

## **Morning and Extended Care Program Information Packet**

### **Contact Information:**

Phone: 708-425-5687

E-mail Address: [extendedcare@scaoaklawn.org](mailto:extendedcare@scaoaklawn.org)

### **Staff:**

Miss Jessica Jurlow “Miss Jess”

Mrs. Peggie Guarascio “Miss Peggie”

Mrs. Andrea Gutkowski “Mrs. G.”

Mrs. Michelle Solski “Miss Michelle”

### **MORNING CARE:**

7:00 a.m.-7:50 a.m.

After 7:50 a.m., your child/children must be dropped off to their classroom lineup spot on the parking lot

**DROP OFF AT KEDVALE SIDE GYM DOORS (ring doorbell)**

Your child/children may bring their breakfast.

**MORNING CARE IS OFFERED ON EARLY DISMISSAL DAYS**

### **EXTENDED CARE:**

2:45 p.m.-6:00 p.m.

Pickup is on the Kedvale side at the doors marked **ALEXANDRIA CENTER**. Please ring the doorbell.

**NO EXTENDED CARE WILL BE OFFERED ON EARLY DISMISSAL DAYS**

### **Play Time:**

Weather permitting we are outside on most days.

When we have gym time, there will be a sign on the door letting you know we are in there and to come on in.

Games, toys, and other activities are down in Kane Hall which is our central location.

### **Snack:**

We try to have snack time between 3:30 p.m.- 4:00 p.m. daily.

A selection of 2-3 things are put out and your child chooses what they want to eat. Kool- Aid and water is also provided.

Should your child have any allergy or any dietary restrictions, we tailor their snack accordingly.

Every once in awhile we have "clean out the pantry day". This is a big hit with the kids and they get to select from the food we are trying to eat up.

### **Homework Time:**

We try to encourage the children to do their homework, but it is not strictly enforced, nor do we have a set time for them to start.

### **Dismissal:**

It is **mandatory** that you sign your child/children out at the end of each day and record the time you picked up your child.

If someone else is picking up your child that we may not recognize, please send a note with your child, e-mail us, or call the school office at 708-425-5547 to keep everyone safe at all times. But, if a relative, babysitter, or someone else is going to come on a regular basis, a note is not necessary every time. We just need to be informed in writing that person will be the primary pick up.

**Fees/Billing:**

Registration Fee: **This fee will be billed on your Smart Tuition account.**

**\$25.00/ 1 child**

**\$50.00/ Family**

This fee helps us pay for snacks, sports equipment, crafts, and toys throughout the year.

Morning Care and Extended Care are billed on Smart Tuition. The number of days billed are dependent on your Smart Tuition monthly billing date. You will always see part of one month and part of another month for Morning and/or Extended Care on your monthly bill. Although the final tuition payment is due May 15th, your final balance from Morning and/or Extended Care may not be reflected on that bill. You will receive an email at the end of the year reminding you to check your Smart Tuition balance to remit your final payment for this program.

**Morning Rate:**

1 child \$5.00

2 children \$7.00

3 or more children \$9.00

**Extended Day Rate:**

1 child \$5.00 per hour

2 children \$7.00 per hour

3 or more children \$9.00 per hour

**We close at 6:00 p.m., but we understand things come up. We just ask you to please call us to let us know if you will be late. After the 3rd pick up past 6:00 p.m., future late pick ups will be subject to an additional \$10.00 charge for the first 15 minutes and an additional \$10.00 for every 15 minute increment beyond.**

**Emergencies:**

In the event of an emergency, proper procedures will be taken. We will treat minor cuts and bruises, but if necessary 911 will be called and a parent will be contacted immediately.

**Need to Know:**

Electronics may be brought with your child, but your child is responsible for their own device and should something happen, we can't be held responsible.

Your child will most likely come home dirty, there is no way to avoid it and you may want to send a change of clothes, but it isn't necessary.

We are always looking for donations of used or old toys, games, craft supplies, sports equipment, etc. If you think a child will play with it, we will take it. ☺ Thank You!