



WELCOME TO THE EXTENDED CARE PROGRAM 2023

I am hoping that this email will answer any questions you may have and explain a little more about the program. I have all the information needed to set up your account through Skyward. I will be setting it up for you in the next few days.

I will need the days and times that you would like your child in the program. If you will be using a regular or consistent schedule I will put it in as a permanent schedule. This will be in place for every regular school day. Days off will be special sign up days that will be in the Saints Update 2-3 weeks before the date. We ask for approx times to help with staffing. I also need the date in which you would like to start. If your schedule will change from week to week please email me the week before by Thursday at 12:00pm. Let me know that you are on an occasional schedule.

I notify the teachers each Monday morning of what children will be coming to the program that week. If you need to add a day please send me an email. If you are not sending your child on a specific day please let me know also.

If your child is enrolled in an ACE class you will not be charged for time that they are at ACE. If you will be picking up straight from ACE let me know that also. I make all of the charts for that program and the lists for where the child should go after class.

Drop off for morning care is the Bartz Hall entrance. It is located at the back of the building by the playground. Our staff will meet you at the doors. We will take your child into the program at that point. Pick up from the program is located at the same entrance. Enter the doors and tell the security person at the window who you are there to pick up and they will call us to bring your child up.

The extended care billing is figured on the exact time that your child is in the program. The total is then charged to a \$6.50 an hour rate. The dollar amount is put on your Skyward account at the end of the month. Please let me know if you have any other questions.

Michelle Fritz
Extended Care and Summer Camp Director

Mfritz@fulllifeinchrist.org

