

Extended Day Parent Overview





Sharon Brooks
Director of Auxiliary
Programs



School Prayer

Thank you, O God, for calling us to be a family. Teach us how much we need each other.

Help us to love, to serve, to respect, and to forgive each other. Help us to know You are with us as we pray together, learn together, and play together.

Each day, let us hear Your Word so that together we may grow in Christ, serving You faithfully and with joy.

Amen.



Extended Day - Discover the Benefits of Our Worry-Free Extended Day Program!

Bethany School Extended Day Program is staffed by Bethany teachers and staff. The program is committed to providing continuity to each student's educational experience by supporting the daily structure and expectations of Bethany School.

Program Description - AM Extended day 7:00AM-7:50AM, PM 2:50PM-6:00PM

- The program is offered to students in kindergarten through eighth grade.
 Teachers and staff will provide daily homework time, outside playtime (weather permitting), and activities suitable to each grade level.
- Extended Day Program (before and after care) is included in the cost of tuition.
- Each child will be provided a healthy snack.

AM EXTENDED DAY





Amber Vonderhaar

AM Extended Day 7:00 AM - 7:50 AM

Bethany School Extended Day (Before & After School Care)

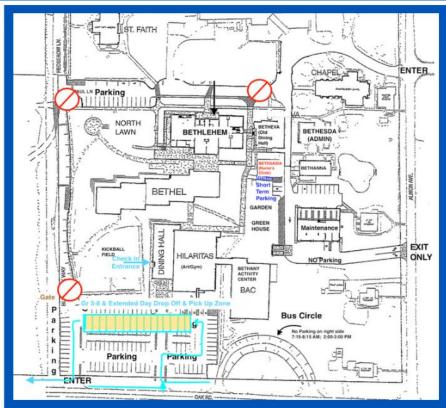
The Extended Day Program offers safe, structured care for K–8 students before and after school. With homework time, enrichment, and age-appropriate activities, students have the opportunity to learn, play, and grow beyond the school day.



Melissa Lindley

Tentative Drop off and Pick-up Procedure

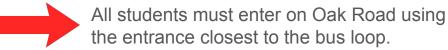


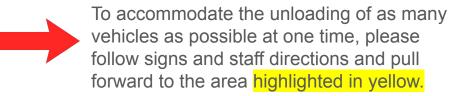


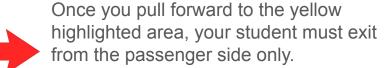
Due to the repaving of Albion Ave., all student drop-offs and pick-ups will take place on Oak Road until mid-September. We appreciate your patience and apologize for any inconvenience.











After dropping off students, all vehicles will follow the signs and exit onto Oak Road. For everyone's safety, the Glendale police will help with directing traffic on Oak Road beginning at 7:30 a.m.

A.M. TENTATIVE SCHEDULE





Lauren Alex

A.M. TENTATIVE SCHEDULE

All Students arriving between 7:00am -7:50 am will enter the dining hall, students arriving after 7:50 will walk to class.

7:00-7:30 K-8 will remain in the dining hall. 7:30-7:50 K-2 will remain in the dining hall 7:30-7:50 3-8 will move to Bethel Commons

Students may bring breakfast items in to eat during A.M extended day. All food must be eaten or put away before going to class.



Kathy Crosby

PM Extended day





PM Extended day 2:50 PM - 6:00 PM

Pre Registration is not required.

On the first day your student(s) attends afternoon Extended Day, parents and guardians will be required to sign an Extended Day code of conduct form when picking up your student.



Melody Moonitz

McKenna Heider

Extended Day Daily Afternoon Schedule Overview



Grades 1-8

- 3:00 pm Snack Time
 All students receive a healthy snack upon check-in.
- 3:10 pm Final Materials Check Students must retrieve anything they have left in their locker or classroom at this time. Items not retrieved at this time can be retrieved the next school day.
- 3:15 pm- Homework Time (Grades 1-8)
 1st and 2nd grade students will be given
 20 minutes of quiet work time. 3-8 will be
 given 45 minutes of scheduled homework
 time. Students are expected to work
 quietly and independently.
- 4:00 pm 5:30 pm Rotating Free Time
 Outdoor play, time in the Bethany Activity
 Center (BAC), or structured indoor games.

