



**Sacred Heart School**  
**Extended School Services**  
**Handbook**

*The Extended School Services program is governed by the policies and procedures in the Student/Parent Handbook with the exceptions and additions herein.*

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### **Contact Information**

ESS Director Amy Davis can be reached at the email address [adavis@sacredheart.org](mailto:adavis@sacredheart.org) or by calling 425-451-1773 ext 11607 during office hours (typically 10:00-3:00) or call/text 425-478-1225 during afternoon ESS hours. Please save this number into your contacts so as not to screen calls from ESS staff.

### **Morning Drop-Off**

Morning ESS takes place in the gym and the drop-off location is the North doors on the back side of the school just past the delivery pull out. This entrance is to be used for ESS only; if your student is meeting with a teacher they should arrange for the teacher to meet them at a different door to let them in. Please do not drop off prior to 7:00. The doors at the top of the stairs will be locked, but there is a doorbell for students to ring and one of the morning team members will let them in. Please use the delivery pull-out if your students will need extra time to unload so as not to block those arriving behind you. Students arriving after 8:10 should not come to ESS but should be dropped off at the normal location as there will be staff at the doors supervising until students are let in at 8:20.

### **Afternoon Pick-Up**

On regular days, afternoon ESS runs from 3:15 until 6:00. When you arrive to pick up your students from afternoon ESS please park in the upper lot (a portion of which will likely be gated off for play) and enter the building through the library door located next to the benches and St. Francis statue. The door may be locked so please just knock. Staff will be present in the library to assist you in signing out and to radio for your student if they are in another station. If you ever realize that you have left without formally signing out your student please call or text Amy Davis.

### **Late Pick-Up**

ESS ends at 6:00 PM. While we would like you to make every effort to pick up your students on time, we understand that occasionally you may be running late. If this happens, please call or text Amy Davis at 425-478-1225 to let us know that you are on your way and ESS staff will supervise your students until your arrival. If we do not hear from you and cannot reach you within a reasonable amount of time, we will start contacting people on your pick-up list to find someone to come get your student. Late pick-up fees are \$1/minute per student. For part time or drop-in users, these fees will be included in monthly statements. For full time users paying through FACTS, late pick-up fees will be billed separately. Habitual late pick-ups may result in suspension of ESS services.

### **Half Days & Non-School Days**

ESS is typically offered until 3:15 on early dismissal days except for the last day of school. The capacity on these days will be determined based on the availability of staff. Families will be asked to sign up if they need ESS on an upcoming half day. Full time users will be given priority for sign-up. **Pre-K and Kindergarten parents: Please note that there is no afternoon ESS for Kindergarteners until they start the full day schedule after the second week.**

**Pre-K Routine**

This is our first year providing extended day services for Pre-K students, so our routines may be in flux at first. The Pre-K classroom(s) will be the “base” but our intention is to provide the students with as much outdoor time as possible. We also intend to utilize other spaces, such as the gym and music room, to provide the kids with a variety of settings and activities. Because ESS is an extension of our licensed Pre-K program, this group cannot merge with our older group and we are not permitted to provide morning ESS to Pre-K students before school. Afternoon ESS will be available for Pre-K students once they begin the full day schedule. Many of the routines described in this handbook, such as the homework room or Friday movies, do not apply to the Pre-K group. We will adhere to a strict 1:10 adult to child ratio and all staff supervising this younger group will be specially trained.

**Kindergarten Routine**

At 3:10, Kindergarten students are either brought to the library or one of the Kindergarten classrooms by a classroom aide to sign in. This is to separate them from the larger group for the first portion of the afternoon when things are busiest so that they are not overwhelmed in a group setting with older students. They will spend the first portion of the afternoon in the library or classroom but will also get time outdoors and in the gym. In order to keep our younger students safe during physical play, we are very mindful of when we allow them to play in the gym. We do our best not to exceed a student to adult ratio of 12:1 in the Kindergarten group.

**1<sup>st</sup>-8<sup>th</sup> Grade Routine**

At 3:15, students are released from class and should line up on the ramp in the foyer near the gym. We encourage primary students to leave their backpacks in the primary hall rather than bring them to the gym. In the beginning of the school year, 1<sup>st</sup> grade students will be walked to the gym by an aide until they are used to the routine. For older students who are new to ESS, teachers are good about pairing them with a buddy who will walk with them. Once they sign in, students can have a snack and either play in the gym or head to the library. A classroom will be opened for homework shortly thereafter (Mon-Thurs) as well as the upper lot for outdoor play (weather permitting). We do our best not to exceed a student to adult ratio of 15:1.

**Registration & Plans**

Registration is done each spring for the following school year. Students must be registered in order to attend afternoon ESS unless a drop-in spot has been secured online. Please see the ESS Application and Plan Descriptions for more information including details on how to secure drop-in spots.

