the enrollment form to pick up the child. **Staff must recognize that parent's voice AND must call that parent back at a number that is already listed on the enrollment form to confirm the instructions.** If that parent cannot be reached at an existing number from the emergency contact form, they may call another person on the emergency contact form for confirmation.

***ABSENCES*** - Parents must call the EDP school site office if their child will be absent. This is essential for your child's safety! Texting is not an acceptable method of reporting absences or alternative pick up plans. **If your child is not in school at the end of the school day, he/she may not attend EDP.** If students miss more than 10 days per semester or 20 days per year, the child's enrollment may be cancelled.

***NOTIFYING PARENTS WHEN A CHILD DOES NOT ARRIVE AS EXPECTED AT EDP*** - If you have not notified the EDP school site and your child is not at EDP, you will receive a phone call to verify your child's safety. A \$10 Finder's Fee will be charged each time parents have to be called to locate a student.

***PROCEDURES FOR GAINING ACCESS TO THE BUILDING WHEN THE ENTRANCE IS SECURED*** - In the event of the entrance to the building being secured and no staff are available, there may be a doorbell near the entrance to ring for assistance. If there isn't a doorbell available, call the main EDP phone number to gain entrance. The EDP phone number is listed on the site EDP business cards given to parents; a duplicate card may be requested at any time.

***PARENT COMMUNICATION & CONFERENCES*** - Conversations take place daily at drop off and pick up. When confidential conversations need to take place, staff steps away from program and speaks individually with the parent. Individual conferences may be scheduled ahead of time through the site supervisor.

***OPEN DOOR POLICY/FAMILY PARTNERSHIP*** -Parents are welcome and invited to visit EDP at any time. Numerous **opportunities** for family participation include: Meet the Teacher Night, Back to School Night, parent conferences, volunteering for children's programs and parties or special events or speakers, etc. **We encourage your participation!** We also provide a Family Resource Area at each site. Please look for child development articles and community resources there.

***DAYS CLOSED*** - EDP is only open when school is in session. If school is closed for holidays, professional days, virtual days, inclement weather or any other emergency, then all EDP sites will be closed.

***COMMUNITY EDUCATION/TUTORING*** - The EDP site must have a signed permission slip for any student attending on-site activities that are school sponsored. **EDP students MUST check in with EDP staff before going to any before or after school activity.**

### ***EMERGENCY PREPAREDNESS - DRILLS AND RELOCATION PROCEDURES*** -

Fire/evacuation drills and tornado drills are conducted monthly at each site at varying times of day.

Annual drills will include lock down by sheltering in place (as necessary should there be an intruder on campus, neighborhood emergency or environmental emergency), evacuation drills (are done monthly for fire emergencies or any other reason that would require building evacuation such as natural gas leaks,

## Programs (Cont.)

earthquake, etc.) and relocation drills without physically relocating to alternate location. The primary location in case of actual relocation for all EDP sites is: Union Public Schools 8th Grade Center located at 6501 S. Garnett Ave., Broken Arrow 74012 Telephone: 918- 357-4325. The secondary location in case of relocation for this site is: Union Public Schools 9th Grade Center located at 7616 S. Garnett Ave., Broken Arrow 74012 Telephone: 918-357-4324. Students will be transported by Union Public Schools buses.

**EXTREME WEATHER POLICY** - Extended Day will not be in session if school is canceled due to inclement weather conditions or other unforeseen circumstances. The condition of the roads on the Union Public School bus routes determines whether school will be in session. The bus routes throughout the school district are checked by transportation personnel in the early evening (before 10:00 p.m.) and early morning (before 6:00 a.m.). Local television and radio stations are notified only if school is to be canceled. Parents may check the Union Public Schools website at [www.unionps.org](http://www.unionps.org) for information concerning school closing.

**EDP CAMPS** - The Extended Day Program Camps are offered for an additional charge, at **one site only**, during **Fall Break, Spring Break (Mon. - Thurs. only), and 8-9 weeks during the Summer**. The Friday of Spring Break is a school holiday for all Union personnel and no sites will be open. Camp is open to any child enrolled for in-person learning at Union Public Elementary Schools, grades PreK-5. Camps offer a variety of exciting activities for your children when alternative educational child care is needed and school is not in session.

