



## EXTENDED DAY CARE (XDC)

St. John Extended Day Care (XDC) is a ministry of St. John School that provides before- and after-school care to the children enrolled in St. John School and those in neighborhood schools as space allows. XDC fills up, especially on non-school and early dismissal days, so sign up early. A **REQUEST for Childcare can be found on the XDC website.**

\*\* Request for 2024-2025 XDC and find forms on the [XDC homepage](#)

\*\* Calendar order forms are due on or before the 15th of the month before service, and **space is available on a first-come, first-served basis.** Order forms are for approved extra blocks of time, noon-dismissal days, and school-not-in-session days. Days that school is dismissed at noon or not in session are not included in your contract. Days may not be switched.

\*\* Is your child new to the 2024-2025 school year? They are eligible for [summer care](#). Reserve daily, weekly, or monthly spots.

\*\* All tuition is billed and paid through FinalSite/SchoolAdmin. Tuition for XDC and AFS for the school year is billed in 10 monthly installments from August 2024 through May 2025, with your school tuition pledge.

**Questions?** Contact our directors, Kathryn Chandler, [kchandler@st-johnschool.org](mailto:kchandler@st-johnschool.org), or Rachele Overby, [roverby@st-johnschool.org](mailto:roverby@st-johnschool.org).

### Helpful Daily Tips

**Help us keep our classrooms germ-free! Each child should wash their hands upon arrival at XDC. Please remind your child at drop-off to wash their hands first before joining the group.**

There is a blue notebook on the sign-in/out counter for you to inform us if your child will not be in daycare or if you have someone else picking up that day. Playdates MUST have a written note or email authorizing someone to pick up your child, or they will not be released (please have these prearranged).

We are a NUT-FREE kitchen.

Each child has a cubby for their coats, backpacks, etc. Please send your child with a labeled water bottle each day. No medication (including lotion, Chapstick, and sunscreen) is allowed without a medication authorization form signed and on file.

**LABEL EVERYTHING:** coats, gloves, water bottles, lunch boxes, backpacks, spare clothes, etc.

### EXTENDED DAY CARE (XDC) PRESCHOOL SPECIFICS

**Extra Clothes:** Preschoolers should have a spare set of clothes in their backpack.

**Afternoon Session:** If you have a preschooler attending the **afternoon session (11:15 am-3:00 pm)** of XDC, note that the children will have quiet time after lunch. Cots and a sheet are provided. Feel free to pack your child a blanket, lovey, or quiet toy/book. You can leave these items throughout the week (each child has a bin for storage) or take them home daily as needed.

Preschoolers in the afternoon session should be **picked up no later than 3 p.m., unless booked for the closing block, to allow spaces to open up for the after-school program (there is a teacher/student ratio that we cannot exceed)**. Thank you for being so helpful in keeping us in compliance!

**Hot Lunch:** Hot lunch is available to preschoolers attending the afternoon session. Hot Lunch is a monthly sign-up; you'll find information on NewsViews when the deadline for the following month is approaching.

**Instructions for ordering hot lunch for a student **NEW** to the school:**

- Signup here: <https://benchlio.com/#/signup>
- Add your child(ren)
- Place your order and make sure to hit "complete" at the end.

More info on the hot lunch program can be found at <https://st-johnschool.org/hot-lunch/>

\*\* Did we mention labeling everything? **LABEL EVERYTHING:** coats, gloves, water bottles, lunch boxes, backpacks, spare clothes, etc.

More information can be found on the XDC homepage at <https://extended.st-johnschool.org/>, or you can contact our directors directly: Kathryn Chandler, [kchandler@st-johnschool.org](mailto:kchandler@st-johnschool.org), or Rachele Overby, [roverby@st-johnschool.org](mailto:roverby@st-johnschool.org).