

Dear Parents,

Welcome to Before and After Care! Before Care is always in the cafeteria. After Care mainly takes place in the cafeteria; however, we will also be outside at certain times. At all times, students will be kept 6 feet apart and will need to wear their masks. This letter will briefly explain our routine and a few things you need to know.

1. Before Care starts at 7:00 am. Parents will NOT be permitted in the building. A temperature check for all children will take place at the entry door. If your child's temperature is above 99.5, he/she will have to go home for the day.
2. Students need to bring their own toys/books to use at their seat in the morning. Paper will be provided, but students need to bring their own pencils or crayons.
3. After Care starts at 3 pm. When the children arrive in the cafeteria, we take attendance and use the restrooms in an orderly fashion. Most days we will play in the back parking lot, if the weather permits. Please be sure that your child has appropriate clothing for the weather. On inclement weather days, we will stay in the cafeteria or in the gym, depending on availability.
4. Snack needs to be provided for your child. Snacks will NOT be available if your child does not bring them from home. Please send one snack to be eaten at 4pm and another snack if your child will be staying later and would like to have another snack during our movie time. The snack should be labeled and should also contain a drink. Snacks must be NUT FREE.
5. After snack, the 1st through 8th grades have the opportunity to do their homework. Pre K 3-4 and Kindergarten can then play with toys that they have brought from home. Due to COVID, we cannot share toys, games, and coloring supplies.
6. Have your child pack a bag every day that contains their After Care activities and is labeled with their name and the words After Care. Children will be responsible for their own items, and these toys will ONLY be used by your child.
7. Later in the afternoon, a movie will shown for the children to watch if they choose. The purpose of this is to allow the children to relax prior to pick-up by their parents. They may also have their second snack during this time.

Some Reminders:

- Please bring your ID when picking up your child. Only people listed on your aftercare forms will be permitted to pick up your child. If someone else is picking up your child, you MUST notify the office ahead of time.
- Our phone number is (908) 787-6564. The phone is turned on at 3 pm and stays on until the last child is picked up. You MUST call this number when you arrive for pick up,

as parents are not allowed in the building. A staff member will then walk your child outside to you.

- If we are in the back parking lot when you arrive for pick-up, the orange cone will be outside the cafeteria door so you will know where we are and you can drive around to the back lot.
- Please remember to pack a lunch for your child on half days as After Care will begin at 12:30 pm.
- In After Care, we will have hand sanitizer for the students to use during snack times.
- After Care services end PROMPTLY at 7 pm. Please see the contract pertaining to late pick-up fees. This is strongly enforced. Since the After Care program has been extended for one hour this year, late pick-ups beyond 7pm are STRONGLY discouraged.
- 24 hour "drop in" notice is necessary this year for your child to attend After Care as a "drop in" for the day. You CANNOT let us know the morning of the "drop in" day... we MUST know the day before.
- "Drop in" fees are ALWAYS due the "day of" when you pick up your child.

This is going to be a challenging year; however, we will get through it together! It's important that all the rules are adhered to in order to make our program run smoothly and effectively. I look forward to see you and your child/children!

Thank you!
Mary Tremallo-Murphy
(Coordinator)