



***Please keep this information for reference,  
along with the ACED Fee Schedule and ACED Policies.***

**ACED HOURS:** **Morning Care:** All School Days, 6:30 a.m. – 7:30 a.m.  
**Afternoon Care:** Regular School Days, 2:45 p.m. – 6:00 p.m.  
**Afternoon Care:** ACED Half Days, 12:00 p.m. – 6:00 p.m.

**INCLEMENT WEATHER CANCELLATIONS:** ***ACED will NOT be open on school days which are cancelled due to inclement weather.*** Additionally, ACED may be cancelled or shortened for severe weather which occurs during a school day or during ACED hours. ACED families are strongly encouraged to sign up for the **ACED FAMILIES REMIND GROUP** for urgent notifications (see details below).

**ACED CALENDAR:** ***See the School Calendar*** for specific days designated as NO ACED Days or ACED Half Days. A list of those dates is also posted on the ACED webpage, under the Parents Tab.

**ACED CONTACT INFORMATION:** The ACED Program Director is Mrs. Sharon Cornell. Morning Care is managed by Mrs. Carol Feuerborn and Afternoon Care is managed by Ms. Alex Ostrander

**The ACED office phone number is 816-251-1127. This number is monitored at all times during Afternoon Care and Half Days.** It is not monitored during Morning Care or before 1:00 p.m. school days, although you may leave a voice mail message. If you need immediate assistance during school hours, when the ACED number is not monitored, please call the school office at 816-251-1150.

**OFFICE HOURS:**

- **Tuesdays, Wednesdays & Thursdays:** Office hours are 1:00 p.m. - 6:00 p.m. Mrs. Cornell can be reached via email or phone during those hours at [aced@olpls.org](mailto:aced@olpls.org), or 816-251-1127.
- **Mondays and Fridays:** Mrs. Cornell works remotely, from 1:00 p.m. – 6:00 p.m., and can be contacted via email. A staff member will monitor the phone during ACED hours on these days.
- **Office and remote hours are subject to variation. If you need immediate assistance during the school day, call the school office at 816-251-1150.**

**ACED DROP-OFF AND PICK-UP INFORMATION:**

***NEW COVID-19 PRECAUTIONS do not allow parents to enter the school building. Therefore, security access fobs will NOT be used until further notice. See below for revised Drop-Off and Pick-Up information.***

**Morning ACED Drop-Off:** A Morning Care teacher will be on-site at 6:30 a.m. ***NEW: From 6:30 – 7:30 a.m., parents must walk children to the entrance and check in at the school office, where students' temperatures will be taken before they are admitted to the building.*** By 7:30 a.m., school staff will be on hand to take temperatures in the drop off line, before children exit the car.

**Afternoon ACED Drop-Off:** Teachers drop children off with the ACED program as they go to the parking lot for dismissal. *Please let your child's teacher know when they will be attending the afternoon ACED program.*

**Afternoon ACED Pick-Up:** For pickup from the afternoon program, please go to the school office where you will sign out your child(ren). A staff member will be there to call your child(ren) to the office for dismissal.

**FEE SCHEDULE:** The ACED Fee Schedule is provided separately. *Please keep that page with this Information Form for your reference.*

**ACCOUNT CHARGES AND PAYMENT INFORMATION:**

**NEW COVID-19 PRECAUTIONS** have changed dismissal time, depending on grade level. As a result, Afternoon Check-In times will vary, and will be posted as each class arrives at ACED, beginning at 2:45 for Kindergarten, through 3:15 for 8<sup>th</sup> Grade. In the past, afternoon charges for all students began at 3:15 dismissal time. Staggered dismissal times may increase the time your child spends in ACED, and will affect Part-Time charges accordingly.

ACED charges will be posted to family Sycamore accounts. Monthly Statements can be printed by logging into your Parent Sycamore Portal. The statements may be used for childcare reimbursement or tax purposes. *Annual statements are not sent by OLP or the ACED Program.*

**Full-Time charges** are posted to Sycamore accounts within the first five working days of each month, and are due by the 20<sup>th</sup> of that month.

**Part-Time charges** are posted to each child's Sycamore account approximately weekly. Once all charges for a month have been posted, a Sycamore system notification will be sent, which includes the current account balance. That balance is due by the 20<sup>th</sup> of the month.

**Parents are responsible for checking Sycamore accounts on a regular basis, and keeping the account paid in a timely manner. Overdue payments will result in Quarterly Report Cards being held, and the student's Sycamore account being locked, until all invoices are paid in full.**

Cash or check payments are accepted through the school office. Checks should be payable to "OLP ACED." Please enclose all payments in a sealed envelope, indicating the name of the students, and addressed to "ACED." Online payments may be made through the [Sycamore Parent Portal](#).

**COMMUNICATIONS:** A **Parent email** is sent to ACED families monthly, informing you of upcoming ACED Half Days, NO ACED Days, and any other timely information or reminders. **Balance Notifications** are sent monthly, after all part-time charges for the month have been posted. **Account payment reminders** may be sent as needed from the Sycamore system. **Remind System Notifications** are sent as needed with inclement weather information, or other urgent notifications. See below for more information.

**ACED FAMILIES REMIND GROUP:** Additional urgent notifications may be sent via text or email through the ACED Families Remind Group. Reminders may include urgent inclement weather information and reminders of Half Days. This Remind group is separate from Mrs. Organ's all-school Remind group, and pertains to ACED families only. **At least one parent/guardian should be signed up for ACED Remind Notifications, (both are recommended, if possible).**

In past years, Remind Groups have been deleted at the end of each school year, and new Groups set up at the beginning of each school year. THIS YEAR, ACED will experiment with retaining last year's ACED Remind Group. Therefore, if you signed up for the ACED Remind Group during 2019-20, and your phone number has not changed, you will not need to sign up again. If you are new to ACED, or did not sign up for Remind messages last year, you will need to sign up for 2020-21. You have the option to leave the ACED Remind Group at any time by replying STOP to any message.

**ACED POLICIES:** The ACED Registration Form contains a Policies Acknowledgement, which must be signed at the time of registration. The Policies included in the Acknowledgement are provided separately. ***Please keep that page with this Information Form for your reference.*** The Policies page includes the following information:

- 1. ILLNESS POLICY \*New for 2020-21**
- 2. Morning Care Policy**
- 3. Late Pick-Up Policy**
- 4. Emergency Devices & Medication Policy**
- 5. Account Payment Policy**
- 6. Discipline and Discharge Policy**

***Failure to adhere to ACED Policies may result in expulsion from the ACED Program.***