Activities include, but are not limited to, arts and crafts, bowling, cooking projects, educational field trips, games and puzzles, mobile art studios, playground activities, show-and-tell, skating, speakers, storytelling, and swimming.

Camps are not offered on snow days or on any other holidays. **(Camp availability is subject to change without notice)**. The location for each camp is provided online approximately three weeks before the camp.

**CAMP ENROLLMENT** - Flyers are distributed to each school site, EDP site, and is available on our website, <https://www.unionps.org/students/edp>, approximately three weeks prior to the camp date. Camp enrollment and payments are completed online @ <https://www.ezchildtrack.com/union/parent/>. Camp fills up quickly, first-come, first-served and often is full before the enrollment deadline.

**CAMP HOURS** - 6:45 a.m. - 6:00 p.m. (unless otherwise specified). Camp locations rotate at elementary sites throughout the district. Sites for camps are selected prior to each camp, and information is available at all sites prior to camp registration.

**LUNCH & SNACKS FOR CAMP** - Parents must provide sack lunches for camp days. Students will have a light breakfast and afternoon snack provided, including juice or milk.

**SUMMER CAMP** - Summer camp information is available in the late spring. Flyers and enrollment forms are available through each site program. Due to staffing and space limitations, early enrollment is encouraged @ <https://www.ezchildtrack.com/union/parent/>. Camp enrollment is limited to 150 students--first-come, first-served! Camp enrollment #'s may vary.

## Financial Information

### 2025-2026 FINANCIAL AGREEMENT UNION PUBLIC SCHOOLS EXTENDED DAY PROGRAM *Please read carefully!*

**EDP FEES:** All current Extended Day Program rates and fees are listed in our online enrollment process. Camp fees will be listed in the camp online enrollment process. Notice will be given 30 days before any changes are implemented

**TUITION:** Tuition and fees will be billed according to the program selection you indicate on this online enrollment form. A \$50.00 per student/\$100.00 max per family registration fee will be due at time of enrollment. Tuition will be billed in ten equal payments. Starting in August and ending in May. Tuition is based on the number of days scheduled during the academic calendar and then divided by ten. After paying the \$50.00 non-refundable registration fee per child, \$100.00 per family, your first payment will be due August 1st. Accounts that receive DHS

## Financial Information (Cont.)

and other subsidies will have payments due according to their contracts. No pro-rate or exceptions apply. Any break in continued service will require re-enrollment and payment of the \$50 non-refundable registration fee. Please note, enrollment fees for the Extended Day Program are separate from the required tuition rates and will not be applied toward tuition. Tuition will be billed and should be paid on the dates listed on the payment schedule.

**STATEMENTS:** Statements can be viewed on the EZChildTrack Parent Portal @ <https://www.ezchildtrack.com/union/parent/>. Statements will not be mailed. Tuition is charged to your account on the 25th of the preceding month. Year-end statements are available after January 15th on your EZChildTrack account..

**PAYMENTS:** All credit card payments must be made through the EZChildTrack Parent Portal. All fees must be paid online using EZChildTrack, or by dropping your payment - check or money order only - payable to Union Public Schools in the deposit drop box on the east side of the Education Service Center (ESC) at 8506 E. 61st St. Please secure your payment in a sealed envelope labeled EDP with your name, phone, account, child's name, and school site. Payments placed in drop box by 7:30 AM will allow a child to attend afternoon EDP (this does not apply to newly enrolled students). Autopayments can be made by visiting, <https://www.ezchildtrack.com/union/parent/>. Please note, autopayment settings are the responsibility of the account holder and will not be edited or cancelled by The District. Once set up they will come out automatically on the payment due date of the 1st of the month.

### **School sites cannot accept payments.**

**LATE PAYMENT FEES:** A late payment fee of \$25 per child will be assessed to any account not paid in full by the 1<sup>st</sup> of the month, no exception.

