



Parent news and procedures regarding morning and afternoon care at CCA

Welcome to CCA for the 2011-2012 school year. I'd 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 7:00 am. Our attendant, Lucas Graham, will mark your children "present" when they arrive at the cafeteria. We ask that your child come right to the cafeteria and not to their locker when they arrive at the school if it is before 7:45. If your child is not participating in the morning care program they may not be in the hallways without their parent during the times of 7:00 am and 7:45 am. Children arriving in the 7:40 am to 7:45 am time period will be extended grace and not charged for the morning care, **but they must go directly into the cafeteria if they arrive before 7:45 am.**

Afternoon extended care starts as soon as our staff can escort children outside after their teachers drop them off at their designated areas. This is usually around 3:10 pm. Kindergarten -5th grade meet outside at the playground when the weather permits or at the play-shed during times of inclement weather. Grades 6 – 8th meet in the extended care room, rm. 215, right next to Mrs. Wilson's 4th grade classroom. Children will not be released unless the parent or authorized pick up person are present. We will **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 more than just a minute or two must to be signed out. The sign-out is something we are required to do, so it is very important.** In the case you need to send someone, not on your child's authorization list, to pick up your child, please call the office ahead of time and write a note to give to the office. Until we get to know the individuals picking up the children, we will ask for identification. A school ID card is favorable (for a parent), but WDL will work as well. This may prove a bit frustrating at first, but it is essential to provide this extra level of protection for your child. Any child who is picked up before 3:30 pm will not be charged for aftercare but **MUST BE SIGNED OUT.** We have a dedicated cell phone for extended care and that number is 360-481-1382. You may also call Shawn at 360-584-8845 for any urgent needs.

Thank you for your cooperation

Shawn McLaughlin, Activities Director