

***St. Hugh's Preparatory School***

***1 Tom Redcam Drive,***

***Kingston 5***

***After School Policy***

***Dismissal, Extracurricular Activities and After Care***

**Infants (K1, K2 and K3) without siblings in grades 1-6**

- Infants without siblings in grades 1-6 should be picked up promptly at 1:15 p.m.
- Parents need to park, then collect their children from the classroom and sign them out.
- If children in grades K1, K2 or K3 have older siblings, the following rules will apply.

**Grades K1 –Grade 6**

- The bell rings at 1:45 pm
- Dismissal Prayers will be said in each classroom at the ringing of the bell
- Between 1:45 and 2:30 pm, students will be allowed to change for extracurricular activities.
- Students who are not in an extracurricular activity will remain in their classrooms from 2:00 pm – 3:00 pm.
- Extracurricular activities will begin at 2:30 pm or 3:30 pm in some cases.
- **At 3:00 pm all students who are still at school from K1 – grade 6 will be sent to After Care**
- Children registered for After Care will pay the following flat fees:
  - From 3:00 – 4:00 p.m. – \$500.00
  - From 4:00 – 5:00 p.m. – \$500.00
  - From 5:00onwards – \$1000.00/hour
- Whether the child is in After Care for the whole hour or part thereof, they still pay the whole flat fee.
- Students who attend After Care without registering will be charged \$1000/hour.

**Children will not be allowed to leave with persons not listed on the Student Fact Sheet or without written permission.**

**Updated: September 2022**