**SUSPENSIONS:** Payments must be made by the 1st of the month. Please be prompt with your payment. All accounts not paid in full by the dates on the EDP Payment Schedule (including late payment fees, late pick-up fees, finder's fees and subsidy missed swipes fees) will result in immediate suspension from EDP on the date listed on the Payment Schedule. On the suspension date, if your account remains unpaid, your child will not be allowed to attend morning EDP &/or will be sent to the school office after school for you to pick them up. It is your responsibility to pay your bill and keep your child enrolled in EDP. Payments must be received by 5:00 P.M. in the ESC drop box or online by 11:59 P.M. the day before suspensions to attend AM EDP. Payments made online by 1:00 P.M. or in the drop box by 7:30 A.M. may attend PM EDP (but not AM EDP). Please note: the billing does not stop, and credits are not given on suspensions.

**INSUFFICIENT CHECKS:** Insufficient checks will be assessed at \$15 charge per offense. After two insufficient check offenses, the account will be placed on a money order or credit card basis only.

**CHARGEBACK FEE:** Any credit card chargeback fees will be assessed at \$75 fee per occurrence.

**LATE PICK UP FEES:** A late fee of \$5 will be charged for pickups after 6:00 P.M. Beginning at 6:05, an additional \$1.00 per minute will be charged if a parent/guardian is delayed in picking up a child. Multiple late pickup charges may result in suspension from the program. NO EXCEPTIONS!

**PLEASE NOTE:** Be aware of the time we close - 6:00 p.m. If you have not picked up your child by 6:30 p.m. or sent an authorized person to do so, we will make every effort to contact a person designated as an emergency contact. If we are unsuccessful, we will have no alternative but to contact the police department to handle the matter.



## Financial Information (Cont.)

**WITHDRAWALS/CHANGES:** Charges do not stop until the completed withdrawal form is received. If parent/guardians wish to withdraw from the program, they must submit the proper withdrawal form 15 days in advance. Changes to the program session must be made at least 24 hours prior to effective date of the change. Proper forms can be obtained from the Extended Day Supervisor at your site, or online at <https://www.unionps.org/EDP>. Submit all changes to the site supervisor. Students with a suspended account and balance remaining for more than 30 days will be immediately withdrawn from the program. Students withdrawn from the program must pay the non-refundable \$50 registration fee each time they re-enroll, no exceptions.

**FINDER'S FEE:** Parents are required to notify EDP staff by telephone call (no texting) or email to site supervisor if their child is absent. If a phone message is left, the EDP supervisor is required by DHS to call you back to confirm that you called. A \$10 Finder's Fee will be applied each time EDP staff has to locate a student!

**DHS SUBSIDY:** Account Holders with DHS subsidy are responsible for swiping their child in and out of EDP each day. **If a swipe is missed, the district will not be paid by DHS. As a result, the daily rate will be posted to the child's account and will become the responsibility of the account holder.** All late fees and suspensions rules will apply to any past due accounts. You must let us know as soon as possible via email to [unionezchildtrack@unionps.org](mailto:unionezchildtrack@unionps.org) when your monthly subsidy copay changes.

There are no same day enrollments! A child may attend EDP the day following enrollment and payment of all fees.

For questions related to enrollment and other Extended Day Program details, please call 918-357-6030.

For questions regarding this financial information, please contact our financial department at [unionezchildtrack@unionps.org](mailto:unionezchildtrack@unionps.org) or call 918-357-6086.

I have read and agree to the above stated financial policies. I have also received and/or read the EDP Handbook and yearly tuition payment schedule found both here, on EZChildTrack and posted at <https://www.unionps.org/EDP>. I understand that DHS Selecting Quality Child Care – A Parent Guide (DHS Pub 87-91) and Licensing Requirements for Child Care Programs (DHS Pub 14-05) are available in the Parent Resource area at each site.

## Medical Information

In conjunction with the enrollment forms, the health information on our enrollment form must be complete. Our Extended Day Program employees do not have access to the school's medical records after hours. We must have separate information and an authorization form from the parent or legal guardian in order to administer maintenance prescriptions and provide emergency medical treatment in the event we are unable to reach parents, or the person listed as an alternate emergency contact.

**EDP will comply with all DHS, Tulsa County Health Dept. and district health guidelines. Watch daily at your site for any written updates regarding health policies. Email notifications will also be utilized.**

Students presenting special needs will be reviewed on an individual basis to assess the need for reasonable accommodations. Minimal entry criteria: student must demonstrate independence in mobility, communication, and daily living skills. All students must be able to function independently. Students must be able to remain with the EDP group at all times and function independently in a large group setting (50+) in the gym, cafeteria, playground, etc.

