



***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.
Full Day Care (Specified No-School Days): 6:30 a.m. – 6:00 p.m.

COVID PLAN: The ACED Program will mirror the school's COVID plan as closely as possible. Similar procedures will be followed with regard to symptom screening, face mask usage, and disinfection protocols. When specific health concerns arise, ACED will follow the procedures outlined in the OLP Parent Handbook.

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, ACED Half Days, or ACED Full 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. Christy Hugunin. Morning Care is managed by Mrs. Carol Feuerborn and Afternoon Care is managed by Mr. Kevin Herring.

MRS. HUGUNIN offices at the school office during the school day, and in the ACED office during ACED hours. Her email address is chugunin@olpls.org.

During school hours, her direct phone number is 816-251-1141.

During ACED hours, call the ACED office phone number, 816-251-1127. This number is monitored at all times during Afternoon Care, Half Days and Full Days. It is not monitored during Morning Care or when ACED is not in session, although you may leave a voice mail message.

ACED DROP-OFF AND PICK-UP INFORMATION:

Morning ACED Drop-Off: A Morning Care teacher will be on-site at 6:30 a.m., located in the school cafeteria. Please walk your child into the cafeteria. There are three sets of locked doors, which require a security access fob to open. These include the exterior door from the parking lot, the interior entry door, and a third set of glass doors that opens into the school hallway by the music room. ***Fobs will be required to enter the building before 7:30 a.m., or until a school staff member is present for regular morning drop-off.***

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: This year, we are planning to return pre-COVID practices. With that in mind, afternoon pickup will be in the school cafeteria or library, unless you are notified otherwise. Please enter the three sets of doors mentioned above with your security access fob.

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:

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 and Full-Time Plus charges are posted to Sycamore accounts within the first five working days of each month, and are due by the 20th 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 20th 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, ACED Full 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).***

THIS YEAR, the ACED Remind Group has been transferred to Mrs. Hugunin. Therefore, if you were a member of the ACED Remind Group last year, 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 the current school year. ***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. Morning Care Policy
2. Late Pick-Up Policy
3. Emergency Devices & Medication Policy
4. Account Payment Policy
5. Discipline and Discharge Policy

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