

# Park Tudor Aftercare

## POLICIES AND PROCEDURES FOR HILBERT CENTER AND LOWER SCHOOL

### HOURS (MONDAY-FRIDAY)

**JK1-SK:** 2:45–5:30 p.m.

**Grades 1-5:** 3:15–5:30 p.m.

### LOCATION

Following school dismissal, students enrolled in Aftercare will remain with their homeroom teacher until dismissal at 3:40 p.m. Park Tudor Aftercare staff will then escort students in grades 1-5 to the Lower School playground. From 3:40–4:40 pm, students will be provided with a snack from Sage Dining Services, which must be eaten in the Lower School Amphitheater. Snacks are not permitted on the playground.

If weather conditions allow, Aftercare will be conducted outdoors daily from 3:30–5:30 pm. Junior Kindergarten and Senior Kindergarten students will be supervised by JK-SK staff until the Aftercare team arrives. JK-SK students will play on the Hilbert Center playground until 5:00 pm, after which they will be escorted to the Lower School playground to join the other students.

In the event of adverse weather, Aftercare will transition to indoor play in the Hilbert Center Lobby and surrounding classrooms. During indoor play, students will be grouped by grade.

### SNACK

A prepackaged snack will be provided by Sage Dining Services. Students may also bring their own **\*\*\*nut-free\*\*\*** snacks from home. **If your child has dietary restrictions or allergies, please contact Rachel Dabertin at [rdabertin@parktudor.org](mailto:rdabertin@parktudor.org).**

### HOMEWORK

Students with assigned homework will be encouraged to complete it before playing. If your child is not finishing their homework, please contact Rachel Dabertin or Lindsey Lawrence, and we will provide gentle reminders to your student.

### MIDDLE SCHOOL SIBLINGS

Lower school siblings may attend Aftercare until the end of their Middle School sibling's athletic practice, provided the Middle School student is enrolled in the current season's athletic

program. Lower School children must be picked up by 4:00 p.m. from the Hilbert Center Circle. Please ensure timely pick-up to avoid a late fee.

### BILLING

The Aftercare program is billed at a full-time rate of \$1,600 for the year, with monthly charges of \$200 from September through April. This rate is applied to your student's account and remains the same whether the service is used part-time or full-time.

A late fee of \$10 per minute will be charged for pick-ups after 5:30 p.m. After three late pick-ups, students will no longer be permitted to continue in the Aftercare program.

Park Tudor faculty and staff may use Aftercare until 5:00 pm. We request that you arrive on time.

### CARPPOOL

Beginning at 3:30 p.m., all students enrolled in Aftercare will be picked up from the Hilbert Center Circle. Please display your family name tag (provided on the first day of school) on the passenger visor and remain in your vehicle. An After-School staff member will approach your driver-side window and call for your child over the radio.

If your child is being picked up by someone other than a full-time guardian, please update your settings in the PikMyKid app and notify Rachel Dabertin and Lindsey Lawrence via email.

### CONTACT INFORMATION:

For questions or concerns, please contact:

- **Rachel Dabertin:** [rdabertin@parktudor.org](mailto:rdabertin@parktudor.org)
- **Lindsey Lawrence:** [llawrence@parktudor.org](mailto:llawrence@parktudor.org)

**If you are running late or in case of an emergency, please call the Aftercare cell phone at 317-518-0881. For a quicker response, you may also call Rachel Dabertin's personal cell at 219-629-1501.**

**MEET THE FRIENDLY FACES OF HC/LS AFTERCARE** *Aftercare is supported by PT faculty, staff, and assisting Upper School students.*



**RACHEL DABERTIN**

(Ms. Dabs)  
Director of  
Auxiliary  
Programming



**LINDSEY LAWRENCE**

(Ms. Lawrence)  
JK2 Teacher &  
Lower School  
Aftercare  
Manager



**MORGAN JOHNSON**

(Mrs. Johnson)  
Annual Fund  
Officer



**EDDIE WARDELL**

(Mr. Eddie)  
Maintenance  
Department



**JASON WELCH**

(Mr. Jason)  
Maintenance  
Department



**SAFI BENT**

(Ms. Bent)  
LS Instructional  
Assistant



**EMILY WILHELM**

(Mrs. Wilhelm)  
LS Instructional  
Assistant