



Dear GCS After School Child Care Families,

December 6, 2023

Happy December to all! It's hard to believe that the end of 2023 and the holidays are just around the corner, but we hope that you have a lovely holiday season. Everything continues to go really well in our program, and we are thankful for each one of you and your children.

Gaylord Community School's holiday break this year will run from Dec. 22 through Jan. 1. Our programs will resume on Jan. 2. Be aware that if there is an inclement weather or snow day called for Gaylord Community Schools on any other day, our program will also be closed.

Be sure to let us know of any After School Care change of plans and schedules for your students at GIS, SME, ECC, and at NOE, so we can adjust our class rosters. We also ask that you make sure to turn in any phone or address changes to our office, so that we can keep our emergency forms current as well.

The November bills went out today, so please be sure to let us know if you do not receive yours. Payments are due by Dec. 20th, and they are due in full at that time or a \$10 late fee will be applied. This will be strictly enforced. You can pay by going to MyProcure.com or pay with either cash or a check when you pick up your child, or you can call the Board office from 7:30 to 4:00 p.m. each day to pay by credit card. The phone number is (989) 705-3008.

We continue to remind you that we have many security protocols in place for our building:

- We keep our buildings locked at all times for your child's safety, so everyone must come to the front of NOE and SME and the gym entrance at GIS for After School Care to sign out your child.
- We will continue to check identification and cross reference emergency cards when an individual we do not recognize is picking up a child. Again, this is for the safety of the children.

Our program ends at 5:15pm, so any late pick-ups will be charged \$10 for every 15 minutes that you are late picking up your child. If you need to get ahold of our staff after the school offices have closed, please call SME at 989-619-0590, NOE at 989-619-5068, GIS at 989-619-4593, and ECC at 989-370-4046. Remember to send coats, snow pants, boots, hats and gloves with your child each day, as they will be going outside to play unless it is raining or below 0 degrees.

We wish you all the best, and we hope you have a great and joy-filled holiday season!

Most Sincerely,

Karla Hawkins, Program Director

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