



Extended Day Pick-up for Preschool Students

Parents,

Thank you so much for trusting us each day to care for your children in the Extended Day Program during the 2017-2018 school year. The Extended Day program provides an opportunity for each child to explore, learn, and play with new friends while participating in age-appropriate activities. Children take part in spy mazes, treasure hunts, yoga, bingo and much more. There is never an end to the fun!

For the safety of all children, we ask that you follow the procedures that are listed below when you are picking up your child:

- Pick up your child's belongings in his/her classroom **FIRST** before picking up your child.
 - (5 year old students will always pick up their belongings in the music room)
- Sign your child out each day with your signature and the time you arrived for pick up.
- At the end of the day, each child must be picked up by someone on your approved pick-up list. Please inform all parties on your approved list that they will need to provide a picture ID at pick-up.
 - If changes need to be made to the parties on your approved list, we must receive those changes in writing/email.
 - Children will not be released to anyone that is not on their approved pick-up list or those who cannot provide picture ID.

If you have questions, please feel free to contact Kristin Smith, Extended Day Director, or Kim Ellis, Preschool Director. Our goal each day is to create a safe and nurturing environment while your child is with us in the Extended Day Program.

Sincerely,

Kim Ellis, M ED
Preschool Director
Cedarwood School