

Dear Parents,

It is time to start thinking about summer plans. Once again, we will be offering full time and part time summer care. We have planned many fun events around the weekly themes. Our aim is to provide an affordable summer camp experience, therefore, the weekly fees will remain the same as last year's fees. We are planning the addition of the Pre-K 4s to our summer program. The Pre-K 4 summer care fees will be slightly more; still allowing multiple child discounts.

Please note that we limit the summer enrollment so that there isn't overcrowding, so enroll early. Any outstanding balances must be paid in full before enrolling in the summer program. **Enrollment is complete only when all forms and the registration fee have been returned.**

We are looking forward to a fun filled summer.

Thank you,

Peggy Curran
Summer Care Coordinator

St. Edward Summer Program 2017

Hours: Week days from 7:00am-6:00pm
Full and Part time available

Summer Registration Form

Child/Children's names: _____ Fall 2017 grade _____

Mother's name: _____ Cell phone _____

Father's name: _____ Cell phone _____

Address with zip: _____

Home phone: _____ Mother's wk. phone _____ Father's wk. phone _____

Family Registration and Activity Fee: \$75.00

Full Time:

1 child	\$140.00 per week
2 children	\$240.00 per week
3 children	\$290.00 per week

Full Time Per-K

\$160.00 per week
\$260.00 per week
\$310.00 per week

Part Time

1 child	\$ 35.00 per day
2 children	\$ 55.00 per day
3 children	\$ 65.00 per day

Part Time Pre-K

\$40.00 per day
\$60.00 per day
\$70.00 per day

Full time parents are charged whether their child attends or not if they are signed up for that week.
Changes may be made with notice.

Daily morning and afternoon snacks are provided with milk or juice. Please bring your own lunch; drinks will be provided. Lunches may not be heated. Special lunches such as McDonalds and pizza may be purchased.

Pre-K and Kindergarten students require a labeled change of clothes and a rest mat.

PLEASE CHECK ALL WEEKS THAT YOU WILL USE SUMMER CARE:

___ May 30-June 2	___ July 5-7 Summer care will be closed Mon. and Tues.
___ June 5-9	___ July 10-14
___ June 12-16	___ July 17-21
___ June 19-23	___ July 24-28
___ June 26-30	___ July 31-Aug. 2

Summer care will begin on Tuesday, May 30, following Memorial Day.

Summer care will be closed Aug. 3, 4, 7, 8 and 9 for maintenance. Fall After-school will begin on Aug.10 with an 11:30 dismissal.

Student Information:

First name	last name	birth date	grade
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Parent Information:

Mother

First name	last name	maiden name
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Home address	home phone
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City	state	zip	cell phone
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Place of employment	work phone
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Father

First name	last name
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Home address	home phone
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City	state	zip	cell phone
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Place of employment	work phone
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If divorced, which parent has custody? _____

Emergency Information:

Emergency Contact: Name of person, other than parents, who is authorized to act for the parents in the event of an emergency.

Name _____

Home phone	cell phone	work phone
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Child's physician:

Name	address	office phone
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I authorize the After-School Program to provide emergency medical care ___ yes___ no

List any medical issues we should be aware of: _____

List all other persons to whom your child may be released: _____

In case of accident or serious illness, I request the staff to contact me. If the staff is unable to reach me, I hereby authorize the staff to call the physician indicated above and to follow his instructions.

If it is impossible to contact this physician, the After-School Program/Summer Care may make whatever arrangements deemed necessary for the safety of my child.

Signature _____ Date _____

SAINT EDWARD AFTER-SCHOOL / DAYCARE POLICIES

PHILOSOPHY: Our philosophy is to encourage students to grow spiritually, morally, and physically in a value centered environment. Each child will have the opportunity to develop social and problem solving skills. The staff, in partnership with parents, will strive to challenge each student to reach his or her emotional, social, and physical potential. We will strive to understand the needs and abilities of each person.

ELIGIBILITY: The program is designed for St. Edward School students. Enrollment in St. Edward School does not mean the child is automatically accepted in the After-school Program. All children must be completely toilet trained. In case of a bathroom accident, each child must be able to clean and change themselves.

FEE: Aftercare/summer care fees are to be paid monthly through the FACTS program. You will receive an email around the 1st of each month stating the amount that will be deducted from your account on or around the 15th of that month. Aftercare/ summer care fees showing on each statement will be for the preceding month. Tax statements are available upon request.

CALENDAR: The After-school Program hours of operation are: school days 3:00 to 6:00 or dismissal to 6:00p.m. We are open for Summer Care from 7:00 a.m. to 6:00 p.m. The After-school Program is an extension of the school day, therefore, open only when school is in session. There will be no daycare available when school is closed. Decisions on snow days will be made by the administration each time. Should July 4th fall on a week-end, another day may be substituted.

