



# AFTER SCHOOL PROCEDURES

3:15

Carline Ends - If a student is still at school and waiting in carline, the teacher on duty will call the phone numbers on file in PowerSchool.

3:30

Administrator on Duty will take over the responsibility of the student and make another attempt to reach parents/guardians. A late fee may be charged per student that is at school after 3:30. See the chart below.

1st Incident	Warning, parent/guardian receives Quest Zone After-School Program's registration packet
2nd Incident	\$15 fee per student, parent/guardian must fill out Quest Zone After-School Program's registration packet at the time of pick-up
3rd Incident	Student goes to Quest Zone After-School (if registration packet is complete and on file) and parent/guardian must pay the registration and daily fee

4:00

If no parent/guardian has arrived and Quest Zone After-Program paperwork is not on file, local authorities will be called.

If you have any questions or concerns about these procedures please contact HCA's Executive Director, Dr. Ann Marie Taylor.



Dr. Ann Marie Taylor  
ataylor@hcacs.net  
(803) 226-0160

## After School Activities Schedule

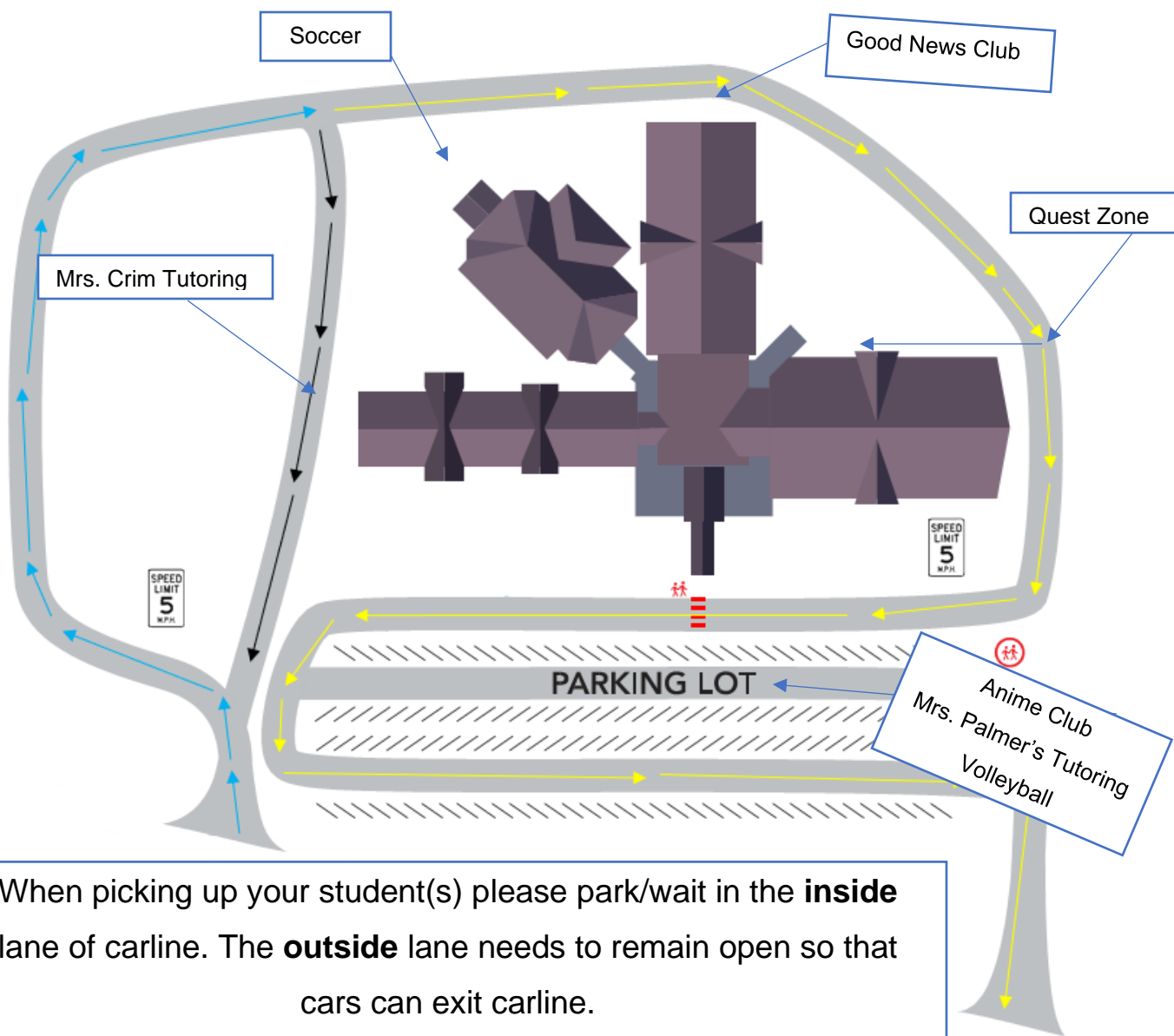
Monday	Tuesday	Wednesday	Thursday
<b><u>Mrs. Crim Tutoring</u></b> 3:15 – 4:15 Inside (left) lane of middle school carline	<b><u>Mrs. Crim Tutoring</u></b> 3:15 – 4:15 Inside (left) lane of middle school carline	<b><u>Mrs. Palmer Tutoring (every other week)</u></b> 3:20 – 4:15 Park in the parking lot and the students will be walked out	<b><u>Mrs. Crim Tutoring</u></b> 3:15 – 4:15 Inside (left) lane of middle school carline
	<b><u>Anime Club</u></b> 3:00-4:00 Park in the parking lot and the students will be walked out	<b><u>Volleyball Conditioning</u></b> 2:45-4:30 Park in the parking lot and the students will be walked out	<b><u>Anime Club</u></b> 3:00-4:00 Park in the parking lot and the students will be walked out
	<b><u>Good News Club</u></b> 2:45-4:20 Inside (Right) lane of elementary carline - Released from the back of the building (end of B wing)		
	<b><u>Volleyball Conditioning</u></b> 2:45-4:30 Park in the parking lot and the students will be walked out		

\*Quest Zone After School Program will pick up at the end of A-wing. Stay in the inside (right) lane to keep a lane of traffic open.

\*Soccer practice – if Soccer practice is at the school that day, they will release at the back of the gym. Stay in the inside (right) lane to keep a lane of traffic open.

### **After School Expectations:**

- Activity leaders walk students out to meet students outside of the building
- Club/Tutoring students not picked up cannot roll over to Quest Zone, the activity leader must stay with the student until they are picked up
- If a teacher has a parent conference, the teacher must come to the front of the building to meet the parent(s) to bring them in.
- The building is locked daily at 4:00 pm



When picking up your student(s) please park/wait in the **inside** lane of carline. The **outside** lane needs to remain open so that cars can exit carline.