



Dear Parents

Thank you so much for sharing your children with us!

The After School Program is going great and we have seen all of the children improve in so many ways. Your support is appreciated.

IMPORTANT: When your child will be absent or picked up early from school, Trautwein's ATA must be notified before 2:00 pm, without exception. You may call 941-926-0355 and speak with a staff member. If a staff member is unavailable please leave a detailed message. In addition, all incoming calls are recorded in the event that a message is lost. The second option is to send an email to ATAafterschool@gmail.com. We will confirm when we have received each email, so if you do NOT hear back from us, you must call to confirm. This is just to avoid any issues in case any emails end up in junk mail or spam. If absence dates are known in advanced, please fill in a "**notification of student absence form**" and give it to a staff member. As parents ourselves, we understand raising children and schedules can be very hectic. However, when a parent does not call to notify us of a pick-up change, the following chain of events takes place:

- we will not leave the elementary school until all After School children are accounted for
- we cannot leave the van (with other children on board) to go inside to check with the school to locate your child
- we then rely on the teacher/assistants to go inside, go thru the records of the day to see if your child left early for the day or was absent---this takes time!!!
- at the next stop, the children and teacher/assistants are left waiting on us. **The teachers/assistants are not happy and worse yet, the children are wondering what happened to us.** In addition, the children are taken back into the administration office. When we arrive, we call (from the van, we cannot leave the children on board) to have them brought back out.
- their Taekwondo class starts later: which pushes back snack time and homework time.

We must implement a rule to discourage this practice. These actions will occur if the parent does not notify us of a pick-up change before **2:00 pm** or at all:

1st time-- no charge

2nd time or more—Automatic \$20 fee

Please note: we are not interested in collecting more fees. We just want to be notified of any changes with your child's pick up. Please call us with any questions.

Thank you

Kelly and Rick Trautwein and Brooke Trautwein-Bairos

Ps- please make sure your child's uniform goes home weekly for cleaning Thank you