



***Please keep this information for reference,  
along with the ACED Fee Schedule and ACED Policies.***

**ACED HOURS:** **Morning Care:** All School Days, 6:30 a.m. – 7:30 a.m.  
**Afternoon Care:** Regular School Days, 3:15 p.m. – 6:00 p.m.  
**Afternoon Care:** ACED Half Days, 12:00 p.m. – 6:00 p.m.  
**ACED Full Days:** 6:30 a.m. – 6:00 p.m.

**INCLEMENT WEATHER CANCELLATIONS:** ***ACED will NOT be open on school days which are cancelled due to inclement weather.*** Additionally, ACED may be cancelled or shortened for severe weather which occurs during a school day or during ACED hours. ACED families are strongly encouraged to sign up for the **ACED FAMILIES REMIND GROUP** for urgent notifications (see details below).

**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 is also posted on the ACED webpage, under the Parents Tab.

#### **ACED CONTACT INFORMATION:**

##### **Sharon Cornell - ACED Business Manager**

- **Tuesdays, Wednesdays & Thursdays:** Office hours are 11:00 a.m. - 4:00 p.m. Mrs. Cornell can be reached via email or phone during those hours at [ACED@olpls.org](mailto:ACED@olpls.org), or 816-251-1127.
- **Mondays and Fridays:** Mrs. Cornell works remotely, from 11:00 a.m. – 4:00 p.m., and can be contacted via email.
- ***Office and remote hours are subject to variation. If you need immediate assistance during the school day, call the school office at 816-251-1150.***

##### **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 parents during the school day; however, you may leave an email at [jcoatney@olpls.org](mailto: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, or call the school office if you need immediate assistance.

**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 use it only if necessary, and that you not share the number with your children or others. ***Your discretion is appreciated.***

#### **ACED LOCATIONS AND PICK-UP INFORMATION:**

**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 Auditorium/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. ***An ACED staff member will check your child out, via the Sycamore system, while you sign the provided sign-out sheet.***

- **Before 5:00 p.m.:** School Cafeteria/Auditorium
- **After 5:00 p.m.:** Elementary Computer Lab, (enter via North School Entrance)
- **Fish Fry Friday - Alternate locations, as noted below:**
  - **Before 5:00 p.m.** - Gymnasium, (enter via North School Entrance, and walk through the Etue Room)
  - **After 5:00 p.m.** - Room 53, Mrs. Mount's 1<sup>st</sup> 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.

**ADDED SECURITY:** New for the 2018 – 2019 school year, the school building will be locked at 3:30 p.m. on regular school days, at 12:15 on early dismissal days, and on No School days, to provide a higher level of security for children attending the ACED program. Persons authorized to pick up your child(ren) will need to have a security access fob to enter the building. Please keep this in mind in determining the number of fobs your family will need, and plan ahead for occasional pickup by others. In the event you (or other authorized person) arrive without your security access fob, please knock on the door or call Mr. Coatney's cell number.

**FEE SCHEDULE:** The ACED Fee Schedule is provided separately. ***Please keep that page with this Information Form for your reference.***

### **ACCOUNT CHARGES AND PAYMENT INFORMATION:**

Beginning with the 2018 – 2019 School Year, ACED charges will be posted to student Sycamore accounts. Invoices will not be emailed as in the past. Instead, a current accounting is available by logging into your Parent Sycamore Portal. Reports for reimbursement or tax purposes can be printed for a select date range from the Sycamore Portal.

Full-Time and Full-Time PLUS charges are posted to each child's Sycamore account within the first five working days of each month. Part-Time charges are posted to each child's Sycamore account weekly. Parents are responsible for checking Sycamore accounts on a regular basis, and keeping the account paid in a timely manner.

Full-Time and Full-Time PLUS charges are due by the 20th of the current month. Part-Time charges are due within 20 days of the charges. ***Overdue payments will result in Quarterly Report Cards being held, and the student's Sycamore account being locked, until all invoices are paid in full.***

Cash or check payments are accepted through the school office or the ACED drop box, by the ACED office door. Online payments may be made through the [Sycamore Parent Portal](#). ***Please note that the Sycamore Portal will not be useable if the student's account is locked. If that is the case, please submit your payment directly to the school office, by check or cash.*** Notifications of payments due may be sent from time to time as a reminder.

**COMMUNICATIONS:** A ***Parent email*** is sent to ACED families about once a month, informing you of upcoming Half and Full ACED Days, NO ACED Days, and any other timely information or reminders. ***Account payment reminders*** may be sent as needed from the Sycamore system.

**ACED FAMILIES REMIND GROUP:** Additional urgent notifications may be sent via text or email through the ACED Families Remind Group. This Remind group is separate from Mrs. Briggs's all-school Remind group, and pertains to ACED families only. Reminders may include pick-up location changes, reminders of Half and Full Days, and urgent inclement weather information.

***Each year, the Remind Group is deleted at the end of the school year. Please sign up each year!***

**ACED POLICIES:** The ACED Registration Form contains a Policies Acknowledgement, which must be signed at the time of registration. The Policies included in the Acknowledgement are provided separately. ***Please keep that page with this Information Form for your reference.*** The Policies page includes the following information:

1. Morning Care Policy
2. Late Pick-Up Policy
3. Emergency Devices & Medication Policy
4. Account Payment Policy
5. Non-Registered Attendance Policy
6. Discipline and Discharge Policy

***Failure to adhere to ACED Policies may result in expulsion from the ACED Program.***