

Grace Lutheran Extended Care Hands On

Tuesday, October 2, 2012



Dates to Remember

Thursday October 11:
11:30 Release-
Grandparents Day at
School. Baking Day at
ECP

Friday October 12: **NO**
SCHOOL. Bowling
Field Trip

Carol Bird, Director

Tammy Breckenfelder, Program Co-ordinator

Heidi Miller, Administrative Assistant

Notes from the Program Co-Ordinator

Fall is approaching and the weather can change quickly and drastically during the day. Please send a coat with your child everyday as we do go outside for recess unless it is raining.

Next week Thursday (October 11) is a school early release day and "Baking Day" at ECP. There is no school next week Friday (October 12) and ECP will be having a Bowling Field Trip. If you have not signed up for ECP on either of these days, and need child care, please contact Heidi or Tammy.

Please read over the field trip and event information carefully as we are not able to return hot lunch, field trip or event monies. Most of our events need to be booked and paid for two to three weeks ahead of time. We also purchase the food for hot lunch and event supplies in advance. Therefore,

as our policy states: "On all-day and early release dates you will be charged for the hours you have signed up for unless your child is ill on that day. Hot lunch and field trip fees are non-refundable."

Our after school snack is kept to a modest size as to not "spoil dinner" for the children. Please feel free to send an additional snack along with your child if they need a larger snack.

Your feedback is always welcome. Do not hesitate to contact me with any questions or concerns.

Tammy Breckenfelder
ECP Co-ordinator
(262)251-7140 ext 110
graceextendedcare@gmail.com

ECP Statements

Weekly statements are sent out showing ECP time used and time purchased. The time used is determined from the sign in and sign out times on the sign out sheet. Please make sure when you are signing your child in or out, the time you write is legible. It is sometimes hard to read the time that is written down, and we do not want to make errors on your statement, as this could result in an overpayment on your part.

If you are claiming Extended Care expenses through reimbursement from your workplace or through a cafeteria plan and need forms completed or signed, please leave them with the ECP staff for signature by the Program Director.

If you need a year to date summary of your hours used and amount paid, please contact Heidi Miller or Tammy Breckenfelder to obtain a report.

Please contact Heidi or Tammy if you have any questions about your weekly statement, are not receiving your statement, or would like to receive your statement via email.

Attached is a sample weekly statement with explanations as to how the amounts shown on your statement are determined.

