

Little Saints Academy and PJPII

Pre K 3 & 4 Extended Care Program

Welcome to the Pre K Extended Program. Our goal is to provide your child continuous care both before and after school. We will ensure that your child gets to their proper classroom in time for the PreK day to begin, and will collect them at the end of the day for after care.

Before Care: Before care opens at 6:30 am. At this time your child will be in a classroom with their peers. Your child may have breakfast or a snack at this time. Please provide all items needed for your child including utensils and napkins. We are unable to heat any food. Please take note that we will be taking the children to their classrooms at 7:50 am. Please make sure that they are able to finish their meal in the time they are with us. (For example, if you arrive at 7:45 am, a child may not have enough time to sit and eat a pancake breakfast in the remaining 5 minutes).

After Care: After care begins approximately 2:30- 2:45, when dismissal is almost complete for Pre K. We will collect the children and move into a designated classroom for the afternoon. We will have gross motor play either outside or in the gymnasium, and have inside activities until parents arrive. **PLEASE NOTE: PLEASE BE SURE TO PACK SEPARATE SNACK(S) FOR YOUR CHILD FOR THE AFTERNOON!** I suggest placing it in a separate area of their backpack because the children will eat them in the morning or at lunchtime if given the opportunity. Also, please make sure your child has a change of clothing in their backpack in case of an accident.

Drop Off: Before care drop off occurs at the Little Saints Entrance located at the rear of the school. Look for *Door G* next to the small playgrounds. Please remember to follow the one way signs and to NEVER pass the PreK car line. If you arrive after 7:50am, you can enter the PreK car line and have your child enter the school that way. No admittance through Little Saints will be allowed for PreK students after 8:15. All late arrivals must enter through the main office.

Pick Up: Please pull up to the parking spaces in front of *Door 4* at the rear of the school. Someone on staff will be there to bring your children out to your car. **Very Important: Please have a sign with your child's name in large bold letters in the window.** An 8 ½

x 11 paper is just fine. Be prepared to show a photo id to staff who may not be familiar with each parent.

PJPII Days Off: There are a few days throughout the school year when PJPII will be closed, but Little Saints will be open. We will be here to provide all day care for your child if needed. Please see the Little Saints Holiday Schedule for the days that Little Saints is closed, therefore **no care** will be available. For the days when your child will attend all day with Little Saints, no hot lunch program or snacks will be available. Please be sure to pack your child all lunch, snacks, water bottles and nap mats. I will send out an email before each of these days to see who will be attending.

Staff: The teachers and staff providing care to your children are PJPII and Little Saints employees. Some are current grade level teachers working after school, some have been hired specifically for these positions, and others are from Little Saints working in the PreK Extended Care. All providers have gone through the same background checks and clearances, obtained proper training, and have experience in this grade level.

School Closures: Little Saints Academy and Pre K Extended program follows the Coatesville School District for weather delays and closures. In the event of a 2 hour PJPII delayed opening, Little Saints opens at 9:15 am with no before care available.

Change of Clothes: Please make sure to send your child with a spare change of clothes in their backpack in case of accidents. All items must be labeled with your child's name.

Toys from Home: We encourage your child to leave all personal toys at home. They would be very sad if anything was lost or broken. We provide plenty of materials for the entire class to enjoy. Naptime friends are permitted, but will remain in backpacks until naptime.

We look forward to another amazing year with your little ones!

God Bless,

Jackie Fuller
Director
Little Saints Academy