

CHILDCARE

Parent Information Sheet

2018-2019

We offer early morning care, afterschool care, and intersession camps, for students in PreK-Grade 8. Please check the childcare page of our school website at <http://www.cemcs.org/childcare/> or with the school office for more information about these fee-based programs.

All aspects of the school-day discipline, behavior, and health policies are in-force during all childcare programming. Please refer to the sections of this handbook which more fully address these topics.

Casa Esperanza Montessori does not discriminate against any student on the basis of ethnicity, national origin, gender, sexual preference, or disability. Except as provided by law or the mission of the school as set out in the charter, the school shall not limit admission on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

ADMISSION

Admissions to all programs are on a 'first come-first served' basis. Applications for all programs are available at the front office. Completed applications, fees and deposits guarantee a child's spot in the program. An additional fee of \$5 per child per 5 minute will be due immediately when a parent picks a child up late.

SNACK and ALLERGY INFORMATION

Please indicate any food allergies on enrollment form. Some of the snacks and projects include nut or legume products. We will have a list of children with allergies for reference in each classroom and may ask you to provide appropriate snacks to meet your child's need.

HOW TO REACH US IN CASE OF EMERGENCY

If you need to reach someone in the childcare program during childcare hours, **please call 919-749-6343**. An additional fee of \$5 per 5 minutes will be due immediately when a parent picks a child up late. Chronic late pick-up can be cause for dismissal from the childcare program.

WITHDRAWALS

Parent initiated withdrawals require a 30 day notice in writing.

Casa Esperanza reserves the right to dismiss for the remainder of the day or for the remainder of the session any child who poses a disciplinary problem that cannot be resolved through redirection or reminders. The Childcare Program Director's decisions are final.

DROP OFF (BEFORE CARE)

Park your car and come in through the front door. In the office there will be a sign-in sheet. Please remember to **sign your child in** with the time and your initials.

PICK UP (AFTER CARE)

Park your car and come in through the front door. In the office there will be a sign-in sheet. Please remember to **sign your child out** with the time and your initials. You may wait in the lobby while your child comes to the front to greet you with a BIG hug and a smile!

We will ask to see an ID if we do not know you or the person coming to pick up your child. Please make sure that the person picking up your child is on the approved to pick up list.

**If you are picking up in carpool, please inform their teacher in advance so your child isn't sent to afterschool.

School Year Childcare Program Information

For their safety, please sign your children in and out when dropping them off and picking them up.

PreK-Grade 8, Before School 7:30 am -8:05 am

Doors open at 7:30 am; Early Morning care will be through the front door. The sign in sheet will be located in the front office, please sign your child in when they are dropped off. Children are greeted with a hand shake at the door at 8:05 am and enter school in the same manner as all children at Casa. This is a quiet, mixed-age environment designed to gently ease students into their school day. No food is provided, but children may bring a healthy breakfast from home to eat and finish before 8:00 am.

Pre-K-Grade 8, AfterSchool 3:30-6:00 pm

The After School program will group children in developmentally appropriate groups as follows:

CH (Pre-k & K)

LE (First-Third)

UE-MG (Fourth- MG)

The After School Program has planned lessons and activities to both entertain and enrich the children attending.

Pre-K - Grade 8, Early Release 12:30pm-6:00pm

Early Release Childcare is available on a first-come first-served basis to all Casa families. Children will eat their lunch and continue their day with planned activities. Space is limited.

WHAT TO BRING: (all labeled with child's name)

Healthy lunch

Healthy Afternoon Snack

Water Bottle

INTERSESSION PROGRAM INFORMATION

Program hours are from 8:00 a.m. – 6:00 p.m. For your child's safety, please sign your children in and out when dropping them off and picking them up.

Food

- Parents provide morning and afternoon snack
- Lunch is not provided; please provide your child with a healthy lunch.
- If your child has food allergies you must provide snacks specific to your child's dietary needs.

Pre-K-Kindergarten Intersession:

This program has age appropriate planned lessons and activities to both entertain and enrich the children attending. We also offer child-suggested, center-based activities. After lunch children will transition to a required nap or rest time. **Students do not need to wear school uniforms to this program.**

WHAT TO BRING: (labeled with child's name)

- ▶ Change of clothes (we play hard!)
- ▶ Morning/ Afternoon Healthy Snack
- ▶ Lunch
- ▶ Water Bottle
- ▶ King Size Pillowcase to cover rest- mat

Grades 1-8 Intersession Program:

This weeklong session program is theme-based activities. Past themed examples have included "Mini Matinee, Kitchen Chemistry, and Global Traveler". **Students do not need to wear school uniforms to this program.**

WHAT TO BRING: (labeled with child's name)

- ▶ Morning/ Afternoon Healthy Snack
- ▶ Lunch
- ▶ Water Bottle