



### **Program Guidelines:**

- All groups will meet from 2:45 pm - 4:00 pm. ALL STUDENTS MUST BE PICKED UP PROMPTLY AT 4:00 PM, IN THE HIGH SCHOOL PARKING LOT. It is your responsibility to arrange transportation. If your child is picked up on a consistently late basis they will lose the opportunity to attend the After School Program for the remainder of the session. No refunds will be issued.
- A snack will now be provided for your child to help them sustain their energy and attention levels. Your child may also bring in snacks from home.
- If your child will be absent due to other commitments, please contact us and notify the transportation company if necessary.
- Programming will NOT run on early release days or on days school is closed early due to inclement weather. If weather is questionable and you have not received notice from us, please call the school to verify whether programs are running.
- If your child seeks nursing assistance because of illness or injury, it is the discretion of the nurses as to whether or not he/she is capable of participating in After School Programming that day. \*\*Please note, there is no nurse on site during the After School Program – 911 will be used to handle medical emergencies.
- If your child is absent, withdrawn, suspended, or terminated from the After School Program, no refund will be issued.
- Students are expected to behave as respectful members of the school community during the After School Program. Incident reports are created when students are unable to manage themselves appropriately and safely within the structure of the program. Students who require this type of documentation for their behavior on a regular basis may be suspended from the next scheduled session or terminated altogether (given the severity of the circumstances, i.e. any actions that cause harm to themselves and/or others). \*\*Administrators reserve the right to determine whether that student will be terminated from the After School Program.
- **If you have transportation concerns and would like assistance in setting up carpools with other participating families, please contact me directly before the program begins.**

After School programming can be a wonderful addition to your child's academic progress and social growth. We look forward to you joining us for another wonderful session!

Sincerely,

Alyson Humphreys  
*Director of Athletics and Activities*  
[ahumphreys@learningprep.org](mailto:ahumphreys@learningprep.org)  
 C: 973 519 8013

