

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 1st 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...1st 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!