



February 5, 2024

Dear GCS After School Care Families:

Happy February and Valentine's Day to all! We want to welcome all of the new children and families that have joined our program recently, and we look forward to getting to know each one of you.

The January bills went out today, so please be sure to let us know if you do not receive yours via email. Payments are due by February 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 with either cash or check at pick up at the schools, or by credit card at the Board office.

Parents, we do ask that you be as timely as possible in picking up your children, as our program ends at 5:15 p.m. There is a \$10 late pick-up fee that will be applied to your bill if you are late.

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.

If you need a tax statement for your child for 2023, call or email me your request, and I will get back to you as soon as possible. I will need your child's full name, and an email address where you want me to send it.

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

- We keep our buildings locked at all times for your child's safety, so everyone must come to the front of NOE and SME, the Gym entrance at GIS, and the Registrar entrance at the ECC to sign out your child. We will then bring them to you for pick-up.
- We will continue to check identification and cross reference emergency cards when an individual we do not recognize is picking up a child. So please bring your ID's with you. Again, this is for the safety of the children.

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

We sure appreciate you and your children being a part of our program, and we wish you a great rest of the month. Stay warm and safe out there.

Most Sincerely,

Karla Hawkins

Program Director

P: 989.731-0856, Ext. 1561 | F: 989.732.6029

hawkinsk@gaylord.k12.mi.us

www.gaylordschools.com