



## PARENT INFORMATION SHEET

### CONTACT

Lisa Franko, Youth Program Coordinator  
[youthprograms@schoolofservice.org](mailto:youthprograms@schoolofservice.org)

Address:  
1724 McAlester Street  
Columbia, MO 65201

Call or email the office for immediate needs or absence:  
(573) 875-0275  
[accessarts@schoolofservice.org](mailto:accessarts@schoolofservice.org)

### THE BASICS

Each day, students will need to bring a packed lunch that does not need heating or cooling, two snacks, and a bottle of water. They will need to wear shoes that they can play in and comfortable clothes that they can get messy.

### CHECKING IN & OUT

Morning check-in or roll call will occur each day from 7:45am-8:15 am. Please be prompt! Bring your child to the front entrance of 1724 McAlester Street, where you will be greeted by a designated staff member.

Every child must be signed in and out every day by a parent or authorized adult. Please come to the door and be greeted by our staff. This is to ensure the safety of all the children. We may also have information on that day's activities or have a question for you.

Dismissal will be between 4:45 and 5:00pm each day. Any children not picked up after 5:15pm will be charged \$5 for every 15 minutes they remain.

### AUTHORIZED RELEASE

If you wish to have someone other than yourself to pick up your child, you will need to fill out and sign the Authorized Release Form. Send this signed form with the authorized person to pick up your child. The person must have a photo I.D. and the signed form, or we will not allow your child to leave our care. No exceptions will be made. If you know in advance that someone else will be picking up your child, please make us aware of this at the time you register.