

AFTER SCHOOL PROGRAMS INFORMATION 2019

After School Programs Manager: Grainne Fell fell@thevillageschool.com

Coordinators: Brenna Fernandez: bfernandez@thevillageschool.com

Elissa Potter: elissa.potter@thevillageschool.com

Office Phone: 281-496-7900 ext. 1040 (9:30-3:00 PM) Extension Phones: 3:00-6:00 PM

Elementary Programs: 281.414.7899 Finna Programs: 281.253.1697

Early Childhood Programs PK3-PK4: 3:15-4:45 PM

All PK students must be able to use the bathroom independently, without teacher assistance. Student pick-up will be at the front entrance of Finna. Dismissal Carpool begins promptly at 4:45 PM. Parents should display their carpool tag. Finna students should be picked-up *before* collecting an Elementary sibling from Elementary programs.

Elementary Programs K-4th: 3:30-5:00 PM

Student pick-up will be at the front entrance of the Elementary School. Cars should wait in the regular carpool lane. Dismissal Carpool begins promptly at 5:00 PM. Parents should display their carpool tag. ***Pick-Up for Swim programs is at the pool.***

Pick-Up for VRT programs is at High School front entrance.

Middle School Programs 5-8th: 3:30-5:00 PM

Student pick-up will be at the front entrance of the Middle School.

Snack

Students will receive a nut-free packaged snack. If your child has special dietary needs, or is a particular eater, feel free to send their own snack from home. Please do not send any food containing nuts or nut products.

Morning and Afternoon Extended Care

There is no carpool for Extensions.

Finna Parents have a flexible drop-off of students from **7:00-7:50 AM** and a flexible pick-up of students from **5:00-6:00 PM**. ***After 6PM a late fee will be charged.***

Elementary Parents have a flexible drop-off of students from **7:00-7:25 AM** and a flexible pick-up of students from **5:00-6:00 PM**. ***After 6PM a late fee will be charged.***

There are no Middle School Extensions, so any MS students requiring extension will register for the K-4th afternoon extended care in Elementary.

Please send a nut-free snack for extension with your student.

Important Notes for Parents

*A refund may be requested in writing prior to the programs beginning. After the first class attendance, a refund can also be requested, **prior to attending a second class.***

*Transfers are permitted within the **first two weeks of programs**, if there is availability.*

Refunds/Credits will be given for programs cancelled due to low enrollment.

Notification of Early Pick-Up/Absence should be sent in an email to the Program Coordinators.

Late pick-up of students from programs or extension, without prior notice, will incur a late fee.

Students are expected to behave respectfully and appropriately in all programs.