Students needing more time may continue working on homework.

Kindergarten

- 3:00 p.m. Recess
 Supervised indoor or outdoor play.
- 3:30 p.m. Snack Time A healthy snack is provided.
- 4:00–5:30 p.m. Structured Activities
 Includes crafts, group games, enrichment
 stations, and guided play.

5:30pm - 6:00pm - All students will head to the dining room for easy dismissal



Caroline Hayes

Extended Day Snack Policy





Susan Sagan

Snack Policy

- One healthy snack will be provided each afternoon.
 - Snacks will include fruit, yogurt, cheese stick, granola bar or goldfish crackers.
- Students may bring a healthy snack from home to be eaten at Extended Day.
- Food deliveries (e.g., Parent drop off, DoorDash, Uber Eats) are not permitted during Extended Day.

EXTENDED DAY STAFF





Julisa Schlabach

Grades 1–2 will have a 15–20 minute quiet work time.

Grades 3-8 will be given 45 minutes of scheduled homework time.

Students may read, draw, or do quiet activities when finished.

Staff can assist with questions but cannot provide tutoring or reteach lessons.

Homework that requires more help will be sent home.

Staff are not responsible for checking or completing assignments.



Darynne Beyer



Extended Day Code of Conduct

Students are expected to:

- Be respectful to all adults and peers.
- Use kind and appropriate language.
- Respect school and personal property.
- Follow the cell phone and technology policies.
- Keep hands and feet to themselves.
- Use homework time effectively and without distracting others.
- Demonstrate good sportsmanship in all activities.
- Follow the dress code.

Staff Responsibilities

- Provide a safe, structured, and welcoming environment.
- Supervise students at all times.
- Encourage respectful behavior and positive interactions.
- Offer homework support without re-teaching lessons.
- Communicate concerns to parents or administration.

CONSEQUENCES FOR MISCONDUCT

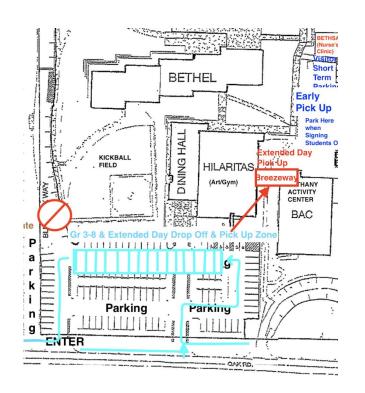
The following consequences will be applied if a student does not follow the Code of Conduct:

- 1. **Verbal Warning** Staff will remind the student of appropriate behavior.
- Reflection Time Student will be removed from the activity to reflect on behavior.
- 3. **Parent/Guardian Notification** Parent/guardian will be informed of repeated or serious behavior concerns..
- Suspension from Program In cases of serious or repeated misconduct, the student will be temporarily or permanently removed from the Extended Day program.

Note: Bethany School reserves the right to skip steps based on the severity of the behavior.



At 3:00: All remaining students will report to Extended Day.



Pick-Up Procedures

- All students must be signed out daily by a parent, guardian, or authorized designee.
- Sign-out location: The Glass Breezeway between the BAC and Gym buildings (370 & 368 Oak Road).

Pick-Up Process:

- The adult notifies the staff member in the breezeway of the student(s) being picked up.
- 2. The adult provides their **initials** for the sign-out.
- 3. The student will be called for dismissal and will meet in the breezeway.

For student safety: No student will be sent out to the parking lot unattended. The pick-up adult must wait inside the breezeway.

If you are running late or would like your child to begin preparing for dismissal, please call **513-771-7462** x **6118**.

Students that are picked up from carline are not permitted to be dropped off at extended day later that day, unless prior permission has been granted.

