



Dear Parents

Thank you so much for sharing your children with us!

The After School Program is going great and we have seen all of the children improve in so many ways. Your support is appreciated.

Please.....when you pick you child up early from school or they don't go to school that day, please call us before **2:30** to let us know they will not be riding our bus to the academy. As parents ourselves, we understand raising children and schedules can be very hectic. However, when a parent does not call to notify us of a pick-up change, the following chain of events takes place:

- we will not leave the elementary school until all After School children are accounted for
- we cannot leave the bus (with other children on board) to go inside to check with the school to locate your child
- we then rely on the teacher/assistants to go inside, go thru the records of the day to see if your child left early for the day or was absent---this takes time!!!
- at the next stop, the children and teacher/assistants are left waiting on us. The teachers/assistants are not happy and worse yet, the children are wondering what happened to us. In addition, at 3:30, the children are taken back into the administration office. When we arrive, we call (from the bus, we cannot leave the children on board) to have them brought back out.
- their Taekwondo class starts later: which pushes back snack time and homework time.

We must implement a new rule to discourage this practice effective immediately. These actions will occur if the parent does not notify us of a pick-up change before 2:30pm or at all:

- 1<sup>st</sup> time-- no charge (it happens to us all)
- 2<sup>nd</sup> time or already has occurred thus far--\$50 charge
- 3<sup>rd</sup> time--\$100 charge
- 4<sup>th</sup> time—dismissal of student from the After School Program

Please note: we are not interested in collecting more fees. We just want to be notified of any changes with your child's pick up. Please call us with any questions.

Thank you

Kelly and Rick Trautwein

Ps- please make sure your child's uniform goes home weekly for cleaning Thank you