

# SACRED HEART EXTENDED CARE PARENT-STUDENT POLICIES AND RULES

## I. PROGRAM DESCRIPTION

Before Care program is available beginning at 7:00 a.m. on school days. Aftercare program is available until 5:30 p.m. on most school days.

During Before Care students are located in the cafeteria, gym, and Library (when available).

During Aftercare students enter the cafeteria at 3:30 where they sit as a class and are provided a snack and drink. Students then have play time and supervised homework time.

In keeping with school rules, a system of discipline has been established for Extended Care.

## II. DISCIPLINE POLICY

Students will be given discipline report notes for not obeying the following rules. The Directors of Extended Care have the right to make decisions regarding additional discipline actions.

Parents are expected to support the Extended Care staff regarding these rules, guidelines, and consequences. Extended care staff is instructed to hold every student accountable for any disorderly conduct or breaking of rules. It is expected that students maintain the Christian principles of the school when attending extended care.

Discipline Policy:

Rules:

1. Use inside voice in cafeteria, buildings, and classrooms. (No yelling or screaming)
2. Enter before/aftercare quietly and in an orderly manner. (No running or pushing when entering or exiting)
3. Always be respectful to adults and fellow students. (No fighting or talking back)
4. No running, except for outside during playtime.
5. Follow directions.
6. Keep hands, feet, objects, and inappropriate comments to self.
7. Leave classroom, cafeteria, and gym clean after use.
8. Be polite and courteous

9. Do not disrupt others during homework time
10. No rude gestures, language, or teasing.

Consequences:

- First Incident: Verbal Warning – Time Out without Discipline slip  
Second Incident: Discipline Slip  
Third Incident: Discipline Slip  
Fourth Incident: Out of Extended Care for one week – upon return there is a conference with parent, student, and Director.

\*This four incident policy runs from August through December and begins again January through May\*

- Severe incident: There will be a conference with parent/s, student, and Before/Aftercare Director and a decision will be made to determine if they will be allowed to continue in the extended care program.
- Any problems or issues should be brought to the attention of the Extended Care Program Director by parents or staff.

### III. GENERAL RULES

The following are guidelines which Extended Care staff will follow and students should be aware of:

1. Each grade will have a designated area for their backpacks, seating indoors, classroom for homework time, and play area. This will be assigned the first week of extended care. Students are to remain in their designated area at all times.
2. Students will not be allowed to return to their regular classrooms for items forgotten.
3. Students should have all items needed to complete homework, (ex. pencil, paper, ruler, etc.)
4. When in the cafeteria, students must use their inside voice, remain seated, and make sure their space is clean upon leaving.
5. All students in 1<sup>st</sup> – 8<sup>th</sup> grades will have homework time on Monday - Thursday. Students should always have with them a book or other quiet activity to do in case they do not have homework on a given day.
6. Students are not allowed to use items not belonging to them in the afterschool classrooms. This includes: classroom pencils, books, chalkboards, etc.
7. Carpool is completed at 3:50. Aftercare parent/s may pick up their aftercare student/s beginning at 3:50. A parent must sign out his/her child/ren and the teacher will be called by the Director to release the child. Parents must wait by the sign out station and are not to enter the building to retrieve his/her child.
8. Students are not allowed to have electronic devices or handheld games at extended care.

#### IV. **FINANCIAL**

The Extended Care Program is self-sufficient and depends on timely payments in order to continue operating. Extended Care bills are sent home through the Administration Office. Billing questions may be directed to the Extended Care Director/s. Payments may be dropped off to the Extended Care Director/s or sent directly to the school.

##### LATE FEES

Aftercare: If a student is not picked up from the Aftercare Program by 5:30 p.m. the late fee is \$1.00 per minute for every minute after 5:30 p.m. per child. After five late days, the fee will be \$2.00 per minute for every minute after 5:30 p.m. per child. You will receive a late fee notice when this occurs.

\*All fees owed to the school must be paid in order for the student to participate in extra-curricular activities and class functions.