

# Welcome to EDS Auxiliary Programs 2019-2020

Dear Parents,

[CLICK HERE TO REGISTER FOR AFTER SCHOOL PROGRAMS \(Lunch Bunch, Gingerbread, After School\)](https://forms.gle/x3YadGjoMQEWCdHEA)

\*Please fill out even if you will only be utilizing on a "drop in" basis

If the above link does not work, please use copy and paste web address into your browser.

**<https://forms.gle/x3YadGjoMQEWCdHEA>**

Welcome to the EDS After School Program! The After School Program is a component of the EDS Auxiliary Programs, made up of After School, Enrichments, and Summer Camp. We are excited that you will be utilizing our program this year, and are here to answer any questions.

Please check back periodically as the information in this letter will be updated as we get closer to the beginning of the school year.

## **Program Descriptions**

### *After School K-8 Schedule*

Time	AS - K	AS - 1	AS - 2-4	AS - MS
3-3:20	Snack	Snack	Snack	Snack
3:20-3:50	Activity	Homework	Homework	Homework
3:50-4:15	Activity	Activity	Activity	Activity
4:15-6	Playground/Gym/ Centers	Playground/Gym/ Centers	Playground/Gym/ Centers	Playground/Gym/ Centers

### Pricing Information

3 Day 3:00-6:00 - \$128/month

5 Day 3:00-6:00 - \$205/month

Drop In - \$18/day

*Gingerbread (GB) and Lunch Bunch (LB) Young 3s, 3s, and PK Schedule*

<b>Time</b>	<b>Young 3s LB and GB</b>	<b>3s GB</b>	<b>PK GB</b>	<b>PK LB</b>
<b>12:20-12:30</b>	Transition	Transition	Transition	Transition
<b>12:30-12:40</b>	Potty and Wash Hands	Potty and Wash Hands	Potty and Wash Hands	Potty and Wash Hands
<b>12:40-12:45</b>	Walk to Cafeteria	Walk to Cafeteria	Walk to Cafeteria	Walk to Cafeteria
<b>12:45-1:15</b>	Lunch	Lunch	Lunch	Lunch
<b>1:15-1:25</b>	Clean up cafeteria	Clean up cafeteria	Clean up cafeteria	Clean up cafeteria
<b>1:25-1:35</b>	Transition back to classroom	Transition back to classroom	Transition back to classroom	Transition back to classroom
<b>1:35-1:50</b>	Potty, Wash Hands, Lay out Mats	Potty, Wash Hands, Lay out Mats	Potty, Wash Hands, Lay out Mats	Potty and Wash Hands
<b>1:50-3:15</b>	Rest* at 2:45 wake up the LB kids to go to carpool	Rest	Rest	Activities - playground, centers, crafts, etc.* at 2:45 begin to clean up and get ready for carpool
<b>3:15-3:30</b>	Snack	Snack	Snack	
<b>3:30-4</b>	Activity - from activity calendar	Activity - from activity calendar	Activity - from activity calendar	
<b>4:00-6:00</b>	Playground/Gym/Centers	Playground/Gym/Centers	Playground/Gym/Centers	

*Please note, Young 3s and 3s who sign up for Lunch Bunch will get a rest period and brought out to carpool. PK students who sign up for Lunch Bunch will not get a rest period.*

*Pricing Information*

*LB 3 Day 12:30-3:00 - \$150/month*

*LB 5 Day 12:30-3:00 - \$220/month*

*LB Drop In - \$20/day*

*GB 3 Day 12:30-6:00 - \$209/month*

*GB 5 Day 12:30-6:00 - \$315/month*

*GB Drop In - \$28/day*

If at any time you need to make a change to your selected program (cancel, switch the number of days, move from Lunch Bunch to Gingerbread, etc) please allow up to 2 weeks for those changes to be made and let me know. If you need to just swap a day here or there, that can be accommodated immediately but please let us know, 24 hour notice is appreciated.

