



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

Extended Care Policies and Guidelines

All families are **required to enroll their children** in an Extended Care Plan, whether they choose to participate or not, for the safety of all students. Regardless of the type of Extended Care Plans selected, billing for Extended Care is done through your FACTS account. All financial obligations must be met for your child's continuing care in this program.

The Extended Care Plans are available for children in grades PreK-8. Currently, we cannot offer Plans for children enrolled in the Mater Dei Program.

Morning Care begins at 7:00 am. After school care is from 3:15-6:00 pm unless you are enrolled in Pre K which requires a 5:30 pm pick up. On the days with an 11:30 am dismissal, children bring their lunch, and the program ends at 3:15 pm.

All Extended Care programs allow children to relax, visit with friends, participate in physical activities and games and enjoy arts and crafts. If possible, we have shows twice a year, provide an art club, an after-school Soccer program on Fridays provided by Alexandria Soccer Association, and Bishop Ireton provides Homework helpers weekly. Please ensure your child is aware of the **Code of Conduct** you signed as part of your contract.

STUDY HALL

An optional Homework program is available for children in grades 2-8. Pencils are provided. It will be your decision to ask your child to complete their homework on school premises. We always try to have a teacher or instructional aide available.

Children may not bring their toys from home into Extended Care as they may be accidentally lost or broken. If you have ideas for games or 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.

SNACKS

Children are offered a variety of snacks, juice, and milk daily. We also offer gluten-free options on request. Children remaining after 5:00 pm will be offered a fruit cup.

MOVIES

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



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MEDICATION

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

If your child has a restrictive issue preventing them from participating 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 - IN FRONT OF THE MAIN SCHOOL BUILDING

1. **SIGN-OUT** - When picking up your child, please give your name to our staff member, who will call for your child for dismissal. Parents in Plan C **must sign out their child in the associated Plan C binder**. If you fail to do so, you will be charged an hourly rate up to 6:00 pm.
2. **CELL PHONES** - Parents may not use 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 want your undivided attention.
3. **RETURNING TO CLASSROOMS** - Children may not return to the classroom for any reason after checking into Extended Care **unless accompanied by a staff member**. Please **ask** the Director if it is an emergency; they 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. **Send an email to: ahampton@smsva.org.**
5. **CHANGING CLOTHES BEFORE PICKUP** - If your child has an after-school activity that requires changing clothes, **they may change before you pick them up.**
6. **INTERACTION WITH STUDENTS OTHER THAN YOUR OWN CHILDREN** At pick-up time, you may see your children's friends upon entering or exiting the building. You may greet them as you would if you are a parent volunteer; however, you are not permitted to confront another child about anything that would cause stress or duress.