

The Heritage School
Extended Care & Study Time Information
2011 - 2012

The Heritage School will offer an Extended Care Program during the 2011 - 2012 school year for children in Grades EC through 4 and a Study Time Program in the Library for students in Grades 5 through 8. The Extended Care Program provides children with supervised activities before and after school. The after school Extended Care Program for younger students includes, but is not limited to: art projects, outdoor activities, rest periods, quiet time, and supervised homework periods. The Study Time program provides Middle School students with after school supervision and an opportunity to do their homework.

The Extended Care Hours are from 7:30 a.m. – 8:00 a.m. and from 11:45 a.m. – 6:00 p.m. Early Childhood and Pre - Kindergarten students may attend the after school Extended Care Program from 11:45 a.m. to 3:00 p.m. There is a fifteen child maximum for this age group. Parents must sign up in advance to insure a place for their child. Kindergarten students may attend the Program beginning at 2:00 p.m. Children in Grades 1 through 4 may attend the program starting at 3:05 p.m. The Program is available until 6:00 p.m. The cost of the Extended Care Program is \$5.00 per hour.

The number of hours a child attends the Extended Care Program is calculated based on actual hours attended. A period of 15 minutes constitutes another hour. Parents must sign out children daily, indicating the time of pick up. **The Extended Care Program will be offered until 6:00 p.m. on all days that the Lower School is in session regardless of dismissal time, with the exception of early dismissals before Thanksgiving, Christmas, and Spring Break, and the last day of school.**

The Extended Care Program is headquartered in the Early Learning Center Building. Children in Grades 1 through 4 attend a homework help program from 3:05 p.m. to 3:45 p.m. on Monday - Thursday in the Library. On Fridays, these students will go directly to the ELC building.

The Study Time Program, for students in grades 5 – 8, provides a supervised study hall in the Library from 3:30 until 5:15 p.m. for students in Grades 5 through 8. There is no charge for the Study Time Program for students who are picked up by 5:15 p.m. After 5:15 p.m., those students will be sent to the Early Learning Center and there will be the \$5.00 charge.

The Heritage School cannot assume responsibility for the welfare of any child before 8:00 a.m., or after 3:30 p.m., unless the child is registered in the Extended Care Program, the Study Time Program, or a School - sponsored extracurricular activity.

Enrollment in the Extended Care Program or the Study Time Program may begin at any time during the year as long as an enrollment form is completed and on file at the School. You may contact the Extended Care Program Director through the school number 770 - 253 - 9898, or directly at 678 - 423 - 5387. The Study Time Program Director may be reached in the Library, 678 - 423 - 5356, after 3:30 p.m. each day.