



Extended Enrichment Afternoon Procedures



If your child is staying for the Extended Enrichment Afternoon Program, please be sure to follow these procedures.

- Your child will need to bring a healthy lunch from home every day they are in the Afternoon Program. Please see the Lunch Procedures for instructions on packing lunches.
- You will need to bring an extra snack for your child for the afternoon. This snack should be put in your child's backpack, packed and labeled separately from the morning snack. Please write "AM" on one and "PM" on the other.
- On the first day of the week that your child stays for the afternoon, you will need to bring a crib sheet for your child. You may also bring a small comfort item or blanket if needed. **No pillows, please.**
- The crib sheet, comfort item and blanket should fit inside a **2 gallon sized Ziplock bag**. Please be sure to follow these guidelines:
 - The bag should be **sealed and labeled** with your child's name.
 - All bags must **seal properly** with no items hanging out.
 - Please do not use any other bags or containers for these items.
 - Due to the number of children and space constraints, all items must fit within a **sealed, 2 gallon sized Ziplock bag**.
- On the last day of the week that your child stays for the afternoon, this bag should be picked up at the end of the day and taken home. The items should be washed and brought back clean the next week.
- Please follow Carpool procedures for picking up your child from extended care. Pick up is in the front of the school.
- If you will be picking your child up at a consistent time each day, please let us know and we will have your child ready to go at that time.
- All children must be picked up no later than 5:00PM. You will be charged \$1 per minute that you are late picking up your child after 5:00PM.

Thank you for following these procedures and helping us keep the Extended Enrichment Afternoon Program running smoothly!