

Extended Care 2018-2019 School Year
Available to grades K - 8

Dear Parents and Students,

Welcome back to another year of school. Extended Care is a before and after school program offered to students enrolled in **grades K-8**. If you are interested in using our Extended Care program please read the following, fill out the attached *intent* sheet and return it to the school office on or before the first day of school, September 4th. A registration form and fee are also necessary, if you have not already done that piece, please do so.

At Extended Care our goal is to provide a safe environment for the children who attend Our Lady of the Lake School and need before and/or after school care. We strive to provide a Christian atmosphere of respect for each person and for the wonders of God's creation. All children of Our Lady of the Lake School are welcome regardless of race, color or religion.

We open at 7:00 am and then at 8:15 am, when the first bell rings, students are escorted to where they line up. We reopen when school lets out and close at 6:00 pm. There is a dollar a minute charge for any time after 6:00 pm. On most no school days, we are open from 7am until 6pm. Please look for intent sheets for those specific days.

Please indicate on the attached sheet your student's regular schedule. If you don't have a regular schedule at this time, please feel free to mark drop-in. It is very important we have an accurate count of the number of students we have each day, in order to provide enough snack, projects and staff. With any additions or cancellations to your regular schedule please contact us as soon as you know. You can email us or call us at Extended Care 24 hours a day. We regularly check messages.

We are looking forward to working with your children this school year and cannot wait to see everyone!!

Our Phone Number: 206.525.5584
Email: vkush@ollseattle.org

Extended Care Intent Sheet 2018-2019

Please indicate below your Extended Care Schedule for the 2018-2019 school year. This is important for us to have an idea as to how many children we will have on any given day for staffing, project and snack purposes. (Note: This is different than our registration form) Please return this completed form to Vickie Kush.

Family Name: _____ Student Name: _____

Regular School Schedule:

	AM	PM
MON		
TUE		
WED		
THUR		
FRI		

	We will use the program as a drop-in
--	---

Please try to give advanced notice if you plan on having your child join us.

First Day of School Information

We are closed the morning of the first day of school. We will reopen at noon, when school is dismissed. If you will need XCare on September 5th, the first day of school, please email vkush@ollseattle.org, with your intent. Don't forget to send in a lunch!!

*Please know that if someone other than your regular pick-up person is going to pick up your student, we need a written note (or email) stating the change. We cannot take permission over the phone. You can email vkush@ollseattle.org, or send in a written note.

* If, during the middle of the school day your schedule changes feel free to call the main school office to notify your child, but please also call or email us, so we know what to expect that afternoon.

Extended Care ~ Kindergarten 12:30 Dismissal Intent

Please indicate below your Extended Care Schedule for when just Kindergarten is let out at 12:30. If your student will need care on the days when the whole school is let out early or there is no school please fill out the other intent form as well.

Family Name: _____ Student Name: _____

Day	Date	Will Need	Will Not Need
Wed	Sept. 5		
Thur	Sept. 6		
Fri	Sept. 7		
Mon	Sept. 10		
Tue	Sept. 11		
Wed	Sept. 12		
Thur	Sept. 13		
Fri	Sept. 14		

We will use the program as a drop-in

Please try to give advanced notice if you plan on having your child join us.