



Welcome to Extended Care 2015-2016

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
- Please complete an emergency information sheet, including any changes from last year.
- Billing is done monthly by Mindy Gerloff. Please contact her with any questions.
- Noon Dismissal there is no extra charge. You will need to send a lunch and drink with your child on those days.
- No Extended Care for Thanksgiving, Christmas Break, Martin Luther King Jr. Day, Easter Break or Memorial Day.

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-3rd) will be picked up on the playground, in the cafeteria, or in the preschool rooms. They will **need to be signed out each day. Please write the time of pick up and sign your initials in the sign-out book.**
- **If someone other than the parent is picking up, please send a note 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. **If you do not want your child to work on homework, please send a note stating this request.** Extended Care (1st-3rd) will work on homework from 4:00-5:00 in the middle school classrooms. Extended Care (4th-8th) will work on homework from 4:00-5:40 in the media center.

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

Trish Humphrey
Assistant Extended Care Administrator
thumphrey@seeschool.com

Schedule at SEES Extended Care

PK-K

3:00-3:30 Snack/Bathroom

3:30-4:30 Outside Play

4:30-5:40 Inside Enrichment Time(Fine Arts/Music/Cooking/Science/Crafts)

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

1st-3rd

3:00-3:30 Snack

3:30-4:00 Outside Play

4:00-5:00 Homework in the Middle School Classrooms

5:00-5:40 Enrichment (Fine Arts/Music/Cooking/Science/Crafts)

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

Extended Care 4th -8th

3:00-3:30 Snack

3:30-4:00 Outside Time

4:00-5:40 Homework in Media Center

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

The children will participate in 30 minutes of exercise, science enrichment, cooking, or crafts each day.