

# RUNNELS

PRESCHOOL THROUGH HIGH SCHOOL

17255 South Harrell's Ferry Road

Baton Rouge, Louisiana 70816

## After-School Care Information

After-School Care is available as an optional service each regular school day for the convenience of parents and students (for a monthly fee billed by Runnels School Services). This service, available from 3:00 – 6:00 p.m., includes activities appropriate for the students' ages and with due regard to weather conditions. Please review the following policies.

- Supervised play outdoors and indoors, a snack period, and study time are part of each afternoon's daily schedule. Study time, in particular, affords students the opportunity and surroundings to do their homework assignments, although the after-school care staff members are not responsible for seeing that homework is completed; nor do they provide private tutoring during after-school care.
- Many of our after-school care students participate in various on-campus after-school activities. Students in grades K-5 are not allowed to leave after-school care unescorted. Due to staffing requirements, the after-school care staff cannot be responsible for walking these groups of children to on-campus after-school activities. Sixth graders will be allowed to walk to any on-campus activity if they have a note from their parent/guardian giving us permission to allow this.
- After-school care closes promptly at 6:00 p.m. The business office will assess "late fees" for pick-up after 6:00 p.m. If a pattern of late pick-up develops, after-school care service may be terminated.
- From time to time the after-school care staff deals with inappropriate behavior. "Time out" and conferences with the student are the most common ways in which the staff deals with problem behaviors. If the misbehavior continues, the child will be referred to the elementary principal for further disciplinary action and/or after-school care service may be terminated.
- Please fill out the attached form informing us of persons who have permission to pick up your child from after-school care and return or fax to the elementary office (225.753.0276). We will require identification of anyone other than the parent or guardian. If someone other than the person(s) listed on this form will be picking up your child, please remember to send a note or call. During school hours, call the school office. From 3:00 - 6:00 p.m., please call 225.726-1846 to speak to an after-school care staff member.
- From Monday-Thursday, K-5 students remain in the assigned classrooms from 3:00 - 4:00 p.m. In ideal weather we will be on the playground from 4-6, otherwise students will be in room 5.

We are happy to be working with your child in this special after-school program. We will continue to look for ways to make this fun and enjoyable. In the past few years, we have incorporated some new activities such as special rooms designated for arts and crafts, movies and games. Occasionally, the staff plans "special" events to break up the routine and keep after-school care enjoyable. We care about your child and want this to be a positive experience. Please don't hesitate to call if you have any concerns or questions. The after-school care phone (225-726-1846) is available from 3:00 - 6:00 p.m. Thank you!

Michelle Tate  
After-School Care Director  
South Harrell's Ferry Road Campus

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## After-School Care

17255 South Harrell's Ferry Rd.

2019-201:

### Permission Form for Pick-up from After School Care

As guardian of \_\_\_\_\_, I give my permission for (her/him/them) to be picked up in the afternoon by any of the following drivers (in addition to myself):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I understand that any of the above not known to the After-School Care staff will be required to present identification. In the event of any question concerning pickup, phone numbers at which I may likely be reached are:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
*Please print name*