

MORNING & AFTERNOON CARE

Morning & Afternoon Care Hours :

The hours for Morning & Afternoon Care are **7:00 a.m. - 9:00 a.m.** and **2:00 p.m. - 6:00 p.m.** **Children must be dropped off before 8:55 a.m. After that time, we ask that you join the 9:00 a.m. car rider line.** Parents may bring a prepared breakfast for their child if needed. Breakfast brought from home will be served from 7:00 a.m. to 8:00 a.m. **ONLY.** If you arrive after 8:00 a.m., your child should have already eaten breakfast. Your child will be escorted to, or from, their classroom by a staff member.

Morning & Afternoon Care Guidelines:

Our Morning & Afternoon Care program is available on a contract basis only for students attending St. John ECC. Changes to contracted days require advance notice to the Financial and Human Resources Manager, Ms. Donna Peartree, who will adjust our billing system. Re-occurring changes to contracted days will be subject to a \$25.00 processing fee. The program provides opportunities for children to learn and play before and after school in a safe, nurturing environment. Snacks are provided for all children in Afternoon Care. The monthly snack menu is attached in our weekly St. John ECC parent newsletter and is available at <https://stjohnecc.tv/>. If your child has food allergies, a description of ingredients can be given to you upon request. Contact Letty Wilson at lwilson@stjohn.tv.

Children at St. John ECC are dropped off at 9:00 a.m. and expected to be picked up by 2:00 p.m. If children have not been picked up by 2:15 pm, your child's teacher will call you. If you are unable to be reached, they will contact someone on your emergency list. Any fraction of an hour over 15 minutes will be charged an additional flat rate of \$15.00 per hour, per child. These fees will be documented on your child's account. **Parents who have their child in the Morning & Afternoon Care program must adhere to the same days agreed upon at registration. There are NO MAKE-UP days for days missed, school closures due to unforeseen circumstances, or holidays.**

There will be no Afternoon Care on the last day before Christmas Break or on last day of school in May.

Children participating in afternoon activities (i.e., Little Sluggers, Precious Dancers, Boost Reading, GymTastics and Soccer Tots) should be picked up within five minutes from the end of the class, or they will be placed in Afternoon Care and you will be billed accordingly.

If a child is picked up after 6:00 p.m., a late fee of \$2.00 per minute per child will be strongly enforced. Late fees will be assessed, and prompt payment required. Failure of late fee payments will result in dismissal from the Afternoon Care program. The Playground App Attendance system will be used to determine time of departure. If the parents have not called by 6:00 p.m., the emergency contact(s) listed on the enrollment form will be called to pick up the child. **If lateness is persistent, a family will be dismissed from the Afternoon Care**

program. Please show consideration to our staff as the facility closes promptly at 6:00 p.m. If you know you are going to be late, please make arrangements with someone on your emergency contact list.

*Note: To be considered for Morning & Afternoon Care, a written commitment must be made. Cancellations require a two-week written notice and any changes to contract are subject to a \$25 processing fee. You must send a note addressed to St. John Lutheran Early Childhood Center requesting to cancel your contract.