

# Park Tudor Aftercare

## POLICIES AND PROCEDURES FOR MIDDLE SCHOOL

### HOURS (MONDAY-FRIDAY)

**Grades 6-8:** 3:00-5:30 p.m.

Students participating in athletics can join Aftercare after their practice ends at 4:00 p.m. Any student in grades 6-8 remaining on campus after dismissal or after their practice/activity ends will automatically be “in” Aftercare for the day if they are not picked up immediately. No student in grades 6-8 can be on campus, unsupervised after dismissal.

### CHECK-IN LOCATION

Following school dismissal the end of their afterschool activity/athletic practice, students utilizing Aftercare will report to the Middle School Library to check into Aftercare.

### PICK-UP LOCATION

All Middle School students in Aftercare must be picked up outside the front steps of the Middle School. Please make sure you are registered in PikMyKid so we can see when you arrive on campus. If you need help registering for PikMyKid, please contact Emma DePrez at [edeprez@parktutor.org](mailto:edeprez@parktutor.org).

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 Abby Diaz via email.

### 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 Abby Diaz at [adiaz@parktutor.org](mailto:adiaz@parktutor.org).**

### HOMEWORK

Students with assigned homework will be encouraged to complete it before participating in any other activity. If your child is not finishing their homework, please contact us, and we will provide gentle reminders to your student.

### MIDDLE SCHOOL SIBLINGS

Middle School siblings who are not enrolled in sports/activities may attend Aftercare until the end of their sibling’s athletic practice, provided their sibling is enrolled in the current season’s athletic/arts program. They must be picked up by 4:00 p.m. from the Middle School. Please ensure timely pick-up to avoid a late fee.

### BILLING

The Middle School Aftercare program is billed \$15 per day, up to \$200 per month.

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.

### CONTACT INFORMATION:

For questions or concerns, please contact:

- **Abby Diaz:** [adiaz@parktutor.org](mailto:adiaz@parktutor.org)

**If you are running late or in case of an emergency, please call or text Abby Diaz directly at 765-744-4575. The phone number for the Middle School front desk is 317-415-2702.**

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



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Director of  
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Programming



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(Señora Diaz)  
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