

## **Morning Care and After School Procedures**

### **Morning Care (7:00 a.m. – 7:45 a.m.):**

- Drop off is at 7:00 a.m. in the cafeteria.
- For the safety of the children, parents are required to bring their child(ren) to the cafeteria for sign-in.
- Cost - \$1 per day from 7:00 a.m. – 7:30 a.m. These charges are billed through the parent FACTS account.
- There is no fee from 7:30 a.m. – 7:45 a.m.
- Upon dismissal at 7:45 a.m., PK – 5th grades are walked to class by the Teaching Assistants. Middle School students are dismissed to their homeroom.

### **After School (ASP) (2:45 p.m. – 6:00 p.m.):**

- PK ASP begins at 2:45 p.m.; K – 4<sup>th</sup> begins at 2:50 p.m.; and 5<sup>th</sup> – 8<sup>th</sup> begins at 3:00 p.m.
- PK – 4<sup>th</sup> grades are escorted to the designated after school areas according to grade level.
- Upon dismissal the parent / guardian will check their child(ren) out from the front office. If the front office is closed, please call the After School cell phone (352) 275-3798 and your child(ren) will be escorted to the front gate (by the office / library) for dismissal to the parent / guardian.
- For the safety of the child(ren), you must submit in writing if anyone other than the parent / guardian is picking up your child(ren) from ASP. This permission needs to be given in person in writing or via email to your child(ren)'s teacher and the After School Director.
- Full-time ASP is Monday – Friday until 6:00 p.m.
- Part-time ASP is Monday – Friday until 4:00 p.m. or 3 days a week until 6:00 p.m.
- Occasional Use ASP is \$15 per day. Please contact the After School Director for space availability.
- After School fees are billed through the parent FACTS account.
- For changes to your child(ren)'s frequency to after school, please email the Business Manager, After School Director and your child(ren)'s teacher.