

# Woodbury Elementary School



## Fall Newsletter September 2018



### School Information:

Address:  
1251 School Drive  
Woodbury, MN 55125

Phone:  
651-425-4658

Program Hours:  
6:30-8:40 AM  
&  
3:10-6:00 PM

### Woodbury Elementary Kids Club Staff:

#### Site Supervisors:

Terri Feesl and Kendra Lesmeister  
6:15-8:45 am & 2:45-6:00 pm

#### AM Paraprofessionals:

Tai Nguyen:	6:40-8:25 am
Lucy Serpico:	7:15-8:30 am
Laura Hillyer:	7:15-8:30 am
Grace Livingston:	7:30-8:30 am
Janelle Gray:	7:15-8:30 am

#### PM Paraprofessionals:

Janelle Gray:	3:00-5:45 pm
Deb Hemmesch:	2:45-5:30 pm
Heidi Gulbranson:	3:00-5:00 pm
Leticia Flores:	2:45-5:15 pm
Brooke Lynn Jordan:	2:45-5:15 pm

### Upcoming Events:

More details to come about events at WES KC!

### Parent Sign In & Out:

Each day upon arrival to Kids Club, the student(s) must be signed in using the iPad located on the Parent Table. When picking up your child at the end of the day, you will also use the iPad for signing them out.

We will be asking any unfamiliar person(s) to show ID upon pick up of any student. This is for the safety of all the children in our program. Please have your ID with you at all times, as it may take time for the staff to get to know you.

## Not attending for a day?

Please inform the Site Supervisors if your child isn't going to be attending Kids Club in the afternoon. You can notify us in several ways: call our site phone, send us an email, tell us in person, or write it on the parent communication book located on the Parent Table. This ensures us that your child is safe and we won't need to look for them.

If you do not let us know about their absence, we will need to locate them by calling their teacher, checking with the office, and calling you. This would amount to a Finder's Fee charge on your account.

Please always let us know!

## Outside:

Kids Club goes outside every day (unless it is below 0 degrees or it is inclement weather). Please make sure your child is prepared and properly dressed to play outside.

\*If there is snow on the ground, we ask that you send your child each day with the following:

**Jacket, Hat/Headband, Mittens/Gloves, Boots & Snowpants.**

## Pick Up & Drop Off:

Please be prompt in picking up and dropping off your child. Kids Club opens at 6:30 AM and closes at 6:00 PM. If a child is picked up at 6:01 PM or later, it will result in a Late Fee. A \$15 fee will be charged to your account for every 15 minutes that you are late. You will receive a Late Pick up Letter each time your child is picked up after 6:00 PM.

## The Website:

All of our daily lesson plans, upcoming events, pictures, menus and more can be found on our school's Kids Club website:

Link: <http://www.cecool.com/kids-club/school-year/woodbury-elementary>

\*Please bookmark this in your browser for quick access!

## Extra Activities:

If your child is involved in an after-school activity, please sign our "Release to School Activity" form, located in the 3-ring binder on the Parent Table.

Before your child can attend the activity, they need to stop and check in at Kids Club. This helps us to know that your child is here and will prevent a Finder's Fee.

## Important Information:

**Storage:** Children will be assigned a hook in the Cafeteria. Please be sure to keep this area clean.

**Breakfast & Snack:** Kids Club provides breakfast and an afternoon snack to all children enrolled in the program at those times. We do **NOT** allow outside food for breakfast or snack. Please let us know if there are any questions.

**Medication:** All prescription medication must be accompanied by a doctor's signature, medically labeled bottle or items, and a completed Kids Club Medication Form. Medication will not be given without these items. All over-the-counter medication must also be accompanied by a completed Kids Club Medication Form.

## Questions:

If you have any questions, please feel free to contact the Site Supervisors at the contact information listed below:

Site phone: 651-425-4658

Terri's email: [tfeesl@sowashco.org](mailto:tfeesl@sowashco.org)

Kendra's email: [klesmeis@sowashco.org](mailto:klesmeis@sowashco.org)