

Extended Care Policies and Guidelines

Enrollment in the Extended Care Program is mandatory for all school families. You must renew annually. This includes signing a contract, even if you choose the NO PLAN option. This contract is crucial as it outlines the safety measures for all students. Billing for the Extended Care Program is conducted through your FACTS account over ten (10) months, from August through June. It's important to note that families are responsible for meeting all financial obligations for their child's continued participation in the program.

Our Afternoon Extended Care program offers a diverse range of activities for children. They can unwind, play, socialize with friends, participate in physical activities and games, start homework, and indulge in arts and crafts. We are committed to keeping your child engaged and entertained. Please remember your child has signed a CODE OF CONDUCT as part of the contract.

SNACKS

Children receive daily snacks, including a gluten-free option. Children on PLAN A with us after 5:00 pm are offered a fruit cup of their choice.

STUDY HALL

Children in grades 2-8 have an independent study hall scheduled in the afternoon, with pencils provided. It is up to you whether your child participates. If you prefer your child to do homework at home, please provide/send a note to the director. Children should bring a book to read quietly if they opt-out.

Grade 1 students may join the "homework helpers club" on Mondays, led by service students from Bishop Ireton.

TOYS FROM HOME

Children are not permitted to bring toys from home into Extended Care to prevent loss or damage. If you have suggestions for supplies/games, please email the Director. We always look for new things to keep your children happy while in our care.

MOVIES

Occasionally, movies may be shown to the children. Children in grades 4-8 may watch a PG-rated movie chosen by the Director. If you wish your child could opt-out, please email the Director.

MEDICATIONS/ACTIVITY RESTRICTIONS

If your child requires medication stored in the nurse's office, you must email the director. An Extended Care MAT certified staff member will administer the medication.

If your child has any restrictions that may prevent them from fully participating in our activities (e.g.,

allergies, slings, casts), we need to know. Please send a note or email to the Director so we can make the necessary arrangements to ensure your child's safety and comfort during their time in the Extended Care Program.

INCLEMENT WEATHER POLICY

If there is a school day delay or an early dismissal due to inclement weather, the Morning Care or Afternoon Extended Care Program is canceled.

PICK UP PROCEDURE IN FRONT OF THE MAIN SCHOOL BUILDING

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.

CELLPHONES

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.

RETURNING TO CLASSROOMS

Children may not return to the classroom for any reason after school dismissal 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.

CHANGES TO PICK-UP PLANS

The changes to the pick-up procedure may be made through the guidelines of the 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.

CHANGING CLOTHES BEFORE PICKUP

If your child has an after-school activity that requires changing clothes, they may change before you pick them up.

INTERACTION WITH STUDENTS OTHER THAN YOUR CHILDREN

Upon entering or exiting the building, you may see your children's friends at pick-up time. 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.