ARRIVAL AND PICK-UP: Children can only be cared for during the above stated hours. The parent will not violate the hours of care agreed upon. **REGARDLESS OF THE REASON**, when a parent is late (after 6:00p.m.) picking up their child, the parent will be charged **\$3.00 per minute late fee**. If closing time should change due to weather conditions, the late fee will still apply. Persistent lateness in picking up your child can result in the child being withdrawn from the Program. The Program will not release your child to anyone other than the parent or guardian unless specified in writing from the parent. You must notify the director anytime a new person will be picking up your child. Please have all persons identify themselves when they come in until the staff has had a chance to recognize faces. Each child must be signed out each day by the adult picking them up. During Summer Care, an adult must bring the child in and sign them in.

COMMUNICATION: No verbal messages should be sent by a child. Please contact us by phone or written note when messages need to be relayed. Communication between parents and staff is most important. You may reach us by phone at the school number 833-5770 or by the After-school cell number 708-0013

ILLNESS/MEDICATION: If a child has a temperature higher than normal, they will not be admitted until they have been fever free for 24 hours. A child known to have contracted a contagious disease such as impetigo, pink eye, strep, chicken pox, or any other contagious disease must have a physician's statement that the child is no longer a threat to the other children before the child will be permitted to return. If a child becomes ill at the Program, they will be isolated and the parent will be called to pick up the child. Sick children can not be cared for. No medication will be given unless it is a life saving medication. The parent will be notified of any exposure to a contagious disease. **Your child will NOT be given any medication, including Tylenol or ibuprofen, unless a Diocese of Nashville Request For Assisted Self-Administration of Medications Form has been filled out and is on record with the After-care/Summer Program.**

EMERGENCIES: Each parent is responsible for keeping current the emergency information listed on the child's information sheet including information on allergies, epileptics, minimal brain dysfunction, or asthma. It is imperative that the staff be aware of conditions such as these for the safety of the child. In case of an emergency and none of the persons listed on the information sheet can be reached, we will have permission to initiate emergency treatment for your child. Your child will be taken to Vanderbilt Hospital at your expense. In

any emergency, the Program has permission to take such reasonable measures as are in judgment of the staff, necessary to the welfare and safety of the child.

OUTDOOR PLAY: The children will have an opportunity to play outside every day except in extreme weather. This includes winter days. Please dress your child appropriately. Extreme weather temperatures are over 95 degrees or under 32 degrees including the “feels like” temperature.

LIABILITY: Liability for acts of the child while they are under the care of the Program is the parent’s responsibility. The Program will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. The Program is not liable for accidents of illness occurring to the child while they are in its’ care.

REGISTERING: All children must register at the beginning of each school year and at the beginning of each summer. All outstanding debts owed to the school or After-School Program must be paid in full before registering for the summer or the next school year.

PARENT’S RESPONSIBILITY: Never pick up your child without the knowledge of one of the staff. Timely fee payment; prompt pick-up; providing correct information and update; belongings labeled; appropriate dress; informing Program of contagious disease; - these and any other within the realm of the parent’s responsibility

DISCIPLINE: Positive methods of discipline will be used to encourage acceptable behavior. When a child’s behavior is causing a problem, the staff will discuss alternate activities with the child, and if necessary, remove the child from his play for a “time out”. If problems persist, the parent would be contacted for a conference. A last resort would be to request that the child be removed from the Program. Corporal punishment is not administered. Please refer to the St. Edward Student Handbook for bullying policies.

Expulsion Policy: Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible serious actions cannot be itemized, St. Edward School and After-school reserve the right to make decisions regarding serious disciplinary actions and their subsequent consequences. Just cause for disciplinary action such as expulsion will include, but not be limited to, any of the following serious violations:

***Fighting-Belligerent or disruptive behavior to school staff, teachers, students or volunteers**

***Possession of narcotics, drugs, drug paraphernalia, or alcohol**

*Smoking or carrying of cigarettes or tobacco products

*Habitual and willful use of crude and profane language

*Obscene conduct, sexual acts, or possession of obscene literature or materials

*Theft of school, staff, or other student’s property

*Deliberate damage to school property, furnishings, books, and equipment

*Possession of knives, firearms, weapons, fireworks, etc.

*Leaving school grounds without proper permission

*Written, verbal, or electronic threats

A student will not be expelled if a parent makes a complaint regarding violations, reporting abuse or neglect against the program, or questioning the program regarding the department’s rules and regulations

PROGRAM’S RESPONSIBILITY: In return for the sum which the parent agrees to pay, the Program will give regular care to the child during the hours agreed upon each day except Saturday, Sunday and the listed holidays. The Program will notify the parent of any exposure to a contagious disease. The Program will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. The Program will treat your child as a person worthy of the dignity and respect God bestowed upon him/her in creating them. The Program is state approved. The Program reserves the right to amend the policy for just cause. Parents will be promptly notified in writing if any changes are made.

I have read and understand the policies of the St. Edward After-School/ Daycare Program.

Parent's signature

Date

The State of Tennessee Department of Education summary of child care approval requirements have been made available to read with a copy on the bulletin board as well as *Standards for School Age Child Care* @ www.tn.gov/sos.

Parent's signature

Date