



Welcome to Extended Care 2018-2019

Extended Care Parents,

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

- ★ Contact Phone: Front Office (Carolyn Lifsey) 804-272-2881  
Michele Campo 804-272-2881 ext 303  
Jamie Gates 804-272-2881 ext 343
- ★ Billing is done monthly by Mindy Gerloff. Please contact her with any questions [mgerloff@seeschool.com](mailto:mgerloff@seeschool.com)

Please Note:

- ★ 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 front office**

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 4:00-5:00 in middle school classrooms

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

3:30-4:00 Outside Free Play

4:30-5:30 Homework Time

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