



Welcome to Extended Care 2017-2018

Extended Care Parents,

Welcome to a new school year! Here is some information about the Extended Care Program:

- Contact Phone: Michele Campo 804-272-2881 ext 303
  - Daycare Cell Phone: 804-298-5997
- Billing is done monthly by Mindy Gerloff. Please contact her with any questions.
- Early dismissal at 1:50, there is no extra charge. Noon dismissal there is no extra charge but you will need to send a lunch and drink with your child on those days.
- No Extended Care on days when there is No School.

Drop off:

- Morning Extended Care meets in the cafeteria starting at 7:00am. Please come to the back door to drop off.

Pick Up:

- We are open till 6:00pm. A late fee will be added to your bill if you are late to pick up. Please refer to the fee schedule for exact amounts.

- Extended Care(PK-8) will be picked up through the front of the building.
- **If someone other than the parent is picking up, please send an email to [jgates@seeschool.com](mailto:jgates@seeschool.com) or leave a message, with the person's name that is picking up, on the extended care voicemail.**

Homework:

- Homework is done each day after snack time. Extended Care (1st-3rd) will work on homework from 4:30-5:00. Extended Care (4th-8th) will work on homework from 3:30-4:30 in the media center / cafeteria.

We are looking forward to an exciting year with you and your child/children. Please feel free to contact us with any questions or concerns.

Michele Campo  
Extended Care Administrator  
[mcampo@seeschool.com](mailto:mcampo@seeschool.com)

Jamie Gates  
Assistant Extended Care Administrator  
[jgates@seeschool.com](mailto:jgates@seeschool.com)

PK-K

3:00-3:30 Snack/Bathroom

3:30-4:30 Outside free play (Friday is Media Day !!!!)

4:30-6:00 Inside free play

1st-3rd

3:00-3:30 Snack

3:30-4:30 Outside Play

4:30-5:00 Homework

5:00-6:00 Media/Extended homework time

Extended Care 4th -8th

3:00-3:30 Snack

3:30-4:30 Homework

4:30-5:30 Outside free play

5:40-6:00 Enrichment/Clean Up/Time to Go