



Early Childhood afternoon pick-up options

The Early Childhood has 3 different pick up options 12:30pm, 3:30pm & 5:30pm.

Children staying till 3:30pm or 5:30pm will begin the afternoon in their own classroom. During the transition time from morning to afternoon, care will be provided by the morning assistant as well as an afternoon assistant. A list of what each child will need to bring as well as a daily afternoon rhythm are below. Please see your child's class teacher for further questions.

Our daily afternoon rhythm is as follows:

- 12:30 Lunch
- 1:00 Nap/rest (no pick-up between 1-2 pm)
- 2:00 Outside playtime and seasonal crafts
- 3:00 Afternoon pick-up time.
- 3:30 Snack time
- 5:30 Final pick-up time. All children must be picked up by 5:30 pm! A late fee of \$1 per minute will apply.

Please bring the following items if your child is staying for the 3:30pm or 5:30pm pick-up times:

1. A healthy lunch and a snack if your child is staying past 3:00pm. Please see the Parent Handbook regarding lunch requirements. Please clearly label your child's lunch. All lunches need to contain a cold pack as refrigeration is not provided.
2. A nap bag to include a crib size fitted sheet, a blanket and **one** soft toy for nap/rest time. Nap bags will be taken home on the last day that your child stays for extended day each week.
3. A separate change of clothing in addition to the one in your child's cubby.

Enrollment and Billing

Enrollment for the 3:30pm or 5:30pm pick up times is on a first come, first served basis. Please see enclosed contract.

Parents may choose what time they want to pick up their children. Early afternoon pick-up is at 3:30pm and late afternoon pick-up at 5:30pm. Parents are welcome to pick up their children before the designated pick-up time, except during nap time from 1:00-2:00pm. Over contracted time fees of \$7.00 per hour will be applied to accounts for late pick-ups. Please note that there is a \$1 per minute charge after 5:30pm.

Limited drop-in slots are also available. Please contact the office to make sure there is space available. Adjustment to the contract may be made during the school year should your need for care change. The office must be notified 30 days prior to any Extended Day program enrollment changes in order for billing to reflect these changes accordingly. For further information please see the TWS Parent Handbook.



Grades Extended Day Program

Grades students in the Extended Day Program enjoy a rhythm that compliments the school day: beginning with free play outside, each day of the week is dedicated to a craft or art activity like painting, yarn, beading, sewing, clay modeling and cooperative games.

Grades 1-2 are dismissed at 2:10pm Grade 3 is dismissed at 3:00pm and then received by an extended day teacher. Thursday is early release day each week with dismissal at 1:20pm (*for grades 1-3 only*).

Grades 4-8 are dismissed at 3:00pm* and all Extended Day students gather together for outside play. Upper grades students have the option to join in the playtime outside or work on homework in the multipurpose room.

Each day at 3:30pm the lower grades (1-3) students and teacher sit together for a hearty snack (provided by the parent). Outdoor play with fort building, sidewalk chalk drawing, games and more continue until pick up as late as 5:30pm. While, the upper grades (4-8) students are free to play or sit quietly to do school work.

Please bring the following items if your child is staying for Extended Day:

- **A healthy snack if your child is staying past 3:30 p.m. Please see the Parent Handbook for lunch requirements.**
- **A sun hat and water bottle are also necessary to have in the afternoons. Please clearly label your child's belongings.**

Enrollment and Billing

Grades Extended Day enrollment is on a drop-in basis. There is a fee of \$7.00 per hour billed on the quarter. Billing is made monthly based on the total amount of hours each student has attended the Extended Day program.

*Billing for grades 3-8 is in effect from 3:15 p.m. each day.