

Children's House Midday/Extended Day Information

2011-2012

Staff names and hours:

Ms. Sylvie: Monday – Friday, 11 am – 4:30 pm
Katherine: Monday – Friday, 11:00 am – 6:00 pm
Mr. Fitch: Monday – Friday, 7:30 am – 9:15 am
Jamie: Monday – Friday, 8:00 am – 9:00 am

Contracts:

A contract can be changed on a monthly basis beginning at the start of the month. Remember that monthly billing is determined by the contracted amount of time (plus any overage), not by actual attendance. To make any change to your contract, **please contact Ms. Sylvie**. Each time you change your contract, we request that you fill out a new form, and **please also inform your child's classroom teacher**.

Short period contracts:

Children's House children are in a sensitive period for order, and they do best with a predictable schedule. For this reason, please keep in mind that we do not offer drop-in childcare. A short period contract can be requested to accommodate unexpected family situations or traveling parents. This should cover at least a one-month period to be considered, except in cases of family hardship. Please talk with Ms. Sylvie if you need a short period contract.

Extra hours needed:

If your child already comes to Midday/Extended Day, you can request extra hours. Ms. Sylvie will determine if there is space to accommodate your request and will let you know as soon as possible.

Contacting Ms. Sylvie:

A telephone call is preferred (612)827-3707 ext. 22, or email at <sdosseh@lakecountryschool.org>

Message book:

A message book is available by the attendance sheet in the Midday room. Feel free to use this book to ask a question or to remind us of any change to your child's schedule, doctor's appointments or early pickups. If you would like Ms. Sylvie to call you, please indicate that (write down your telephone number as well), and she will do so at her earliest convenience. If you leave a message in the notebook located in the foyer regarding a child who comes to Midday/Extended Day, **that message will not get to us**. Please remember to put in writing any message you have for us in the Midday/Extended Day room message book.

A.M. arrival:

Children who participate in Morning Extended Day only should hang their coats and personal belongings in their classroom, put their slippers on, and then come to the Midday/Extended Day room with a parent. Children who are in the Midday Program should hang their coats and personal belongings in the Extended Day room. Lunch boxes should be stored in the child's classroom cubby.

What happens in Midday:

Lunch is eaten in children's classrooms from 12:00 pm to 12:50 pm. Children then come to the Midday/Extended Day room. After using the bathroom they get ready to go outside with Katherine for thirty minutes. They return from recess at 1:30 pm and those who nap go to the nap room with Katherine (there is a short story time before nap). Children who do not nap stay with Ms. Sylvie for afternoon story time. Then the afternoon work period begins. Lessons are available to small groups and individuals. Every child can choose work that has been presented in Midday, as well as continue their work with some of the

Montessori activities presented in their classroom. Children can choose to work outdoors when weather permits. They also have many opportunities to engage in art projects, music and dance activities. Children who nap are awake by 3:30 pm and the community sits down together for a collective, which includes singing, storytelling, games, etc. At 4:00 pm afternoon pick up begins and goes through 6:00 pm.

Nap:

Mats, blankets and pillows are provided. **Please note that no toys are allowed.** Please let us know your child's napping routine. Children who appear sleepy are encouraged to nap. If a parent has any concern about this, please let us know.

Pick up area:

Children are dismissed to parents who are waiting in the foyer at 4:00 pm. Ms. Sylvie will sit at the door and will send your child to you when she sees you. If you are picking your child up before 4:00 pm, please go to the office to sign your child out before coming to the Midday room. If your child is late coming to meet you, please come to the Midday door and make eye contact with an adult in the room. We will ask your child to get ready and join you in the foyer. After 4:15 pm, parents can enter the Midday/Extended Day Room for pick up.

Pick up times:

Regular pick up times are 12:00 pm, 1:00 pm or 4:00 pm (transition times). In case your child has a doctor's appointment and needs to be picked up at a different time, please let us know in advance by leaving a note in the message book. If you forget to write a note in the message book, feel free to call the office and ask for the Midday room to let us know.

If another person is picking your child up:

Please let us know if your child is being picked up by somebody other than you. Put in writing the name of the person who will be picking up your child in the message book and be sure the office knows that this person is authorized by you to pick up your child. If you need to add a trusted adult to your authorized pick up list, please write a note or email Pat de Leon in the office. When picking your child up, the other adult **should be ready to show a picture ID, and must be on your child's authorized pick up list for us to release your child.**

Change of clothing:

Please provide your child with a set of spare clothing in the Midday/Extended day room. These clothing items should be replenished as needed. Please label all clothing items that are sent to school so we can return them to you as children often have difficulty identifying their own clothing. We also have a supply of extra clothing that is available to children in an emergency. Please remember to launder and return those clothing items that belong to the school as soon as possible. Also, please assure that your child is dressed appropriately for all weather conditions. We try to go outside every day. In wintertime, we strongly recommend a hat, winter coat, scarf, snow pants, gloves/mittens, and push-on boots. It is good for you to watch your child dress himself/herself to ensure he/she can manage his/her own clothes.

Food supplies (for breakfast/snack/practical life activities):

Each week, we will ask one family to provide groceries for breakfast, snack and practical life activities. A list will be sent home with your child on a Friday and we request that these items be brought to school on the following Monday morning. This will be done on a rotating basis and we will attempt to make it equitable, based on your child's attendance.

Calling the school after 5:00 pm:

After 5:00 pm we can be reached at 612-827-3707 extension 23. The front desk will be closed at this time.