

WELCOME TO ALPHABEST!

Dear AlphaBEST Families!

We hope you had a wonderful summer! Below is lots of important information for you. If you have any questions, please don't hesitate to contact me at 972-439-7493 (Please **add** to your contacts).

We look forward to a terrific year!!

Dodd Alphabest Email: doddelementary@alphabest.org

***Hours of Operation: 2:40-6:30 daily**

If you are ever running late, please call us **by 6:15** so we are aware of who will be picking up your child from the authorized pick up list. If you pick up **after 6:30** we give a verbal warning for the first time.

Late Fees: 1-15 minutes late, \$15.00, 16-30 minutes late, \$30.00

Three times or more can be removal from program.

***Sign Out:**

Please call when you arrive. Identify yourself and who you are picking up. I will come to the door. You will give me your PIN and I will sign your child out. **Parents are not allowed inside.** Parents will not be allowed entry to the building to pick up their children. Have your ID ready to show the Site Director. You can also text our site phone letting me know you are close and I will have your child ready to walk out to you when you pull up!

***Covid** – We are following CDC Guidelines which includes, social distancing, masks, gloves, sanitizing, and each child will have an individual bag of supplies that will be only theirs for the program!

Team members/kids will be temperature checked at arrival. If team members/kids have a temperature they will be sent home. If a child has a temperature, they will be separated from the other kids and we will call the parents to come pick up.

Masks:

Team members will wear a mask. Kids over the age of 10 will wear a mask. Kids under the age of 10 will wear a mask if they choose to do so. This is following the Wylie ISD policy, as well as state mandated law.

***Weekly Tuition:**

~Part-time = Please indicate what days your child(ren) will attend if this applies to you.

Please email me **by Sunday** evening of every week if it changes from week to week. If it's the same days, no need to inform me weekly.

~Payments are due every **Monday** at the beginning of each week.

Best option ~ AUTOMATIC DRAFT from a bank or credit card.

If your payment is not received by **Wednesday**, late fee of \$15.00 dollars will be charged to your account.

If payment is still not received, your child will not be able to attend AlphaBEST on Thursday of that week and will have to be sent to the office for pick up.

***Absences:** If your child **will be out or leaves school early**, please email me so we know that your child will not be in attendance. This is very important for the safety of your child. We will call you to find out where they are if you do not notify us.

Thank you again for choosing **AlphaBEST** since we believe we are the **BEST** after school program!

We are looking forward to a great year!

Sincerely,
Allison Bryant

Site Director- Dodd Elementary