



# 2018–19 Extended Day

Lower and Middle School  
Program Handbook



THE UNIVERSITY OF  
**CHICAGO**

Laboratory  
Schools



# *Extended Day*

## HC HANDBOOK

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## INTRODUCTION

Extended Day at Lab provides opportunities for your child to connect with friends, discover and develop interests, and relax before and after school. Extended Day is designed to provide students with constructive, intentional, and meaningful opportunities to engage socially with one another, creatively with materials and concepts, and civically in the life of the Schools and community. Extended Day brings all of this to life within the familiar and enriching school environment you have chosen for your child.

This document will describe the people and programs in Daily Programs and Special Classes for students at Historic Campus. For detailed information about registration, changes/withdrawals, fees/rates, and billing, please see our [Policies & Procedures](#).

## PROGRAM STAFF

### Administrators

[Colleen Coyle](#), Director

[Becky Chmielewski](#), Associate Director, Family Life Programs

[Cathy Warren](#), Assistant Director, Family Life Programs

[Jake Rosenbluth](#), Assistant Director, Family Life Programs

To reach any of us, please either call (773) 702-9449 or [email](#).

### Teachers

*ExploreLab* and *MS Post* at HC are led by a collection of Teaching Fellows and Assistants under supervision of Jake Rosenbluth. The groups based on grade level and are divided as such:

- ExploreLab 3rd Grade
- ExploreLab 4th Grade
- ExploreLab 5th Grade
- MS Post (6th-8th Grade)

*Special Classes* are most often led by instructors employed by outside vendors who contract with Extended Day. These companies are responsible for managing their staff, however instructors receive support and coaching from Cathy Warren, Assistant Director for



Special Classes. Sometimes Extended Day has a relationship with an individual who offers classes. All Special Class instructors have experience both working with children and in the subject area of their class(es).

If you have questions or concerns about any teachers or instructors in Extended Day, please contact the office either by phone (773) 702-9449 or [email](#).

## LOWER SCHOOL PROGRAMS

### Overview

Lower School students have so much to do and so many interests to explore and lots of ideas about how they want to spend their time. Thus, a hallmark of our program for these students is offering choice and building their capacity for self-direction. Students choose how they spend much of their time within a structure that enables their success.

### ExploreLab

Our ExploreLab program consists of several different types of activities including time for homework, outdoor play, arts and crafts, cooking, makerspace work, computer lab, and other rotating options. To ensure each and every ExploreLab student's needs are met, students and their parents can choose each day's set of activities. Programs run until 3:30 (W,F), 4:30 or 5:30 p.m. ExploreLab is a tremendous opportunity for students to create new friendships and reinforce old ones.

At the beginning of each afternoon, students will meet in their assigned check-in locations:

- ExploreLab 3rd Grade: 415
- ExploreLab 4th Grade: 417
- ExploreLab 5th Grade: 315

Each of the groups will offer a healthy snack and collaborate about how to spend their time after school. Options will include a quiet space for doing homework, space to hang out and relax with friends, outdoor play/pick up sports games, arts and crafts, cooking, makerspace, computer time, and more. Not all of these activities will be available everyday, but we will do our best to alert families when there are opportunities to participate in pop-up classes like art, cooking, or sports clinics.

ExploreLab will take advantage of the many wonderful spaces around Historic Campus including classrooms, kitchens, outdoor play spaces, the Library/Computer Lab, Sunny



Gym, etc. Anytime you come to HC and want to know where your child's group is, you may check in with the security desk in Middle School/Uhigh Lobby otherwise there will be a sign on the group's home base room that should indicate where the group is.

## Special Classes

Having refined some of their interests but still eager to try new things, Lower School students can select from a combination of familiar and new Special Classes. Special Classes are offered on a quarterly basis. These require separate registration.

Classes run in three ten-week quarters. Please refer to the Extended Day Calendar (Appendix III) for specific dates. The list and schedule of Special Classes offered for any particular quarter can be found on our [website](#).

Extended Day offers a one-week grace period for registration. That is, you may change your child's Special Class schedule without financial penalty (and assuming availability) up until the second session of the class. After the one-week grace period, you will be charged the full fee for the Special Class.

