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**Prospect Heights District 23  
Extended Day Program (EDP)  
Hybrid Plan - Return to School Information**

October \_\_, 2020

Dear Extended Day Program (EDP) Families,

On behalf of District 23, we would like to thank you for your patience as we have planned for the return to school in a hybrid model of instruction. As is the case with all of our plans and programs, the health and safety of our school community has remained our top priority. We are looking forward to the reopening of our Extended Day Program, even though it will look a bit different this year.

Our supervisors, parents, and of course the students, all contribute to our EDP program being a safe and productive place for before and after school care. Throughout the district, including EDP, we have enhanced our cleaning and disinfection protocols. We will be limiting occupancy in all areas of our buildings, promoting social distancing and requiring all students to wear their face masks. We know that our success is not possible without the continued support and partnership of our District 23 families currently enrolled in the program as well as those seeking to become part of EDP.

Students across the district will be invited to return to school in a hybrid model of in-person instruction. EDP will only be an option for students that chose to return to campus. Students with last names A-L will attend classes in-person on Tuesdays and Wednesdays. Students with last names beginning with M-Z will attend school in-person on Thursdays and Fridays. Students may only participate in EDP on the days in which they are in school.

**Information on EDP Fees in the 2020-21 Hybrid Environment**

- ❖ The fees for EDP have been adjusted based on the new, hybrid schedule.
- ❖ We will still offer the option for AM only, PM only or AM and PM.
- ❖ We will continue to require full payment on a monthly basis.
- ❖ ANY family enrolling students for EDP for 2020-21 **MUST be in good financial standing** with EDP **AND** the District regarding all fees.
- ❖ We will not allow any late payments. If the monthly payment is not received before the 1st of each month, your child may not be eligible to attend the following month.
- ❖ The monthly fees can be paid online by credit card, debit card or checking account OR by submitting a check or cash to the District Administration Office located at the Grodsky Administration Center, 700 North Schoenbeck Road, Prospect Heights, Illinois.
- ❖ Payments dropped off at the District Administration Office **MUST** be placed in an envelope marked "EDP Fees" **AND** include the name(s) of the enrolled child(ren).
- ❖ Families will be required to pay the full monthly fee even if their child(ren) does not attend every day. We will not issue credits based solely on parent preference to keep their child home.
- ❖ In the event of a child being required to stay home due to a Covid-19 diagnosis, classroom quarantine or building closure, unused days of EDP may be credited against the next month.

The chart below shows the monthly fees based on the number of children in a family and which session(s) the student(s) select:

<b>Extended Day Program Fee Schedule - Hybrid Model of In-Person Instruction</b>									
<b>2020-2021 School Year</b>									
<b>No. of Children in EDP</b>	<b><u>AM ONLY</u></b>			<b><u>PM ONLY</u></b>			<b><u>Both AM and PM</u></b>		
	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Monthly Payment Amount</b>	<b>\$60.00</b>	<b>\$100.00</b>	<b>\$140.00</b>	<b>\$80.00</b>	<b>\$140.00</b>	<b>\$200.00</b>	<b>\$120.00</b>	<b>\$220.00</b>	<b>\$320.00</b>

Should you have any questions, please contact Kris Lebrecht, Director of EDP, at (847) 870-5370 OR via email at [klebrecht@d23.org](mailto:klebrecht@d23.org).

Thank you and we hope to see you beginning October 20th!

Amy McPartlin  
Assistant Superintendent for Finance and Operations

Kris Lebrecht  
Director – Extended Day Program