

The following procedures will be in place while attending Extended Care:

1. All children are escorted to Extended Care by a teacher or staff member of Holy Spirit school. Once they have been checked in, they are to place their backpacks and coats where they are instructed by the Extended Care staff.
2. All children should keep their hands to themselves at all times.
3. If your child arrives at Extended care and remains beyond 3:00 pm, you will be charged for their time at Extended Care.
4. There is no running, yelling, hitting, pulling, pushing or inappropriate language allowed while in the Extended Care.
5. As soon as attendance has been taken, children in 4th -8th grade will be allowed to go outside for 10-25 min starting at 3:00 pm. Then they will return to the library to work on homework. This is mandatory and if anyone in these grades does not have homework, then they will need to read. Children in grades Preschool – 3rd will go outside from 3:30 -4:00 pm. Then they will return to the Café for activities.
6. We will not permit cell phones at anytime while in Extended Care. If a child is seen with a cell phone out, the Extended Care Staff will keep the phone until the parent comes to sign the child out.
7. Arrangements will be made if a student needs to use a computer for homework.
8. Games brought from home are not allowed to be played with in Extended Care UNLESS the student has completed his/her homework and can verify that it is finished. When in use, the games must be muted or a headset must be used. Students are allowed to use music devices as long as they are working on homework or their homework is finished. Students can not use a cell phone as a music device at any time.
9. All children are responsible for any mess they create while in Extended Care. This includes pushing in their chair and throwing away any trash. If they use any games, coloring, or puzzles than they are expected to put all those items away when they are finished with them.
10. While outside, children are not permitted to throw sticks, rocks, or any items not intended for play. All students are expected to remain on the playground, blacktop area or field near the playground. Children are not permitted near the fence of the property closest to Sadlier. The owners of that property have requested that the children stay away as they have dogs that they leave outside.
11. At 4:00 pm snack will be provided to the students. At this time a child can take out any snack they have from home if they choose. There is no soda allowed in Extended Care unless special arrangements are made with the Extended Care Staff. A child may bring in their own juice or water from home.
12. A child may sign themselves out of extended care to attend after school activities at the school as long as a signed permission slip is on file with the school.
13. When a parent/guardian arrives to pick up a child, they MUST sign the child out in the Sign Out Book. If a parent/guardian does not sign out their child, then they will be charged for the entire day (till 6pm).

14. If arrangements are made for another adult to pick up your child (en), the school office must be called prior to the end of the school day (2:40pm). If an emergency change of plans takes place after school is out for the day, the parent/guardian must contact Extended Care directly at (317)-351-1705 before we will allow your child to be signed out from Extended Care.
15. We do not want children to bring “toys” from home such as dolls, stuffed animals or figures. Only the electronic games will be permitted if homework is done.

If you have any questions about Extended Care please feel free to contact the school office at 317-352-1243.

Please review these procedures with your child and make sure they understand them. Please send this sheet, signed by both student and parents, to the office prior to the first day your child attends Extended Care. If you have any questions concerning the procedures, please do not hesitate to ask a staff member. We look forward to providing a safe and caring environment for your children.
Thank you – Extended Care Staff

Parent

Parent

Student

Student

Student

Student