**EDP HEALTH POLICY** - In accordance with Tulsa Health Department guidelines, ill children may not come to EDP. Children with diarrhea, vomiting, fever, eye infections, head lice, unexplained rash, **or any sign of illness will be sent home immediately.**

## Medical Information (Cont.)

A child must be fever free and medication free for 24 hours before returning to school and/or EDP. **If a child becomes ill at EDP, the child will be isolated immediately, and a parent will be called to pick them up immediately.**

**HEALTH MONITORING** - Each child is observed initially and throughout the hours of EDP for symptoms of illness or poison exposure and obvious signs of infestation or physical injuries. Parents are notified as necessary of communicable disease &/or infestation exposure at the direction of the school nurse. Confidentiality of the infected individual is protected at all times. The school nurse will screen students sent home for infestations before they can be re-admitted to EDP.

**MEDICATION AND HEALTH CONDITIONS** –A medication authorization form will need to be completed and signed by parent /guardian before medication can be dispensed to students. Most parents arrange for the school nurse to administer the last dose of daily medication before the student comes to EDP. All medication will be kept in a secure location, out of reach of children and returned only to an authorized adult. Disposal of medical waste, sharps and needles will be done through the school nurse. All medicine given during EDP hours must be in original prescription container with the child's name and pharmacy label. This includes non-prescription medications which must be in the original over-the-counter packaging. Students with signs of illness should not be sent to school. Students who become ill or sustain an injury at EDP will be made as comfortable as possible and parents are contacted to immediately pick up their child. EDP staff will use good judgment and administer first aid. There is no nurse available during EDP hours.

**SUN & OUTDOOR SAFETY METHODS** - Students will play outside daily after school for approximately 45-60 minutes, often longer, as weather permits. Shaded areas are available for play and water breaks are frequent. Children are observed closely to prevent over-exposure to the sun. Parents wishing their child to wear sunscreen must provide sunscreen labeled with their child's name and directions. It will remain in the EDP office, and your child will apply their sunscreen according to your directions. Insect repellent will be used only at a parent's request and must be supplied by the parent along with a signed medication form. Insect repellent will be kept in a secure location, accessible only by staff.

**MEDICAL EMERGENCY PROCEDURES FOR SEVERE INJURY OR ILLNESS** – Medical emergency procedures for severe injury, poison exposure or acute illness will be followed at EDP. First aid will be administered. If necessary, 911 will be called. EMSA/ Tulsa Fire Department will respond. If necessary, we will call Poison Control at 1-800-222-1212 and follow the directives given. Parents and DHS Licensing will be notified if emergency treatment is required. Minor injuries that do not require the assistance of 911 or Poison Control will be reported to parents at pick up. Any cost incurred for medical care or emergency transportation will be the responsibility of the parent/guardian.

**WAIVER OF LIABILITY** - I (We) hereby acknowledge and attest to the inherent risks of our child's participation in the Camp Program. I (We) do hereby state that my child is in sufficient physical health and condition to participate in the camp events. I understand that participation in this program is strictly voluntary and that I freely choose to permit my child to participate in the Program and events.

Furthermore, I (we) understand that Union Public Schools does not provide medical coverage for my child and acknowledge and attest that I (we) will be responsible for any medical costs incurred or emergency transportation as a result of injury or illness due to my child's participation in the Program and events.

## EDP Behavior Expectations

Behavior expectations are the same as those used during the school day.

1. Stay with your EDP Supervisor or EDP Assistant.
2. Use inside voices while in the building.
3. Physical education equipment and activities are limited to the gym and playground.
4. Respect the rights of others.
5. Put away games, activities, and toys at the end of your session.
6. Roll call is a quiet time. Listen when your EDP Supervisor or Assistant is talking.
7. Follow all behavior guidelines.

## EDP Behavior Expectations (Cont.)

### **EDP BEHAVIOR GUIDANCE & MANAGEMENT**

Guidance is required to be constructive and educational, as well as appropriate to the child's age and circumstances. Students must follow behavior policies as detailed in the school handbooks.

