

## **Oakwood School Extended Day Program Policies and Procedures 2021-2022**

Oakwood School Extended Day Program policies and procedures are dependent on Oakwood School health protocols and state of Virginia mandates. The Extended Day schedule, structure and/or program offerings may need to be adjusted to comply with Oakwood School or state of Virginia mandates and guidelines.

### **MORNING PROGRAM**

As a service to parents who need to drop off their children before the school day begins, our Morning Program enables parents to bring students to school as early as 7:00 AM on school days.

**HOURS:** The Morning Program will operate from 7:00 AM – 8:30 AM on school days, unless school is closed due to inclement weather or another emergency circumstance. In the event of a delayed opening, the Morning Program will only be delayed one hour; parents can begin to drop off students at 8:00 AM for the Morning Extended Day program.

**DATES:** All scheduled school days

**PROGRAM:** Students will be given a quiet place to read, study, play games, or watch appropriate programming. If they wish, students may bring their breakfast or a snack to eat during that time.

**ARRIVAL:** Regular Morning Extended Day Students may arrive at or any time after 7:00 AM.

**ENROLLMENT:** Registration is by semester or full year.

**COST:** See Enrollment Form.

**NOTE:** Extended Day follows mobile and electronic device guidelines as expressed in the Oakwood School Student and Parent Guidelines. Use of these devices is prohibited during Extended Day hours.

### **AFTERNOON PROGRAM**

As a service to parents who wish to pick up their children after daily dismissal, Oakwood offers an Afternoon Extended Day program in which students may stay at Oakwood after school until 5:30 PM, Monday – Friday on school days. Included in this program will be an hour of homework assistance supervised by Oakwood teachers Monday – Thursday, with quiet or recreational activities during the remaining time.

**HOURS:** Monday, 1:45 PM – 5:30 PM; Tuesday – Friday, 3:00 PM – 5:30 PM. In the event of an early closing, due to inclement weather or another emergency, the Afternoon Program will be canceled and parents should plan to pick up their children at the announced dismissal time.

**CALENDAR:** There are a number of days that afternoon Extended Day is not scheduled. Please see the Oakwood School 2021-2022 calendar for specific dates.

**PROGRAM:** Students will receive approximately an hour of group homework assistance from Oakwood teachers starting at 3:15 PM Monday – Thursday. Around 4:15 PM, or whenever they finish their homework, students will transition to Activity Time. During Activity Time students may play games, read, or participate in recreational activities. On Fridays, students will only have Activity Time.

**SNACK:** All parents should send a healthy snack with their child each day. Please label the snack for Extended Day, so that it is still available for your child after school.

PICK-UP: Parents may pick up their student any time after school until 5:30 PM. Pick-up after 5:30 PM will incur late fees (\$10 late fee applied every 15 minutes) .

ENROLLMENT: Registration is by semester or full year.

COST: See Enrollment Form

LATE FEES: Parents should arrive no later than 5:30 PM to pick up their children. Pick-up after 5:30 PM will incur a \$10 late fee. Every quarter hour or portion thereafter will incur an additional \$10 late fee. We understand that some delays are beyond your control, so parents will be given three 15-minute grace late pick-ups per semester (regular dismissal and Extended Day dismissal combined) before late fees are enforced. After 5:45 PM late fees will be charged regardless of grace pick-up status.

AUTHORIZED PICK-UP: Extended Day uses your Oakwood School Authorized Pick-up information. Please keep information up to date. If there is a last-minute change, please email [ExtendedDay@oakwoodschoo.com](mailto:ExtendedDay@oakwoodschoo.com)) or call with that change before that person comes to the school. Be sure to add that person to your Authorized Pick-Up List as soon as you can. If you form a carpool with other families in Extended Day, please submit by email the names of those who will participate in the carpool and the names(s) of those who will be transporting the children on which days.

Thank you for participating in Extended Day!