**Emergency Drop-In**

If your child is not scheduled to attend ESS but an emergency is going to prevent you from picking them up at dismissal, please contact both Amy Davis and Kerry Wyman to arrange for them to attend drop-in ESS (or to wait in the office if they can be picked up shortly after dismissal). While it is important that you do not allow this to happen repeatedly, we want to make sure that students are supervised and not waiting alone outside.

### **Pick-Up Authorization**

Please submit the form included at the end of this handbook to authorize others to sign out your children (nannies, relatives, etc). They will be added to our system so that staff know we are permitted to release your students to them. If you are sending someone on this list to pick up your child, please tell them to bring their ID in with them. If you would like to give permission for someone to pick your child up one time only (for a play date, for example), please notify Amy Davis rather than putting them on this form.

### **CYO Sports & Other Activities**

If your student is participating in other activities on campus (such as CYO sports or Playmakers) the ESS team will help with transitions. During soccer season, for example, we will remind your students to change ahead of time, sign them out, walk them to the field, and make sure their coach is present. If you would like your student picked up and brought back to ESS at the end of practice, please make sure to communicate that to an ESS staff member. We sign students out before taking them to practices, so it is not necessary for you to come sign them out when you pick them up afterward. Students participating in Cross Country should not sign in to ESS, but we will collect them after practice. If a student is transitioning directly from Cross Country practice to 4:30 soccer, they simply remain on the field and will not be collected by ESS staff. If your student will be coming late to ESS due to an indoor activity immediately after school (such as Peer to Peer or Math buddies), they should head directly to the library to sign in. In these cases they will have missed snack and may need to bring their own.

### **Homework**

We understand that having homework completed at ESS is a priority for many families. We open a classroom for quiet study for 1<sup>st</sup>-8<sup>th</sup> graders every day except Fridays (or on days when we have a smaller group and the library is calm we may use the library as the homework room). A staff member is there to answer questions and help keep students on task. Some students do best if they get right to work as soon as possible, but we find that many kids need some time to decompress and play after the school day before starting their homework. For this reason, we give homework reminders around 4:00 after kids have had a chance to run off some steam. Please talk to your students about your expectations for homework during ESS. If you find that your student is not getting enough homework done at ESS, please communicate this with the team.

### **Snacks**

A nut free snack is served just after dismissal. Typical snacks include string cheese, crackers, fruit leather, popcorn, etc. Our Friday tradition is to serve nachos or tater tots for snack. Around 5:00, a smaller second snack is served. Students are welcome to bring snacks from home, but we ask that they not bring candy or other treats. If your student has any special dietary needs or restrictions, please bring this to our attention.

### **Movies**

On Friday afternoons we often show movies. We typically offer an all ages movie in the library and a “big kid” movie in another room for students 4<sup>th</sup> grade and older. All movies are rated G or PG; we will never show PG-13 or R rated movies.

**Absences**

If your student will be missing afternoon ESS, please send an email so that we know not to expect them. This allows us to open up that spot for a drop-in user. If you are on an ESS plan, absences will not change your rates.

**Student Cell Phone Use**

5<sup>th</sup>-8<sup>th</sup> grade students may use their cell phones during ESS if they submit the contract included at the end of this document. Cell phones may be confiscated from students who have not submitted a contract or who are not following the rules.

**Student Computer Use**

Computers are available in the homework room and library for homework. To encourage homework completion, physical play, and socializing, we typically do not allow students to use computers for games during the first portion of the afternoon. Students can earn computer time by spending time on homework, reading, or helping clean up after an activity. We then limit games on school computers to a select few websites such as CoolMath and FunBrain. Students bringing their own devices may use them for homework but should ask permission from staff prior to using them for entertainment. At times we may only allow the use of personal devices in the homework room.

**Payments & Receipts**

Full time users may prepay for the year or pay through FACTS. Part time and drop-in users will receive monthly invoices (you can expect your first invoice in early October for August & September fees) via email and may pay by FACTS, check, or online with a credit card. Cash payments are only accepted at the front desk so that a receipt may be given. We are unable to make change but will credit your ESS account if you overpay. Checks may be mailed to the school, dropped off at the front desk, or put in the payment envelope on the sign-out cart at pick-up. Please make sure to put ESS in the memo line and make the check out to Sacred Heart School. Credit card payments include a small processing fee. A link to the payment page can be found on the ESS page of the Sacred Heart School Website (look under the Student Services tab). Receipts for reimbursement or tax purposes are available upon request.

**Fee Assistance**

We do not offer financial assistance directly through ESS fees. If the combination of ESS fees and tuition creates an unmanageable financial burden for your family, please contact Principal David Burroughs to discuss tuition assistance. This should be done during the registration process, not midyear unless your family experiences an unexpected change in income.

**Late Payments**

If you fall behind in your payments and need to set up an alternate payment schedule, please get in touch with us before you fall too far behind. Unpaid ESS balances may result in suspension of ESS services, the holding of report cards, or the inability to participate in school activities.



