

Oakwood School Extended Day Program Policies and Procedures 2019-2020

MORNING PROGRAMS

As a service to parents who need to drop off their children before 8:15am, Oakwood offers **two** Morning Extended Day options. Our **regular Morning Program** enables parents to bring students to school as early as 7:00am on school days. Our **Quick-Drop Program** gives parents the option of dropping their child off just a little bit early, between 7:55am and 8:15am.

HOURS: The regular Morning Program will operate from 7:00am – 8:25am on school days, unless school is closed due to inclement weather or another emergency circumstance. In the event of a delayed opening, the Morning Program will **only be delayed one hour**; parents can begin to drop off students at 8:00am for the Morning Extended Day program. Drop-Ins are welcome on those days also at the normal Drop-In rate (*see below*).

DATES: All scheduled school days

PROGRAM: Students will be given a quiet place to read, study, play games, or watch appropriate programming. If they wish, students may bring their breakfast or a snack to eat during that time.

ARRIVAL: *Regular Morning Extended Day* – Students may arrive at or any time after 7:00am. Parents need to escort their student into the building through the lobby doors and sign them into the designated classroom. *Quick-Drop Option* – Students may arrive at or any time after 7:55am. Parents can drop their student off under the canopy through the lobby doors where they should proceed to the designated classroom.

ENROLLMENT: Registration is by semester or full year, though enrollment into the program is available at any time during a semester on a pro-rated basis.

COST: See Enrollment Form

DROP-IN as needed: With advance notice and based on availability, students may use the service for a fee of \$14.00 per day for the *regular Morning Extended Day program* or \$5 per day for the *Quick-Drop program*. (Call the Oakwood Office or email ExtendedDay@oakwoodschool.com) Student arriving before 7:55 will be considered a *regular Morning Extended Day drop-in*.

NOTE: Extended Day follows mobile and electronic device guidelines as expressed in the Oakwood School Student and Parent Guidelines. Use of these devices is prohibited during Extended Day hours.

AFTERNOON PROGRAM

As a service to parents who wish to pick up their children after 3:00pm, Oakwood offers an Afternoon Extended Day program in which students may stay at Oakwood after school until 5:30pm, Monday – Friday on school days. **Included in this program will be an hour of homework assistance supervised by Oakwood teachers Monday - Thursday**, with recreational activities during the remaining time.

HOURS: Monday, 1:45pm – 5:30pm; Tuesday – Friday, 3:00pm – 5:30pm. In the event of an early closing, due to inclement weather or another emergency, the Afternoon Program will be canceled and parents should plan to pick up their children at the announced dismissal time. (*Oakwood generally follows Fairfax County's decisions regarding early closings, but exceptions are possible.*)

DATES: All school days, except: There will be no Afternoon Program on the day of Back-to-School Night, on the days of Fall and Spring Parent-Teacher Conferences, the day of Thanksgiving Feast, the day before Thanksgiving Holiday, the days of the Winter and Spring Concerts, the day before Winter Break, the day before Spring Break, the last day of school, and any day school is dismissed early or closed due to inclement weather.

PROGRAM: After a brief break immediately following normal school dismissal, students will receive an hour of group homework assistance from Oakwood teachers Monday-Thursday. Around 4:15pm, or whenever they finish their homework, students will transition to Activity Time. During Activity Time students may play games, read, or participate in recreational activities. On Fridays students will only have Activity Time.

SNACK: Due to food sensitivities and allergies, all parents should send a healthy snack with their child each day. Please label the snack Extended Day, so that it is still available for your child after school.

PICK-UP: Parents may pick up their student any time after school until 5:30pm. If they pick students up before 5:30pm, parents need to come into the building and sign-out their child. Late fees will accrue after 5:30pm.

ENROLLMENT: Registration is by semester or full year, though enrollment into the program is available at any time during a semester on a pro-rated basis.

COST: See Enrollment Form

LATE FEES: Parents should arrive no later than 5:30pm to pick up their children. Pick up after 5:30pm will incur a \$10 late fee. Every quarter hour or portion thereafter will incur an additional \$10 late fee. We understand that some delays are beyond your control, so parents will be given three 15-minute grace late pick-ups per semester (regular dismissal and Extended Day dismissal combined) before late fees are enforced. After 5:45pm, late fees will be charged regardless of grace pick-up status.

ADDITIONAL PROGRAMS: After-School Enrichment Clubs are offered to all students as additional options for a separate fee. See the After-School Enrichment Clubs Registration page for more information..

DROP-IN as needed: With advance notice and based on availability, students may use the afternoon service for a fee of \$30.00 per day Tuesday – Friday & \$40.00 per day on Mondays. (Call the Oakwood Office or email ExtendedDay@oakwoodschool.com)

IMPORTANT NOTES:

- 1) We will use the Oakwood School Transportation Form for all Extended Day Authorized Pick-up information. Please complete that form. If there is a last minute change and you need to add someone to your Authorized Pick-Up List (see the Oakwood School Transportation Form) even on the same day, that is fine, but please email (ExtendedDay@oakwoodschool.com) or call with that change before that person comes to the school.
If you form a carpool with other families in Extended Day, please submit in writing the names of those who will participate in the carpool, and the names(s) of those who will be transporting the children on which days.

Thank you for participating in Extended Day!