**Positive guidance methods** are used by staff. Harsh or physical discipline is never used. DHS behavior and guidance policies will be adhered to at all times.

#### **If a child is experiencing difficulty in the program:**

\* Simple issues will be addressed by redirecting a child to another area or activity. If that does not work, the problem will be discussed with the child and a verbal redirection or warning and/or an alternate activity will be given to the child. Most issues are dealt with in this manner, with a successful outcome for both child and staff!

#### **Should behavior issues continue...**

**1st Incident** - The child and parents will be given a write-up of the incident(s) and asked to sign that they have received it. Strategies for solving the issues will be discussed with the child and the parents.

**2nd Incident** - A second incident report will be given. Parents are reminded about suspension should problems continue.

**3rd Incident** - After three write-ups, a child will be suspended for three days. The child will be readmitted to EDP only upon completion of a parent conference with EDP staff.

If the problems are not resolved, then the child will be permanently suspended from the program - **including all camps** - for one full calendar year. Each child has the opportunity to re-enroll the following August when the school year begins in EDP.

Students serving after school detention may not attend EDP until the day following completion of their detention time.

Students serving in-house suspension may not attend EDP until successful completion of the suspension and release by the Principal.

The Extended Day Program reserves the right to dismiss any child if the EDP Manager and staff determine that the program cannot meet the needs of the child and/or the EDP staff cannot guarantee the safety of the child.

#### **Cause for Immediate Dismissal** EDP will not continue services for a child:

- When the child's behavior endangers him/herself or others.
- When intentional destruction of property occurs.
- When behavior is consistently disruptive to the entire program affecting all students.
- When the child leaves the site/program without permission.
- When a child is physically violent to staff, including, but not limited to: hitting, kicking, scratching or spitting.
- For non-payment, late payments, pick up fees or continuous late pick-up.
- If a parent or guardian physically or verbally abuses/threatens another child, parent or Union employee.
- If a parent continually fails to follow policies and procedures of the program.

**\*\*If a student is dismissed from EDP for any reason, the student cannot be re-enrolled for one year from the date of dismissal.**

## **Mandatory Child Abuse & Human Trafficking Reporting**

In accordance with Oklahoma state law and DHS Licensing Requirements, any individual who has a suspicion or reason to believe a child was abused or neglected or is in danger of being abused, must immediately make a report to the statewide Child Abuse and Neglect Hotline 1-800-522-3511. Any person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking children must report the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control.



## Additional Information

Failure to comply with any of the terms of the parent contract and/or the EDP Handbook may also result in termination from the program.

The Union Public Schools Extended Day program is a licensed DHS facility. In accordance with DHS requirements, each child is provided a laundry basket to store their personal belongings during EDP.

**Note: No toys from home, electronic games, devices, iPods, iPads, and/or cell phones, including Smart Watches or Ear Pods will be permitted in the Extended Day Program. If a student is found with any of these items, the EDP supervisor will secure them and return them to the parent upon pickup.**

**EDP is not responsible for lost, stolen or broken items.**

- TRANSPORTATION is the responsibility of the parent/guardian.
- Dress Code: The Union Public Schools dress code will be followed.
- Extended Day Program information can be obtained at each EDP site, the Union website [www.unionps.org](http://www.unionps.org), and at the Union Education Service Center, 8506 E. 61st Street, Tulsa, OK 74133-1926.

- Contacts for Extended Day Program:

**EDP/Community Education Manager:**

*Lorrie Field*

**EDP Assistant Coordinator:**

*Cindy Hinton*

**EDP Secretary:**

*Carol Bullard*

**EDP Office:**

*918-357-6030*

**Payment Questions:**

*EDP General Billing Office - 918-357-6086*

- EDP Web Site  
<https://www.unionps.org/EDP>
- EZChildTrack Parent Portal for Enrollment, Statements and Payments  
<https://www.ezchildtrack.com/union/parent/>





## **EDP Payment Schedule 2025-2026 School Year**

All fees must be paid online using EZChildTrack <https://www.ezchildtrack.com/Parent7/ParentLogin.aspx?c=union> or by dropping your payment (check or money order only payable to Union Public Schools) in the deposit drop box on the east side of the ESC at 8506 E. 61<sup>st</sup> St. Please secure your payment in a sealed envelope labeled EDP with your name, phone #, account #, child's name, and school site. School sites may not accept payments. For questions regarding this payment schedule, please contact the EDP General Billing Office at 918-357-6086 or email [unionezchildtrack@unionps.org](mailto:unionezchildtrack@unionps.org).

