

ROSEMARY HILLS AFTER SCHOOL ENRICHMENT DISMISSAL POLICIES AND EMERGENCY CONTACT INFORMATION

1. People and Contact Details

- **Little Scholars On-Site Coordinator: Gerald Ferguson Email: rhosc@littlescholarsllc.com**

Mr. Ferguson will be available during club hours, from 3:45 pm to 5:00 pm and/or until all children are dismissed. He is in charge of making sure students find their club classroom, resolving any issues that may arise during club hours, and dismissing students in a safe and orderly way.

If you have an emergency during club hours or need to change your child's dismissal plans, please contact Mr. Ferguson ASAP. He will be checking email during club hours. Make sure you include a phone number where you may be reached. Please also let Mr. Ferguson know in advance if your child will be missing class on a particular day.

- **Little Scholars Coordinator: Nicole Brown Email: nbrown@littlescholarsllc.com Phone: 804-245-7541**

Ms. Brown is the overall clubs coordinator. She will not be on site but will be checking email on a regular basis during the day and during club hours.

If you need to change your child's dismissal plans or have an emergency, please also contact Ms. Brown ASAP. Make sure you include a phone number where you may be reached. You can also email Ms. Brown with any other (non-emergency) questions regarding after school enrichment at any time.

- **PTA After-School Enrichment Coordinator: Rosanna Taormina Email: rtaormina@yahoo.com**

This email is for *non-emergency, informational questions only* as it is not checked on a regular basis. You can email Rosanna with comments or suggestions and/or to request a scholarship.

Questions about registration: Please email Nicole Brown.

Change of dismissal plans: Please email Nicole Brown *and* Gerald Ferguson.

Emergencies: Please reach out to Nicole Brown *and* Gerald Ferguson. Do *not* contact the school front office as they are not responsible for after school enrichment.

2. Dismissal procedures and policies: Parent Pick Ups and Kids After Hours

- When does the after school program end?

Students will be dismissed at **5:00 pm** from the after school programs.

- I am picking my child up from Rosemary Hills after class, what do I need to know?

Due to COVID-19 concerns, parents are not permitted to enter Rosemary Hills en masse. We therefore ask that you remain in your vehicle and use the pick-up lane assigned to your child's class (see below). Please place a sign (a sample is attached below) with your child's name and class name on the passenger's side dashboard of your vehicle so that our teachers can bring your child out to you. If you have more than one child in more than one class on any given day, please choose the Bus Lane, and we will bring both children to you at once. You may also choose to park and wait outside the door corresponding to the pick-up lane listed below (i.e., Bus Lane classes will be dismissed from the school's main entrance; Parent Pick-Up Lane classes will be dismissed from the Parent Pick-Up/Drop-Off door to the left of the main entrance); however, you must remain outdoors until dismissal (similar to dismissal for MSA after-school sports clinics). *More students have signed up for after school enrichment classes this winter than ever before. Please bear with us as we attempt to make dismissal go as smoothly as possible. Should issues arise, we will re-evaluate our dismissal procedures as necessary.

Tuesdays	Wednesdays	Thursdays
Karate: Bus Lane	Art Immersion: Bus Lane	Science Palooza: Bus Lane
Chess Wizards: Parent Pick-Up Lane	Builders: Parent Pick-Up Lane	Design the Runway: Parent Pick-up Lane
Theater: Parent Pick-Up Lane	Enchanted Engineering: Parent Pick-Up Lane	

- My child goes to Kids After Hours, what do I need to know?

If students are scheduled to come to aftercare on the day of their after school enrichment class, a staff member from KAH will pick them up as normal from their homeroom class at dismissal. KAH students will have time to eat a quick snack, and then they will be escorted to their after school class by KAH. Once the enrichment class is over, KAH will pick them up and bring them back to KAH to finish the evening. *Unless you inform KAH otherwise, KAH students should be picked up from KAH and not from the Bus or Parent Pick-Up lanes/entrances. Please let KAH know if/when your child/children will be attending after school enrichment.

- What happens if I am running late?

Children who have not been picked up by **5:05 pm** will be considered a late pick up (unless the pick-up process itself causes the delay). Once all other children are dismissed, the on-site coordinator will call the emergency contacts listed on your child's registration form. If the child has not been picked up one hour after the end of class, the coordinator will contact the police. If a child is picked up late more than twice they will be removed from the program without a refund.

If you are running late due to a *serious and unavoidable emergency* please make sure you get in touch with Nicole Brown and Gerald Ferguson immediately.

3. Responsibilities

- **Please** be sure to inform your child's teacher (and Kids After Hours if applicable) what after school enrichment class(es) your child is participating in and when. This will help to ensure that your child does not go home on a day that they are scheduled to be in class. **Please** also remind your child each day of class. This will help you to remember to pick up as well!
- Little Scholars is responsible for the organization and running of after-school programming, including the well-being of students during club hours, up until the moment students are dismissed following their parents' directives.
- Should a student have a problem during club hours (for example, the child feels sick), Gerald Ferguson will call the emergency contact numbers listed at the time of registration.

Once students have been properly dismissed by whichever option their parents have chosen (walking, car pick up, etc.) and are outside the school, **Little Scholars and the PTA after school enrichment volunteers are NOT responsible for children's safety.** Especially in the case of walkers, it is the **parent/guardian's responsibility** to make sure children are safe and able to reach their destination.

Please keep a copy of these guidelines and emergency contact information.



LITTLE SCHOLARS

We Inspire Confidence!

Child's/Children's Name(s)

Class Name(s)