

October 20, 2026

Dear Saratoga Central Catholic School Families,

The safety and well-being of our students remain our highest priorities at Saratoga Central Catholic School. To ensure all students are properly supervised, I am writing to clarify our after-school supervision policies and expectations for students who remain in the building after the regular school day.

SCC provides **free after-school supervision from 2:20 p.m. to 4:00 p.m., Monday through Friday**. This service provides students with a safe, supervised place to wait for a parent or guardian to pick them up. It is not an open-ended period during which students may move freely throughout the building or leave and return at their discretion.

Please review the following policies carefully and discuss them with your children.

1. After-Care Procedures: 2:20–4:00 p.m.

All students remaining at school after dismissal and before 4:00 p.m. must report directly to Room 104 for a silent study hall. Students must remain in that room under the direct supervision of the assigned teacher.

Cell phone use is not permitted during after-care for recreational purposes; students may text only to communicate with parents who have arrived to pick up their children, letting them know they are outside the front of the school. The supervising teacher will confirm the parent's arrival through the window before dismissing the student.

This procedure ensures that students are released to the appropriate person and that the school maintains supervision until the student is dismissed.

2. Students Who Leave the Building May Not Reenter

Once a student leaves the building, the student is no longer under the school's direct supervision and may not return to the building unless an authorized adult has arrived to supervise the student and reopen the entrance, as applicable to the scheduled activity.

Students must take all personal belongings, including backpacks, books, athletic bags, and other necessary items, with them when they leave. Students will not be permitted to reenter the building to retrieve forgotten belongings.

This rule supports both safety and accountability. When students leave and return independently, the school cannot reliably monitor their whereabouts, confirm who is responsible for them, or ensure that they are safe while outside the building.

3. Students Waiting for Practices or Games Beginning After 4:00 p.m.

Students waiting for an athletic practice, game, or other school activity scheduled to begin after 4:00 p.m. must leave the building at the conclusion of after-care. They may return only when their coach, another responsible adult, or an administrator arrives and opens the front doors.

Students may not wait unsupervised inside the building, in hallways, in locker rooms, or in other areas while waiting for a coach or other adult to arrive.

Coaches and activity supervisors must supervise their students once they arrive and assume responsibility for the scheduled activity.

4. Building Entrances and Student Access

For security reasons, the rear doors may not be used to enter the building after 8:20 a.m. Students must use the designated front entrance when authorized to enter the school.

Students are never permitted to open a door to allow friends or other students to enter the building. All students entering the school must follow established access procedures. Students who violate this policy by allowing others into the building will face disciplinary consequences.

These restrictions help prevent unauthorized entry, maintain an accurate understanding of who is inside the building, and protect students, faculty, and staff.

5. Locker Rooms and Changing for Athletic Activities

Students may not enter locker rooms or change into athletic clothing before their coach arrives and is actively supervising the players. Students must wait until the coach arrives and gives permission to enter the locker room and prepare for practice or competition.

This requirement ensures students are not left unsupervised in areas where adult oversight is especially important. It also establishes a clear point at which the coach assumes responsibility for the athletic group.

Why These Policies Matter: Supervision, Safety, and Liability

These procedures are not simply administrative rules. They are necessary measures to protect our students and to ensure that the school fulfills its responsibility to provide reasonable supervision while students are in our care.

From a liability perspective, a school must take reasonable steps to protect students from foreseeable harm while it supervises them. Clear procedures establish when school supervision begins and ends, who is responsible for students at any given time, and how students enter and leave the building.

When students leave the building without authorization, reenter without adult oversight, enter locker rooms before coaches arrive, or allow others to enter through secured doors, the school loses important safeguards that help us account for students and maintain a controlled environment. These circumstances can create unnecessary safety risks and complicate determining responsibility if an incident occurs.

Most importantly, these expectations are designed to protect your children. We cannot provide appropriate supervision if students disregard established procedures or place themselves in situations where no responsible adult is present.

Our Partnership with Parents

We ask all parents and guardians to review these expectations with their children and reinforce the importance of following them. Please ensure your children understand where to report after dismissal, how they will be picked up, and when they may enter the building for after-school activities.

We recognize that families have busy schedules and that students often need to remain at school between dismissal and extracurricular activities. Our free after-care program is intended to support families while providing an orderly, supervised environment. However, its effectiveness depends on everyone's cooperation.

Thank you for your continued support of Saratoga Central Catholic School and your commitment to our school community's safety. By working together and consistently following these procedures, we can maintain an environment in which our students are safe, appropriately supervised, and ready to learn and participate in school activities.

Sincerely,

Christopher Signor

Principal

Saratoga Central Catholic School