## Sacred Heart School Extended School Services

### Pick-up Authorization

In efforts to keep your children as safe as possible, our staff ensures that only authorized persons may sign your students out of ESS. If there are any nannies/relatives/friends who you would like to authorize to pick up your child, please list them below.

Returning families please note that those on your pick-up list last year will remain on your list unless you request to have them removed.

**Student Name(s)** \_\_\_\_\_

The following people are authorized to pick up the above named student(s) from ESS:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Parent Signature** \_\_\_\_\_



## Sacred Heart School Extended School Services Student Cell Phone Contract

Students 5<sup>th</sup>-8<sup>th</sup> grade will be permitted to use cell phones while attending ESS under the following conditions:

- Students must use SHS-PUBLIC wifi so that our firewall takes effect. The password is SHSGUEST.
- Students must not use their phones for any mean, bullying, or any other inappropriate correspondence or use.
- Students may not use their cell phones for anything that school faculty or staff, in their sole discretion, deems inappropriate.
- Students must not use their cell phones to access or attempt to access any website that school faculty or staff, in their sole discretion, deems to be inappropriate.
- Students must not share their cell phones with others or use one another's cell phones.
- During morning ESS cell phones may only be used while seated on the stage or at the tables.
- During afternoon ESS cell phones may only be used in the library or outside.
- Cell phones are never to be used in the restrooms.
- Cell phone use must not interfere with homework completion.
- Headphones/earbuds must be worn while listening to music.

Please sign below to indicate that you have read, understand, and agree to the terms described above and that you understand that cell phone privileges while attending ESS may, in the sole discretion of school faculty or staff, be revoked, possibly for the duration of the school year, if phones are used inappropriately. Students who have lost these privileges will be expected to leave their phones at home or surrender their phones to an ESS employee upon signing in.

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Student Name

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Grade

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Student Signature

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Date

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Parent Signature

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Date



## Plan Descriptions

### **Full-time Plan: \$3,200/year per student plus \$125/student registration fee**

Those who select the full-time plan are prioritized in the registration process. The full-time plan guarantees your child unlimited access to afternoon ESS and includes mornings, if needed, at no additional cost (except for Pre-K students: due to licensing limitations morning ESS is not available for Pre-K students). This plan requires monthly payments through FACTS September through June. This plan requires a commitment for the entire school year. Please note that this is a flat fee for the entire school year; shorter months have been taken into consideration when determining this fee, so we do not reduce the fee for months that have breaks. Similarly, although some grades have a different number of ESS days due to half days, retreats, graduation, etc., the same rate is applied for all students.

### **Prepaid Full-time Plan: \$3,200/year per student**

Same as above, but the registration fee is waived if your fees for the school year are paid in full by September 1<sup>st</sup>. This payment will not be refunded under any circumstances.

### **Afternoon Part-time Plan: \$17.50/day per student plus \$125/student registration fee**

This plan may be selected on its own or in addition to the morning part-time plan. Afternoon part-time requests will be approved on a case by case basis depending on availability. This is a flat fee per day regardless of pick-up time. This is an option for those wanting to utilize ESS up to 3 afternoons per week. Those needing ESS 4-5 afternoons per week must select the full-time plan. Please be specific regarding the days of the week you would like your child to attend. Irregular schedules cannot be approved. Example: If there are 5 Tuesdays in October and 3 in November and you reserve Tuesday afternoons, you will be charged \$87.50 for October and \$52.50 for November. Fees will be assessed for the days you have reserved whether or not your child attends. This plan requires a commitment for the school year.

### **Morning Part-time Plan: \$9.00/day per student**

This plan may be selected on its own or in addition to the afternoon part-time plan. Unlike the afternoon part-time plan, you will not be charged if your student does not attend a day that you have reserved. Your monthly statement will reflect the number of mornings your student attended. This plan does not require a commitment or registration fee.

### **Drop-in: \$10.50/hour per student in the afternoon & \$9.00/day per student in the morning**

You do not need to submit an application if you only intend to utilize drop-in ESS. If you will only be using afternoon ESS on an occasional basis, you can check for drop-in spots online (links below). Please note that drop-in availability will fluctuate throughout the year and is typically very limited for the first few months of the school year. If you need ESS on a regular basis, you should register for the full-time or part-time plan rather than counting on drop-in availability. We are currently only requiring you to procure a spot online for afternoon drop-ins. Morning drop-ins are currently permitted without making advance arrangements, although this is subject to change.

*Pre-K:* [tinyurl.com/ESSdropinPK](http://tinyurl.com/ESSdropinPK)

*Kindergarten:* [tinyurl.com/ESSdropinK](http://tinyurl.com/ESSdropinK)

*1<sup>st</sup>-8<sup>th</sup> grade:* [tinyurl.com/ESSdropin1-8](http://tinyurl.com/ESSdropin1-8)

**Soccer Season:** Depending on availability we hope to offer a soccer season option for those who only need to utilize ESS through the end of October. More information to come via From the Heart newsletter in July or August.