

Dear Parents,

Welcome to Before and After Care! Before and After Care are going to be in two classrooms this year! Before Care will always be in the classroom. After Care mainly takes place in the classroom; however, we will also be outside at certain times. Students will be socially distanced 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 may bring a book to read. Paper and crayons will be provided during Before Care. Items will be sanitized daily.
3. After Care starts at 3 pm. When the children arrive, we will take attendance and use the restrooms in an orderly fashion. While taking attendance children will have snack. 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 3pm. The snack should be labeled and should also contain a drink. Snacks must be NUT FREE.
4. After snack we will go outside to play. Most days, if the weather permits, we will play in the back parking lot or the playground. Please be sure that your child has appropriate clothing for the weather. On inclement weather days, we will stay in the classroom or play in the gym, depending on availability.
5. Every day after coming in from outside we will have a Daily Activity. Please refer to the calendar for the list of activities. If students do not want to participate in the daily activity they are permitted to complete homework, read, or play quietly.
6. After the daily activity, the 1st through 8th grades have the opportunity to do their homework. Pre K 3-4 and Kindergarten can then play with toys. Students are permitted to bring a handful of toys from home if they would like. If bringing toys from home please make sure they are in a bag labeled with your child's name. Children will be responsible for their own items, and these toys will ONLY be used by your child. Please make sure they are school appropriate.
7. Later in the afternoon, a movie will be 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.

Important Notes:

- The Before and After Care entrance is located at the door on top of the stairs behind the cafeteria door. There will be a sign outside for the first week so that everyone knows where to drop off and pick up. 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. Please meet your child at the bottom of the Aftercare stairs.
- If we are in the back parking lot or the playground when you arrive for pick-up, the orange cone will be outside the aftercare door so you will know where we are and you can drive around to the back lot. If it is raining and you see the orange cone that means we are in the gym. Please drive to the back parking lot and call the aftercare number.
- 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. 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.

It's important that all the rules are adhered to in order to make our program run smoothly and effectively. I look forward to seeing you and your child/children!

Thank you!
Kim Johnston-Chartier
(Coordinator)