



IMPORTANT DATES

9/1/23: September Tuition Payment Due

9/4/23: Labor Day
No School/No CAS

FAMILY FUN

9/10: All Horse Parade at 3:00 in Delaware! [Horse Parade](#)

9/23: Movie in the Park. Take the whole family to watch “Minions: The Rise of Gru” at Highbanks Metropark at 8pm. [Outdoor Movie](#)

September 2023 News

WELCOME

Welcome to Care After School and thank you for the privilege of working with your children! We have some really fun and exciting activities planned and hope that your children will enjoy their time with us.



We have a very talented staff assembled at each site. Before the school year began, CAS staff participated in several training sessions. Topics included guidance, curriculum planning, communication, team building, self-care, and more. Additional training sessions are scheduled throughout the school year to ensure a quality program for your child.

As we strive to make CAS the best program possible, we would like to have your input. Anytime you have a comment, concern or suggestion, please feel free to talk with your Site Director or contact the CAS office at info@careafterschool.com or (614) 431-2266. Together, we can make this a great year!

CURRICULUM

Care After School has some great activities planned. Our talented staff have put together a calendar filled with enrichment areas including Math, Science, Reading, Engineering, Technology, Drama, Music, Arts & Crafts, and Physical Activity. Your children will be so immersed in the fun, they won't realize they're learning too! We've also got some fun events this month. Check your calendars for our Welcome Back event, and get excited for our Apple-y Ever After day! Don't be surprised when your children tell you that you're picking them up too early.

NO CELL PHONES



CAS respectfully asks that you finish your communications before entering the building. It is important for you to greet your children upon arrival and ask about their day. Additionally, CAS staff members often have information to share with parents.

CAS WEBSITE

Please visit the CAS website, careafterschool.com where detailed information about the program is available, and the following forms may be printed

- Parent Handbook
- Permission to Leave & Return to CAS
- Waiting List procedures
- Medication Administration
- Medical/Physical Care Plan
- CAS Walker Policy
- Orientation Presentation



CHANGES & UPDATES

REGISTRATION FORM:

Please let us know whenever there is a change in information on your child's registration form (phone number, place of employment, etc.)

DAYS OF ATTENDANCE:

Please notify CAS by the 15th of the month if you need to request a change to your days of attendance. Changes will be made if space in the program permits and will be effective the first week of the following month. Send an email to info@careafterschool.com to request a change in enrollment status.

PICK-UP PROCEDURES

When you arrive to pick up your child, please sign him/her out at the Parent Table. You will initial the attendance form, and write in the time. A clock is provided at the parent Table for your convenience. A staff member will call for your child using the 2-way radios. Please allow for a few extra minutes so your child can clean up their space before leaving CAS. As usual, please make sure a staff member has said goodbye to you and your child before you leave.



It has always been our policy to check the ID of any person we don't recognize. Please be prepared and patient while our new staff get to know you all.

RELEASE AT PICK-UP

Please let us know whenever someone else is picking up your child. Unless they are listed on your form, we cannot release your child. This policy is an important safety measure, and can cause a great deal of inconvenience when we are not informed. Please help us avoid these situations by making sure that everyone who may pick up your child is listed on your form and by informing us when someone different will be picking up your child. Please remind them to have their photo I.D. ready.

MEDICATION POLICY



Due to storage requirements, we ask that all medication and vitamins be given at home. If this is not possible, or in the case of emergency medication such as Epi-Pens and Inhalers, the CAS staff may administer medication once a Medication Form is on file at CAS. Forms are available on-site or on the CAS website at

careafterschool.com/forms.

A form must be completed and on file before any medication can be given.

IMPORTANT TUITION INFORMATION

Tuition payments are due on the first of the month, September through May. The next tuition due date is September 1st. Please be aware that there will be a **\$25 late fee** for any payment that is not received by 6 PM the last day of the week when payment is due. The complete late payment policy is available on page 17 & 18 of the Parent Handbook. Payments must be made online through our Parent Portal at family.daycareworks.com. We accept credit cards and ACH transactions. Contact our office at info@careafterschool.com if you would like to pay by money order.

PARENT NOTEBOOK

A notebook is available at the parent table at each site. Please write down any messages you may have for our staff (e.g. upcoming absences, reminders, requests for conferences, etc.).



WITHDRAWAL POLICY

Please remember to notify CAS by the 15th of the month to withdraw your child from the program for the following month. No refunds will be made for withdrawal from the program. If notice of withdrawal is not given by the 15th of the month, half of the next monthly payment is required. If you wish to withdraw, send an email to info@careafterschool.com.