<b>Month of Service - Billed to Account</b>	<b>Payment Due Date By 5:00 p.m.</b>	<b>Late Fee Added At 11:59 p.m.</b>	<b>Suspension Effective Date At 6:45 a.m.</b>
Aug. - 07/25/2025	08/01	08/02	First Day of School
Sept.-08/25/2025	09/01	09/02	09/08
Oct. - 09/25/2025	10/01	10/02	10/08
Nov. - 10/25/2025	11/01	11/02	11/10
Dec. - 11/25/2025	12/01	12/02	12/08
Jan. - 12/25/2026	1/01	01/02	01/08
Feb. - 1/25/2026	02/01	02/02	02/09
March- 2/25/2026	03/01	03/02	03/09
April- 3/25/2026	04/01	04/02	04/08
May - 4/25/2026	05/01	05/02	05/08

- Tuition fees are always due, in full, on or before the 1st of the month of service.
- Tuition is now billed in 10 equal payments every month.
- There are no same day enrollments. A child may attend EDP the day following enrollment approval and receipt of payment.
- Late fees, of \$25 per child, are charged for payments received after 11:59 p.m. on the 1st of the month of service.
- All accounts not paid in full by the dates listed above (including late payment fees, late pick up fees, missed swipe fees and finders fees) will result in immediate suspension from EDP on the date listed above. On the above suspension dates, your child will be sent to the school office after school for you to pick them up. Payments must be made online by 11:59 p.m. or in the drop box by 7:30 a.m., the day before suspension to attend before school care EDP. Payments made online by 1:00 p.m. or payments placed in drop box by 7:30 a.m. the day of suspension may attend after school care EDP. Students with a suspended account and balance remaining for more than 30 days will be immediately withdrawn from the program.
- Payments made through the drop box on the east side of the ESC must be made by 7:30 a.m. to ensure proper credit by deadline dates. Please secure your payment in a sealed envelope labeled EDP with your name, phone #, account #, child's name, and school site. Please do not place cash in the night drop box.

**Leave Blank**

# EDP Site Locations

## ***Andersen Elementary***

1200 S. Willow  
B.A., OK 74012  
918-357-8272

## ***McAuliffe Elementary***

6515 S. Garnett  
B.A., OK 74012  
918-357-6576

## ***Boevers Elementary***

3433 S. 133rd E. Ave.  
Tulsa, OK 74134  
918-357-8354

## ***Moore Elementary***

800 N. Butternut Pl.  
B.A., OK 74012  
918-357-6904

## ***Cedar Ridge Elementary***

9817 S. Mingo  
Tulsa, OK 74133  
918-357-8630

## ***Ochoa Elementary***

1200 E. 31st St.  
Tulsa, OK 74146  
918-357-8422

## ***Clark Elementary***

3656 S. 103 E. Ave.  
Tulsa, OK 74146  
918-357-8538

## ***Peters Elementary***

2900 W. College  
B.A., OK 74012  
918-357-6776

## ***Darnaby Elementary***

7625 E. 87th St.  
Tulsa, OK 74133  
918-357-8749

## ***Rosa Parks Elementary***

13702 E. 46 Pl.  
Tulsa, OK 74134  
918-357-6804

## ***Grove Elementary***

10202 E. 62nd St.  
Tulsa, OK 74133  
918-357-8854

## ***Rosa Parks ECEC***

13804 E. 46 Pl.  
Tulsa, OK 74134  
918-357-7380

## ***Jarman Elementary***

9015 E. 79th St.  
Tulsa, OK 74133  
918-357-8945

## ***6th/7th Grade Center***

10100 E. 61st Street  
Tulsa, OK 74133  
918-357-8089

## ***Jefferson Elementary***

8418 S. 107th E. Ave.  
Tulsa, OK 74133  
918-357-6678

## ***Union Public Schools***

8506 E. 61st Street  
Tulsa, OK 74133  
918-357-4321