## **What to Pack**

### *Lunch*

For our Lunch Bunch and Gingerbread programs please pack a lunch (or place an order through the school's Campus Cuisine program). For the lunches, please pack a **Nut Free** lunch. Label all soy and sun butters as such, so that the After School team knows that they are nut free. If a peanut or nut butter product is packed, we will keep it sealed, and return it to the lunch box to be sent home. Please do not pack lunches that need to be microwaved. The After School program follows the same policy for lunches as the Lower School and students are not permitted to use the microwave until they are in Middle School. In addition, please be mindful of the quantity of food which is packed. PreSchool students are provided a snack in the morning and if they stay for Gingerbread are provided a snack in the afternoon, and oftentimes lots of food ends up being thrown away. We understand and appreciate wanting to send options for the students, but please be mindful about quantity. If you are packing extra as a snack for pick up, please label it with a sticky note and we will keep it in the child's lunch box.

Please label lunch boxes, water bottles, thermoses, and anything else non-disposable with your child's first and last name.

### *Rest Supplies*

For our Gingerbread students, Young 3s Lunch Bunch, and 3s Lunch Bunch, please make sure you pack linens for rest time. Please pack a fitted crib sheet, a light blanket, and small travel sized pillow. These items should be labeled and come to school every Monday. They will be returned every Friday (or the child's last day of the program for the week) to be laundered. Each student will receive a linen bag at the beginning of the school year with their name on it. You do not have to use this bag, but it is provided so that you can easily transport their linens weekly.

## **Expectations**

### *After School (K-8)*

The same rules apply for technology during the After School Program that apply during the day. Students should not be using cell phones. Their computers or tablets should be used only for school work. If you need to communicate with your child regarding changes

to their after school program, please call the front office, email your child's teacher, or email Mrs. Mills and we will make sure the message gets to your child.

In addition, the same level of behavior is expected for students in after school as it is during the school day. Our after school teachers work hard to create an environment where students feel safe, happy, and cared for. There is time for homework to be completed, and then activities such as student led clubs, occur daily. We communicate regularly with the day school teachers, and please remind your child that they are expected to treat their after school teachers and classroom space with the same level of respect as their day teachers and classroom space.

### **Picking Up**

#### **Lunch Bunch**

When picking a child up from Lunch Bunch (3pm carpool) please wait until the 2nd bell has rung. Children will be waiting on the two benches closest to the front office with their teachers. Please remind your child to wait on the bench until the 2nd bell has rung. In addition, please make sure you let a teacher know you are picking up your child.

#### **Gingerbread and After School**

When picking up from *Gingerbread* or *After School*, you may come anytime before and up to 6pm. Students in grades K and under must be picked up by a parent from either the playground, their classroom, the library, etc. Students in grades 1st+ may walk to the front office on their own. An older sibling may walk a younger sibling up to the front office.

When you arrive, please stop by the front office. If your child is in K or younger, the front office receptionist will tell you where their class is located, if your child is in 1st or older, the front office receptionist will radio for your child and they will be sent up. Please sign your child out on the sheets provided at the front desk.

If you walk back to pick up your child, please make sure you let a teacher know you are picking up your child, and please exit through the front office as well.

#### **Late Pick Up**

The After School program closes at 6pm. If you are late picking up your child, you will be charged a late pick up fee of \$10/5minutes you are late. We do understand that there can be situations beyond ones control, but please make every effort to pick up your child by 6pm.

### **Early Birds**

Early Bird care - 7am-7:45am will be available in room 108. Students younger than 1st grade must be accompanied by an adult to walk back to the Early Bird room. Early bird is

available at no additional charge when you sign up for a 3 day or 5 day after school program. If you are not registered for a program it is \$5/day.

### **After School Teachers**

### ***CHECK BACK FOR STAFFING INFORMATION***

### **After School Program Start Dates**

- August 12
  - Visitation Day
    - We will be in the cafeteria handing out Linen bags and reviewing program sign ups on Visitation Day
- August 13
  - Regular first day for all programs
- After School Open House
  - This year we will have an open house evening for after school programs, this will allow you to meet the teachers and learn a little bit more about our program. The date for this will be announced so check back :)

### **Enrichments**

Please keep an eye on the Panther Post, the EDS Website, and your email for information regarding enrichments. There is a different sign up process for enrichments through a program called Active.

Thank you so much! We are looking forward to a wonderful 2019-2020 academic year!

Sincerely,  
Elise Folk and the Auxiliary Programs Team