



# Sacred Heart of Jesus School

## 2023-24 Extended Care

### Parent/Student Rules and Procedures

Alexis Williams, Director

Email: [awilliams@sacredheartbr.com](mailto:awilliams@sacredheartbr.com)

Tel. (7:15am-3pm) 225.383.7481 Mobile (3pm-5:30pm) 225.802.5399

#### I. PROGRAM DESCRIPTION

Extended Care hours are as follows:

Before Care	7:00 - 7:25 a.m.
After Care	3:00 - 5:30 p.m.

During Before Care, students are located in the cafeteria. After Care students will be located in the cafeteria, library, classrooms (on rainy days), or on the playground. Students are provided with a snack. Depending on the tier your child is registered for, students will have a snack, supervised homework and play time.

#### II. DISCIPLINE POLICY

*The school discipline policy remains in effect for Extended Care.*

It is expected that students maintain the Catholic principals of the school when attending Extended Care and parents are expected to support the Extended Care staff regarding these rules, guidelines, and consequences.

Students will be given an Extended Care Disciplinary Notice for violating the following rules. The Director of the Extended Care Program has the right to make decisions regarding additional disciplinary actions

1. Students will enter Before and After Care quietly, in an orderly manner and maintain inside voices when in a building.
2. Students shall respect all adults and fellow students and shall keep hands, feet, objects and inappropriate comments to self. No rude language, gestures, or teasing is permitted.
3. No food or drink (with the exception of water bottles) will be taken outside of the cafeteria.
4. Students shall leave the playground and buildings clean after use. (ie: tables wiped, floors swept, games put up and trash thrown away.)

Consequences:

1. Verbal Warning
2. EC Disciplinary Notice

3. EC Disciplinary Notice and Time Out
4. EC Disciplinary Notice and out of Extended Care for three consecutive school days.
5. Code Letter - Code Letter consequences will be determined through a conference with the Extended Care Director, SH Disciplinarian and the Principal. Four code letters earn an out of school suspension.

### **III. GENERAL PROCEDURES**

1. Each grade level will have designated areas for backpacks, seating in the cafeteria and classrooms, homework, and play time. Students are to remain in their designated areas at all times.
2. Students should have all items needed to complete homework. (ie: pen, pencil, notebook, ruler, etc.) For safety concerns, neither student nor parents will be allowed to return to lockers or classrooms for items forgotten.
3. All students in 1st-8th grade will have homework/quiet time everyday. Students should always have a book or other quiet activity to do in case they do not have homework on a given day.
4. Carpool is completed at 3:10 p.m.. After Care parents may begin to pick up at this time. A parent or authorized person should be directed to the sign out station and sign child(ren) out prior to students leaving the campus. Parents are not permitted in the school building during After Care hours. Sign out will be located in the Library or possibly the Cafeteria for faculty meetings/Book Fair/Open House.
5. After Care provides snacks to all students. Food and drink must remain in the cafeteria, with the exception of water bottles.

### **IV. AFTERCARE SCHEDULE**

- **3:10 pm** Check out begins. PreK-Kinder will remain in the Main building. 1st- 8th will report to the cafeteria for snacks.
- **3:30-4:00 pm** Homework/quiet time: 1st-5th in the Cafeteria/6th-8th in Library
- **4:00 pm** Playtime: Children outside or cafeteria or possibly classrooms on rain days
- **5:00 pm** All remaining children go to the Library.
- **5:30 pm** Extended Care ends.

### **V. LATE FEES**

If a Tier I student is not picked up by 4pm or Tier II or part time student by 5:30 p.m. there is a late fee of \$1.00 per minute late per child. After five late days, the fee will be \$2.00 per minute for every minute late per child. This fee will automatically be added to your extended care bill.

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