



9/1/24: September Tuition
Payment Due
9/2/24: Labor Day
No School/No CAS

FAMILY FUN

Our area has a lot of fun things going on this month! Click on any of the links below for some great ideas for a family fun day!

- 9/1-9/2:** [Obetz Zucchini Fest](#)
- 9/7:** [Columbus Commons Harvest Fair](#)
- 9/8:** [All Horse Parade](#)

SEPTEMBER 2024 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.



This year, Care After School is celebrating our 40th anniversary! We began in 1984 at Liberty Elementary. We are so proud to be serving this community and are even more proud of the success of our former students, many of whom have come back to work at CAS over the years. Our administrative staff have all been employed by Care After School for at least 25 years, and our Director is beginning her 37th year! Additionally, 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, and forming incredible bonds with all our kiddos. Additional training sessions are scheduled this school year to ensure a quality program for your child. Throughout the year, you might also notice some special events and activities that highlight our 40 years. Feel free to help us celebrate!

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 our office at info@careafterschool.com or (614) 431-2266.

Together, we can make our 40th a great year!

READING THE ACTIVITY CALENDAR

There is a method to reading a CAS calendar, so let us help you... **The first activity listed** for the day is open to all CAS students and is directed by a staff member. This activity often encompasses one of our six enrichment areas. Those enrichment areas include: 1. Science & Nature 2. Building, Transportation & Engineering, 3. Math & Literacy, 4. Drama, 5. Music, and 6. Social Emotional Learning. There is at least one activity in EACH of these enrichment areas EVERY month!

The second activity listed is also open to all CAS students. Staff members will be sure all the supplies needed for these activities are available and then the children will be able to work on them independently.

The third activity listed is available to those CAS students in 4th or 5th grade, and will be set up in a different area, directed by a staff member. These activities are a bit more challenging and are planned specifically for our older age group. While we recognize that many of our younger students are eager and capable of participating, we also understand that our older students are becoming more independent. The "Older Kid's" space and activity is a privilege exclusively for those in 4th & 5th grades. We hope our younger groups look forward to having this privilege soon!

The final activity listed is open to all CAS students, and is our structured physical activity. While everyone enjoys physical play during one of our free-play times, this activity is similar to PE Class.

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.).

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
- Waiting List procedures
- Medication Administration
- Medical/Physical Care Plan
- CAS Walker Policy
- Orientation Presentation



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 on the 8th of the month. The complete late payment policy is available on pages 18 & 19 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 us at info@careafterschool.com if you are having trouble logging into the parent portal.

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.

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.

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 and information are available on-site or on the CAS website at careafterschool.com/health-condition-info.

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

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.

CHANGES & UPDATES

REGISTRATION INFORMATION:

Please let us know whenever there is a change in information on your child's registration form (phone number, place of employment, etc.). Leave a note or email your Site Director or our office at info@careafterschool.com.

DAYS OF ATTENDANCE:

Please notify CAS by the 23rd 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.