Dear Parents,

Welcome to the Extended School Care (ESC) program at Hope Lutheran church and School! We are excited to provide extended care for your child this year! Stephanie Thiele, Carol Christian, Linda Deal and I will be providing care and activities for your child.

In the Preschool/Sand Dollar Packet you will find:

- Hand Book
- Policy Agreement Form - <u>This needs to be signed and returned</u>

In the ESC K-6 Packet you will find:

- Hand Book
- Policy Agreement Form
- Registration Form
- September Pre-paid Form
- Monthly Rate Sheet

I wanted to take this opportunity to highlight some of the following information that is included in the handbook:

1. Sign-In and Sign-Out – Children are picked up from their classrooms and signed in by staff. Children will be signed-out by a parent or other authorized adult when they are picked up. A full legal signature is required.
2. Restroom – Restroom breaks are scheduled throughout the day, and children are given the opportunity to use the restroom as the need arises. Children will be escorted by staff to the restroom. Parents may keep a change of clothes in their child's bag in case of an accident.
3. Sample Snack Menu – Two nutritious afternoon snacks are served. One at 3:00 p.m. and a second snack at 5:30 p.m.
4. At this time, there are fish in a fish tank, a guinea pig in a cage, and hermit crabs in a cage. If new pets are brought into the classroom, parents will be notified and an additional pet policy will need to be signed.

We are looking forward to an exciting year. Thank you for entrusting us to partner with you for the care and nurturing of your child. If you have any questions or if you need any additional information, please do not hesitate to contact me at cfiggins@hopeseattle.org or at (206) 501-5132.

Blessings,

Christina Figgins
ESC Director