

## KENDRICKLAKES AUGUST NEWSLETTER

Welcome back! I am very excited for the school year start.  
Here is a few Important Reminders:

**Pick up:** Please make sure to have your **government-issued ID** ready when you come for pick up! Even if your family has been part of the program before we have a new staff member who may not recognize you. We want to ensure students go home to the right parents. If a grandparent or a friend is picking your child up, you do have to let us know via email or text. If the person who is not picking up your child is not on the ER form, then they need to be added to the ER form before we can release your child into their custody.

**Absents:** If your child is going to be absent for the day, please let us know via calling, texting, emailing, or writing it down on the parent's communication book. If we cannot locate a child within five minutes of the program, there are a set of steps we are required to take to ensure your child is safe.

**Location:** We are located at KendrickLake's cafeteria. You can enter the cafeteria through the south of the building. You can ring the doorbell located on the right side of the door. Please be patient as it can take a few minutes to get to the door.

**Contract Changes:** We will require two weeks notice for any contract changes go into effect. We are unable to accept contract changes until September 17th, which will make them affective on October 1st.

**Clubs:** If your child is participating in any clubs during the school year, please make sure to fill out the release form. We cannot release any child who isn't on the list. Your child has to check in with us before they attend clubs.

**Late fee:** Please be sure to pick up your child by 6 pm. There will be a charge of \$2.00 per minutes after 6 pm.

**Tuition:** Tuition is due on the first of the month, even on weekends. There will be a charge of 40\$ as late fee if tuition is late. You can make a payment at [rrcc.edu/sacc](http://rrcc.edu/sacc) and click cashnet link.

**Full days/Breaks:** Please sign up for full days and breaks online two weeks before to the date. <https://www.rrcc.edu/school-age-childcare/registration-forms>

## Contact information

### Site Manager

Seena Karki

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### Accounting

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[rrcc.edu/School-age-childcare](http://rrcc.edu/School-age-childcare)

### Program Manger

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### Program Administrator

Lizz Jackson

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### Important dates:

September 1<sup>st</sup>: Tuition is due.

August 22<sup>nd</sup> & 23<sup>rd</sup>: Flex testing day. Full day Care.

September 2<sup>nd</sup>: SACC closed. Childcare will not be provided.

# Medication

Any **medication** that is required for a child under our care must follow licensing guidelines. We do not share medication or paperwork with the school nurse. We must have medication and paperwork on-site at all times. Medication paperwork can be either emailed to me at [seena.karki@rrcc.edu](mailto:seena.karki@rrcc.edu) or can be brought to the site for review. Please do not hand the medication to staff, as they are not Med delegated. If you need paperwork, you can find it online at [rrcc.edu/sacc](http://rrcc.edu/sacc). All medication must have the proper paperwork. Children cannot bring medication from the school day. We do consider claspstick and lotions as medication, so they do require appropriate paperwork. I am available to meet parents for medicine at the school during back to school night, or the morning of August 14. All medication must be in the original box with a current pharmacy label, and not expired. The pharmacy label must have your child's name, the name of the medication, the dosage, and when the medication should be given. This information should match your child's medication paperwork. If you have any questions regarding this process, please let me know!

## Kindergarten Parents

We are very excited to welcome you to our program. We are eager to help you and your student with this transition. Please note we will pick your student up from their classroom for the first half of the school year! We also will have Flex Assessment days on Thursday and Friday, August 22, and 23rd. Please make sure to sign up for these days online if you need care. On full days, lunch will not be provided. If you forget to pack your child lunch, we will provide your child with lunch, and a 10\$ charge will be added to your account. I cannot wait to get to know your child. If you have any questions, please feel free to reach out.

## Snack

1. Snacks are offered the first hour after school each afternoon.
2. All snacks are served with milk and water.
3. Children welcome to bring a snack from home should they want an extra snack or in place of what is served. We just ask that it not be candy or pop.
4. On Fridays, we engaged the kids with a cooking project teaching them to eat and live a healthy lifestyle.

**Please make sure your child comes to the cafeteria as soon as the bell rings at 2:45 pm.**