EXTENDED DAY LATE PICKUP POLICY



Late Pick-up: The Bethany Extended day program is a privilege offered to the parents of Bethany School. The evening extended day program begins at 2:50 p.m. and ends at 6:00 p.m. We at Bethany School understand there may be unplanned circumstances that can hinder timely pick-up; however, we request that all parents make every effort to arrive on time. If you know you will be late to pick-up, please Extended Day Program in advance at 513-771-7462 x 6118 to let the staff know your estimated arrival time.

After 6:00 pm a late fee of \$30.00 per family per 15 minute interval will be charged immediately to your account.

To reduce the incidences of late student pick-ups, Bethany School has established the following policy

- The first late pickup: A reminder that extended day closes at 6:00 and the \$30.00 fee per 15 minute interval applies.
- The second late pick-up in a trimester, a reminder will be given by the Extended Day staff, and they will notify the administration and the \$30.00 fee per 15 minute interval applies.
- After the third late pick-up in a trimester, privileges will be suspended as deemed by the administration.
- After the 4th late pick-up, the administration will terminate the privilege of using the Extended Day Program.

DROP OFF AND PICK UP PROCEDURES WHEN ALBION AVE IS COMPLETE

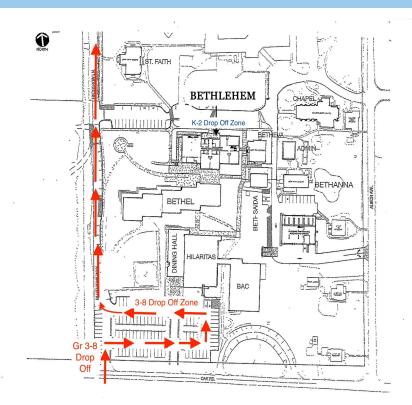


- 7:00 a.m. 7:30 a.m.: All students enter the dining room
- Drop-off takes place at the Oak Road location (368 Oak Road).
- K-2nd grade 7:30 a.m. 7:50
 a.m. Drop-off moves to the front of the Bethlehem Building (K–2 Building)
- 3rd 8th grade 7:00 a.m. –
 7:50 a.m.: Drop-off remains at the Oak Road location (368 Oak Road).

Morning Extended Day & 3-8 Drop-Off



Car line Procedures



7:00 - 7:30 Morning Extended Day -

 All Students (Gr K-8) - Drop off at the Dining Hall (368 Oak Rd)

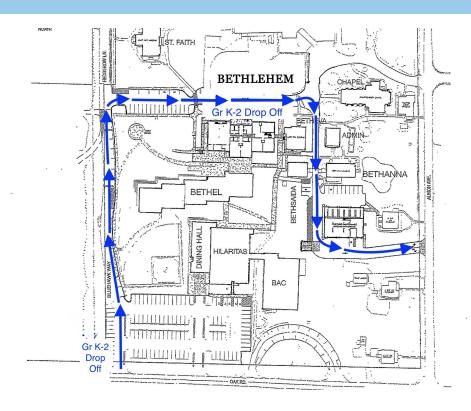
7:30 - 8:00 Gr 3-8 - Normal Drop Off and Pick Up

- Enter the parking lot from the Eastern exit (closest to the bus circle)
- Wind through the lot and drop off in front of the Dining Hall and all along the parking lot walkway.
- For safety reasons,
 - drop off only when a staff member is present and follow their instructions to pull as far forward as possible.
 - Exit back out onto Oak Road through the
 Western exit and turn right only on Oak Rd

Gr K-2 Morning Drop-off



Car line Procedures



7:30 - 8:00 K-2 and Older Siblings Drop Off and Pick Up

- Gr K-2 Drop off and pick up in front of the Bethlehem Academic Building
- For safety reasons:
 - drop off only when a staff member is present and follow their instructions to pull as far forward as possible.
 - Students should exit the vehicle on the passenger side.



Extended Day phone number 513-771-7462 x 6118

Questions regarding the Extended Day program please contact Sharon Brooks brooks@bethanyschool.org or 513-771-7462 x 5114