

Parents,

We would like to share with you the plan that will be in place for Extended Care as we begin the 2022-2023 school year.

Registration:

This year families are required to register to use extended care. We will not be able to allow drop-ins this year.

- Registration fee of \$25 to reserve a spot. This fee will be applied to your account.
- Registration form must include current contact information including days and times for attending.
- All accounts must not fall below \$25
- 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 Tuesday August 16th.
- Click the following link to register: <https://forms.gle/4aRksX9U3huSojPf7>

Extended Care morning hours will be 7:00am- 7:50am Tuesday-Friday. Students will be allowed to enter EC until 7:50am, if students arrive after 7:50am 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 let students in. Parents of younger students are encouraged to walk student in to check in at desk.
- Only students and staff members will be permitted in building
- Hand sanitizer to be used once in the building
- 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 5-8 will be allowed to use their phones during morning EC only. They may listen to music, play games. If they are using phones they will need to follow CLS' acceptable use policy for technology. Anything inappropriate will not be tolerated and use of their phone will not be allowed and their phone will be taken away. 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 and around school.
- 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
- 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 Monday August 22rd.

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