

Giddens School

inspiring children to better their world

Extended Day Program and Day Camps 2011/2012



Registration is now on-line!

Please pre-register on-line at www.giddensschool.org for:

- AM extended day
- PM extended day
- Day camps

Number to remember!

If you need to talk with
Extended Day staff M-F
after 4 pm, please call

(206) 228-4231

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WELCOME! We are thrilled that you are interested in enrolling your child into our Extended Day program. Our program is designed to connect with the school's curriculum, supporting numeracy and literacy skills development while doing highly engaging, multiple choice activities. Additionally, a healthy snack is included, and reading/homework time is built into the PM program for grades K-5.

Christa Kriesel-Roth, our Extended Day Program Director, is available to answer any questions you may have. Her contact information is ckriesel-roth@giddensschool.org, (206) 324-4847, ext. 34.

Our staff have been trained to ensure your child is well cared for, engaged, and happy to have more time at Giddens to explore, play, and learn. In order to do this, it is critical that we maintain an appropriate staff to child ratio. We are able to do this by having families pre-register for extended day.



Hours, Pre-Registration Fees and Deadline:

Hours and Fees

For pre-registered students, the fees are as follows:

- AM Extended Day (7:30 am -8:30 am): \$7.50 per day*
- PM Extended Day (dismissal – 6:00 pm): \$15.00 per day*

*For families receiving financial aid from Giddens, your pre-registered rate will reflect a percentage discount similar to that used for your financial aid. Please refer to your enrollment contract for this information or contact the Business Office.

Pre-registration Deadlines

If your schedule needs more flexibility, you can pre-register on-line or in the front office just for the day/s that you need. Please pre-register by Friday 2:00 p.m. in order to reserve a spot for following week's Extended Day Program.

- *When you pre-register for the AM and/or PM Extended Day Program but your child does not attend, you will be billed for it, as we have hired and scheduled staff based on the pre-registration number.*

Full Year Pre-registration discount:

We love pre-registrations! For the 2011-2012 school year, you will receive a **discount of 15%** off the standard fees when you pre-register for at least three consistent days a week for the entire year. This discount will be applied to qualifying registrations submitted by Friday, September 16, 2011. Your charge for the year will appear in a lump amount on your next Giddens bill. Payment can be made in installments but should be paid off by June 1, 2012.

City and State funding may be available for your child's extended day fees. For more details, check with Julie the Director of Finance and Operations: jsponsler@giddensschool.org, 206.324.4847 ext. 32.

Drop-In Attendance and Rates

The drop-in rate is **\$10.00 per morning for 7:30 – 8:30 am and \$25.00 for any after school time used between dismissal and 6:00 pm** for all families (**financial aid does not apply to our drop-in rates**). This is necessary in order for us to maintain required student teacher ratios, as well as the integrity and goals of the Extended Day Program. We still wish to retain flexibility for families who occasionally have the unpredictable drop-in need.

Christa – this is repeated at the beginning of the prior paragraph.

Drop-in attendance (attendance that was not pre-registered) is subject to space availability and must be approved ahead of time by the Extended Day Director. There is no guarantee that a spot will be available.

When requesting a drop-in, please provide the following information through email or by calling the Extended Day Director at 206.324-4847 ext. 34 by 6:00 p.m. of the day prior. Provide the child's first and last name, classroom teacher, day and time of requested drop-in, and contact number. Confirmation calls will be returned by 11:30 a.m. the following day. Confirmation e-mails or calls will be returned by 11:30 a.m. the following day. If you need *last minute drop-in*, please talk with the Extended Day director directly to make sure that we can legally accommodate your child that day.



Signing In and Signing Out



Families are required to sign in and out with their child's before-school and after-school teacher prior to leaving the student at school in the morning or picking-up the student at the end of the day. When picking-up your child, please make sure that her/his extended day teacher knows that the child is leaving. **You are required to sign your children out with your full signature (not just initials.)**

Each after-school group has a clipboard with a roster which provides a place to sign-in (AM) and sign-out (PM). Parents/guardians are required to place their **full signature** (not just the initials) next to the child's name in the corresponding hour block. If a child is not signed-in for the AM session or signed-out for the PM session with a parent/guardian signature, the family will be charged a fee of \$1.00 for each signature not provided, in addition to the appropriate pre-registration or drop-in charge.

It is necessary to communicate arrangements if someone else is picking up your child.

The Pick-Up Approval notebook is located in the main office for families to write down any changes in the pick-up routine of your child. Please note that your child will not be released to anyone not listed on the Pick-Up Approval form without a written notification submitted to the teacher and the front office.

Dismissal, Late Pick-up, and Special Requests

Dismissal

Pick up is 3 pm for preschool and pre-k, and 3:15 for grades K-5. If you are running late, we'll provide supervision for a 15-minute grace period. **Once the grace period ends, a child still at school will be checked into the Extended Day program, and you will be billed at the flat \$25 drop-in rate. Once this check-in occurs, sign-out then needs to be with the extended day teachers (not the day class roster.)**

Late Pick-up

Children must be picked up by 6:00 p.m. After 6:05 p.m., the late pick up rate is \$1.00 per minute which will be billed by the Business Office.

Special Requests

When possible any special instructions should be passed on in writing to your child's classroom and Extended Day teachers.



Day Camps

YES! We offer camps for *most* In-Service, Conference Days, and Breaks.

The registration process and fees are different for in-service days, conference days, and school breaks. Look for separate registration forms two weeks prior to these special times. There is *no* drop-in option for these days.



- For In-Service and Conference Days, 8:30 am-3:15 pm camp is \$50 per day, plus regular AM and PM rates. These camps will be offered on the following days: November 17 and 18, December 2, April 6 and 13, and May 25th. Mid Winter and Spring Break Camps are also offered:
 - Our Mid Winter Break (February 21-24, 2012) 8:30 am-3:15 pm Camp is \$200 for all four days (8:30am - 3:15pm), plus regular AM and PM Extended Day rates if applicable. We do offer a half day option for preschool and pre-K students, 8:30am-12:30pm, for \$150, plus regular AM and PM rates. Partial weeks are not available.
 - Our Spring Break (April 16-20, 2012) 8:30 am-3:15 pm Camp is \$250 for all five days (8:30am-3:15pm), plus regular AM and PM Extended Day rates if applicable. We do offer a half day option for preschool and pre-K students, 8:30am-12:30pm, at \$200, plus regular AM and PM rates. Partial weeks are not available.



There are also “no school” dates where Extended Day camps *are not* offered. These dates are as follows: October 14, November 11, 24, and 25, December 19-January 2, January 16, February 20, and May 28. Families that need childcare on those days are encouraged to work with the Parent Association to consider or create outside school options.

Enrichment Classes

Additional after-school enrichment classes such as Chess, MoonPaper Tent, etc. are offered throughout the year, and the cost of these classes varies based on the needs of the class. The fees are determined by the contractor. Scholarships may be available - please inquire.

