

Dear GCS After School Child Care Families,

September 12, 2024

Welcome to the GCS After School Child Care program! Thank you for choosing to send your child(ren) to our program this year. It has been great meeting your children and helping them adjust to the new routines, and we are excited to have them in our care. As the program director, I want to let you know that I was a teacher for 20 years, and I also served as a school administrator/principal for six years, so I have a lot of experience working with children. We also have a team of outstanding child care providers with lots of experience that feel very privileged to be working with your children in our program here as well.

Here are some of the policies and procedures in place for this year for our After School Program:

- Students will remain in their respective buildings (Gaylord Intermediate School, North Ohio Elementary School, South Maple Elementary School and the Early Childhood Center for Preschool) for the After School Care program.
- The cost will be \$8 per day for each day that your child attends the program.
- We keep our buildings locked at all times for your child's safety. Parents must enter the front doors of NOE & SME, the Gym doors on the west side of GIS, and the door to the Registrar's office at the ECC to sign out your child, and we will be checking identification and cross-referencing the emergency cards before releasing the children. Keeping the doors closed/locked is for the children's safety.
- We will provide a snack and a drink for all children. Our program is a nut free zone. If your child has a gluten or dairy allergy or if they require a special snack, we need you to complete a form in order for GCS Food Services to process this special request. If your child requires an Epi-Pen, we need a copy of the GCS permission form with the Epi-Pen when you bring it to our office.
- The latest pickup time will be at 5:15 p.m. for all of the students. We will charge a \$10 late fee for late pickups.
- 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 989-390-4651.

When the weather is warm, we like to take the children outside to the playground as much as possible, so please dress them appropriately. We are planning some fun and exciting activities throughout the year for the students in our program, so stay tuned for those announcements.

I am very excited about all of the students and the staff in our program, and it promises to be a wonderful year. Thank you for choosing us for your after school child care needs.

Most Sincerely,

Karla R. Hawkins

Director of Licensed Programs for Gaylord Community Schools

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