Carrollton After School Program
The Program consists of three main services Extended Day Care/Library Study Hall, Enrichment Program and Developmental Sports (Start Date TBD). The objective for these Programs is to build an environment that adheres to the Goals and Criteria of the Sacred Heart and to develop a dynamic atmosphere that stimulates learning in a fun and nourishing way. We share a philosophy and spirit with the network of Sacred Heart schools and commit to educate to:
- A personal and active faith in God
- A deep respect for intellectual values
- A social awareness which impels to action
- The building of community as a Christian value
- A personal growth in an atmosphere of wise freedom

Extended Day Care/Library Study Hall
In this program, students will have an opportunity to complete daily or weekly homework assignments (1st through 6th Grade), engage in games (board, card, etc.), arts and crafts activities, music, stories, puzzles, reading, and outdoor socially distanced recreational play, all under the guidance of our experienced After School staff. Enrollment will be limited to those families needing after school care due to work commitments. Pre-registration is required. Students will follow the same protocols and procedures required during the school day in the afternoon such as cohorting, social distancing, wearing masks and regularly scheduled hand washing.

- The program is available at dismissal until 6:00 p.m. each day school is in session.
- Students are able to attend Extended Day Care/Library Study Hall on a pre-registration basis.
- Parents may choose to enroll in one of five pre-determined three-week cycles or enroll for the entire semester.

Students will no longer be permitted to use after care on an as needed basis. Three-week cycles are billed at a rate of $20.00 per day and exclude holidays and professional development days. There is also an option to enroll for an entire semester at a discounted rate. Hours of operation are as follows:
- 2:30-6:00 p.m. — Montessori
- 3:00-6:00 p.m. — Primary
- 2:50-6:00 p.m. — Intermediate

Enrichment Program
The Enrichment Program reinforces, expands and enriches school curriculum. Enrichment activities in will begin remotely and transition to in-person gradually as we accustom ourselves to our new policies and procedures. Courses and activities have been designed to actively engage students in a variety of activities to encourage social, emotional and academic growth.

Developmental Sport Program (Start Date TBD)
The Developmental Sport Program is designed to introduce our students to the various sports that we offer at Carrollton. We focus on the individual skills required to participate and to be successful in a given sport. This program is an excellent opportunity for those who are interested in strengthening the skills necessary to compete. Sports include: Basketball, Beach Volleyball, Cross Country, Golf, Soccer, Swimming, Tennis, Volleyball, among others.

Policies
- Registration will be available prior to the start of each semester on the parent portal and should be submitted as soon as possible to guarantee a space in our program.
- Registration must be made online. We do not accept walk-ins or mailed forms.
- Extended Day Care/Library Study Hall is offered on every full day of school but it is not offered on early dismissal days.
- Students are asked to bring a snack from home. Snack period will begin and end with handwashing. Snacks may be served in classrooms or outside in well-ventilated areas depending on weather.
- Classes will be filled on a first-come, first-served basis through registration on the parent portal.
- Payment must be received in full for registration to be complete and space reserved in the class.
- Enrollment in a program is subject to approval by the After School Office.
We reserve the right to cancel a class if we do not meet minimum enrollment.

If an entire session in cancelled by the After School Office, you will be notified by email and receive a refund.

No credits or make-ups are available for absence.

In the event of a teacher’s absence in an Enrichment activity, the After School Office will re-schedule the make-up class before the end of the session.

Refunds and cancellations must take place prior to the third session. A $60.00 processing fee will be assessed per child.

All students must be picked up by 6:00 p.m. First time late will receive a warning. Second time late will incur a charge of $50.00. Third time late the student will be withdrawn from the After School Program.

A carpool system will be followed for dismissal. Parents will not be permitted to leave their vehicle.

Children will not be released to anyone except their parent or guardian, or other persons specifically authorized by their parent or guardian. Identification will be required of those authorized to pick up children who are unfamiliar to staff.

Parents having a concern regarding their child at any time should ask to speak to the Director. This can be an informal or formally scheduled meeting as you wish.

COVID Protocols
Based on guidelines from the Governor, CDC and the WHO we have adjusted our routines and protocols to mitigate the risks of our students in After Care, After School Staff, and the wider community as we face COVID-19 together. Our approach is a multi-layer preventive defense, but please know that even as we do our best to mitigate risks of transmission on school grounds, there is no such thing as eliminating the risk entirely. Please help us by discussing these protocols with your children and help us reinforce at home.

Social Distancing
To lower the risk of transmission, and to aid in contact tracing should there be a case of COVID-19, students will remain in their cohort groups in Extended Day Care. Groups will not be combining at any point during the day. All activities take into consideration social distancing guidelines.

COVID-19 Screening and Illness
If a student or teacher presents symptoms of illness during Extended Day Care, they will be escorted to a designated space away from other children and teachers. Anyone with a temperature at 100.0 or above will not be permitted to remain at school. The parent of the student will be contacted. Parents are expected to arrive within 30 minutes of our call for pick-up. Failure to pick-up an ill child within 30 minutes will result in loss of enrollment in our After Care Program.

Please do not send your child to camp with any of the following symptoms:

- Temperature at 100.0 degrees or above
- Cold
- Cough
- Vomiting
- Unknown rashes
- Earache
- Eye irritations
- Sore throat
- Diarrhea
- Other communicable diseases.

After School Pick Up Procedures
Montessori & Primary
Montessori and Primary students registered for Extended Day Care will be picked up in the Junior High circle. Parents will receive a car sign on their daughter’s first day of After Care with their daughter’s name(s) that will need to be visible during pick up. Parents/Guardians must remain in their vehicle at all times. An After School staff member will come to the circle at the top and half of every hour, (ex. 3:00pm, 3:30pm, 4:00pm etc.) and radio for those girls who are being picked up to be brought to the circle. Please schedule your daughter’s pick up according to the pick up times.

Intermediate
Intermediate students registered for Extended Day Care will be picked up in front of the green doors of El Jardin. Parents will need to call the school at 305-446-5673 ext. 1334 to notify staff that they are waiting at the green doors. Parents/Guardians must remain in their vehicle at all times. An After School staff member will then escort the student(s) to their vehicle.

For more information, please contact the After School Office at 305-446-5673, ext. 2340 or email the Director, Denise del Valle at ddelvalle@carrollton.org.