

Reporting an Absence... Serious Stuff



I know that I am being very strict with my policy for reporting an absence... but I can tell you with certainty that each and every day, the teachers would be waiting for kids that were “supposed” to come back to Extended Love—only to find out they were sick and were not called in absent to ELCDC.... When the teacher from EL comes back from Pleasant Prairie, we call the parents at work (if their numbers are correct) and try to find out why the child was not here...

“Oops, sorry I forgot to call”

is always the answer. Imagine if we lost your child and said “Oops, sorry I lost them”. We do not want to be a statistic on the television or in the paper as being the center that misplaced or was not accountable for a child that was entrusted to us.... So,

It is with utmost respect for you, for us, and for your children that I demand a call each and every time your child is absent.

I don't believe I should have to chase around trying to figure out why children that were supposed to come back to EL did not.

There will be a notebook in the gym for reporting absences... otherwise you need to ask specifically for us to be sure the absence gets reported to the School Age Teacher.

Morning Charge

\$6 = 730 to 830 sign in

\$10 = Before 7:30

Afternoon Charge

\$6 = Sign Out by 445

\$10 = Sign Out after 445

Wednesday Afternoon

\$6 = out by 330 pm

\$10 out after 330 pm

SIGNING IN AND OUT

It is extremely important that you sign in and out every day accurately.

If you do not— YOU WILL BE CHARGED THE FULL \$10 PER am/pm AMOUNT for either the morning or afternoon that you forget to sign in/out.

You are the only clients who get charged based on the time you are here, so I need you to cooperate and appreciate that. I know I am being very direct this year.... but you need to understand my position. For some reason each year I have trouble with this group “coming and going” whenever they please and we are not sure how to staff and what to expect for enrollment.

Schedule changes must be in writing and may only be done once per school year. Sorry, no rotating schedules will be allowed. It only confuses Pleasant Prairie and ELCDC and there is too much inconsistency.

Requests for additional am/pms must be in writing and ap-



Half and Full Days off of Elementary School.....

The schools have at least one half or full day off each month. We will be making a sign up sheet for each of these days and you will be asked to sign up “yes” or “no” for these days. If you say “no” to afternoon care... there will be no charge for that afternoon (only am if you have am care). If you say “yes” we will charge you based on the half day rate for the afternoon only (we will drop the morning charge to save you some money!!!) If school is off all day, you will be charged based on your sign up....”no” “am” “pm” or “full”

***** Sibling Discounts will apply to half and full day charges *****

Child's Name

Parent Signature for Approval....

Friday	am	pm
Thursday	am	pm
Wednesday	am	pm
Tuesday	am	pm
Monday	am	pm

Check your schedule: (Return this portion to the office by Friday September 11th for our records)

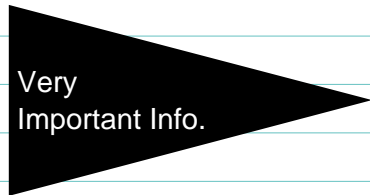


School Age Parents 1st Letter... 2009

Extended Love CDC

9191 - 80th Street
Pleasant Prairie, WI
53158

262-697-9341 - work
262-697-2858 - fax
elcdc@hotmail.com



Take the time to
read and understand

I am sure that you have been bombarded with letters from your child's elementary teacher. Let me add to your reading materials. I will try to be brief: We have over 60 children on the roster for regular before and after school care. That is not including the "occasional" that will be coming on half and full days off. So I need your help in abiding by the policies set forth....

Read this whole paper and be sure you understand it. It is imperative we have your cooperation if we want to continue to serve before and after school needs.

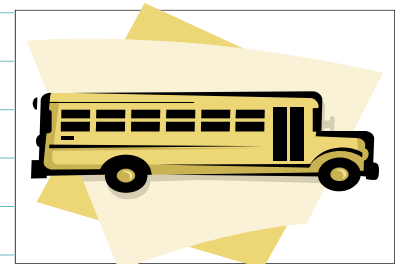
Your cooperation is imperative..... YOU MUST CALL BY 2 PM WITH YOUR AFTERNOON ABSENCE

We Don't Want Children Left At School

We Don't Want Children Going Home Mistakenly...

Extended Love children line up in one designated area after school. One of our teachers walks up and takes attendance before we leave the school.

We can not come back to EL without the children being accounted for.... **YOU MUST CALL** here before 3 pm with your child's absence from the after school program. Two or three times (at least) last year, children thought they were supposed to go home on the bus and we caught the mistake so they were not going home to an empty house!!! (Very Dangerous!!!!) You will receive one warning.... And then you will be dismissed from this program. —NO EXCEPTIONS



Riding the bus home to an empty home is dangerous.

To avoid "I told somebody, but I can't remember" you must specifically ask for

Ms. Ann

Ms. Linda

Ms. Karen

(or write in on the legal pad in the gym.)

(Turn over for more information on back)...