

# Holy Family After Care

In order to continue to have a safe and successful After Care program, we ask that you please review the following information. Please note that all times are approximate.

## Schedule

- 2:40 – 3:00 p.m. Two members of the HFS faculty will gather the After Care children in the gym; After Care is supervised by two members of the HFS faculty at all times. The children may change clothes at this time if they wish. There will be a supervised bathroom break at this time.
- 3:00 – 4:00 p.m. Children go outside (weather permitting) to eat a snack and play.
- 4:00 – 5:30 p.m. Children will come inside to the Art Room, where they may do homework, read, study, or do a quiet activity. **Children are not permitted to return to their classrooms for any items they have forgotten.** Note: If you have a preference as to whether or not your child should do homework during After Care, please let us know.

## Snacks

Snacks are to be eaten outside, weather permitting. When the children stay inside due to inclement weather, snacks are eaten between 3:00-4:00 p.m. in the Art Room. Snacks provided must be on the Safe Snack List. Treats from birthdays should be taken home; not to be eaten as a snack during After Care.

## Dress Code

After Care children follow the same dress code as during the school day (for example, no shorts when the winter dress code is in effect). However, play clothes may be sent with your child for going outside. Also, please remember to send gloves, a hat, and other cold-weather items when it is cold, since we will still be going outside. The children will not be taken outside if there is snow on the playground, if it is raining, or if the temperature drops below 35°F.

## Pick Up

When picking up your child, please remember to sign out with your name, your child's name and the time of pick-up. If you pick up your child during the time they are outside, your child should not run off the playground to meet you. If someone other than the usual pick-up person is coming for your child, please provide a note that morning to let us know. **The children are responsible for cleaning up, putting things away and collecting all their belongings before they leave.**

## Changes

If there are any changes in your child's after-school schedule, please send a note addressed to their homeroom teacher, who will note the change on the school office dismissal form for that day. **Do not send the note to After Care.**

## Early Dismissals

There is no After Care on early dismissal days, whether planned or unplanned, emergency or weather-related dismissals. Other arrangements must be made on these days and the school needs to be made aware of these new arrangements by a signed note.

## Phone

If you need to reach After Care after 3:30 p.m., please use this number: 484-350-0203.

**Please keep this form for your reference/records.**