

● **AFTERCARE INFORMATION AND GUIDELINES**

August 2008

Dear Parents of middle school students,

As you are probably aware we have an aftercare program for our middle school students. We wanted to make sure that you are aware of how the aftercare program works. If your child will be on campus at any time after school, even for sports or other scheduled events, we ask that you take the time to familiarize yourself with the aftercare guidelines found on the back of this letter. Having your support will help Terry Thompson, our aftercare coordinator; run his program in the best possible manner. Please know that the intention of these guidelines is to ensure the safety, supervision and well-being of your children if they are on campus and not involved in an extracurricular activity after 3:30. If you have questions about aftercare, please feel free to call Terry or me. We will be more than happy to help.

Sincerely,

Andy Wright
Assistant Head of the Middle School

AFTERCARE INFORMATION AND GUIDELINES

When and where

Aftercare begins at 3:30 PM and ends at 6:00 PM. Aftercare meets in the Science Building at the north end of campus as well as in the Library. The students are to sign in at either location upon arrival. The program is run by Terry Thompson.

Who should attend and who will be charged?

Any middle school student who is on campus after 3:30 and not in a structured activity, such as team practice, must sign in.

Students who are not picked up on time from a structured activity, such as team practice, play rehearsal, etc., will be sent to aftercare, and families will be charged for the time they are there.

Students who have older siblings on campus must still check in to aftercare.

Students who want to stay after school to watch a game, etc., must sign in at aftercare. They will be charged until parents pick them up or arrive to attend an after school event with them.

When is there no charge?

Students who have a late game, at 4:30 for example, are welcome to stay on campus until game time. However, these students must attend aftercare. There is no charge to parents for this time.

If a team practice or game is canceled with less than a two-day notice, students who need to go to aftercare will not be charged. If students are notified of such changes two days or more in advance, there is a charge for those who need to attend aftercare.

If students play in a game on campus and decide to stay to watch a second game, they must sign in to aftercare.

Keeping track of students

Students may not leave aftercare to run errands on campus without checking in with aftercare staff.

Signing out

Parents or persons designated by the parents must come into the dining hall or library to sign out the student.

Fee

Aftercare charges are \$5 an hour. There is no charge before 3:45. There is an additional \$10 charge for families if the student is picked up after 6:00 PM.

Snacks

Students in aftercare will be given a snack at 4:00.

Respecting the guidelines

Students or families showing chronic disregard of aftercare guidelines may lose the option to use the school's aftercare program.

Contact information

During aftercare hours it is difficult to contact Terry Thompson through the school switchboard but he can be easily reached at 681-3044.