



# ST. EDWARD SCHOOL EXTENDED CARE & HOMEWORK CLUB

## Rules of Conduct

St. Edward School offers the Extended Care service in order to provide a supervised environment for those families whose schedules make it necessary for their students to be at school before 8:00 a.m. and/or after dismissal. For their own safety, any student on school grounds must be supervised, and must follow school rules at all times.

Students who will use Extended Care service must agree to the following rules. Students who fail to follow these rules will receive three warnings of unacceptable behavior (per trimester). If a student breaks the rules a fourth time, they will no longer be allowed to use the Extended Care service for that trimester. This means that parents will have to make arrangements for their student to be picked up at dismissal.

**Parents/guardians/approved adults must sign the log when picking up their student(s).** There are no exceptions.

### RULES OF CONDUCT FOR EXTENDED CARE & HOMEWORK CLUB

- Students may not use their cell phones between 7:00 a.m. and 4:00 p.m. Students should ask permission before using the school phone.
- Students must be supervised at all times. Students must inform the Extended Care supervisor before leaving the room and before using the restroom.
- Students will sit at the tables when eating or drinking. They will clean up after themselves, disposing of recycling and garbage in the correct containers.
- Students should speak quietly and treat each with respect. The Extended Care supervisor must be able to hear the doorbell and the intercom at all times.
- When students arrive at afternoon Extended Care after dismissal, they will the first 15 minutes reading. This will allow the Extended Care supervisor to check in all students in an organized way.
- Students in **4<sup>th</sup> through 8<sup>th</sup> grades** who remain on campus after dismissal must go to Homework Club for the hours after dismissal, except on Wednesday and First Friday. Cost \$2.00 per student. Students must have a prepaid ticket on file (purchased in the school office) in order to participate in Homework Club.

**I have read and agree to the Rules of Conduct for Extended Care.**

_____	_____	_____	_____
Student #1 signature	Date	Parent Signature	Date
_____	_____		
Student #2 signature	Date		
_____	_____		
Student #3 signature	Date		