



Union Day School Before and After Care

How can my student attend the Before and/or After Care Program?

- All students **MUST** be registered prior to attending the Before or After School Program.
- The number of spaces available is limited so please make sure you register your child(ren). Link to Registration Fee: [Before and After Care Program - CLICK HERE TO REGISTER](#)
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How much does it cost?

- **Registration Fee:** \$25.00 Non-refundable registration fee per child.
- **Before Care:** \$25.00 per week, per child.
- **After Care:** \$75.00 per week, per child.

UDS Before-School Check In Procedure:

- Parents **MUST** walk students to the Kindergarten building starting at 7:00 am.

UDS After School Program Structure:

- The UDS After School Program is provided as a service for families whose schedules prevent them from being able to pick up their students from UDS at the time of dismissal (3:20 - 3:40 pm).

How do the students get to the ASP?

- UDS Classroom Teachers will hold the students registered in the After School Program in their classrooms until 3:30 pm.
- At 3:30 p.m. K-1 students who are registered will be escorted to the BAC room.
- At 3:45 p.m. students in Grades 2-4 who are registered will be dismissed to the BAC room.
- At 4:00 p.m. students in Grades 5-8 who are registered will be dismissed to the BAC room.

What if I have a student who was not picked up by the time Carpool ends?

- Students who are not picked up prior to the conclusion of the car rider line (3:40 pm), and are not registered for the ASP will not be permitted in the ASP until a parent/guardian has been contacted and notified that the student will be sent to the ASP. A fee of \$30 per child will be invoiced by the Union Day School Business Office.

UDS After School Check Out Procedure:

- When a parent arrives to pick up their child, they will utilize the designated area for pick up. If prompted to do so, parents must provide their Driver's License to the ASP Staff member before any students will be released.

Where do I pick up my student?

- There is one dismissal point for all students. All parents must report to the room with the **AFTER SCHOOL PICK-UP STATION** signage located near the picnic area. Parents are asked to ring the doorbell to notify staff of their arrival. Please keep in mind that the main entrance of the building is not available to be used outside of normal school hours.

The Care and Keeping of UDS Students:

What will my student be doing in the ASP?

- The UDS ASP is meant to provide engaging activities and meaningful interactions for the students of UDS. We follow a schedule that allows students to engage in physical and creative activities, while also offering optional academic support to students who would like help with homework. While snack time is incorporated into the schedule. UDS does not provide snacks for students in the ASP. Parents are encouraged to pack an extra snack for students registered for the ASP.

K-1 Schedule

3:30-3:40 Washing Hands/Temperature Check
 3:40-4:00 Read aloud/ Independent Reading
 4:00-4:30 Physical Activity (Playground)
 4:30-4:40 Washing Hands
 4:40-5:20 Structured Activity (Davis' Room K-Building)
 5:20-5:30 Washing Hands
 5:30-6:00 Free Play/Departure

Grades 2-4 Schedule

3:30-3:40 Washing Hands/Temperature Check
 3:40-4:20 Study Period
 4:20-4:50 Physical Activity (Playground)
 4:50-5:00 Washing Hands
 5:00-5:30 Structured Activity (Sperduto's Room)
 5:30-5:40 Washing Hands
 5:40-6:00 Free Play/Departure

Grades 5-9 Schedule

3:30-3:40 Washing Hands/Temperature Check
3:40-4:20 Study Period
4:20-4:50 Structured Activity (Meeks Room)
4:50-5:00 Washing Hands
5:00-5:30 Physical Activity (Playground)
5:30-5:40 Washing Hands
5:40-6:00 Free Play/Departure

In the event that a child becomes ill or injured while in the care of the UDS ASP, the student's parent/s will be contacted at the number/s provided on their registration page.

In the event that a parent fails to pick up their child by 6:00 pm, the ASP Staff will contact the student's parent/s at the number/s provided on the Emergency Contact Cards. The ASP Staff will notify the Director of the Before and After School Program of the incident. When the parent/s arrive to pick up the student/s, they will be notified that there is a fee of \$1 per student per minute that they are late that will have to be paid when they arrive to pick up their student/s.

***Failure to pay or communicate financial hardship which results in a family's inability to pay for the unregistered and/or late fees will result in the student's temporary suspension from the Before and After School Programs until the fees are paid.

Student Conduct Expectations

- While in the care of the UDS After School Program, students are expected to adhere to the UDS Student Code of Conduct found in the UDS Parent-Student Handbook available for review at the link below. Failure to meet those expectations will result in the disciplinary action as outlined in the handbook.

UDS Parent-Student Handbook:

Lower School:

<https://static1.squarespace.com/static/5bef02d52487fd1136d6b24d/t/5f2c7a43898d8b15818414ba/1596750406822/Updated+20-21+LS+Student+Handbook.pdf>

Upper School:

<https://static1.squarespace.com/static/5bef02d52487fd1136d6b24d/t/5f2c7a5e8d46773d532bc3b3/1596750431557/Updated+20-21+MS+Student+Handbook.pdf>

Please email any questions or concerns to

afterschool@uniondayschool.com

UDS Before Care and After Care Cleaning Policy

UDS BCP and ASP staff will take the well-being and safety of every student very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping the classrooms that we use and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Each classroom being used in the BCP and ASP will be kept clean and wiped down at all times. We will thoroughly clean surfaces

that children come in close contact with using cleaning supplies provided from the school. The items that the children play with will be placed in a bin labeled dirty for items touched to be cleaned before another child will be allowed to play with them. Hand washing is the single most effective practice in preventing the spread of germs. We will wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities that are planned and scheduled for their time in our ASP.

Children will wash their hands:

- As they come in for Before Care and/or After Care
- Immediately before and after eating
- After using the toilet or having soiled clothing
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

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