

Parents,

We would like to share with you the plan that will be in place for Extended Care as we begin the 2024-2025 school year.

Registration:

- A new registration needs to be completed yearly.
- Registration fee of \$25 to reserve a spot. This fee will be applied to your account.
- Registration form must include current contact information and if possible days and times for attending.
- All accounts must not fall below \$25
- You may make deposits to your account daily, weekly or monthly, when bills are charged your charges will be deducted from your account.
- If there is a negative balance on the account your children will not be allowed to attend until account is current. You will be contacted to pick up your child after school
- Please complete registration by Monday, August 12th. -Click the following link to register:

<https://forms.gle/5Sf1Jubar55SYk8c6>

Extended Care morning hours will be 7:00am- 7:50am

Tuesday-Friday. Students will be allowed to enter EC until 7:45am, if students arrive after 7:45am they will need to remain outside with their parents until the doors open at 8:00am. On Mondays EC hours will be 7:00am- 8:50am. On a 2 hour delay EC will be 8:00am- 9:50am

-Students will enter at Door#9, a staff member will be at the door to check students in. Parents of younger students are encouraged to walk student in to check in at desk.

-As students arrive they will go to assigned seating in the small gym -Students will be allowed to work on homework, play board games, and draw.

-Students will not be allowed to use their phones during Extended Care. If student has it out during morning care they will be asked to put it away. If they do not put it away a staff member will take it and it will be given to their classroom teacher.

-Students will be dismissed from EC by grade level.

Extended Care after school hours will begin when dismissal is finished. Please go to car line prior to 3:30pm

-After dismissal students will move to EC locations in the small

gym.

- Phones and devices will not be allowed out during EC. Phones will be put in a phone box after school and student will pick their phone up in the school office when they leave.
- Parents are asked to pick up students at the school office entrance
- A parent must sign out student in office and show a photo id to the staff member at desk if requested. Please do not text your student to go to the office. We have procedures in place for the safety of your student.
- Staff member will call for student to come to the office
- Parents are to remain outside the office area to wait for their student.
- Students will be outside as much as possible weather permitting
- A snack will be provided. If you child has a food allergy we would encourage you to send a snack for afterschool.
- School rules apply before and after school and any behavior that is unacceptable will have consequences.

We would like to continue to recommend that our Extended Care program be reserved for families who need child care before and after school due to work schedules.

Extended Care will begin on the first day of school Tuesday, August 13th.

Thank you for your cooperation and support,
Mrs. Bonnie Hoffschneider