



## EXTENDED CARE PROGRAM POLICIES

### STATEMENT OF PURPOSE

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The Extended Care Program exists to accommodate parents' work hours 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

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#### SCHEDULE

Morning Care is from 6:45-7:30 a.m. and After Care is from 3:30-6:00 p.m. on school days and is located in Building C.

#### SAFETY

For campus security and student accountability, all students who are on campus and are 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 the following rates if they have not purchased a year pass:

- Morning Care daily rate: **\$0.33/minute** per student
- After Care daily rate: **\$0.25/minute** per student

#### YEAR PASSES

Families with multiple children who regularly rely on the Extended Care program can save money by purchasing a Year Pass. 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 for 1<sup>st</sup> student  
Plus \$750 for each additional sibling
- Morning Care Only Year Pass.....\$1,250 for 1<sup>st</sup> student  
Plus \$750 for each additional sibling
- After Care Only Year Pass .....\$2,500 for 1<sup>st</sup> student  
Plus \$750 for each additional sibling

## **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 p.m. 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. 7<sup>th</sup> - 12<sup>th</sup> grade students are required to have their issued student ID card to sign in to Morning Care and After Care. K - 6<sup>th</sup> 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 FACTS SIS 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 FACTS SIS 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. 9<sup>th</sup>- 12<sup>th</sup> 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**

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## **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:

- 6:45-7:30 a.m. quiet study or play time, and students may bring a snack

## AFTER CARE POLICIES

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### 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 7<sup>th</sup> – 12<sup>th</sup> 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 – 6<sup>th</sup> 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

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

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 CONTRACT

## STATEMENT OF PURPOSE

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The purpose of this contract is to define some of the behavioral expectations for the After Care program.

## EXPECTATIONS

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1. No hurting others, physically or verbally (no name calling).
2. No inappropriate language.
3. No screaming or yelling indoors (unless playing a game that calls for such activity)
4. Keep your hands to yourself: respect other's personal space.
5. No leaving the room or area of activity without permission.
6. Stay within sight of KHCS staff indoors and outdoors.
7. Respect others.
8. Generally, behavior policies, expectations, and procedures outlined in the KHCS Parent-Student Handbook apply in after care.

## CONSEQUENCES

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1. The child will be given verbal reminders and redirected.
2. If the behavior continues, subsequent warnings will be placed in writing. The written warning slip will be signed by the KHCS staff, the child, and the parent.
3. After the third written warning, the student will be suspended from the program for a week.
4. Subsequent incidents may result in the dismissal from the program entirely.

## ACTIONS WARRANTING STUDENT'S IMMEDIATE DISMISSAL

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1. Physical attack or assault
2. Threat to others
3. Failure to comply with KHCS staff directions.

KHCS behavioral expectations are subject to changes as needed for the routine operation of the After Care Program. Not all expectations of behavior can be written and inserted here; however, students are expected to follow rules and not violate the rights of others.

I have read and fully understand the above contract and its consequences.

\_\_\_\_\_  
(Print) Student's Name

\_\_\_\_\_  
(Print) Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent's Signature Date