



# Bear Care

Before and After Care Program  
2022 - 2023 School Year

Dear Families,

Welcome to Stix Early Childhood Center Before and Aftercare Program, Bear Care! The Bear Care program will provide an educational and enjoyable extended day for students who attend our school. Activities include art, reading, writing, math, science, music, as well as physical activity. Independent homework time is allotted in the afternoon for 1<sup>st</sup> and 2<sup>nd</sup> grade students. Please note, this is not a tutoring session, so please check over your child(ren)'s homework.

Students are expected to follow the Stix Bears Expectations (see Student Parent Handbook), follow directions at all times, and practice safe behaviors. Continued misbehaviors can result in withdrawal from the Bear Care program. Morning care includes the school provided breakfast and aftercare will include a healthy school provided snack.

## **Bear Care Hours:**

Before School 7:00 am -8:50 a.m.

After School 4:07 pm - 6:00 p.m.

## **Drop-off and Pick-up:**

Children must be signed in and out by the person dropping off and/or picking up. The person picking your child up must be on the authorized Bear Care Pick up list in Procure, be at least 18 years of age, and provide a state I.D. Please allow extra time for drop off/ pick up the first few weeks of school. If you need to change your child's pickup arrangements/person or update your phone number, please email Megan Smith at [megan.smith3@slps.org](mailto:megan.smith3@slps.org). You will also need to make the office aware of the changes because our electronic Bear Care System, Procure, does not communicate with the District's System.

Bear Care uses the gate on the K-2<sup>nd</sup> playground for entrance to the building. Please park in the bus lane, close to S. Newstead Ave. **HOWEVER, IF THERE ARE STUDENTS OR BUSES IN THE BUS LANE, PLEASE PARK ON THE PARKING LOT OR ON NEWSTEAD.** This helps ensure children's safety as they load buses. Cars cannot be present in the bus lane when buses are loading and unloading. ***Please do not park in the bus lane after 8:30 a.m. or before 4:20 p.m. P.m. Bear Care will open for parent pick up at 4:20.*** If you need to pick your child up earlier than this, please call the front office no later than 2:00 p.m. to request your child go to parent pick up for the day.

## **Early Drop-off and Late Pick-up Policy:**

We do not have staff ready for early drop-off, so drop off begins at 7:00 a.m. Families who do not pick up their child by 6:00 p.m. will be charged a late-fee of \$1 for each minute until pick up. Continued late pick-ups will result in the child being withdrawn from the program, regardless of reason.

## **Bear Care Cancellations:**

**Due to staff meetings Afternoon Bear Care will not be held the first Wednesday of each month, September 7, October 5, November 2, December 7, January 4, February 1, March 1, April 5 and May 3.**

If Bear Care is cancelled due to inclement weather, you will receive an e-mail from STIX as well as a text if you used a cell phone number during registration. Our Bear Care Program is not included in the district wide activity cancellations unless specifically stated. Please, continue to check your texts and e-mail inbox when inclement weather is expected.

### **Registration:**

For new families only please, go to the Stix Website at [www.slps.org/stix](http://www.slps.org/stix) to register online. **After**, you receive a confirmation e-mail your child can begin attending. **It is best to have the parent or guardian who regularly checks her/his e-mail to complete the registration so important information is not missed. I am able to add a second person to Procure so both parties will receive the information.** Returning families can register by logging in to their Procure Account at [www.myprocare.com](http://www.myprocare.com) and following the registration from there.

### **Incidents:**

In case of an injury or misbehavior an Incident Form will be provided to the person who is picking up the child. That person will be expected to follow up if additional medical attention is needed. There is not a nurse on staff during Bear Care. Staff are trained in basic first aid. **If your child has medical needs, please speak to Bear Care staff prior to them starting.**

### **Fees, Payments and Withdrawal:**

Bear Care will now be provided free of charge to our current families! Stix is allocating the Elementary and Secondary Relief Funds (ESSERII) received by the district, to support our Before and After School Bear Care Program. Pick Up Late Fees \$1.00 per minute after 6:00 p.m. Late fees are automated and will be run the first of every month or first day school is in session if the first falls on a weekend or holiday. Payments are expected to be received by the 7<sup>th</sup> of each month. Your child will be withdrawn from the program and unable to attend until the fees are paid. Your child's spot will be held until the 14<sup>th</sup>. We are no longer using Tuition Express. If you accrue late fees on your account, you will need to pay onsite by money order, cashier's check, or personal check only. Please make payable to STIX ECC and write child's name on memo line. Payments in cash will no longer be accepted. Tax information will be e-mailed to you after the first of the year (not school year)

We currently have a waitlist. Semi-regular attendance is expected to hold your child(ren)'s Bear Care spot. If your child is out for a quarantine period please inform myself via e-mail to avoid having your child withdrawn. After 2 weeks with no communication your child will be automatically withdrawn.

### **Questions:**

E-mail is the best way to reach out if you have questions. Please, understand I have a class and cannot take phone calls during the school day. Please allow two school days for a response to an e-mail.

Thank you,  
Megan Smith  
Bear Care Coordinator  
Megan.smith3@slps.org  
(314) 633-5440 Bear Care Line  
(314)533-0874 STIX Early Childhood Center