



ACED CALENDAR: *See the School Calendar* for specific days designated as NO ACED Days, ACED Half Days or ACED Full Days. A list of those dates are also posted on the ACED webpage, under the Parents Tab.

ACED CONTACT INFORMATION:

Sharon Cornell - ACED Business Director

- **Tuesdays and Thursdays:** I work in-office during the school day, (8:00 a.m. - 3:15 p.m.). I can be reached via email or phone on Tuesdays and Thursdays.
 - ACED@olpls.org, or
 - 816-251-1127
- **Mondays, Wednesdays and Fridays:** I work remotely on these days. Generally, my hours of availability are 8:00 a.m. - 3:15 p.m.; however those hours are subject to variation. Please contact me via email on Mondays, Wednesdays and Fridays.

Justin Coatney - ACED Program Director

Mr. Coatney is OLP's Physical Education and Health teacher for all grades. He is typically not available to speak with during the school day; however, you may leave an email at jcoatney@olpls.org. Mr. Coatney is usually able to check his emails near the end of the school day, just before afternoon ACED begins.

DURING THE SCHOOL DAY - You may contact either Sharon Cornell or Justin Coatney, as indicated above.

DURING ACED HOURS - Please note that ACED Staff are with the children during ACED hours, and not in the office. However, in the event of emergency, or if you will be unable to pick up your child before 6:00 p.m., you may call **Mr. Coatney's cell phone, 816-729-9426**. Please be aware that this is Mr. Coatney's personal cell phone number. We ask that you only use it if necessary and that you not share the number with your children or others. **Your discretion is appreciated.**

ACED LOCATIONS:

Morning ACED takes place in the School Cafeteria. A school staff member will be on-site at 6:30 a.m. Children should enter the building via the North School Entrance, by the Etue room and check in with the staff member present.

Afternoon ACED takes place in various locations, but typically begins in the School Cafeteria. Teachers drop children off with the ACED program as they go to the parking lot at dismissal. Please let your child's teacher know if they will be attending the afternoon ACED program. For pickup from the afternoon program, please go the location indicated below, **make direct contact with an ACED staff member, and sign your child out, including the time of pickup, on the attendance sheet provided:**

- **Before 5:00 p.m.:** School Cafeteria, (enter via North School Entrance)
- **After 5:00 p.m.:** Elementary Computer Lab, (enter via North School Entrance)
- **Fish Fry Fridays, 3:15 p.m. - 6:00 p.m.:** Room 54, Mrs. Mount's 1st Grade Classroom, (enter via South School Entrance, using the Circle Drive)
- **Variation from the usual plan:** Occasionally, the ACED Program is asked to move to another location to accommodate another school or parish event. If that is the case, the pickup location will be indicated on a whiteboard sign posted at the usual pickup location.

ACED Full Days take place in various locations. When dropping off and picking up, enter via the North School Entrance and look for a whiteboard sign indicating the current location.

INVOICING INFORMATION: Invoices are emailed monthly and are due upon receipt.

FreshBooks - Invoices are sent through a billing platform called FreshBooks. New families will be sent an email link to establish access to a portal account. Keep your username and password in a secure place. Through this portal, you can access account information at any time. Account information shows invoices, payments and account balance. This information can be printed for use with your tax documentation for child care deductions. Existing families should already be familiar with the FreshBooks portal. If you have forgotten your password, please send an email to ACED@olpls.org and we will re-send a link to your portal account.

- **Full-time students** are invoiced at the beginning of each month for care to be provided that month (i.e., an invoice will be sent at the beginning of September for September care).
- **Part-time students** are invoiced at the beginning of each month for care provided during the previous month, (i.e., an invoice will be sent at the beginning of October for care provided during September).

PAYMENT INFORMATION: Payments are accepted through the school office or ACED dropbox by cash or check. Online payments may be made through the Online Giving portal at <http://olpls.org/online-giving>. Online payments may be made by ACH electronic bank transfer (echeck or esavings); or by credit card including Visa, Mastercard, Discover, and American Express.

Be sure to pay invoices promptly.

Overdue payments will result in report cards being held until the account is paid in full.

DISCIPLINE AND DISCHARGE:

You child is entitled to a pleasant and harmonious environment. The ACED Program cannot serve children who display chronically disruptive behavior. The administrative team retains the right to modify these procedures and take whatever disciplinary action is deemed appropriate on a case-by-case basis. Chronically disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, behavior that: requires constant attention from the staff; inflicts physical or emotional harm on other children; abuses the staff (physically and/or verbally); ignores and disobeys the rules which guide behavior during the school day and during the program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. If a child misbehaves, he/she will be given a five minute time out, in order to cool off and think about their actions.
2. If a second time out is given in the same day, a Discipline Form will be written by the caregiver. This form will be given to the parent/guardian to read and sign. The report will be returned to the caregiver to remain in the child's ACED file.
3. If a child has received three written Discipline Forms, the child will be suspended beginning the next school day and will last for one school week. PARENTS WILL STILL BE RESPONSIBLE FOR PAYMENT DURING THE WEEK OF SUSPENSION.
4. If, after reinstatement, a fourth behavior-related Discipline Form is given, the supervisor may expel the child immediately, without the right of reinstatement.
5. Any behavior, regardless of prior incidents, that endangers other children in the program, may result in immediate expulsion from the program without the right of reinstatement.