

After School Oasis - 2026-2027 Policies & Procedures

Updated 8.10.26

Program times: 3:00 PM – 4:30 PM, Mondays through Thursdays only. Pickup window: 4:30 – 4:45 PM. All students must be picked up by 4:45 PM. There are no pickups before 4:30 PM, except in cases of illness, emergencies, or limited, infrequent exceptions arranged with Oasis staff.

Cost: \$10 per day, per child. Families may pay week by week using our weekly signup, choosing only the days they need, or reserve the same weekdays every week with an automatic monthly payment (\$40 per weekday, per month). Payment links are provided to families after registration is complete. Payment must be made before your child attends; students may not participate in days that have not been paid for. Please sign up only for days you will use: missed days are not refunded or credited, because your child's spot is held for them and cannot be given to another family.

Communication

info@afterschooloasis.org | 330-801-4345 (call or text) | www.afterschooloasis.org

Registered families will receive weekly and periodic email updates about the program. Please make sure you are reading these emails; they are our primary way of communicating signups, schedule changes, and program news.

Please understand that staff availability to answer calls and texts may be limited during program time. We will make every effort to respond to you as soon as possible.

We ask that parents do not approach staff with concerns during the program or during pick up time, so that staff attention stays on the children. Please text or email us instead, and we will get back to you when we are able.

Daily Agenda: 2:55–3:25 quiet and homework time; 3:25–3:40 snack circle; 3:40–4:20 structured activities; 4:20–4:30 clean up and pack up; 4:30–4:45 pick up. Structured activities include board games, arts & crafts, physical activities like basketball and freeze tag, and more. Guest presenters from Pathway Caring for Children may join our program at times to lead activities centered on social/emotional learning.

Snack: After School Oasis will provide each student with two snack items per session. Most of these items will be prepackaged cookies, chips, yogurts, granola bars, and fruit snacks. Occasionally, fresh fruits, vegetables, and seasonal sweet treats will be provided as well. All food items offered will be nut free. Please be sure to note any food allergies/dietary restrictions on your student's registration form. Students may bring their own healthy snack from home if they prefer. Students are encouraged to bring a water bottle. No drinks other than water are permitted.

Homework Completion: After School Oasis will provide a quiet space for homework. Please know that we cannot provide 1-to-1 assistance with homework. Students who are unable to independently complete homework may need to continue working at home. If you would prefer that your child complete homework at home instead of during the program, please email info@afterschooloasis.org and provide quiet reading material for your child. It is expected that students at least work on something quietly during this time.

Attendance & Days Off

Start date: Monday, August 24, 2026 **Program end date:** Thursday, May 20, 2027

Days Off / School Breaks: After School Oasis will not operate on days when Our Lady of the Elms School is not in session. This includes scheduled days off, professional development days, calamity days, snow days, and holiday breaks. After School Oasis will not operate on early dismissal days. In the event that After School Oasis is cancelled due to approaching severe weather, an Elms All Call message will be sent to Lower School parents. Credits will be issued for paid days lost to any program cancellation, including calamity and severe weather cancellations.

On very few occasions, After School Oasis may not be able to operate on Elms school days. Those days will be publicized to parents at least 2 weeks in advance.

Daily participation limit: Daily attendance is limited to 48 students in order to maintain a safe program in the space available to us. Registration itself is not limited: every family may register, and days are secured through the weekly signup or monthly reserved days.

Weekly signup: Families using the weekly signup choose and pay for their days online. Signups for a given day close at 1:00 PM that day, so daily rosters and staffing can be set. A signup made after 1:00 PM cannot be accepted for that same day; the payment will be applied to your child's next attended day instead. Children may only attend days they are signed up for. Families with monthly reserved days do not need to complete the weekly signup.

End of Program Pick Up

Pick up procedures: Pickup takes place at the Lower School Kindergarten doors (Door #7), the same area where regular drop off and dismissal takes place. The pickup window is 4:30 – 4:45 PM, and all students must be picked up by 4:45 PM. There are no pickups before 4:30 PM, except in cases of illness, emergencies, or limited, infrequent exceptions arranged with Oasis staff.

For the safety of all students, parents and other adults are not permitted to enter the building during program time or pick up. To keep the line moving smoothly, please wait in your car and display your placard in the driver's side window or dashboard. Authorized pickup adults can print or write their own placard, or they may text the student's name and a description of their vehicle to the Oasis phone line as they approach. All drivers are asked to proceed slowly and with caution.

