

August 18, 2020



Dear Families,

Welcome to Extended Day! We are so happy to have you join us now or possibly one day in the future.

There are three of us in this department. I am Amy Koons and am the Director of Extended Day and the Advantage Program. I graduated from the University of Florida and received my Master of Education degree from the University of South Florida. I have two daughters who attend Bolles, including an eighth grader and a junior. I am beginning my sixth year here on this amazing campus. Cyndy Melanson has been here 10 years and works mostly with our younger group of students from grades PreK – Grade 2. She is a wife and mother of four boys. She has 12 grandchildren – nine girls and three boys – and she is just the kindest! We also are looking forward to adding a new team member this year who will help work with our older group of students in Grades 3-5 as Rachel Barksdale will be our full-time nurse.

We are implementing some alterations to the program this year. If you have participated in Extended Day before, you will see quite a few temporary, but necessary changes in the program.

- We are not offering the drop-in option at this time so we can most effectively plan for staffing and spacing the children.
- K- Grade 2 will be using Ponte Vedra Hall which is not being used for lunches during the day. Grades 3 -5 will be in George Hall (gym).
- We will be assigning seats.
- In the past we did not allow the kids to bring in things from home, but I would like to suggest they bring one small item to play with and not share, plus maybe a book or two (all labeled with their names).
- As parents are not to leave their car, when you come to pick your child up, we will have someone at the top loop who will radio us and we will bring them to you.
- As always, we will have frequent handwashing and hand sanitizer will be available. The children are welcome to carry their own as well.
- Masks are required and it is recommended to pack an extra.
- At this time, our Advantage classes are on hold until a decision is made to resume.

Please feel free to contact us at any time with your questions. Cyndy and I truly look forward to spending this year with your child!

Thank you,

Amy Koons (koonsa@bolles.org)

Cyndy Melanson (melansonc@bolles.org)

Extended Day Phone: 732-5937

PLEASE SEE P.2 FOR OUR SCHEDULE

Pre-K *

12-12:15 p.m.	Group Up
12:15-12:45 p.m.	Lunch – We will already be in the cafeteria so this one will be easy for us this year. Your child can bring their own lunch or we will see that they receive the one you order from school.
12:45-1:15 p.m.	Outdoor time
1:15-1:30 p.m.	Story Time
1:30-1:50 p.m.	Rest time. This is simply a time to wind down. Please send a small blanket and lovey as they will not be provided this year. We turn the lights down, play peaceful music and ask them to find a quiet activity such as reading a book. We often get sleeping children at this young age, but they certainly are not required.
1:50-2:15 p.m.	Inside teacher directed activity
2-3 p.m.	<i>PreK Advantage when resumes</i>
2-2:45 p.m.	Individual Free Play

Pre-K-Grade 2

2:45-3:15 p.m.	Dismissal/homework/quiet independent activities (spaced and grouped by grade level)
3:15-3:45 p.m.	Homework and outdoor time
3:45-4 p.m.	Snack**
4-4:30 p.m.	Outdoor time
4:30-5:30 p.m.	All of extended day in Ponte Vedra Hall

Grades 3-5

2:45-3:45 p.m.	Homework and individual quiet activities in the gym (spaced and grouped by grade level)
3:15-4:15 p.m.	<i>K - 5th Advantage Classes when they resume</i>
3:45-4 p.m.	Snack**
3:45-4:30 p.m.	Outdoor time
4:30-5:30 p.m.	All of extended day in Ponte Vedra Hall

***For Pre-K who are with us from 12-3 p.m.**

Pre-K will leave their class and come to us in the cafeteria, which is not being used at this time for student lunches. This large space will be quite accommodating to keeping the children distanced. Each child will have their own assigned table. We are putting together individual bins for them that will include some toys, coloring books, crafty items, markers, white boards, etc. for them to use individually.

I'd also ask that you send a small blanket and lovey with them. My idea for PreK is that their space/table in Ponte Vedra Hall is going to be comforting and a fun place for them that they can make their own. We are getting little rocker chairs that each child will be assigned and they will also have a very cushy mat. We'll use this for a short rest time where they can cuddle in their blanket or sit and read and listen to music. Some children do take a nap, but it is not required.

We will have story time, arts and crafts, yoga and dance parties (all with distance) as well as outdoor recess, and indoor playtime to keep cool.

**Snack is typically organic apples or other fruit choice as well as something like Goldfish or pretzels. Sometimes we provide frozen fruit pops on the playground. If you would like to send a separate snack in for you child, you are welcome to do that.

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