



# Extended Day Procedures

## Morning Extended Day

- Staff: Ms. Becky
- Arrival
  - Morning Extended Day opens at 7 am.
  - Students should be dropped off at Door 1W (on the corner of 11th Ave & 55th)
  - Inside the first set of doors is a doorbell to your right, please ring that.
  - Ms. Becky will open the second set of doors to let you in.
  - Proceed up the stairs and down the hall to the left. She will be in Room 105.
  - Parents are welcome to walk younger students in.
- Absent
  - If your student is going to be absent, please send an email to both Ms. Bergen, Office Manager, ([cbergen@olpmn.org](mailto:cbergen@olpmn.org)) and Ms. Becky ([rranum@olpmn.org](mailto:rranum@olpmn.org)).

## Afternoon Extended Day

- Maria Queenan, Extended Day Director
- Hours: 3:15-5:30 pm
- Pick Up Procedure
  - Parents should come to Door 7E (on 55th by the playground) and ring the doorbell. Staff will click the right-side door unlocked for you to proceed to pick up your students. Once you enter, head toward the main Extended Day space where students keep their belongings and check out with staff.
  - Children are expected to be picked up by 5:30 pm. If you are going to be late, please let Ms. Maria know as soon as possible so she can communicate with staff.
- Absent
  - If your student is going to be absent and attends Extended Day on the day of absence in addition to letting your student's teacher and the office know, please send an email to Ms. Maria ([mqueenan@olpmn.org](mailto:mqueenan@olpmn.org)).