Lower School students who are registered in a Special Class will be dismissed by their homeroom teachers at the end of the regular school day. They'll head to a designated meeting spot, or directly to the Special Class room location. We'll communicate to parents and homeroom teachers about the location of each Special Class at the beginning of each quarter, so that we can all help students remember. After class is over, the Special Class instructor(s) will wait five minutes in the classroom to sign out children who are being picked up to go home. Children who are staying past the end of their Special Class will continue onto ExploreLab. Children not picked up will also continue onto ExploreLab and will be charged the corresponding fee for a late pick-up. A schedule of those fees can be found in our [Policies & Procedures](#).

## Electronics Policy in Extended Day

Extended Day follows the Electronics Policy used by the Lower School, with a few adjustments necessary for the after school hours. We do not allow students to play on cellphones after school, and reserve the right to collect phones from those students who are having a difficult time disengaging from their electronic device. However, we understand that occasionally parents need to be in touch with students after school. Parents can accomplish this by contacting the Extended Day office at (773) 702-9449, and we can get a message to your Lower School student. In order to enforce this student-centered



policy, we ask that you not contact your child directly, and communication about the use of our programs—including attendance, pick up time, and pick up person, **MUST** be shared directly with the Extended Day office.

### **Snack Policy in Extended Day**

ExploreLab will always have healthy snacks, including fresh fruit and vegetables, whole grain breads and crackers, and sources of protein like hummus, cheese, and yogurt available for students. However beginning in Lower School, students are also welcome to bring along their own snack to eat after school. We allow students to share snacks from home with one another, since by third grade, students are experts in managing their own allergies and dietary restrictions. We ask that students refrain from eating candy during ExploreLab and Special Classes.

### **Pick-up Procedures**

Parents may give permission for up to three additional adults to pick up their children from Extended Day using the Approved Pick Up Form located on the ExploreLab Schoology site. Parents and approved adults can pick up students at any time during the after school hours, however if you are picking up a child other than at a scheduled pick up time (i.e. 4:30, 5:30, etc.), you will need to locate your child to pick them up from their current activity. You can find out where your child is located by checking in at the security desk in the UHigh Lobby.

ExploreLab: To pick your child up from ExploreLab, you may either use one of the scheduled pick up times and meet your child in the UHigh Lobby, or you may check in at the Uhigh security desk to find your child's current activity and location and pick him or her up there.

Special Classes: Except in a few cases, parents and caregivers should go to the Special Class' location at the conclusion of their child's class to pick him or her up. If there is a different pick up location, this information will be included in the Special Class calendar.

### **Self Dismiss Policy**

Lower School students may self-dismiss from any of their Extended Day activities with parental consent. If you did not initially designate for your child to self-dismiss when registering, please send that request in writing to our office. There are a few restrictions around self dismissals which are important to note.



- Students must sign themselves out each time they self-dismiss.
- In the case of Special Classes, students may only self-dismiss at the conclusion of class.
- Self-dismiss privileges can be granted quarterly to align with a student's registration, (this would mean that your child had permission to leave independently at his or her *scheduled dismissal* time each day that he or she participates in Extended Day.)
- When registering for Extended Day, there will be an option to grant self-dismiss privileges on a quarterly basis.
- For those who are given quarterly self-dismiss privileges, any changes in schedule (reducing or extending time for a day, for example) will retain the self-dismiss permission.

## Communication

Given the special role Extended Day has in the Schools - connecting across classrooms and divisions in support of families - it is essential that we collaborate with everyone in your children's lives. Therefore we work in frequent collaboration with Faculty members, Learning & Counseling, and of course, parents to support students during their time in Extended Day.

Because we staff our programs with developing professionals, we offer them additional supports in communicating with families and faculty. Of course you are welcome to connect directly with ExploreLab teachers for day-to-day questions and concerns, however when you want to learn more, please follow these guidelines:

- To find out how your child is faring in ExploreLab, please contact [Jake Rosenbluth](#), Assistant Director, Family Life Programs.
- To find out how your child's Special Classes are going, please contact [Cathy Warren](#), Assistant Director, Family Life Programs.

## MIDDLE SCHOOL PROGRAMS

### Overview

Middle School students need time to get homework done, decompress, connect with their peers, and exercise. Extended Day offers students in sixth, seventh, and eighth grades opportunities to meet all of these needs in different ways throughout the week. Students have the ability to choose how they spend their time and have a voice in how the program develops.



