

After School Care Rules

- **Daily Schedule:**

- When students arrive, they should place their backpacks, coats, and other belongings in a cubby in the hallway. No extra toys should enter the ASC room unless permitted by the supervisor.
- Have all students sign in (name & time) on the "sign in" sheet.
- Once all students have signed in, students are welcome to play in the room at a conversational voice level.
- The supervisor may also take students outside or into the gym as weather and space allow.
- NOTE: the furniture (ottomans) are not race cars or toys. They may not be moved.
- At 4:15pm, begin snack distribution in the ASC room.
- Students will receive one snack and one juice box. Please have the students space out during this time. DO NOT ALLOW the kids to grab their own snack & juice box. Students may have a snack from home.
- During snack, you can play an appropriate movie or music for students.
- After snack, have students clean up their area and throw away trash (please note that juice boxes are garbage and not recyclable).
- When parents/guardians come to pick them up, have students clean up what they were playing with and get ready in the hallway. Parents/guardians will sign them out in the hallway by the door (do not allow parents into the room).
- After all students are gone, walk through the classroom to make sure that all toys/items are picked up and that there is no garbage on the floor.
- Sanitize tables/chairs and items used. When leaving, lights will turn off automatically, just close the door and place the "sign in" sheet in either Mrs. Mandeik's or Ms. Gliszinski's mailbox.

- **Hallway Rules and Procedures**

- Form a quiet, straight line.
- Walk together. Do not let students go by themselves.
- Student volume should be no louder than conversational tones.

- **Playground Procedure**

- Place the laminated sign that explains where ASC is located on the preschool lunch table.
- The playground door will be unlocked between 3:00-4:30pm.

- Students may go back into school to use the bathrooms. Smaller students may need to be accompanied by an adult or an older, responsible student.
- School playground rules apply in ASC as well including...
 - All playing will be done in the designated playground area.
 - No standing or twisting on swings.
 - When using the slide, sit with feet first in forward position. No climbing up the slide.
 - Do not climb on the exterior of the climbers
 - No throwing rocks or snowballs.
 - All students should line up quietly in an orderly way before entering the school.
 - All balls and equipment must be returned to the hallway bin before the student leaves the playground.
- Students should return to the ASC room at 4:15pm to begin snack time.

- **Gym Procedure**

- Clean gym shoes that do not leave marks must be worn by all people when playing in the gym.
- There will be no food, drink, or gum allowed in the gym.
- During ASC, there will be no kicking balls or deliberately hitting the ceiling, walls above the cinder block, or scoreboards.
- Students should pick up after themselves. Do not leave the gym until all equipment is put away.
- Equipment from the storage room may be used for ASC. Only the supervisor is allowed in the storage room. Please wheel out the ball carts for students or hand them the items they want.

- **Letting Parents / Guardians In**

- Parents/Guardians will pick up at the ASC entrance on 10th street.
- They will use the Video Call Button, you will be able to see who is standing at the door. Have them identify who they are and who they are here for. If they are picking up a student from Quiet Study (ask them for name and grade). Tell the parent/guardian that the student will meet them by the elevator. Radio the Quiet Study supervisor to send the child to the Resource Room.

- **Letting a Student Use the Restroom**

- Students should use the new first floor restrooms.
- Send students one girl and one boy at a time. If a young preschooler or kindergartner needs help using the restroom, or there is a medical issue, send one of the older students of the same gender.