



Dear GCS After School Child Care Families,

October 4, 2024

Happy Fall to everyone! We want to welcome the new families that have joined our program recently, and we thank you all for a great first month back to school. We have an amazing staff working with our program this year. They love children, and they are always finding creative ways to help the children have fun while being safe.

Please note that we will not have after school child care on the days when there is no school. So, on Friday, Nov. 1st, we will not be having school or our child care program. It is a school PD day.

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, SME, the ECC, and the gym entrance at GIS to sign out your child. We will then bring your child 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. Again, this is for the safety of the children. If you need to add someone to the authorized pick-up list, please call or email me and let me know.

The September bills were emailed to everyone on October 2nd, and payments are due in full by the 20th of the month or a \$10 late fee will be applied to your balance. If your child's bill is not paid off in full by October 31st, your child will no longer be able to attend our program starting on November 1st. This is a change from last year's procedures, but a necessary one for this year. This will be strictly enforced. For your convenience, we recommend that everyone sign up with MyProcare.com in order to pay online and to connect to our program. Credit card, cash, or check payments can also be made in the Board office from 7:30 a.m. to 4:00 p.m.

We are following our program's discipline process this year, as it is stated in our Parent Handbook.

- STEP ONE - A verbal warning will be issued regarding the specific behavior or offense.
- STEP TWO - The child will be removed and sent to a quiet, supervised room for a period of time to regain control. The director will discuss what happened, and what steps to take with the child, so that they may go back to their classroom.
- STEP THREE - A note will be sent home to the parent/guardian, regarding the nature of the offending behavior.
- STEP FOUR - Parent/Guardian must meet with the Program Director to discuss the offense and come up with possible solutions to prevent any further inappropriate behavior.
- STEP FIVE - The child will be suspended from the program for one day. Any additional behavior issues may lead to expulsion from the program.

Here are a few other important reminders--please let me know if you have any phone or address changes, or if there are any changes to your child's after school schedule. No snacks (because of allergies) or toys from home are allowed to come out of the children's backpacks here in our After School Child Care program, as we don't want any items disappearing or getting lost. 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.

Thanks for choosing us for your After School Child Care program, and have a great month!

Most Sincerely,
Karla Hawkins

Director of GCS's Licensed Programs | P: 989.705.3018 | hawkinsk@gaylord.k12.mi.us