Authorized adults: Oasis will only release students to individuals listed on your registration form. They must present ID upon pick up. Please email info@afterschooloasis.org to add more individuals.

Late pick up: 4:45 PM is the final pick up time. Families who do not respect the pick up time may be dismissed from program participation. If something happens that is causing you to be late for pick up, please contact us as soon as possible to let us know what's happening.

Other Rules

Discipline & Behavior: Our program will follow the same behavior expectations and rules as Our Lady of the Elms School. Please refer to the Elms Lower School Handbook for all school rules and regulations. Oasis is committed to helping children work through behavior and friendship issues through redirection and communication coaching. Behavior warnings are issued to parents via email. Three warnings will result in a one-week suspension from the program, and depending on the severity of the behavior, suspension may occur without prior warning. Days missed due to suspension are not refunded or credited. Behaviors that jeopardize the safety and well-being of others may result in dismissal from After School Oasis.

Adult conduct: Oasis is committed to a safe, calm environment for children and staff. Aggressive, threatening, or disruptive behavior by adults toward staff or students will not be tolerated and may result in the family's dismissal from the program.

Dress code / attire: The children will go outside every day (weather permitting). Please be sure that your child has appropriate outerwear for the weather. Students must remain in their school uniform during the program; there is no changing into other clothes, except when needed after a bathroom accident. If your child needs to change for another activity after Oasis, please email info@afterschooloasis.org.

Device policy: Cell phones and other personal electronic devices (laptops, smart watches, etc.) are not permitted during After School Oasis. Devices must remain in backpacks, or they will be confiscated and given back to the child's parent at pick up. Photographing or video recording other students will result in immediate dismissal from the program.

Social media & photography: Families may not photograph or record other students at the program, and may not post images or video of other students online. Photos and videos taken by Oasis are shared only as permitted by each family's media release.

Personal property: Oasis is not responsible for lost or stolen property while attending our program. We encourage students to leave toys, devices, jewelry, and other valuable items at home. We also encourage parents to clearly label items such as water bottles, sweaters, jackets, etc. with your child's name.

Medication: Oasis staff do not administer routine or daily medications. If your child requires emergency or rescue medication, such as an asthma inhaler, epinephrine auto-injector (EpiPen), or other as-needed emergency medication, that medication must be provided to Oasis staff before your child's first day. Children who require rescue medication may not participate until it is on hand. Please note that medication stored with the school office may not be accessible during after-school hours, which is why Oasis must have your child's medication directly.

Medication must be in its original packaging or pharmacy container, labeled with your child's name and dosage instructions. Families are responsible for replacing expired medication. Students authorized by their

physician to self-carry an inhaler or auto-injector may do so during Oasis; please note this on the registration form and tell us where the medication is kept. All medication will be returned at the end of the program year.

It is the parent's responsibility to notify Oasis of any changes to your child's medications, health conditions, or medical circumstances during the program year. Please send updates to info@afterschooloasis.org.

Sickness: Oasis will follow the same health guidelines for students as Our Lady of the Elms School. We ask that your child not attend After School Oasis if they are sick. Any child who misses school due to illness may not return to attend After School Oasis the same day as the absence. Oasis staff will call parents for early pick up if your child is determined to be sick. This includes but is not limited to vomiting, rashes, and fever over 100.4°.

In the case of minor bruises or scratches, first aid may be administered and an injury report completed and sent home with the child. It will also be filed with Our Lady of the Elms.

Emergency medical service (9-1-1) will be contacted for any situation that is considered by Oasis staff to be severe. Parents will be contacted as soon as possible following any extreme situation. If parents cannot be reached, we will attempt to reach other individuals in the order they are listed on the Authorized Pick Up list. It is, therefore, very important that a current Emergency Medical Authorization form is on file. Without this form, your child may not receive medical attention as quickly as needed. Paramedics will not transport a child without authorization from the parent.

Toilet issues: All students in grades Kindergarten through 2nd are asked to have a change of clothes on hand, in case of accidents. Students must be able to independently use the bathroom. For the safety of students, Oasis staff are not able to physically assist students with the changing of clothes or toileting. Ongoing accidents may warrant taking a break from the program until the issue is resolved.

Handbook updates: This handbook may be updated at any time during the program year. The most current version will always be available at www.afterschooloasis.org, and it is each family's responsibility to review and remain aware of current policies.

By signing below, I acknowledge that I have received, read, and understood the contents of the After School Oasis Handbook. I agree to abide by the policies and procedures outlined within and understand that it is my responsibility to remain informed of any updates or changes.

Signed: _____ Date: _____

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