

AASEP Families,

The summer flew by and now Fall has arrived! We wanted to run through a few things that may be new for some, and a beneficial refresher for others. Please read the following:

CANCELATIONS

- If your child will not be attending on their scheduled day, please cancel by calling **503-223-9744**.
- The school does not inform us of absences. **Yes, that means two phone calls.**
- There is a \$15 fee for not canceling for the day.
- **E-mail, social media, texts, etc. are not acceptable methods of canceling.**
- If you require a call back, please leave your number slowly.
- **NEW THIS YEAR:** If you pick your child up early from school, due to illness, injury, or unforeseen circumstances, we have a cancellation sheet in the main office, at the back of the sign-out clipboard. By signing your student out for the day on this form, you may forego the usual cancellation call to AASEP. This system is not for regular weekly cancellations.

PAYMENTS

- **ALL** (new and returning) families must enroll in auto-payment through Kinderlime.
- Tuition generally goes out on the 1st of the month via your Kinderlime account. In this same place, you can find the date on which we will process payments. Generally, the 10th of the month is when payments are due.
- **Checks and cash are not being accepted for monthly tuition payments.**

ID/SIGN-OUT

- All pick-ups need to happen in the cafeteria and students need to be signed-out at reception.
- We may ask for ID until we get to know you. **Please be prepared to show ID.** We will not release your child otherwise.
- If you have a special pick up for the day, you may call in and let us know. We will ID them. Please inform them of this.

KINDERLIME

- This year, we are using a new platform for billing, registration, and parent communication. **All families are required to sign up for Kinderlime**, either the mobile app or the website.
- Upon registering your child, you will receive an invite via email with a code to use at the time of sign-up. Once you sign in, you can view and pay tuition and charges.
- Please note that AASEP will only use the basic functions of this site, i.e. billing and family info. We will not be sharing photos/videos of the students, doing live daily reports, meal reports, etc. Additionally, **we will not be using the pin numbers for sign out.** The normal sign out book will be used at reception, as in the past.
- Please call us at 503-223-9744 if you need help in signing up with Kinderlime.

OUTSIDE ACTIVITIES

- There are many outside classes and activities that the school sponsors. We want to help your child get to that activity safely.
- We ask that you sign-up your child, with all activity information, on the clipboard by the sign-out book. We also ask that you coordinate with your families' tutor so that **the tutor remains at our reception desk until they have the student with them**. Remember: Out of sight, out of mind. Safety is important!
- If you do not sign-up your child, we may not release them to that activity.
- **All students must check-in with AASEP before being released to their outside activity.**

SCHEDULE CHANGES

- All large schedule changes must be made two weeks in advance in writing.
- We provide a clipboard by the sign-out book that helps us to keep this organized.
- **We do not "swap" days.** This means that if you need a one-time schedule change, then you will need to drop-in for the day/s not regularly scheduled and cancel those day/s that will be absent.
- We understand that Sept, Winter, and Spring break means new activities and new schedules. We do not charge a fee at the beginning of these periods for schedule changes.
- Cancelling from the program must be made at least two weeks in advance in writing, using our Schedule Change clipboard.
- **Please notify your classroom teacher of your child's schedule.**

LONG DAYS

- These are teacher in-service days on which we provide care from 8am – 6pm.
- Space is limited, and sign-up will be available two weeks prior to the day.
- A list of Long Days we are open and the holidays that we are closed can be found on our website.

SCHOLARSHIPS

- We have a limited number of scholarships available.
- Scholarships are based on a need basis and require a yearly application.
- We are unable to determine scholarship amounts until the **end of Sept**, due to enrollment fluctuations, which helps us in determining our available scholarship funds.

HOMEWORK CLUB

- Homework club is an opportunity for students to complete assignments during our program.
- There is no extra cost.
- Homework club starts at 3:30 and ends at 4:00. However, students are welcome to remain in the homework club area until 4:30.
- Sign ups are at the reception area. Please ask a member of our staff for assistance.
- Students are expected to complete homework independently.
- Staff members are available to answer questions but are not available for one on one tutoring.
- We often have at least one bilingual staff member attend homework club.

- Students also have access to both English and Spanish books to complete assigned reading.
- Some students do not like having to do homework (we've heard a few excuses as to why they cannot attend). If you make an exception for attendance on a day, please let us know so that we do not have a conflict of expectations due to a lack of communication.

COATS, BACKPACKS, LUNCH BAGS, WATER BOTTLES

- Label, label, label everything. (First name and last initial.) Your ninja turtle lunch bag looks exactly like my ninja turtle lunch bag.
- Things will go missing. If it has a name on it, we can more easily find the owner.
- A lot of students have similar items, take a photo at the beginning of the year of these (sometimes expensive, like jackets) items to help us find it if it goes missing.
- Items that are left at the end of the night, and labeled, are generally held by AASEP to be reunited with the known owner the next day. After one or two days, unclaimed items will be put in the school lost and found by the girl's restroom. Items not labeled will go directly in the lost and found.

ELECTRONIC DEVICES

- We do not allow the use of personal electronic devices. These items are expensive and can be lost or damaged. This list includes cell phones, ipads, itouch, kindles, gameboys, etc.
- We have a small number of touch pads that may be made available in homework club.
- If there is specific need for use of an electronic device, please make personal arrangements with the Director.

SNACKS

- We provide two snacks throughout the afternoon.
- If your student would prefer something from home, we welcome that but...
- **NO NUTS!** Our regulations do not allow us to have nuts, or items processed with nuts in our program. Double check your students' food labels.
- We will check all items from home before consumption. **If it has a wrapper that says "may contain nuts" or "processed with nuts", we will not allow it.**

ALLERGIES

- We do our best to ensure safety. If your student has an allergy that requires use of medical rescue equipment (epi-pens, inhalers, etc.) **we must have one available on hand.** Please provide that item at the beginning of the school year.
- Medical items cannot remain in backpacks due to possible loss, other students using it, or not knowing its location in case of emergency.

KINDERGARTEN

- We personally escort Kindergarten students to the program.
- We recognize the excitement and trepidation of starting school. We do our best to comfort and reassure our new students.

- We have a mixed-age program and many students have siblings in the program that are excited to show their family member around. We encourage interaction with our “seasoned” students.

BATHROOM ACCIDENTS

- **Students must be potty-trained to attend our program.**
- For our younger students, it is a long day and bathroom accidents may occasionally happen.
- We do **NOT** provide clothing for students.
- We ask that you pack extra clothes and plastic bags in your student’s backpack for those emergency moments.

ICE CREAM TRUCK

- Unfortunately, we are unable to escort AASEP students to the ice cream truck if it arrives.
- Students are expected to come directly from their classroom to AASEP at the end of their school day, meaning trips to the ice cream truck cause undue stress and worry.

BUCKAROO

- This is the carnival that is usually at the end of September. The space we utilize is slowly taken away as the carnival sets up and it limits the activities we can do.
- This is the one time of year we ask that all parents try to pick students up as early as possible.
- No drop-in attendance on this day.

DOGS

- A gentle reminder that dogs are not allowed on the premises, including the back field, while AASEP is in session. Some students are either allergic or afraid, and we want everyone to feel safe in our program.

Thank you for making it this far. We know this is a lot of information, but hopefully it outlines a few of the major items that seem to come up yearly. Also, please understand that the beginning of the year is a very busy time for us and that we do our best to respond to any questions in a timely manner.

Thank you,
AASEP
503-223-9744