



## 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.

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### 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.

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### 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.

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#### 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.

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## 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.*

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## 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.