



## Regina Christian School

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# After School Supervision Guidelines

At RCS, we take the safety of our students very seriously. As such, we have outlined the following guidelines for students who are in the school building after school hours. We ask that all families respect the guidelines in order to provide safe student supervision and to allow our custodial staff the opportunity to do their jobs without interruption. We also want to ensure RCS staff are not put in situations where they are staying beyond their work day to ensure student's safety or leaving students unsupervised in the building.

## **Kindergarten – 6 Before and After School Supervision Guidelines**

RCS provides supervision for elementary school students 15 minutes before the school start time and 15 minutes after the last dismissal bell. Outside of this we have paid supervision for students in kindergarten to grade 6 in our Before and After School Program. This time includes structured programming and an after school snack. Any students in kindergarten to grade 6 MUST go to the Before and After School Program before and/or after school hours. The Before School Program runs from 7:30 am to 8:15 am, and the After School Program runs from 3:30 pm to 5:30 pm.

Some elementary students attend a variety of after school activities such as Elementary Homework Club, Art Class, Cubs or other extra-curricular activities. All students in these programs should be picked up promptly at the conclusion of the program. If the activity is completed and students are not picked up they will be directed to the After School Program and will be charged After School Program fees.

***Morning Drop-off Procedure:** Students can be dropped off at the elevator entrance at the front of the school (see photo below). Press "Before & After Deliveries" buzzer and wait at the door. A supervisor will come to pick-up your child and escort them to the Before School Program.*

***After-School Pick-up Procedure:** When picking up your kindergarten to 6 student(s), text or call (306)536-3075 upon arrival. State your name and the student(s) you are picking up. Wait at the elevator entrance at the front of the school (see photo below) and a supervisor will then bring your child to the door.*

## **Grade 7 – 12 Before and After School Supervision Guidelines**

High school students (gr 9-12) can be dropped off after 8 am at the front doors. Students can then proceed to the high school floor. If students in grade 7 and 8 need to be dropped off prior to 8:15 am, please contact the Development Director to make arrangements.

RCS will provide free supervision for all grade 7-12 students who are in the school beyond 15 minutes of the dismissal bell. This supervision is intended for students who have no option but to stay at the school while waiting to be picked up. Students in these grades MUST go to the library where they will be supervised until they are picked up.

Students needing to stay for after school programs, such as worship practice, sports practice, assigned study hall or other extra-curricular activities must be in their activity area provided they are under the supervision of a staff member. They are to leave the building as soon as possible at the conclusion of the activity.

If it is not reasonable for grade 7-12 students to go home prior to a practice, the student must go to the library for supervision until their coach or program supervisor is able to provide direct supervision. This would only apply to activities, practices or games that take place up until 5:30 pm. Students involved in activities that take place after 5:30 pm are expected to go home and then return to the school for their activity.

***Morning Drop-off Procedure:*** High school students (gr 9-12) can be dropped off after 8 am at the front doors. Students can then proceed to the high school floor. If students in grade 7 and 8 need to be dropped off prior to 8:15 am, please contact the Development Director to make arrangements.

***After-School Pick-up Procedure:*** Parents can call or text (306)533-3399 from their vehicle when they arrive to pick up their child from the Library. The student will be dismissed at that time. All students must be collected by 5:30 pm. There will be no charge for this service however; there will be no programming or snack provided. Students are welcome to bring a snack for themselves. Students are expected to read, work on homework or choose another quiet activity in the supervised area. If students are not picked up by 5:30 pm a fee will be assessed in the amount of \$20.00 for the first 15 minutes late and an additional \$25.00 for each subsequent 15 minutes.



BEFORE & AFTER SCHOOL PROGRAM ENTRANCE