

## Extended Care Program

### Overview

#### Grades

- School Entry Level through Grade 9

#### Activity Rooms

- 2 Group Activity rooms
- 1 Homework room

#### Program Hours

- Regular School Days: **3:10 pm to 4:45 pm**
- Early Release Days: **1:30 pm to 4:45 pm \***

\*Please note that on these days your child must be picked up at the school in person since the last bus leaves the school at 1:45 pm. Early Release days are noted in the GISW school calendar, on the website, and will be announced via Wednesday Mail.

#### Pick-Up

- **Until 4:45 pm**

A grace period of 15 minutes (4:45 pm- 5:00 pm) will be granted. Pick-ups after 5:00 pm will be subject to a late fee. (GISW-Late Fee Policy, please visit the school's website ([www.giswashington.org](http://www.giswashington.org)): ACADEMICS > Elementary School > Extended Care).

A teacher will bring all bus-riders to the **4:55pm bus** and make sure they get on the right bus.

#### Absence

- Should your child **not be able to participate in Extended Care** even though they attended their regular school day, please inform us **AS SOON AS POSSIBLE** (by 3pm at the latest). **Last-minute decisions concerning non-participation** also need to be communicated immediately to avoid extensive searches for your child along with involved notifications procedures. Under regular circumstances, please inform us in advance at [hberghausen@giswashington.org](mailto:hberghausen@giswashington.org). In case of a last minute decision that happens on the same day, it is very important that you contact the GISW receptionist by 3pm at 301.767.3801.

#### Contact:

**Extended Care Coordinator:** Heike Berghausen, [hberghausen@giswashington.org](mailto:hberghausen@giswashington.org) , 301.767.3854 (after 3:10pm)

**To leave a message for us before 3:10pm** please call GISW receptionist at 301.767.3801

**Elementary School Principal:** Britta Scholl [bscholl@giswashington.org](mailto:bscholl@giswashington.org), 301.767.3827

For additional information please visit the GISW website: ACADEMICS > Elementary School > Extended Care.

**Heike Berghausen, on behalf of the Extended Care Team**