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

Extended Care Policies and Guidelines

Last Updated May 2026

Enrollment in the Extended Care Program is mandatory for all school families, even if you choose the NO PLAN option. Contracts must be renewed and signed annually as this outlines the safety measures for all students.

Our 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.**

BILLING

Billing for the Extended Care Program is conducted through your FACTS account over ten (10) months, from August through May. It's important to note that families are responsible for meeting all financial obligations for their child's continued participation in the program.

SNACKS

Children receive daily snacks, including a gluten-free option. **Children on PLAN A who remain with us after 5:15 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 and pencils are 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.**

EXTENDED CARE CLUBS

Students must be enrolled in the Extended Care Program to participate in the Extended Care clubs. Such clubs require a **separate registration** and involve an **additional cost**. Registration forms are shared with Extended Care Families as clubs become available. *Clubs close when the staff to student ratio has been met.*

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 or games, please email the Director. We are always open to new items to keep your children engaged while in our care.

CELL PHONES

Students are not allowed to use their personal cell phones or electronic devices during Extended Care hours.

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 to opt-out, please email the Director.*

MEDICATIONS & ACTIVITY RESTRICTIONS

If your child requires medication located and 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. *All medications dropped-off (Epipens, Sunscreens, etc) must be signed out at the end of the school year.*

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 will be canceled.

PICK UP PROCEDURE IN LOBBY OF THE MAIN SCHOOL BUILDING

EXTENDED DAY DISMISSAL

Dismissal begins at 3:30 PM. Due to students transitioning from Day school to Extended Care.

SIGN-OUT

When picking up your child, please know your plan of selection, give your name and child(rens) name to our staff member, who will call for your child for dismissal.

- **Plan A, B, C Families:** Must sign out their child(ren) if picked up after contracted time, of 5:00 PM. ***$15 for every 15 minutes, or portion thereof, for each child will be assessed for child(ren) are picked up after contracted time***
- **Plan C Families:** 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.***

MAIN BUILDING LOBBY

Families must walk in to pick up their children and sign out their child. We encourage families to keep noise levels low, finish all phone calls prior to entering the building and remain in the designated waiting area while staff calls students for dismissal. Please supervise younger siblings and be patient during **peak dismissal times (4:00-5:00 PM)**. For safety, ID may be requested. For questions please ask for the Director and/or Assistant Director or send an email to the Director, abencosme@smsva.org.

RETURNING TO CLASSROOMS

Children may not return to the classroom for any reason. **Please ask the Director or Assistant Director if it is an emergency**. They will 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 or Assistant Director. **Phone call authorizations are not permitted.**

Send an email to: Abencosme@smsva.org **or** Lcanalesguzman@smsva.org

CHANGING CLOTHES BEFORE PICKUP

If your child has an after-school activity that requires changing clothes, **they may change 10-15 minutes** before they are picked up. We encourage families to inform their children of pick up time, so we can coordinate the best time they can change. ***All students must remain in uniforms during Extended Care hours.***

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.

LOST AND FOUND / UNIFORM CLOSET

There is **no access to Lost and Found and the Uniform Closet during Extended Care hours.** Parents are encouraged to visit both locations between the **school hours of 8:00 AM - 2:30 PM.**