



Before and After School Care (Extended Day)

Bethany School offers an **Extended Day Program** to support families by providing supervised care both **before and after school**. The program is open to students in **Kindergarten through 8th grade** and is designed to ensure a safe, structured, and nurturing environment.

Developmentally appropriate activities, homework support, and enrichment opportunities are provided to help students learn, play, and grow outside of regular school hours.

Morning Drop-Off Procedures

K–2nd Grades:

- **7:00 a.m. – 7:30 a.m.:** Drop-off takes place at the **Oak Road location** (368 Oak Road).
- **7:30 a.m. – 7:50 a.m.:** Drop-off moves to the **front of the Bethlehem Building** (K–2 Building).

3rd–8th Grades:

- **7:00 a.m. – 7:50 a.m.:** Drop-off remains at the **Oak Road location** (368 Oak Road).

All students dropped off during these hours will be signed in at the **Dining Hall**. A staff member will be on duty to greet each child and admit them into the building.

Important: Parents/guardians are responsible for ensuring that their child arrives safely at the correct drop-off location. Students are permitted to bring in items to eat for breakfast. All food must be eaten or put away prior to going to class.

Daily Afternoon Schedule Overview

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.

1st-8th Grades

- **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 (1st-8th Grades)**
Students are expected to work quietly and independently.
 - 1st and 2nd Grades will have an age-appropriate quiet work period. (15-20 minutes)
 - Students may read, draw, or do quiet activities if they finish early or have no homework.
 - Extended Day staff may assist with questions, but cannot provide individual tutoring or reteach lessons.
 - Students may ask the Extended Day personnel for assistance, but the staff can not solely stay with one student to reteach a lesson.
 - Homework that cannot be completed independently will be sent home.
 - It is not the responsibility of the adults on duty to check the assignments or make sure that all of the homework has been completed

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

Snack Policy

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

1. The adult notifies the staff member 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**

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.

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

- After a second late pick-up in a trimester, a reminder will be given by the Extended Day staff, and they will notify the administration.
- After the third late pick-up in a trimester, privileges will be suspended as deemed by the administration.
- Finally, after the 4th late pick-up, the administration will terminate the privilege of using the Extended Day Program.

IMPORTANT!

A copy of the Emergency Medical Authorization Form will be made available to the Extended Day Program.

AM/ PM EXTENDED DAY CODE OF CONDUCT

To ensure a safe, respectful, and productive environment, students participating in the Extended Day program are expected to follow the guidelines below:

- a. Students will be respectful and courteous toward all teachers, adults and students.
- b. Students will refrain from harassment of any kind.
- c. Students will use appropriate language.
- d. Students will respect all school and personal property.

- e. Students will refrain from any deliberate disruption in the school.
- f. Students will adhere to the school cell phone policy.
- g. Students will comply with the Policy for Technology and Artificial Intelligence.
- h. Students will demonstrate good sportsmanship when engaged in all school-sponsored - and extracurricular activities.
- i. Students will adhere to the dress code.
- j. Students will keep hands to themselves and feet to themselves.
- k. Students will use homework time effectively, and refrain from distracting others.
- l. Students will not leave school grounds during the day without notifying the Extended Day Staff.
- m. Students will remain with their assigned group during Extended Day until they are dismissed.

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.
2. **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.
4. **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.

PARENT ACKNOWLEDGMENT

Please read the Code of Conduct with your child and sign below to indicate your understanding and support of these expectations.

Student Name: _____

Grade: _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

By signing this form, I acknowledge that I have reviewed the Extended Day Code of Conduct with my child and understand that participation in the program is a privilege that requires responsible behavior.

EXTENDED DAY STAFF RESPONSIBILITIES

Extended Day staff will:

- Provide a safe, structured, and welcoming environment.
- Supervise students at all times and promote positive behavior.
- Address inappropriate behavior promptly, fairly, and respectfully.
- Communicate with parents and school administration as needed.
- Support students during homework time by providing guidance and maintaining a quiet, focused space.