

## AFTER SCHOOL CARE 2021-2022

Dear Wardlaw+Hartridge Parents,

We are preparing to welcome all our students back to school in the Fall. EXPLORERS is our after-school program for our Early Childhood students in Grades Pre-Kindergarten, Junior Kindergarten, and Kindergarten, and ENCORE is our after-school program for students in Grades One through Eight.

Any student staying past the usual dismissal times will need to be registered for Explorers or Encore after school programs.

Our after-school programs are for those families who need to have their children stay at school due to no other alternatives for supervision and care and should not be used as a social time or “play date” for your child. We need to limit the number of students in attendance as our utmost concern is to keep your child safe and healthy.

### EXPLORERS ( Pre-K through Kindergarten)

- Anyone attending EXPLORERS needs to be registered.
- The Explorers Program will be available from 2:45 PM - 5:00 PM
- Your child will be picked up from their classroom by an Encore staff person to join with the other after care students.
- After care will be held in any of these areas: the preschool classrooms, the library, or on the playground or courtyard for outside play. Activities may include free play, story time, snack time ,crafts, and outdoor play. Always send your child with appropriate outdoor play clothing. One snack will be provided. You can send in additional snacks if they are staying late.
- There will be specific pick-up windows so the children can be brought outside for pick -up. Parents will not be allowed inside the building. These time windows must be defined at the time of registration of the registration form. Payments are due before attending.
  - 4:00 PM (\$10 per day)
  - 5:00 PM (\$20 per day)
  - 6:00 PM (\$30 per day) after 5 PM, children will be transferred to ENCORE
- You may choose individual days, but it must be the same days every week during that 2- month period.
- EXPLORERS parent pick-up area is at the front entrance of the Lower School (up to 5 PM, after 5 PM they will need to be picked up at the playground entrance.
- If you need to pick up your child earlier, please email [dcancryn@whschool.org](mailto:dcancryn@whschool.org) or contact the Lower School office before 2 PM. (emails may not be checked after 2 PM).
- There are no refunds for early pick-ups or days not used. Refunds will only be given if the whole school is remote due to the pandemic.
- Late fees will be assessed at \$2 per minute after a 5-minute grace period. Drop-ins of any students not registered or not picked up at the end of the school day will be charged \$15 per half hour or any part of the half hour.
- All students and staff will be required to wear a mask and socially distance during the After-School Program.

## **ENCORE** (grades 1 - 8)

- Anyone attending ENCORE needs to be registered.
- The ENCORE Program will be available from 2:45 PM - 6:00 PM
- Your child will be picked up from their classroom by an Encore staff person to join with the other after care students.
- After care will be held in any of these areas: the Encore room, the library, or on the playground for outside play. Middle School may use a different area for homework depending on the number of students. Activities may include free play, homework time, snack time ,crafts/games, and outdoor play. Always send your child with appropriate outdoor play clothing. One snack will be provided. You can send in additional snacks if they are staying late.
- There will be specific pick-up windows so the children can be brought outside for pick -up. Parents will not be allowed inside the building. These time windows must be defined at the time of registration of the registration form.
  - 4:00 PM (\$10 per day)
  - 5:00 PM (\$20 per day)
  - 6:00 PM (\$30 per day)
- You may choose individual days, but it must be the same days and times every week during that 2-month period.
- ENCORE parent pick-up area is at the playground entrance near the end of the driveway
- If you need to pick up your child earlier, please email [dcancryn@whschool.org](mailto:dcancryn@whschool.org) or contact the Lower School office before 2 PM. (emails may not be checked after 2 PM).
- There are no refunds for early pick-ups or days not used. Refunds will only be given if the whole school is remote due to the pandemic.
- Late fees will be assessed at \$2 per minute after a 5-minute grace period. Drop-ins of any students not registered or not picked up at the end of the school day will be charged \$15 per half hour or any part of the half hour.
- All students and staff will be required to wear a mask and socially distance during the After-School Program.

If you intend to use aftercare, you must fill out the registration form and return it either by mail or email ([dcancryn@whschool.org](mailto:dcancryn@whschool.org)) by the due date listed Registrations can be changed every 2 months. Registration periods are Sept – Oct; November – December; January- February; March – April; May – June.

We hope we can provide you with some needed assistance with your childcare needs.

Thank you and keep well.

Dawn Cancryn  
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