



Norfolk  
Collegiate

## Extended Care Program Frequently Ask Questions

### **Q: Where do I drop my child off in the morning?**

A: Parents may pull up to the side entrance and wait for a staff member to answer the door to greet the students. Students will need to ring the bell and wait for a staff member to open the door each morning.

### **Q: What time will students report to their classrooms?**

A: All students will report to class at 8:00am each morning. Students in grades K-1 will be escorted by a staff member. Students in grades 2-5 will be instructed to walk quietly to class independently.

### **Q: Who do I call if I need my child to attend extended care unexpectedly?**

A: Please contact the main office at 625-0471 to notify the school of changes to daily pick-up.

### **Q: Where will students be picked up in the afternoon?**

A: Students will be dismissed to extended care at 3:00 each day. Students will report to designated extended care rooms and sign-in with staff members. Parents should enter building through the main door with guard each afternoon. First, ask the guard about the location of the aftercare groups and then proceed into the building. Students can be found at one of the following locations depending on pick-up time-room 10(K-1), room 27 (2-3), computer lab, gym, cafeteria or playground. The site supervisor should be able to assist in locating the groups. Parents MUST sign out the child each day. Please contact the extended care cell phone (646-4657) or the main office (625-0471) if any unexpected problems occur or a change in authorized pick-ups.

### **Q: How will students be billed for participation in the extended care program?**

A: There is a \$20.00 registration fee charged with the first time your child attends the extended care program. The total amount owed will appear on your child's Monthly Statement bill that you receive each month.

### **Q: What types of activities will my child participate in during the extended care program?**

A: The extended care program strives to create a calm, comfortable and safe environment for your child after school hours. Students will receive a healthy snack and drink. Students will also complete homework in designated grade-level groups. Students in grades 2-5 will complete an hour of quiet homework time under the direct supervision of one of our certified teachers. Students in kindergarten and first grade will ONLY participate in twenty minutes of reading time based on ability. All written homework will not be completed. All students will also participate in group games, crafts and free time as directed by group teachers.

**Q: What happens if my student participates in afterschool enrichment programs or clubs?**

A: We encourage all students to participate in any afterschool enrichment program that might be of interest. At the end of the program, students will be checked into the extended care program for the remainder of the afternoon. Please make sure that your student is aware that they are to report to extended care at the end of the enrichment program. Students will still be given the opportunity to complete homework and receive a snack. Please help our staff by informing us of any programs that your child plans to participate in so we can prepared for their late arrival.