

EXTENDED CARE PROGRAM POLICIES

STATEMENT OF PURPOSE

The Extended Care Program exists to assist hard-working parents by providing a supervised location to drop-off their children early in the morning, as well as a safe and enriching environment after school.

GENERAL POLICIES

SCHEDULE

Morning Care runs from 7:15 - 7:30 a.m. and After Care is from 3:30 - 6:00 p.m. Monday through Friday in Building C.

SAFETY

For campus security and student accountability, all students not participating in an extracurricular activity are required to sign in to After Care at 3:30 p.m. Students who participate in an extracurricular activity are given a grace period of 15 minutes to be picked up after the end of their activity. Students not picked up after the grace period are required to sign into After Care.

DAILY RATES

KHCS charges daily rates for use of the Extended Care program. Each child who signs into either Morning or After Care will be charged if their parents have not purchased a year pass. Each child who has not purchased a year pass will be charged according to the following rates:

- Morning Care daily rate: **\$0.33/minute** per child
- After Care daily rate: **\$0.17/minute** per child

YEAR PASSES

Families with multiple children who regularly rely on the Extended Care program can save money by purchasing a Year Pass. The purchase of one Year Pass covers charges for all children in a *family*. The Year Pass is billed in 10 monthly installments. Purchasing a year pass tailored to your family needs is highly recommended. Types and prices of year passes are listed below:

- Extended Care Year Pass (includes both Morning and After Care) \$3,000 per *family*
- Morning Care Only Year Pass \$750 per *family*
- After Care Only Year Pass \$2,500 per *family*

Note: A child with a Morning Care Only pass who signs into After Care will be charged the After Care daily rate of **\$0.17 per minute**. A child with an After Care Only pass who signs into Morning Care will be charged the Morning Care daily rate of **\$0.33 per minute**.

GRACE PERIODS AND LATE FEES (AFTER CARE ONLY)

Out of consideration for our After Care staff, we request that parents be prompt in picking up their children from After Care. Students not picked up by 6:00 p.m. have a 5-minute grace period in which no additional fee is applied. After 6:05 however, parents will be charged an additional Late Pickup Fee of \$1.00 per child each minute. For example, a parent who had 2 children in After Care until 6:15 would be charged a Late Pickup Fee of \$20 (\$1 x 2 children x 10 minutes = \$20 Late Pickup Fee).

Note: Students who have a Year Pass are not exempt from the Late Pickup Fee.

SIGN IN

Students will sign into Morning Care and After Care using their Student ID Number. 7th - 12th grade students are required to have their issued student ID card to sign in to Morning Care and After Care. K - 6th grade students will be signed by a staff member. Students who purchase a Year Pass will receive an Extended Care ID card for easy sign in. Signing in digitally provides greater accountability for the students and improved accuracy for school record keeping.

PICK UP (AFTER CARE ONLY)

For additional security at Pickup, After Care staff will only release a child to persons listed under Authorized Pickup on RenWeb unless After Care staff receive explicit verbal or written authorization from the child's parent. With this in mind, we request that parents ensure that Authorized Pickup information on RenWeb stays current.

BEHAVIOR

As a program of KHCS, students who sign in to Extended Care programs will be held to the same standards for all behavior as outlined elsewhere in the Student Handbook.

USE OF DEVICES

Use of laptops, tablets, or other such devices is prohibited. With permission, cellphones may only be used to contact parents for pickup from After Care. 9th- 12th grade students may request permission to use a device to work on homework only. High school students who do not abide by this policy will receive demerits in accordance with the guidelines set forth in the Student Handbook.

MORNING CARE POLICIES

SIGN IN AND STUDY TIME

Each student who comes to Morning Care must sign in promptly upon arrival and remain in the Cafeteria until they are dismissed. At 7:30, all K4/5 students will be dismissed and be accompanied to C105 where they will be supervised until picked up by their teacher.

During Morning Care, students should have a seat and prepare for the school day or talk quietly. Use of devices such as phones, tablets, laptops, etc. are prohibited unless a staff member gives clear, direct permission. If permission is granted, students must limit the use of their device to academic purposes only.

DAILY SCHEDULE

The Morning Care routine is relatively straightforward:

- 7:15 - 7:30 quiet study time, snack, and close

AFTER CARE POLICIES

WE VALUE ACADEMICS

- Quiet time (3:30-4:15 p.m.)
 - Parents who work late want to know that their child has had time to study before going home, so we devote at least 30-45 minutes to homework and individual study.
 - We also provide the students with a small snack

Guidelines:

- ❖ *Students should come ready to work on homework or to read quietly.*
- ❖ *Students must bring a water bottle.*
- ❖ *Any additional snacks or special items must be brought from home, as we **cannot accommodate special requests.***

WE VALUE FUN

- Outdoor/Indoor Activity time (4:15-5:15 p.m.)
 - After a long day of school, kids need time to refresh their minds and stretch their legs!

Guidelines:

- ❖ *Students must ask for permission to leave the area for any reason.*
- ❖ *Students should handle After Care games and resources with care.*

WE VALUE SAFETY

- General guidelines
 - *We take our responsibility to look after your children **seriously**. We want to know where your child is at **all** times.*
 - ❖ *Students must **sign in** upon arrival and **remain** in designated areas.*
 - ❖ *Students must be signed out by an **authorized individual**.*
 - ❖ *Students must follow instructions given by After Care supervisors.*
- Student Behavior
 - *We want to be consistent in our expectations for student behavior at KHCS both during the school day and in After Care.*
 - ❖ *If a 7th – 12th grade student does not abide by After Care policies or supervisor instructions, s/he will receive demerits in accordance with the guidelines set forth in the Student Handbook.*

- ❖ If a K4 – 6th grade student does not abide by After Care policies or supervisor instructions, his or her parents will receive a **Behavior Slip** detailing the infraction and the stage of consequence.
- ❖ Consequences for behavior follow these stages: Warning, Loss of Privilege, Meet with Principal, Temporary Suspension, Permanent Removal.
- ❖ Students may be suspended from After Care without refund for the suspension period.

DAILY SCHEDULE, SNACKS, AND SPECIAL NOTES

Monday	Tuesday	Wednesday	Thursday	Friday
Granola Bar Banana	Cheese crackers Apple	Goldfish Fruit cup	Sun chips Yogurt	Popcorn Ice cream
Daily Routine: 3:30 – Quiet time and snack 4:15 – Outside time 5:00 – Inside time 5:30 – Clean up and wrap up 6:00 – Close		Special notes: <ul style="list-style-type: none"> • Students with specific food allergies must bring their own snacks from home. We cannot accommodate special requests. • A late pickup fee of \$1 per child will be charged each minute after 6:05pm. 		

Thank you for taking the time to read our program guidelines! We look forward to partnering with you to have a fun, safe, and enriching school year with your child!

For further policies and information, please consult the “Extended Care Program Policies” section in the Student Handbook.

For questions, please contact KHCS at (770) 921-3224.

AFTER CARE BEHAVIOR SLIP (SAMPLE)

Name:	
Date:	
Code: _____	<ol style="list-style-type: none"> 1. <i>Not following instruction</i> 2. <i>Messy</i> 3. <i>Unkind</i> 4. <i>Disrespectful</i>
Stage: _____	<ol style="list-style-type: none"> A. <i>Warning</i> B. <i>Loss of privilege</i> C. <i>Talk with Principal</i> D. <i>Temporary suspension</i> E. <i>Removal from Program</i>