

# Early Drop-Off for 2017-18

Dear Parent,

Thank you for your interest in our Early Drop-Off program which is available every morning beginning at **8:00am**. Mrs. Sarah Johnson and Mrs. Cathie Brown will run the Early Drop-Off program. The service can be used on a **regular** or **occasional** basis (occasional use requires 24 hour advance notice). The children will have free play, drawing or coloring. The children may also bring unfinished breakfast if needed.

## When Early Drop-Off is used on a **REGULAR basis**, monthly fee is based on **\$7 per hour**

- Fees are **prepaid on the 1<sup>st</sup> of each month with your tuition payment** based on the number of days you indicate needing this service
  - 1 morning per week                      Add \$25 per month to tuition check
  - 2 mornings per week                    Add \$50 per month to tuition check
  - 3 mornings per week                    Add \$75 per month to tuition check
  - 4 mornings per week                    Add \$85 per month to tuition check
  - 5 mornings per week                    Add \$100 per month to tuition check
- **Make payable to ODEDS, marked Tuition/Early-Drop on the memo line.**  
If you have a change in your routine, the amount due can be adjusted the following month. Refunds will not be made for unused days.

## When Early Drop-Off is used on an **OCCASSIONAL basis**: **\$10 per hour**

- **24 hour advance notice** is required! We may need to schedule a helper on days we have additional children. Please leave a note about days needed with Mrs. Brown or Mrs. Baker in the office, send an e-mail or leave a message on the school answering machine at least 24 hours in advance.
- The fee is **\$10 per morning** and you will be **billed the next month** for the number of mornings used. You can add the amount due to the *next month's* tuition check with "Tuition/Early Drop" on the memo line.

### **Arrival:**

- Early Drop will be available beginning at **8:00am**. Before then, we will be busy preparing for our school day and may be away from the classroom. **Monday - Thursday...please enter through the playground gate and remember to shut the gate securely. Walk around to the back playground door and knock.** Most of the time Mrs. Sarah Johnson is our ED staff and her classroom is right beside the playground doors. **On Fridays, Mrs. Cathie Brown leads ED and you will enter through the front door because she is not next to the playground door to let you in.** Enter and make a right at the end of the hall...1<sup>st</sup> classroom on left. The children should keep their jackets and book bags with the Early Drop staff and then they will put them away when they go to class. At 8:48am, we will walk the children to their classrooms. If you have any questions, please don't hesitate to give us a call!

Sincerely,

*The Early Drop Team!*