

Oakwood School Extended Day Policies and Procedures

The Oakwood School Extended Day Program provides safe, structured, and supportive care for students outside of regular school hours. Program offerings, schedules, and staffing are subject to change based on staff availability and Oakwood School health and safety protocols. Any adjustments will be communicated by Extended Day personnel.

Oakwood offers Extended Day for students in the Morning (7:00–8:15 am) and in the Afternoon (3:05–5:30 pm). Enrollment is flexible and offered by semester, by day, or by week. Extended Day fees are available on the Family Hub or by contacting ExtendedDay@oakwoodschool.com. There is always a CPR/First Aid certified staff member on campus to supervise students.

Extended Day runs on all scheduled school days. Please refer to the 2026–2027 school calendar, or the website calendar, for days the Morning or Afternoon Program is not in session.

Use of personal electronic devices is not permitted during AM or PM Extended Day hours.

Morning or AM Extended Day Program

Oakwood's Morning Program provides early drop-offs for families who need care before the school day begins.

- **Hours: 7:00 AM – 8:15 AM** on regular school days. Note: If Oakwood School has a delayed opening due to inclement weather or another emergency, the Morning Program will begin later as well.
- **Arrival:** Students may be dropped off at any time after 7:00 AM.
- **Program Overview:** Students will have access to a quiet, supervised space to read, study, play games, or watch appropriate programming. Students may also bring breakfast or a healthy snack to eat.

Afternoon or PM Extended Day Program

Oakwood's Afternoon Extended Day Program offers after-school care for families needing pick-up later in the day. It includes a mix of academic support and recreational activities.

- **Hours: Monday: 1:45 PM – 5:30 PM and Tuesday–Friday: 3:00 PM – 5:30 PM** on regular school days. Note: In the event of an early dismissal due to weather or other emergencies, Extended Day will be canceled, and students must be picked up at the school's adjusted dismissal time.
 - **Late Pickup:**
- **Late Pickup:** Pick-up after 5:30 PM will incur late fees (\$10 late fee applied every 15 minutes). We understand that some delays are beyond your control, so parents will be given three 15-minute grace late pick-ups per semester. After 5:45 PM, late fees will be charged regardless of grace pick-up status.
- **Program Overview:**
 - **Homework:** Group homework support begins at 3:15 PM Monday through Thursday. Students are expected to focus on completing their homework before engaging in other activities. If students do not have homework, they may read or draw quietly or participate in a staff-approved activity. On Fridays, students will participate in recreational or quiet activities for the full session.

- **Snack:** Families should send a clearly labeled, healthy snack each day for use during Extended Day. Please ensure this is separate from lunch and still available after school. Snacks will not be provided by the program

Extended Day Drop-In

Oakwood offers extended day drop-ins for students who are not enrolled full-time or for parents/guardians in need of a short-term scheduling solution. Parents/Guardians should contact the Front Office or the Extended Day Coordinator to request a temporary arrangement without full enrollment.

Oakwood School Extended Day Student Guidelines and Expectations

The Oakwood School Extended Day program offers a structured, supportive, and respectful environment for students after school. To ensure a positive experience for all, the following guidelines outline expectations around homework, behavior, and communication.

All Oakwood School students are expected to uphold the same behavioral expectations during Extended Day as they do throughout the school day. This includes adhering to the standards outlined in the Student and Parent Handbook related to respectful conduct, bullying, harassment, and discrimination.

Any behavior during Extended Day that violates Oakwood's schoolwide policies, especially behavior that negatively impacts another individual's ability to participate or benefit from Oakwood School's program, will be addressed in coordination with school leadership.

Behavior Expectations at Extended Day: All students are expected to interact in a way that reflects Oakwood's core values of respect, responsibility, and safety.

Students must keep their hands, feet, and objects to themselves at all times. The following physical behaviors are not acceptable:

- Physical contact such as hitting, wrestling, tickling, or overly rough play.
- Throwing objects at others with the intent to harm or annoy.
- Intentional property damage.

Students are expected to communicate in a positive and inclusive way. The following verbal behaviors are not acceptable:

- Name-calling, making threats, insults, or intimidating statements.
- Use of abusive or profane language.
- Talking back or refusing to follow directions.
- Discussing inappropriate topics

Staff Response to Behavior Incidents: At the discretion of Extended Day staff, the following steps may be taken. The process may be adjusted depending on the situation:

- First Incident: A staff member will speak directly with the students involved and review expectations. Students will be reminded that further contact will result in removal from play.
- Second Incident: Students will be removed from the activity or the peer group and directed to a quiet area (e.g., for reading or drawing). They will not have access to computer privileges. Parents and the Academic Team will be notified.
- Follow-Up: Students involved in a second incident will not participate in free play the following day. Additional consequences may apply depending on the nature of the behavior.

Family Acknowledgement

Families will be asked to review and acknowledge these expectations with their child when submitting the Extended Day Enrollment Form. In the event of repeated or serious behavior concerns, families may be asked to re-review and sign this document with their child.

Questions may be directed to: ExtendedDay@oakwoodschool.com