

September 5, 2017

Dear Daycare Families,

Please read and return the attached form regarding our daycare policies and procedures. In order for your child to begin daycare, this information must be returned with a signature.

- Daycare begins at 2:30 pm and closes at 5:30 pm. Please be prompt when picking up your children and allow a few extra minutes for traffic. If you are unable to pick up your child on time you may need to consider alternate daycare choices. You may contact us at the school number 451-4166 should you have an emergency.
- The cost is \$7.00 per hour. There is a late fee of \$2.00 per minute after 5:30. There is a discount of \$1.00 per hour for second child or more.
- If your child attends a program that begins at 5:30, you must pick up your child first and then escort them to their activity.
- In the case of inclement weather, please check the school website or turnto10.com for updates. If Coventry cancels its afternoon activities then there will be no After School Daycare. If there is early dismissal for Coventry, then obviously there will be no Daycare.
- Children are not to bring any toys from home to daycare. This includes: electronic devices, balls, games, etc.
- Students in grades 2-8 attend Homework Room right after school to work on their homework. This is a nice, quiet time for them to work. The daycare staff checks over their work when they are finished, but there are many students with many needs in this room. Parents still need to be looking over their child's homework when they get home.
- Students must pack a peanut free snack and drink for daycare. *Please be sure to label this snack as daycare snack.*
- Only parents and people that are on the emergency contact list may pick up students from daycare. If the person picking up is unfamiliar to any of the daycare staff, they will be asked to show an ID. If the person picking up is not on the emergency list, they will not be able to pick up the student.
- If there are custody issues between parents, the After School Care Program needs written documentation if one parent is not allowed to pick the child/children up. A phone call notifying us will not be sufficient in these kinds of situations.
- Parents are to pick up at the daycare room's fire door. They are to park either in the school parking lot or in front of the school. Thank you for your support and consideration on these matters. It is with your help that the program is able to run smoothly.

If you have any questions or concerns, please feel free to contact me. My email is LaurensSheldon@fjvd.org or you can call the school or the daycare line.

School number- 401-821-3756

Daycare number- 401-702-0145

Sincerely,

Mrs. Sheldon

After School Daycare Director

I have read the After School Daycare policies and procedures and reviewed them with my child/children.

Parent Signature _____