

# Casa Esperanza Montessori

a dual-language charter school and preschool community

## Before/After School Program

### Parent Information Sheet 2019-2020

We are so excited to start a new year with new students and families. We have so many great things planned for the 2019-2020 school year and our wonderful teachers are eager to work with your children. There is a staff of nine working with your children to support them daily. We will be offering activities to provide a variety of growth and learning opportunities for our students here at Casa!

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 our Discipline Policy, which fully address these topics.

Casa Esperanza Montessori does not discriminate against any student based on 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/school website. 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. There is a drop-in rate at \$20 for daily usage.

#### **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. Each child needs an afternoon snack, daily.

#### **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, After School 3:30-6:00 pm**

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

**CH** (Pre-k, Kindergarten)

**LE** (First - Third)

**UE-MG** (Fourth- Middle Grade)

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. All After School contracted families include Early Release. **Space is limited.**

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

Healthy lunch

Healthy Afternoon Snack

Water Bottle

**Should you have any questions about the Before and After School Program, please contact Cynthia De Amat – BASC Coordinator at [cdeamat@cemcs.org](mailto:cdeamat@cemcs.org)/919-749-6343.**