



THE BASILICA SCHOOL
OF SAINT MARY
Founded 1869 - Alexandria, Virginia

Extended Care Policies and Guidelines

Families are **required to enroll their children** in an Extended Care Program. A contract must be signed by all school families, whether they choose to participate or not, for the safety of all students. Billing for Extended Care, regardless of the type of Extended Care Plan selected, is done through your FACTS account. All financial obligations must be met in order for your child to have continuing care in the program.

Afternoon Extended Care gives children an opportunity to relax, visit with friends, participate in physical activities and games and enjoy arts and crafts. Please make sure that your child is aware of the **Code of Conduct** that you signed as part of your contract.

SNACKS

Children are offered snacks, drinks, and milk daily. We also offer gluten free options. Children remaining after 5:00 pm will be offered a fruit cup.

MOVIES

A few times during the year, movies may be shown to the children. Children in grades 4-8 may be shown a movie chosen by the Director that is rated PG. If you would like to have your child opt out of the viewing, please email the Director.

STUDY HALL

An optional, independent Study Hall is available for children in grades 2-8. Pencils and texts are provided. It will be your decision to ask your child to go to **Study Hall**. Children are separated into 4 groups, in 3 to 4 locations and there is a Study Hall monitor for each group. We always try to have a teacher or instructional aide monitor the program; however, they are not there to teach a concept. The children know that if they don't understand something with their homework to ask you and if you are unable to help them you are instructed to let their teacher know so that the concept will be retaught. Children that are disruptive will be asked to leave Study Hall. They will not be permitted to complete their homework outside of Study Hall. Your sign out sheet will have a notation should this occur.

Children may not bring their toys from home into Extended Care as they may accidentally be lost or broken. If you have ideas for supplies that should be purchased, please email the Director, as we are always looking for things to keep your children happy while in our care.



MEDICATION

If your child requires medication, you must send this to the attention of the Director. These medicines are locked for safe keeping and administered by an Extended Care MAT certified staff member. Please make sure that you follow the same procedure as you do with medicines given to our school nurses.

If your child has a restrictive issue preventing them to participate in any activity, (e.g., allergies from high pollen count must refrain from outdoor play) a note or an email must be given to the Extended Care Director.

PICK UP

1. **SIGN-OUT** When picking up your child, please give your name to our staff member who will call for your child for dismissal. Please proceed to sign your child out in the binder associated with your Plan. Parents in Plan C, please be mindful to sign out your child. If you fail to do so, you will be charged an hourly rate up to 6:00pm. When your child enters the cafeteria, they will retrieve their backpack, their belongings and will come to you
2. **CELL PHONES** -Parents may not use their cell phones while picking up their children. Please finish your call before entering the building and requesting your child for dismissal. Your child(ren) will be happy to see you and will want your undivided attention.
3. **RETURNING TO CLASSROOMS** - Children may not go back into the classroom for any reason after they have checked into Extended Care. Parents may NOT escort their child into the classroom areas once school has been dismissed. Please see the Director if it is an emergency, and she/he may escort your child to retrieve the needed item.
4. **CHANGES TO PICK UP PLANS** - Changes to a pick up procedure may be done through the guidelines of **Pick Up Patrol** or an email may be sent to the Director. Phone call authorizations are not permitted.
5. **CHANGING CLOTHES AFTER PICKUP** - If your child has an afterschool activity that requires changing clothes, you must accompany your child to the main level and use the restrooms outside of the first grade classes. Please exit the building upon completion and proceed to your vehicle. All other areas are prohibited.
6. **INTERACTION WITH STUDENTS OTHER THAN YOUR OWN CHILDREN** At pick up time, you may see friends of your children upon entering or exiting the building. You may greet them, as you would if you are a parent volunteer; however, at no time are you permitted to confront another child about anything that would cause stress or duress.