

High School After Care Rules

1. Charges for After Care start at 3:00. Charges are \$4 an hour with charges accruing by \$1 every 15 minutes.
2. Billing statements will be issued every two weeks. If an e-mail address is available, they will be sent via e-mail otherwise, paper statements will be issued. Balances can be obtained at any time by checking the accounting tab on the check-out screen, by calling Michelle Stahl at 644-7773 ext. 109 or sending an e-mail to michelle.stahl@libertyonline.org.
3. Payments can be made at any of the Liberty Campus offices, or mailed to Liberty.
4. No student can attend After Care if their balance reaches \$70.
5. Any student not picked up at dismissal and not remaining with a faculty/staff member will be transported to the elementary building for After Care. The people mover will leave the High School at 3:00.
6. A student will not be allowed to walk home from school without written permission on file in the office.
7. All students are required to sign in, even if they are only going to be in After Care for a short period of time. This allows for tracking of a student. If questions arise, the whereabouts of a student can be accounted for.
8. When coaches are not present, sports students will be required to leave with the people mover to the elementary. Arrangements can be made for the student to leave with another ride, but After Care will need to be informed either via a phone call from a parent/guardian or in writing. A coach can sign out students from After Care if permission has been given. Charges will begin accruing at 3:00.
9. When clubs, meetings, tutoring, etc. end, if a student's ride is not at the school, they will need to remain with the personnel responsible for the meeting until the student's transportation arrives.
10. Students may not stand in the hall and wait for their parents to arrive. They need to be with faculty or staff for their safety.
11. Students are not permitted to wander/hang out in the halls of the building.
12. Students are not permitted to go to the gym to watch sport practices without approval from the coach.
13. A student must remain in the After Care room until they are picked up. They are not permitted to roam the elementary building.
14. A parent/guardian will need to sign a student out of After Care. A student may not sign themselves out without special permission.
15. In special circumstances, a parent/guardian may call/text a student that they are there and the Kid Club Staff will walk the student out for verification.
16. Electronics, including phones are not allowed in the elementary. After being transported to the elementary building, all electronics are to be put away. Staff will have phones for emergency use. Students may tell staff that they are waiting for a call from parents and exceptions may be made with monitoring. A student may ask to use the school phone.
17. School computers cannot be used by students. These computers have teacher information on them and are not set up for student use. There are work computers in the After Care room that can be used for school work in IXL, Accelerated Reading, word processing, Power point and spread sheets. No internet surfing allowed.
18. Some board games and card games are provided for entertainment. Students may bring in additional games if wanted as long as they are appropriate.
19. No gambling games will be permitted.
20. Games must be seat games. No indoor basketball, soccer, etc.
21. Practicing musical instruments is not permitted in After Care as it may tend to disturb other students trying to study.
22. A light snack will be provided at 4:00 each day. Drinks are not provided. Food and drinks are only allowed at snack time with the exception of water. Water faucets are in the After Care room and can be accessed when in the building.
23. Study time is provided after snack. Approximately 4:15 – 4:45. During this time, students are to be quiet and work on homework or read a book. Drawing is permitted if the student brings their own supplies.