

August 2010

Dear Parents of Middle School Students,

If you are the parent of a returning Middle School student you are probably already aware of our Aftercare program but we would like to remind you again of how our program works. If you are new to our school then I hope these pages will provide you a helpful introduction to our program. If your child will be on campus at any time after school, even for sports or other scheduled events, we ask that you take the time to familiarize yourself with the Aftercare guidelines found on the back of this letter.

Ana Wauneka, our program coordinator, has been with us for the last two years and will continue running our program in her welcoming and organized manner. Originally from Brazil, Ana is an experienced world traveler, art dealer and author. We feel very fortunate to have her here.

Having your support will help Ana run her program in the best possible manner. Please know that the intention of these guidelines is to ensure the safety and well-being of your children if they are on campus after 3:30. If you have questions about Aftercare, please feel free to call Ana or me and we will be more than happy to answer your questions.

Sincerely,
Andy Wright
Assistant Head of the Middle School

AFTERCARE INFORMATION AND GUIDELINES

When and where

Aftercare begins at 3:30 PM and ends at 6:00 PM. Aftercare meets in the Upper School Science Building or in the library. The students are to sign in at either location upon arrival. The program is run by Ana Wauneka with the help of Leslie Bronson.

Aftercare will take place after every full school day, including during Winterim. We do not provide aftercare when classes are not in session, holidays or school closures due to weather.

Who should attend and who will be charged?

Any middle school student who is on campus after 3:30 and not in a structured activity, such as team practice, must sign in.

Students who are not picked up on time from a structured activity, such as team practice, play rehearsal, etc., will be sent to Aftercare, and families will be charged for that time.

Students who have older siblings on campus must still check into Aftercare.

Students who want to stay after school to watch a game must sign into Aftercare. They will be charged until parents show up and sign them out.

When is there no charge?

Students who have a late game, at 4:30 for example, are welcome to stay on campus until game time. However, these students must sign into Aftercare. There is no charge to parents for this time.

If a team practice or game is canceled with less than a two-day notice, students who need to go to Aftercare will not be charged. If students are notified of such changes two days or more in advance, there is a charge for those who need to attend Aftercare.

If students play in a game on campus and decide to stay to watch a second game, they must sign in to Aftercare.

Keeping track of students

Our goal is to keep track of students. Students may not leave Aftercare to run errands to other buildings without specific permission from the Aftercare staff.

Signing out

Parents or persons designated by the parents must come into either aftercare location to sign out the student.

Fee

The Aftercare fee is \$6 an hour and times are rounded up or down to the nearest half hour. There is an additional \$10 charge for families if the student is picked up after 6 PM. Billing is done on a monthly basis.

Snacks

Students in Aftercare will be given a snack at 4 PM. If you know that your child will be in Aftercare until 6pm you may want to send additional food.

Respecting the guidelines

Students or families showing chronic disregard to Aftercare guidelines may lose the option to participate in this program.

Contact information

It is difficult to contact Ana Wauneka through the school switchboard. She can be reached on her cell phone at 331-4883.