



Dear GCS Morning Latchkey and After School Child Care Families,

October 1, 2021

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 morning or after school child care on the days when there is no school. So this Monday, October 4th, we will not be having school or our child care program. It is a school PD day.

The trees are definitely changing colors, and winter is right around the corner. With that in mind, we want to remind everyone to please send outside clothing for your child that is weather-appropriate, as we do take the children outside every day unless it is raining or -0 degrees F or colder. So especially when it starts snowing, they will need snow pants, a coat, boots, gloves and hats in order to stay warm.

We will continue our "Caught Being Good" award for our child care students who are "caught" being helpful and kind during their time in our program this year. We are hoping this award will encourage the children to look for ways to make a positive impact in their world each day. Please be sure to praise them when you see the certificates coming home with them.

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 gym entrances for Morning Latchkey drop-offs, and the front of NOE and SME and the gym entrance at GIS 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. 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 are going out next week, and payments are due in full by the 20th of the month or a \$10 late fee will be applied to your balance. This will be strictly enforced. Credit card payments can be made in the Board office from 7:30 a.m. to 4:00 p.m., or you may leave a check and/or cash with me or the GCS checkout staff.

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 Morning Latchkey or our After School Child Care program, as we don't want any items disappearing or getting lost.

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

Most Sincerely,

Karla Hawkins

Multi-Site Program Director of GCS's Morning Latchkey and After School Child Care Program

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