

Dear Parents/Guardians:

Welcome to the *All About Kids & Families AfterSchool Program*. An Enriching Experience!

All About Kids & Families Afterschool program provides a safe and nurturing environment for your child. Daily enriching activities include: technology - music - strategy games - art & crafts - soccer - culinary arts - creative expressions - dance - martial arts and more.

**Timing:**

- 1) School Dismissal for Pre-K Students: Monday – Thursday PreK are dismissed at 3:00. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 3:15, your child is escorted to afterschool and there is a charge. If your child is picked-up between 3:16 - 3:30, there is a \$5 charge. If your child is picked-up after 3:30 you are charged \$15 for that day. On Fridays, all scholars are dismissed at 1:00. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 1:15, your child is escorted to afterschool and there is a charge. If your child is picked-up between 1:16 and 3:30 there is a \$10 charge. If your child is picked-up after 3:30 you are charged \$15 for that day.
  
- 2) School Dismissal for Kindergarten through 5<sup>th</sup> grade: Monday – Thursday, K-5<sup>th</sup> grade scholars are dismissed at 3:30. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 3:45, your child is escorted to afterschool and there is a charge. If your child is picked-up by 4:00, there is a \$5 charge. If your child is picked-up after 4:00 you are charged \$15 for that day. On Fridays, all scholars are dismissed at 1:00. There is a 15-minute grace-period for scholars not scheduled to attend afterschool. If your child is not picked-up by 1:15, your child is escorted to afterschool and there is a charge. If your child is picked-up between 1:16 and 3:30 there is a \$10 charge. If your child is picked-up after 3:30 you are charged \$15 for that day.
  
- 3) Afterschool hours for scholars scheduled to attend: Monday through Thursday: 3:00 for pre-kindergarten and 3:30 for all other grades. After school ends at 5:45 with a 15- minute grace-period up to 6:00 p.m. Friday: 1:00 for all grades and ends at 5:45 with a 15- minute grace-period up to 6:00 p.m. There is a \$25 late charge for intervals of 15 minutes per scholar when picked-up after 6:00 p.m.
  
- 4) Parents or authorized persons (listed on *your All About Kids & Families AfterSchool* application) must sign our Sign-out Record in the multipurpose room before scholars are dismissed.

- 5) Scholars are not permitted to leave the school without being escorted by a parent or authorized person.
  
- 6) Bi-weekly invoices include the weeks of service, due date for payment and the upcoming date of the next invoice. The first invoice will be sent after the first week of afterschool. Thereafter you will receive invoices bi-weekly. Invoices are sent from [stokesaakfbc@gmail.com](mailto:stokesaakfbc@gmail.com)

**PICK-UP:** Your child's name is listed by first name in the sign-out book. **If siblings attend, the children's names are listed by the first name of the oldest sibling.** A parent or authorized person (listed on the *All About Kids & Families* application) must sign our *Sign-out Record* located in the multipurpose room before scholars are dismissed. Please factor in time that your child will need to stop and clean up (if necessary) their activity. PLEASE DO NOT ALLOW YOUR CHILD TO SIGN-OUT. Children can assist by writing in the time.

**Payment Options:** We encourage online payments at <https://ewstokes2.corecommerce.com/Out-of-School-Time/After-School-Brookland.html>

***Benefits of Paying Online.***

1. You will receive an e-mailed payment confirmation from the online vendor.
2. You can sign-up online and view your history of online payments,
3. You can make notes in the comments section for your reference such as "payment for the weeks of Aug. 30<sup>th</sup> and Sept. 10<sup>th</sup>."
4. You can review this information at a later date. This information will come in handy when preparing taxes or requesting reimbursement from your employer or elsewhere.

You may choose to pay by bank drafts (Pay Bill) from your bank. If choosing this option, make sure that your child's name and "Afterschool" are included in the memo or account section.

If paying in person by check or money order please make your payment is payable to E.W. Stokes School. Write your child's name(s) in the memo section. **SHOULD YOUR CHECK OR MONEY ORDER BE RETURNED FOR ANY REASON A \$35 CHARGE WILL BE ADDED TO YOUR BALANCE.**

**THERE IS A \$20 LATE CHARGE FOR INVOICES PAID AFTER THE GRACE-PERIOD.**

**NO CASH PAYMENTS**

**IMPORTANT NOTE: PARENTS ARE REQUIRED TO **CALL** THE SCHOOL EVERY TIME (even 5 minutes) THAT YOU ARE RUNNING LATE. NOT ONLY DOES THIS ALERT THE STAFF, WE ALSO INFORM YOUR CHILD OF YOUR STATUS. PLEASE DO NOT SEND AN E-MAIL AFTER 2:30 NOTIFYING THE SCHOOL THAT YOU ARE**

**RUNNING LATE, PLEASE CALL. EAST END CAMPUS: 202-975-2100. BROOKLAND CAMPUS: 202-265-7237**

**Safety First!** During the first week of afterschool if you are new to our program and or when a new staff member asks, please show a form of photo identification when picking up your child. If you are sending a person you've authorized on the afterschool application to pick up your child, please inform them that they must show a form of photo identification. **Your child's safety is of the utmost importance.**

**Please make sure that you review the information concerning invoicing, late charges and general information. Do not hesitate to ask for clarification concerning these matters.**

**EMAIL:** The best times to email afterschool coordinators for a response the same day are Monday – Thursday before 2:30 p.m. and Friday before 12:00 p.m. E-mails received after those times are replied to by the next business day. The afterschool email address is [stokesaakfbc@gmail.com](mailto:stokesaakfbc@gmail.com)

Please update your *All About Kids & Families* application whenever you change a telephone number or wish to add or delete a person authorized to pick up your child.

**IMPORTANT NOTE: PLEASE DO NOT ASK THE STAFF TO ALLOW YOUR CHILD TO WALK DOWN THE DRIVEWAY TO YOUR CAR.**

**The safety of your child is of the utmost importance!**

Once again, welcome to an enriching experience.

*Clarence Bell-Alston*

Director, AfterSchool Program

### **Notice to parents of Pre-K & Kindergarten Scholars**

Good day Parents: Welcome to our school-community and our *All About Kinds and Families* (AAKF) AfterSchool Program. For the first few weeks of school we ask parents of our new scholars to review the transition from the school-day to afterschool with the child. We know a number of our new scholars will be a little nervous as they adjust to the school-day, with new teachers and schoolmates.

#### **A few reminders to review that will help your child during the first few weeks of afterschool:**

**Dismissal:** As some children will leave at dismissal, some children will stay later for afterschool activities. Afterschool teachers will be there to make sure that you enjoy your time until you are picked-up. Your school-day teachers will introduce you to your afterschool teacher before your school-day teachers leaves for the day.

**Supper:** You will get to eat supper with your classmates between 3:30 to 4:00 p.m. After clean-up time, you get to enjoy activities until you are picked-up no later than 6:00 p.m.

**Enrichment Activities:** Some activities include, story-time, dance time, arts and crafts, tee-ball and yes, you will have playtime. Our Pre-K Scholars will have playtime in the Pre-K playground.

Although some Pre-K and Kindergartners may use a different Pre-K or Kindergarten classroom for afterschool activities they will keep their backpacks in their cubbies.

Thank you,

Mr. Alston

*Director, All About Kids & Families*

*AfterSchool Program*

[stokesaakfbc@gmail.com](mailto:stokesaakfbc@gmail.com)