



# EXTENDED CARE PROGRAM

## POLICIES & RELEASE AUTHORIZATION

Address: 289 Lafayette Road. Hampton, NH 03842

Telephone: 603-926-3254

### Hours of Operations:

**Before Care -** 7:00am to 8:00am (before the start of the school day).

**After Care -** 2:50pm to 6:00pm – Monday through Thursday  
(not available before holidays).

2:50pm to 5:30pm – Friday

**Homework Club** – offered to 3<sup>rd</sup> – 8<sup>th</sup> grade students

3:00pm to 4:30pm – Monday through Thursday

N/A - Friday

**Billing Policy:** (Please contact Gia Lamontagne with any billing policy questions.)

The Extended Care program charges an \$8 flat rate (one hour) before school. The Aftercare charges are \$8 per hour for the first child and \$5 per hour for each additional child. We bill in half hour increments for after school. Aftercare will also bill a half an hour for any student picked up after 3:10pm, and there are no exceptions to this policy. Billing cycles will occur approximately every two weeks, which can be directed to Gia Lamontagne.

**Guidance Policy:** (Please review the following guidance procedures with your children.)

Our goal is to establish and maintain a behavior management system which will reinforce the following positive behaviors:

- Respect Others
- Respect Property
- Stay with your Group
- Personal Responsibility
- Leave Personal Belongings at Home

We use a consistent, positive approach including redirection, diversion and separation, always promoting self-discipline. If my child's behavior seriously violates the safety of any child or staff, I understand that he/she may be temporarily excluded from the program. In these circumstances, I agree that a parent or authorized adult will pick up my child within 30 minutes of notification. (Refunds will not be given.) Parents may set up a meeting with the program coordinator to discuss individual needs and concerns. Parents will be notified if there is a consistent behavior problem.

**Release Authorization:**

I understand that participants in this afterschool program will not be permitted to leave with anyone other than the person(s) I have given my pickup card to, or without prior notification given to the main office (by either phone call, e-mail, or a signed parent note).

**Illness Policy:**

It is in the best interest of your child and the other children if you keep your child at home when he or she is ill. Children with fever, diarrhea, or vomiting will not be admitted to the program. If a child becomes ill while at the program, the parent will be called immediately to pick up the child. Parents will be notified regarding contagious illnesses. Children will be readmitted when they are no longer contagious.

**Medication Policy:**

In accordance with state law, we will not dispense any medication to any child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. All medication must be in its original container. The parent must include this information in the required medical form that is turned into the nurse's office at the beginning of the year. The medication(s) will ONLY be dispensed to the child at the end of the school day, in which it is the student's responsibility to report to the nurse's office directly after school. If these steps are not completed, medication will not be administered.

Students who are required to have emergency medication (EpiPen, inhaler, etc.) on them during program hours must have a written consent from the parent and the doctor administering the medication. Any medications i.e. EpiPens, inhalers must be brought into the nurse by a parent. No students are allowed to bring in any medications. Additionally, children requiring EpiPen or inhalers that partake in extended care should supply two separate prescriptions to the nurse's office. One for the nurse and one for the nurse to give to the Extended Care Coordinator. All medication must be in its original container with an accurate pharmacy label intact, and placed in a small red first aid bag with the student's name on it.

**Child Pick-Up and Drop-Off Policy:**

Children must sign in upon arrival at the program and parents must sign out the child and notify a staff member when a child is leaving. Parents are required to come in and pick-up their child and sign the child out. Parents MUST notify the program of any other person authorized to pick up their children. Staff will ask for picture ID of anyone they do not know. Persons not authorized to pick up will not be allowed to check out a child.

**Children School Safety Policy:**

Children will be sent to the aftercare room if found after school without appropriate supervision. The parent will be charged for the time the student is supervised in the program. If a student is staying before or after for school purposes (ex. Study sessions, private tutoring, or parent & school meetings) they will be escorted to the aftercare room, and the parent will not be charged for that time spent in the program.

# POLICIES & RELEASE AUTHORIZATION PARENT CONSENT

## SACRED HEART SCHOOL - EXTENDED CARE PROGRAM

I have read and agree to follow the policies and release authorization of the Extended Care Program, and give permission for my child (ren) to attend the Extended Care Program.

Student Name(s) (Printed):

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Parent/Guardian Name (Printed):

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Parent/Guardian (Signature):

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### Emergency Contact: (Primary)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Emergency Contact: (Secondary)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### Additional Information:

Student(s) Allergies: \_\_\_\_\_

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Student(s) Medications: \_\_\_\_\_

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