

## Procedures and News regarding

### Recess and Extended Care at CCA 2017-2018

Welcome to CCA for the 2017-2018 school year. I would like to go over a few procedures regarding pick up and drop off of your children as it pertains to the morning and aftercare programs here at CCA.

Morning care begins at 6:30 a.m. Our attendant, Emma Dobbs, will mark your children “present” when they arrive at the cafeteria. If not participating in the morning care program it is essential that a parent is with any child during the times of 6:30- 7:45 a.m. as it is impossible to watch children in the hallways at this time. Children arriving after 7:40 a.m. will be extended grace and not charged for the morning care. Students are picked up by their teachers from the cafeteria at 7:45 a.m.

After school Extended Care starts as soon as our staff can escort children outside after teachers drop them off at their respective designated area. This is usually around 3:10 p.m.

- K-5<sup>th</sup> grades play outside at the playground when the weather permits or in the play-shed and little gym (where the rock climbing wall is) during times of inclement weather. The students are taken to the cafeteria at around 4:55 p.m. After daylight saving time ends in the fall, we will start going to the cafeteria by 4:35 p.m. This is where you will sign them out and pick them up. **See additional information below.**
- 6-8<sup>th</sup> grades meet in the junior high extended care room, which is on the second floor above the junior high classrooms (Room 200). If the group goes elsewhere on campus there will be a sign on that door letting you know where they are. At 4:55 p.m. the students that are remaining are taken to the cafeteria. This is where you will sign them out and pick them up. **See additional information below.** To reach the Jr. High room after the office closes at 4:00 pm, call 360-493-2223 and dial ext. 304.

#### **\*\*\*\* VERY IMPORTANT for all K-8 grade students\*\*\*\***

- Children will not be released unless the parent or authorized pick up person is present.
- We do not allow a child to go out to a car in the parking lot or drive-thru area.
- They **MUST BE SIGNED OUT** in the books provided before being released. This means children, who have been in our care for even a minute or two, **MUST** be signed out. **SIGN OUT IS REQUIRED.**
- Billing does not start until 3:30 p.m. but children must be signed out before that time as well.
- In the case that you send someone not on our authorization list to pick up your child, please contact the office ahead of time. A written note given to the office is preferred.

- Please understand that until we get to know the individuals picking up the children, we are going to ask for identification. A school ID card is favorable, but a driver's license will work as well. This may prove a bit frustrating at first, but it is essential to provide an extra level of protection for your child.
- Students are to be picked up by 6:00 p.m. sharp. Charges for late pick up are \$5.00 for each five minutes (or portion thereof) after 6:00 p.m.
- We have a dedicated cell phone for extended care and that number is 360-481-1382. Please call this number after the office closes at 4:00 pm.

### **RECESS AND EXTENDED CARE SNACK POLICY:**

- Children have an opportunity during first recess and extended care to eat snacks brought from home.
- **Please** pack healthy snacks for your children to enjoy. We do not allow candy or gum for snack.
- **Snacks with nuts are not allowed except during lunch in the cafeteria. No snack at recess or in extended care is to contain nuts of any kind.**
- School policy is that kids are not allowed to share snack with others. This is due to extreme allergic reactions that some foods can cause. We ask that you help your children understand the reason for this policy.

### **LOST AND FOUND:**

- We have a Lost and Found located in the back corner of the cafeteria. Coats, shirts and sweatshirts are on hangers and miscellaneous items are on the top rack.
- When the Lost and Found is overflowing, we will start bagging clothes up and donate them. We will keep clothes for at least 2 weeks after bagging them up so that anyone who is still looking for a missing item has the opportunity to look for it.

### **DONATIONS NEEDED:**

If you have any elementary or junior high age toys/games/puzzles in good condition (with all the pieces) that you would like to donate to our program, we would really appreciate it. Please contact me or the office if you have anything that you feel we might use.

Feel free to contact me with any questions or concerns.

Thank you for your cooperation,  
Witney Lonseth (Activities Director)

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