



HOLY SAVIOR ACADEMY

149 South Plainfield Avenue, South Plainfield, NJ 07080

908-822-5890 908-822-5891 Fax

AFTERSCHOOL POLICY

AFTERCARE PHONE NUMBER: The telephone for the aftercare program is **908-842-6161**. Please use this number to reach the aftercare personnel after 2:45PM. When picking up your child, you must ring the bell or call the above number. The phone number is on the front door also to call when you arrive.

SCHEDULE/CALENDAR: Aftercare hours are 2:45PM - 6:00PM daily. On early dismissal days, aftercare begins at 12:00 noon (There is no extra charge on these days.) You must pack a lunch for your child on half days. Snacks & water bottles must be packed daily. There will be **NO AFTERCARE** on the last day of school before the Thanksgiving and Christmas breaks, along with possible long holiday weekends. You will be notified of any changes to the aftercare schedule/calendar. In case of early dismissal due to inclement weather or other emergency situations, aftercare will be cancelled.

PICK-UP PROCEDURES: **Students must be picked up promptly by 6:00PM.** Please have consideration for the teachers by making every effort to adhere to this time. If in the event of an emergency, please call the aftercare number above. There will be an additional charge for every 15 minutes for any students who remain after 6:00PM. Students must be signed out by their parent/guardian with the aftercare personnel in the gym. Students will not be dismissed to any other individuals unless we are notified in writing and is on the list you have provided.

EMERGENCY CONTACT FORMS: Please be sure you have completed the emergency contact forms for each student in aftercare. Remember to update this information with us if it changes at any time throughout the school year.

EMERGENCY PROCEDURES: Emergency procedures to be followed in case of fire or other emergency have been reviewed with aftercare students and will be periodically reviewed/practiced.

HOMEWORK: **Students will have time set aside each afternoon for homework. Each child is responsible to know what his or her homework assignments are. Teachers will assist students with homework if needed, but it is not the responsibility of the afterschool program to ensure that a child's homework is complete or correct.**

AFTERCARE BILLING: All aftercare accounts must be kept current. If aftercare accounts fall into arrears, students may be dismissed from the aftercare program. As per our school policy, a student will not be allowed to enroll for the next school year if they have an outstanding aftercare balance. Payment should be made by the 5th of the month. Please contact Mrs. Hannan, ext. 148 with any further questions or email mbhannan@holysavioracademy.com.

STUDENT BEHAVIOR: Students who participate in the aftercare program are expected to follow all school rules as set forth in the school handbook. The handbook is available at the school website www.holysavioracademy.com. Any serious behavioral issues will be reported to the principal. Repeated instances of misbehavior will result in a student's suspension or removal from the aftercare program.

SNACKS: Please pack (peanut free) snacks and water bottles. Please advise the teacher if your child has any allergies or dietary concerns. **On 12:00pm dismissal days, parents are required to pack lunches and water bottles.**

USE OF CELL PHONES AND/OR ELECTRONICS: Students in aftercare may use their cell phones in urgent situations to contact their parents/guardians. Students MAY not use their cell phones for any other reason. The use of electronics-game boys, IPADS, personal computers etc. is prohibited. Coloring books & crayons & books are allowed.