## MS Post

The MS Post program runs daily from the end of the school day until 5:30 p.m. The program will start each day with StudyLab where students can work quietly or in teams on their academics. Following this, a variety of workshops will allow students to find their voice and express themselves. On Wednesdays, in addition to StudyLab, ActivityLab will offer a varying set of drop-in activities in support of the early dismissal day.

## Special Classes

A rotating and varied selection of Special Classes will also run on a quarterly basis mostly on Wednesday afternoons. These will provide students with opportunities to engage in sports, arts, and games. Separate registration is required for these classes. Classes run in three 10-week quarters. Please refer to the Extended Day calendar in the appendices for specific dates.

The list and schedule of Special Classes on offer for any particular quarter can be found on our [website](#).

Extended Day offers a one-week grace period for registration. That is, you may change your child's Special Class schedule without financial penalty (and assuming availability) up until the second session of the class. After the one-week grace period, you will be charged the full fee for the Special Class.

Middle School students may self-dismiss at the conclusion of their Special Classes if parents have given consent.

## Electronics Policy in Extended Day

Extended Day follows the Electronics Policy used by the Middle School, with a few adjustments necessary for the after school hours. We do not allow students to play on cellphones after school, and reserve the right to collect phones from those students who are having a difficult time disengaging from their electronic device. However, we understand that occasionally parents need to be in touch with students after school. Parents can accomplish this by contacting the Extended Day office at (773) 702-9449, and we can get a message to your Middle School student. In order to enforce this student-centered policy, we ask that you not contact your child directly, and communication about the use of our programs—including attendance, pick up time, and pick up person, MUST be shared directly with the Extended Day office.



## Snack Policy in Extended Day

MS Post will always have healthy snacks, including fresh fruit and vegetables, whole grain breads and crackers, and sources of protein like hummus, cheese, and yogurt available for students, however Middle School students are also welcome to bring along their own snack to eat after school. We allow students to share snacks from home with one another. We ask that students refrain from eating candy during any Extended Day programs, however.

## Self Dismiss Policy

All Middle School students are granted self-dismiss privileges from all of their Extended Day activities. There are a few restrictions around self dismissals which are important to note.

- Students must sign themselves out each time they self-dismiss.
- In the case of Special Classes, students may only self-dismiss at the conclusion of class.
- Self-dismiss privileges can be granted quarterly to align with a student's registration, (this would mean that your child had permission to leave independently at his or her scheduled dismissal time each day that he or she participates in Extended Day.)



## APPENDICES

### Appendix I - Program Schedules

#### LOWER SCHOOL EXTENDED DAY WEEKLY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2:30 PM			<b>2:40 p.m.</b>		<b>2:40 p.m.</b>	
2:40 PM			3:30 Explore Lab		3:30 Explore Lab	
2:50 PM						
3:00 PM				Special Classes		
3:10 PM						
3:20 PM	<b>3:30 p.m.</b>	<b>3:30 p.m.</b>		<b>3:30 p.m.</b>		
3:30 PM	4:30 Explore Lab	Special Classes	4:30 ExploreLab	4:30 Explore Lab	Special Classes	
3:40 PM						
3:50 PM						
4:00 PM	4:30 Explore Lab	Special Classes	4:30 Explore Lab	Special Classes	4:30 ExploreLab	
4:10 PM						
4:20 PM						
4:30 PM	5:30 ExploreLab	5:30 ExploreLab	5:30 ExploreLab	5:30 ExploreLab	5:30 ExploreLab	
4:40 PM						
4:50 PM						
5:00 PM						
5:10 PM						
5:20 PM						
5:30 PM						



*MIDDLE SCHOOL EXTENDED DAY WEEKLY SCHEDULE*

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00 PM					
1:15 PM			1:20 p.m.		
1:30 PM			Activity Period One		
1:45 PM					
2:00 PM			Activity Period Two		
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM					
3:15 PM	3:30 p.m.	3:30 p.m.		3:30 p.m.	3:30 p.m.
3:30 PM	4:30 Study Lab	4:30 Study Lab	4:30 Study Lab	4:30 Study Lab	Friday Fun Day
3:45 PM					
4:00 PM					
4:15 PM	Workshops	Workshops	Workshops	Workshops	Friday Fun Day or Workshop Culmination
4:30 PM					
4:45 PM					
5:00 PM					
5:15 PM					
5:30 PM					