

After School Information for Parents

What happens at school dismissal?

- A teacher from each grade will bring their afterschool students down to the library at 3:15pm.
- All students in ECC-1st grade will go to the fiction side of the library.
- All students in 2nd-6th grade will go to the nonfiction side of the library.
- The after school teachers will pick up their students at these locations between 3:15 and 3:30pm.

Recess/ Snack

- All classes will begin with snack; students should bring a snack with them to after school.
- Weather permitting, all students will have 15-30 minutes of outdoor recess time during their after school class.
- Afterschool classes with ECC-2nd grade students will begin with recess at 3:30pm.
- Afterschool classes with 2nd-6th grade students will end with recess at 4:30pm.

After School Dismissal

- After school classes end at 5pm.
- After school teachers will accompany their students being picked up at 5:00pm to the Parent Center.
- If a student's chaperon has not arrived by 5:10pm they will go down to Late Club.
- If a student is being picked up by someone other than a parent, the administrator at the front desk will check the student's authorized pick-up form behind the desk and confirm that with the chaperon's photo ID.
- **All chaperons must sign their student out in the sign-out book located by the front entrance.**
- If you need to pick up your student before 5:00pm you can check your student's classroom location with the administrator at the front desk. If you know that your student will be on an outing with his/her class please let me know ahead of time that you plan to pick him/her up early.

Late Club

- All Late Club students will go directly down to Late Club at 5:00pm. Late Club teachers will be waiting for them on the basement level.
- Late Club students in ECC-1st grade should go to the Music Room (Because of piano lessons on Thursday these students will go to the fiction side of the Library on that day).
- Late Club students in 2nd-6th grade should go to the nonfiction side of the Library.
- All Late Club students will pack up by 5:50 and head to the Parent Center.
- **Please make sure to pick up your students by 6:00pm.**

Arts and Earth Exploration

- Both Arts and Earth Exploration classes are located on the 4th floor (Art Room and Earth Lab respectively).
- These classes run until 6:00pm and these students can be picked up on the 4th floor.
- At 5:50, all remaining students will head down to the Parent Center.

Friday Classes

- All Friday classes begin with lunch at 12:30pm.

- Friday after school classes will have two outside recess periods: after lunch and between 3:00-4:00pm.
- Friday students should bring a lunch and a snack.

Outings

- Some after school classes will be leaving school regularly for their activities (Super Soccer, Get Your Exercise, and Earth Exploration).
- These classes will always be back before 5pm.
- If you will need to pick up your student from one of these classes before 5pm, please let me know ahead of time.

Drop-In Classes

- Please contact me if your student will need to drop into an afterschool class.
- Drop-in fees: Single Afternoon (3:15-6:00pm) = \$40, Friday Afternoon (12:30-6:00pm) = \$60, Late Club (5:00-6:00pm) = \$20
- Fees should be paid on the day of the drop in. Checks can be made out to The Advent School and dropped off at the front desk.

Lost and Found

- Items left behind during after school will be placed in a basket in one of the after school closets in the Music Room.
- The after school Lost and Found basket will be brought out and located by the Music Room each afternoon for students to pick up their items.
- If items are not picked up within a month, they will be added to the school's lost and found baskets.

Communication

- Please email me directly with questions and/or specific information about your student.
- Please let me know if your student will be picked up early or will need to drop into an afterschool class.
- Please notify me of information specific to your student's health/safety (i.e. he/she is sick and should not go outside to recess, after school teachers should make sure he/she eats snack, your student hurt his/her ankle and should refrain from running for a few days, etc.)

Office Hours

- I am currently a part-time graduate student at Lesley University and will be at the school part-time as well. Unless it is urgent, expect that I will respond to emails and phone calls during my office hours.
- Office hours: Monday 9:00am-3:00pm, Tuesday-Thursday 2:00-3:00pm, and Friday 9:00am -12:15pm.

Contact Natalie Brubaker

- Email is the best way to reach me. If need be you may leave messages with Robin Wilson at the front desk, but I would prefer you contact me directly.
- Email: nbrubaker@adventschool.org
- Phone: 617-742-0520 ext. 47