

Extended Care Guidelines/Rules

- Students always need to check-in with an Extended Care worker upon arrival even if they are coming from tutoring, sport practice, club, etc. We need to make sure we know they are here and are signed into the system.
- **No leaving the room you are in without permission.** New for this year is students will have passes that you have to take with, just like in their classrooms. Also, we will have a whiteboard for kids (or workers) to sign students out and in. This will be important for us to always know where they are. This is also helpful when parents come to pick up their kids.
- Upon leaving extended care with parents or approved pick up person, kids need to be signed out and also make sure they let one of their workers know they are leaving.
- We provide a snack each day, but students are always welcome to bring their own. Many save something from lunch, but no candy and only pick one, their own snack or provided snack, not both. Treat bags from birthdays or classroom parties need to go home and not brought to Extended Care.
- Kids may bring small toys or games to Extended Care. However, they must be approved by one of the workers and if becomes a problem, the student will be asked to put it away. Items not approved for Extended Care are trading cards & electronics, footballs & small rubber bouncy balls. Footballs outside only, not in the gym.
- No rough play allowed – tackling, pushing, play fighting, etc.
- No swearing/bad language
- No talking back to teachers.
- Zero tolerance for bullying.
- Help clean-up/pick-up when asked. Snack time, playtime, balls in gym, etc.
- Be respectful to the workers – listen and follow directions the first time. Many of our workers are high school/college students, but they are still workers to be respected.
- No jumping on the workers.
- When in the gym, no sitting is allowed on the stage/ledge (school rule).
- No whipping balls or kicking hard in the gym. We need to keep it safe for all students, workers and parents picking up their kids.
- Outside we only go down slides, not up & remain in the same playground boundaries as recess (school rule).

IF IT'S A RULE DURING SCHOOL, IT'S A RULE IN EXTENDED CARE!!!

Consequences

Age and incident appropriate disciplinary actions will be taken in disregard of the rules from a few minutes in a time-out up to a suspension from Extended Care for repeated disrespect of the rules and workers.

Please go through the guidelines/rules with your student(s).

Please complete this form in its entirety.

Parent signature indicates that you have reviewed this information with your student(s) and agree to guidelines as stated.

***** IMPORTANT*****

Please make sure to fill out the Authorized Individuals for Pick-Up and include anyone that may pick-up your child from Extended Care that has NOT been listed as an Emergency Contact. Emergency contacts are in RenWeb and are automatically listed as authorized individuals for pick-up already.

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- I/we acknowledge that we have read the above guidelines/rules and consequences and that I(we) went through them with my student(s).

Parent Signature: _____

Date: _____

Students - have student write/sign name if 2nd grade or above

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Authorized Individuals for Pick-Up (Not listed as Emergency Contacts)
