

Carden Academy of Santa Clara  
Santa Clara, CA 95051

RE: EXTENDED SUPERVISION GUIDELINES AND PROCEDURES

Dear Parents:

We need your help in reminding the children of the importance of complying with the After School Extended Supervision Procedures. Please discuss all regulations with your child. Although most are very conscientious about remembering the procedures, there are still some students who forget. For the safety of all, we must insist on the rules stated below. Any students who fail to comply will be sent to the office.

1. At **3:00 p.m.** students will report to the E.S. waiting area (playground area between wings 1 and 2) to sign in.
2. Children must line up to check in by 3:15 p.m. before the bell rings.
3. No one may leave the designated E.S. waiting area until everyone has been checked in and the E.S. supervisor(s) has released the children.
4. Students participating in: yearbook, art, music, Actors Express, French games, science, chess, speech & debate, strings & piano, dance & tumbling, library, martial arts, scouting, or any other after school activity must remain in the E.S. area to be picked up by the Activity Director.
5. Once the activity is over the Activity Director will check the students in to E.S. and provide an E.S. supervisor with the names of the students who were picked up.
6. The child needs to be picked up from the activity **immediately** or a charge will be charged.
7. Please remind your student that he/she must sign in and out with a supervisor. No student has permission to mark anything in any of the sign in/out books.
  - When students fail to check in/out we are unable to tell parents where their child is located.
8. Parents **must sign their child out** at pick up time.
9. Once the child has signed-in to E.S., the library is available for study or homework. However, we do not allow food or soft drinks inside the room.
10. Rainy Day Reminder: (grades 1-8) You may find your children in rooms 3, 4, 7, and/or 8.
11. At NO time are the students allowed to sit or walk on top of the picnic tables.
12. Carden El Encanto has a "CLOSED" campus policy. Once a student leaves campus, he / she shall not return to campus for extended supervision.
13. All playground rules and regulations are the same as they are during the school day, 8:00-3:00 pm.
14. EXTENDED SUPERVISION WILL NOT BE RESPONSIBLE FOR CHILDREN WHO DO NOT CHECK IN AND FOLLOW THE GUIDELINES. THOSE WHO DO NOT FOLLOW THE E.S. RULES AND REGULATIONS WILL BE SENT TO THE OFFICE. THE FIRST OFFENSE WILL BE A VERBAL WARNING, THE SECOND OFFENSE WILL BE A NOTEHOME, AND THE THIRD OFFENSE WILL RESULT IN REMOVAL FROM EXTENDED SUPERVISION. THE ADMINISTRATION RESERVES THE RIGHT TO REMOVE THE CHILD IMMEDIATELY IF IN THEIR DISCRETION THE OFFENSE WARRANTS SUCH ACTION.

Thank you for your cooperation,

The Administration