

# Welcome to Before and After Care 2019-2020!

Here are a few pieces of information to help the year go smoothly:

1. When dropping off and picking up your child, use the carpool loop in the front. You will press the buzzer and be let in the front door. Parents will not be allowed past the front office for any reason.
2. **Our primary method of communication will be email.** Please make sure you provide a valid email address and check your email often!
3. Please understand that all coordinators are teachers at Alston Ridge. We have other duties during the day and may not be available to respond to emails or phone calls until the end of the school day.
4. Be sure to sign your child in and out. During aftercare, you may walk past your child on the playground, but they will not be allowed to leave their group until you sign them out and they have been called on the walkie.
5. **PLEASE** be sure you have a payment schedule and that you adhere to the payment due dates. We will try to send email reminders, but it is your responsibility to ensure your payments are made on time.
6. Payments must be made via check, money order, or online. You may include siblings and multiple programs on one check. Your child's name **MUST** be on the check or money order in the memo line.
7. Make payments for exact amounts. **No credits** will be allowed on accounts. If checks or money orders are written for more than the payment amount, they will be returned to you.
8. After school care ends at 6:00pm. Late fees will be charged beginning at 6:15 but all late pickups after 6:00pm will be recorded. 3 late pickups after 6:00pm will result in removal from the program.
9. Before school care begins at 7:00am. You will not be allowed to drop your child off before this time.
10. Allergy information: The program will adhere to any health care plan on file with the school nurse. If your child has an allergy, please contact the school nurse. The after care program will not provide an alternate snack for your child, but you are welcome to send one in with them.
11. All after school students will be provided with a snack and a drink. You are welcome to send in one of your own if you would like, but the after school snack will be offered daily.
12. If you decide to terminate your enrollment, please be sure to complete an enrollment termination form. If an enrollment termination form is not completed, you will continue to be responsible for payment until one is completed.

Your coordinators are: Ms. Shorts (After Care), Mrs. Brown (Before Care), Ms. McManus (Before and After Care)

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**Website: [www.alstonridgebeforeandafter.weebly.com](http://www.alstonridgebeforeandafter.weebly.com)**

**Email: [BandA307@wcpss.net](mailto:BandA307@wcpss.net)**

**After hours phone: 919- 999-7731 (Text messages are ok but no voicemails)**