

## **General Policies for HAH**

All of Hatch's school rules carry over into Hatch After Hours (HAH). Children will be expected to have the same standards of good behavior.

Supervised time in the Auditorium will follow the end of the school bell (15min). You do not have to come to school at normal dismissal time, kids will be taken to the auditorium. Each HAH teacher will come to the auditorium to pick up their class students after attendance is taken by our team member.

- ❑ Please send a healthy snack with your child. As we have several children participating in the program with severe allergies, **PLEASE SEND A PEANUT, TREE NUT AND COCONUT FREE SNACK.** We appreciate your sensitivity on this matter.

After the class, your child will be escorted to the office foyer (main entrance). If you have signed for them to have permission to walk home, they will be allowed to do so. Please be on time to pick up your child as the HAH teachers are not allowed to leave until the last student has been released to their guardian and the school office is not open after school hours.

IF YOUR STUDENT WILL BE ABSENT FROM HAH, PLEASE NOTIFY Hatch office, or MS. WINFIELD AT [pwinfield@op97.org](mailto:pwinfield@op97.org)

If a student does not report to the auditorium on a day when they have HAH (and office/Ms. Winfield was not notified that the student will be absent), the parents/guardians will be notified.

Any unregistered students who show up for classes will be directed to the main office, and their parent/guardian will be contacted.

The PTO has the right to withdraw any student who is late to be picked up more than once a session. Please note that if the PTO withdraws your student, you will not be issued a refund.

Please be aware that the school nurse does not stay after school and HAH staff can NOT access medication in her office during HAH. This means that **IF YOUR STUDENT HAS AN EPI-PEN WITH THE SCHOOL NURSE (or other after school care), WE WILL NOT BE ABLE TO ACCESS IT DURING HAH.**

In a very unlikely occasion that a vendor cannot make to their class on time, a HAH team member (such as Ms Winfield) will be on-site to help with an alternative activity. No refunds will be available.

Should you have any questions or concerns, please feel free to contact us