

Dear Parents/Guardians:

Welcome to the *All About Kids & Families AfterSchool Program*. An Enriching Experience!

All About Kids & Families Afterschool program provides a safe and nurturing environment for your child. Daily enriching activities include: music - strategy games - art & crafts - soccer - creative expressions - dance - martial arts and more.

Timing:

- 1) School Dismissal for Pre-K Students: Monday – Thursday PreK are dismissed at 2:30. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 2:45, your child is checked into afterschool and there is a charge. If your child is picked-up between 2:46 - 3:00, there is a \$5 charge. If your child is picked-up after 3:00 you are charged \$15 for that day. On Fridays, all scholars are dismissed at 1:00. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 1:15, your child is checked into afterschool and there is a charge. If your child is picked-up between 1:16 and 3:30 there is a \$10 charge. If your child is picked-up after 3:30 you are charged \$15 for that day.

- 2) School Dismissal for Kindergarten through 5th grade: Monday – Thursday, K-5th grade scholars are dismissed at 3:30. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 3:45, your child is checked into afterschool and there is a charge. If your child is picked-up by 4:00, there is a \$5 charge. If your child is picked-up after 4:00 you are charged \$15 for that day. On Fridays, all scholars are dismissed at 1:00. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 1:15, your child is checked into afterschool and there is a charge. If your child is picked-up between 1:16 and 3:30 there is a \$10 charge. If your child is picked-up after 3:30 you are charged \$15 for that day.

- 3) Afterschool hours for scholars scheduled to attend: Monday through Thursday: 2:30 for prekindergarten and 3:30 for all other grades. After school ends at 5:45 with a 15- minute grace period up to 6:00 p.m. Friday: 1:00 for all grades and ends at 5:45 with a 15- minute grace period up to 6:00 p.m. There is a \$25 late charge for intervals of 15 minutes per scholar when picked-up after 6:00 p.m.

- 4) Parents are requested to call the school at least 15 minutes prior to picking up their child or children. This allows ample time for the afterschool team to have children ready for pick up.

Brookland Campus: 202-265-7237

East End Campus: 202-975-2100

- 5) Bi-weekly invoices include the weeks of service, due date for payment and the upcoming date of the next invoice.

Brookland Campus Invoices are sent from afterschool@ewstokes.org.

East End Campus Invoices are sent from stokesaakf@ewstokes.org

Payment Options: We encourage online payments. The link to the payment page is included on your invoice.

Benefits of Paying Online.

1. You will receive an e-mailed payment confirmation from the online vendor.
2. You can sign-up online and view your history of online payments,
3. You can make notes in the comments section for your reference such as “payment for the weeks of Aug. 30th and Sept. 10th.”
4. You can review this information at a later date. This information will come in handy when preparing taxes or requesting reimbursement from your employer or elsewhere.

RETURNED FOR ANY REASON A \$35 CHARGE WILL BE ADDED TO YOUR BALANCE.

THERE IS A LATE CHARGE NOTED ON YOUR INVOICE IF PAID AFTER THE GRACE-PERIOD.

NO CASH PAYMENTS

IMPORTANT NOTE: PARENTS ARE REQUIRED TO **CALL THE SCHOOL EVERY TIME (even 5 minutes) THAT YOU ARE RUNNING LATE. NOT ONLY DOES THIS ALERT THE STAFF, WE ALSO INFORM YOUR CHILD OF YOUR STATUS. PLEASE DO NOT SEND AN E-MAIL AFTER 2:30 NOTIFYING THE SCHOOL THAT YOU ARE RUNNING LATE, PLEASE CALL. EAST END CAMPUS: 202-975-2100. BROOKLAND CAMPUS: 202-2657237**

Safety First! During the first week of afterschool if you are new to our program and or when a new staff member asks, please show a form of photo identification when picking up your child. If you are sending a person you've authorized on the afterschool application to pick up your child, please inform them that they must show a form of photo identification. **Your child's safety is of the utmost importance.**

Please make sure that you review the information concerning invoicing, late charges and general information. Do not hesitate to ask for clarification concerning these matters.

EMAIL: The best times to email afterschool coordinators for a response the same day are Monday – Thursday before 2:30 p.m. and Friday before 12:00 p.m. E-mails received after those times are replied to by the next business day.

Please update your *All About Kids & Families* application whenever you change a telephone number or wish to add or delete a person authorized to pick up your child.

Once again, welcome to an enriching experience.

Your afterschool Team