



Aftercare Program

Schedule

- 3:05-3:30 pm - Welcome and Sign in
- 3:30-4:00 pm - Snack (please send labeled with child)
- 3:45-4:30 pm - Craft/Project Option
- 4:30-5:30 pm - Play
- **Aftercare charges begin at 3:15 pm*

Aftercare Location

- Drop off is in Kindergarten playground.
- **In inclement weather* Aftercare drop off and pick up will be in Multipurpose room.
- Aftercare may also utilize the outside playgrounds.

Aftercare Teacher Duties

- Aftercare teachers should also sign him/herself in to sign in sheet (as well as time sheet).
- Aftercare teachers welcome each student and sign him/her in.
- Aftercare teacher oversee that each child is signed out of Aftercare by a guardian.
- Aftercare teachers should keep a first aid kit within reach and walkie on his/her person.
- Aftercare teachers are responsible for locking Kindergarten building.
- In inclement weather or when Aftercare uses inside classrooms, Aftercare teacher is responsible to make sure Grades building and Main building are locked as well.
- Aftercare teachers are responsible to clean any rooms or play yards used during Aftercare.
- In the event all children are picked up before 5:30 pm, Aftercare teachers may sign out and leave early (Teacher will not be paid for unworked hours.). Aftercare teachers may choose to remain on campus until 5:30 pm without any children to (deep) clean and organize Aftercare rooms.

Aftercare Late Arrival

- Aftercare closes at 5:30 pm. If arriving after this time, the charge will be \$1 per minute.
- Please also call Britney (216.526.3298) to inform the school about the late arrival.