



Extended Care (After or Before Care) Information -Woods Academy School Location-

If your child is registered for Before Care or After Care, please read this information carefully.

Hours: Before Care is from 7:30 am to 9:00 am; After Care is from 3:00 pm to 6:00 pm.

****Please note: Please pick up your camper on or before 6 pm. If you arrive after 6 pm, a significant per-minute fee will be assessed to you. This is a cash payment fee, due that day, to the Headfirst After Care Director. If payment is not made that day, the camper will not be invited back to participate in the Extended Day Care Program for the duration of the camp.**

See the end of this document for more details on this policy

If a parent/guardian arrives before 7:30 for Before Care, we will not allow the camper to be dropped off at camp until 7:30 am. For After Care, if a parent/guardian is late to arrive for the 6:00 pm pick-up deadline, heavy monetary penalties will be enforced for each minute after 6:00 pm.

If, during extended day care hours, you need to communicate a message to either your child or to the extended day care supervisor, please call the Headfirst Office at (202) 625-1921 Ext 17 for information on how to do so.

A Headfirst administrator constantly supervises the phones/voice mail up until 6:00 pm each day.

Drop off and pick up for extended care will take place in the following location:

- The Before Care Drop off location will be in the same location as regular drop off for all campers: In the driveway and in front of the school.
- The After Care Drop off location will be located in the back area of the Woods Academy School.

Enter the school from Greentree Road. Follow the driveway to the back of the school where the outdoor basketball courts are located.

Please park your car in this area and walk to the doors in the center of the building. This is where the entrance to the gymnasium and after care program is located.

All After Care Campers will either be outside in the outdoor play area or inside the gymnasium area.

If you do not see a Headfirst After Care Staff member in front of or around this area, please follow the Headfirst After Care signs (with arrows) to lead you to the right location.

Please Read Late Notice Policy Information on Page 2

Late Notice Policy

Headfirst After Care Parents,

Thank you for having your child participate in our After Care Program.

At Headfirst Camps, our After Care counselors work very hard to provide your child with a safe and fun environment from 3:00 pm to 6:00 pm. While we all have chosen to reside in a city that never seems to sleep, and have commute times that seem to grow daily, we ask that you respect that our counselors to, have places to go, and adhere to our 6:00 pm dismissal time.

Headfirst Camp policy allows a 5-minute grace period when parents arrive late for pick-up, but for every minute after 6:05 (by the clock on the counselors cell-phone) Headfirst will charge you \$5.00. Of course, if on Monday pick-up you had trouble locating the after care area, we allow a courtesy pass.

Example

<u>Pickup time</u>	<u>Fee</u>
6:06	\$5
6:07	\$10
6:08	\$15
6:09	\$20
6:10	\$25

We ask that you pay this fee in cash to the counselor on duty. Unfortunately, due to too many parents taking advantage of late arrivals in the past, we must enforce the rule that your child may not return to the after care program until this fee is paid. Our goal is not to unfairly punish anyone, but instead to adhere to the Headfirst policy and uphold our promise to the counselors that work very hard all day with your children, that they will be paid in cash if any parent is picking up past the 6:00 pm time. Please understand that their time is just as valuable as your time and in their job description, they were requested to be on duty up until 6:00 pm only. After that, they are no longer on the Headfirst Camps payroll.

Thank you for your understanding. As the Director of the Summer Programs, it is my job to support and respect the counselors that I have hired, by making sure they are treated fairly and able to leave at the conclusion of their day as stipulated in their contract.

Thank you,

Tif Brockway

(202) 625-1921 Extension 17