



## Albany PK Extended Day

### ABOUT LITTLE SCHOLARS

Little Scholars is an educational services company based in Richmond, Virginia. We provide after school programs, summer camps, tutoring, and program management to schools across the US. Since 2006, we have existed to enrich children's lives, make learning fun, and see people smile.

### IMPORTANT DETAILS

- **Arbor Hill, Giffen Memorial, and Phillip J. Schuyler: 3:30-5:45**
- **Sheridan Preparatory: 2:30-4:45**
- Monthly Enrichment Class
- Teacher-Student ratio of 1:8
- Little Scholars Contact: **Nicole Brown**- [nbrown@littlescholarsllc.com](mailto:nbrown@littlescholarsllc.com)
- On Site Coordinator for all schools: **Michael Otton**- [AlbOSC@littlescholarsllc.com](mailto:AlbOSC@littlescholarsllc.com)

### COVID PROTOCOLS

We are following all Albany City School guidelines.  
Students and staff will maintain a safe social distance.  
Masks are required for everyone.

### DISMISSAL PROCEDURES

- Guardian's ID is needed at pick up to ensure students are released to an authorized person and have them initial the sign-out sheet. Please make sure to list all authorized persons who are allowed to pick up your child.

### LATE PICK-UPS

The guardian/parent and emergency contacts will be contacted after 15 minutes have passed at the end of the program. If your child has not been picked up one hour after the end of the program, the non-emergency line will be contacted. **Little Scholars expects parents/guardians to be on time, if late pick up is a continuing problem, the child will be removed from the program.**

### SICK CHILD

If your child becomes ill during the extended day program, the parent/guardian will be called to pick up the student. The student must stay in a pre-approved location until their parent/ guardian is there to pick them up.



## **INJURED CHILD**

If your child becomes injured during the extended day program, the parent/guardian will be notified of the injury. The extended day team will document the injury and keep the incident on file.





## **EXTENDED DAY SCHEDULE**

### **Schedule for Arbor Hill, Giffen, and Phillip J. Schuyler**

| <b>Time</b>        | <b>Activity</b>   |
|--------------------|---|
| <b>3:30-4:00pm</b> | <b>Student Arrival, Snack, Restroom, and Story/Music Time</b> |
| <b>4:00-5:00pm</b> | <b>Enrichment Class</b>                                       |
| <b>5:00-5:30pm</b> | <b>Outdoor/Indoor recess</b>                                  |
| <b>5:30-5:45pm</b> | <b>Transition, Clean Up, and Prepare for Dismissal</b>        |
| <b>5:45</b>        | <b>Parent Pick-Up</b>   |

### **Schedule for Sheridan Preparatory**

| <b>Time</b>        | <b>Activity</b>   |
|--------------------|---|
| <b>2:30-3:00pm</b> | <b>Student Arrival, Snack, Restroom, and Story/Music Time</b> |
| <b>3:00-4:00pm</b> | <b>Enrichment Class</b>                                       |
| <b>4:00-4:30pm</b> | <b>Outdoor/Indoor recess</b>                                  |
| <b>4:30-4:45pm</b> | <b>Transition, Clean Up, and Prepare for Dismissal</b>        |
| <b>4:45</b>        | <b>Parent Pick-Up</b>   |

| MONTH        | CAMP   | DESCRIPTION  |
|--------------|--|--|
| <b>MARCH</b> | <b>Art Safari</b><br>             | <p>We are going to take a safari around the world! Visit a new country each lesson and learn about animals native to that location with a sprinkle of literature, dabble of games, and a whole lot of art. Grab your passport and discover the thrill of the hunt without leaving school!</p>                                  |
| <b>APRIL</b> | <b>Dino Discovery</b><br>         | <p>Do you know which dinosaur was nicknamed “long neck?” Do you know which dinosaur had the biggest head? Join us for a colossal journey into the world of dinosaurs. Build a dinosaur replica and have an archeological dig just like a real paleontologist. In Dino Discovery, you will have a swamp stomping good time!</p> |
| <b>MAY</b>   | <b>Scientist in Training</b><br> | <p>Take a dash of engineering and a sprinkle of earth science, toss it together with some fun and games, and you have a STEAM-based class. Our future scientists will explore the different worlds of science through take-home creations. Join us for this exciting journey into the world of science.</p>                    |
| <b>JUNE</b>  | <b>Jumpin’ Beans</b><br>        | <p>Hop, Run, and Skip to Jumping Beans! S-T-R-E-T-C-H your muscles and get your wiggles out, all while learning about a new sport. Jumping Beans is great for developing gross motor and fine motor skills in a structured format that builds coordination, balance, and confidence.</p>                                       |