

Morning and Extended Care Program Information Packet

Phone: 708-568-1259 Call or Text

E-mail Address:

extendedcare@scaoaklawn.org

Staff:

Miss Jessica Jurlow “Miss Jess”

Mrs. Carol Gilmartin “Mrs. Gilmartin”

Ms. Georgiana Tieman “Ms. Tieman”

MORNING CARE:

6:45 a.m.-7:50a.m.

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

DROP OFF AT KEDVALE SIDE GYM DOORS Door#1(ring doorbell)

Your child/children may bring their breakfast.

MORNING CARE IS OFFERED EARLY DISMISSAL DAYS.

EXTENDED CARE:

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

Pickup is on the Kedvale side at the doors marked **ALEXANDRIA CENTER, Door #1..**
Please ring the doorbell.

**NO EXTENDED CARE WILL BE OFFERED ON EARLY DISMISSAL DAYS
with the exception of the monthly 1:00 p.m. Wednesday Dismissal**

Play Time:

Weather permitting we are outside on most days.

We have gym time typically until 4:00 p.m.

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 are also provided.

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

Every once in a while 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

Please make sure to sign your child/children out at the end of each day and record the time you picked them up.

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 through your tuition account.**

\$30.00/ 1 child

\$60.00/ Family

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

Morning Care and Extended Care are billed on your Blackbaud tuition account. The number of days billed are dependent on your 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 Blackbaud account balance to remit your final payment for this program.

Morning Care

is a flat rate:

1 child \$6.00

2 children
\$8.00

3 or more children \$10.00

Extended Day rate is per hour:

1 child \$6.00 per hour

2 children \$8.00 per hour

3 or more children \$10.00 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. Responsible use is expected or your child will no longer be allowed to bring electronics to Morning or Extended Care. We are not responsible for any loss or damage.

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!