



## SACRED HEART SCHOOL - AFTER CARE PROGRAM

POLICIES & RELEASE AUTHORIZATION - \* **UPDATED FOR 2025** \*

### Hours of Operation and Program Cost:

<b>After Care:</b>	3:00 pm-5:30 pm (Monday-Friday)
<b>Cost:</b>	\$9 per hour for the first child and \$5 per hour for each additional child
<b>Late Fee:</b>	<b>\$1.00 per minute</b>

The After Care program is designed to support families who are unable to pick up their students immediately after school. Our goal is to provide a safe, structured, and welcoming environment for students each afternoon.

### \*NEW Daily Schedule

#### Study Time (Monday–Thursday):

Students in grades 5–8 will begin After Care with approximately 30 minutes of homework time. During this time, students will be offered a (*nut-free*) snack and will:

- Work on homework or study independently
- Read a book or engage in another quiet activity if no homework is assigned
- Use Chromebooks *only* for homework-related tasks. (*This applies to SHS-issued Chromebooks whether used at school or at home.*)

Students in PreK – Grade 4 will eat snack upon arrival and have access to activities in the room.

After “study time” ends at **3:45 PM**, all students will go outside (or to the gym) for supervised play, weather and space permitting. If pick up is in the gym or outside, a sign will be hung on the pick-up door.

### \*NEW Behavioral Expectations & Safety Guidelines

A few important reminders to help maintain a respectful and safe environment for everyone:

- **Respectful Conduct:** Students are expected to be kind, respectful, and cooperative with both peers and staff at all times.
- **Indoor Space During Bad Weather:** When outdoor play is not possible due to weather, indoor space is limited. It is essential that students contribute to a calm and safe environment.
- **Outdoor Play:** During outside time, students must always keep their hands to themselves—whether playing games, using equipment, or participating in sports.
- **Classroom Safety:** For safety reasons, indoor ball games are not permitted in the After Care classroom.
- **Activities from Home:** Students are welcome to bring an appropriate activity from home or use toys and materials provided by the After Care program. After Care is a screen-free program.

We appreciate your partnership in reinforcing these expectations at home. Together, we can ensure a strong, safe, and respectful end to each school day.

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

Extended care staff will sign your child(ren) in upon their arrival to the After Care room. Parents/guardians must sign their child(ren) out and notify a staff member when a child is leaving. I understand that participants in the After Care 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). Staff will ask for a picture ID of anyone they do not know. People who are not authorized in advance will not be allowed to check out a child from After Care.

**Billing Policy:**

The After Care program charges \$9 per hour for the first child and \$5 per hour for each additional child. We bill in half hour increments and invoices will be sent by email monthly. If, at any time, extended care payments are more than two months late, parents/guardians will be contacted by the principal who reserves the right to disallow After Care attendance if overdue balances exceed two months. Please contact Gia LaMontagne ([glamontagne@shshampton.org](mailto:glamontagne@shshampton.org)) with any billing questions.

**Illness Policy:**

If a child becomes ill while at the program, the parent will be called to pick up the child.

**Medication Policy:**

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 written consent from the parent and the doctor administering the medication. Any medications (i.e. EpiPens, inhalers) must be brought to the nurse by a parent. Students are not allowed to bring in any medications.

After Care teachers have access to epi-pens and rescue inhalers for students who have been prescribed them by a doctor. Those medications will be in the Health Office during the After Care program.

**Unattended Children After School Hours:**

Children will be sent to the After Care 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 after school for a parent/teacher conference, the parent will not be charged for that time spent in the program.

Please return page 3 to the Front Office and keep pages 1 and 2 as a reminder of the After Care policies.



**POLICIES & RELEASE AUTHORIZATION PARENT CONSENT**  
**SACRED HEART SCHOOL – AFTER 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	STUDENT GRADE

Parent/Guardian Names (Printed)

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Parent/Guardian (Signatures)

\_\_\_\_\_ Date: \_\_\_\_\_

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**Emergency Contact/Approved Pick Up Designee: (*Primary*)**

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

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

**Emergency Contact/Approved Pick Up Designee: (*Secondary*)**

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

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

**Additional Information:**

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

\_\_\_\_\_

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

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