

Welcome to Incarnation ACE and Morning Care for 2018-19

We are happy to have you! Please see below for some important reminders:

For **Morning Care**, please ring the bell by the south lobby doors of the school (closest to the office). Ms. Emily Hollkamp, Morning Care Director, will be in the office beginning at 7:00 a.m. and will buzz you in. You can sign your children in and they will proceed to Cafeteria where the Morning Care is in session until 8:10, when children go to their classrooms for the day.

After the school office opens at 7:30, Mrs. Eckenrode will buzz you in and you will need to escort your children to the Cafeteria and sign them in.

Please walk your children into the school building and sign them into Morning Care each time you drop off.

For families using **After-school Care Enrichment**, please communicate with your children's teachers to let them know when your children will be attending ACE.

At the end of the school day, students attending ACE are brought to the Cafeteria by their teachers where they are met by Mr. Ron Driesen, ACE Director. Attendance is taken, followed by time outside on the playground, weather permitting. Around 4:00 the group moves to the Parish Center for the remainder of the day.

If you are picking up between 3:10 and 3:50 (in good weather) you should come to the playground to sign out and pick up your child(ren).

If you are picking up between 3:50-6:00, you should come to the right-hand side door in front of the Parish Center. Please knock on the door and someone will open it for you. If no one comes, please call the ACE cell phone number: 463-3270.

Please remember to sign your children out each day. If someone other than parents will be picking up, please send a note with your child, let the office know, or e-mail Mr. Driesen at Ronald.Driesen@Incarnation-School.com. If someone different is picking up your children, please let them know to bring a photo ID.

All 2nd-8th graders should have a book with them to read if they finish their homework early. ACE provides, coloring, puzzle pages, etc. but students may bring their own if they would like.

On Fridays, all children may bring an electronic to ACE!

*****This year, ACE will stay open until 5:30 on early dismissal days*****

Invoices are created weekly and billing statements are sent once a month via e-mail. Questions about your account? Please contact Terri Conroy, Business Manager, at 433-1051, ext. 520 or Terri.Conroy@Incarnation-School.com.