

St. Edward Afterschool Program 2016-2017

- Available each school day. When school is closed, there will be no after-care available. Decisions on snow days will be made each time.
- Choice of full time or part time care
- Daily afternoon snacks with milk or juice
- If open on snow days, bring a lunch
- Opportunities for homework and study time
- Games, activities, movies, outside play (weather permitting)

RATE SCHEDULE

| | |
|-------------------------|--------------------|
| FAMILY REGISTRATION FEE | \$25.00 per family |
| Full time care | |
| 1 child | \$60.00 per week |
| 2 children | \$86.00 per week |
| 3 children | \$120.00 per week |
| Part time care | |
| 1 child | \$14.00 per day |
| 2 children | \$20.00 per day |
| 3 children | \$25.00 per day |

Full time is suggested for parents who work five days a week every week. Full time parents are responsible for payment whether their child attends or not. Part time is suggested for parents who work less than five days a week. Part time parents pay a per day rate each day, even if the child attends all 5 days in a week. **THERE IS A CHARGE OF \$3.00 PER MINUTE FOR ANYONE PICKED UP AFTER 6:00 P.M. REGARDLESS OF REASON.** ALL AFTERSCHOOL CHILDREN MUST BE SIGNED OUT EACH DAY BY THE ADULT PICKING THEM UP. Registration is complete when all forms are signed and returned. The registration fee and weekly rates will be automatically deducted through the FACTS program at the beginning of each month for the previous month.

Child or children's name _____

 Grade levels _____
 Parent's name _____
 Home address/zip _____

 Phone #s _____ cell _____ wk _____

I will be using the After-school Program Full time _____ Part time _____

Parent's signature _____

Student Information:

First name last name birth date grade

Parent Information:

Mother

First name last name maiden name

Home address home phone

City state zip cell phone

Place of employment work phone

Father

First name last name

Home address home phone

City state zip cell phone

Place of employment work phone

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

Child's physician

Name address office phone

No medications can be administered in After-care unless, the Diocesan Assisted Self-Administration Of Medications Form is on file with the After-care program.

Are there any medical problems we need to know about? ___yes ___no

If yes, please explain: _____

I authorize the After-School Program to provide emergency medical care _yes__no

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: Weekly fees are to be paid once a month through the FACTS automatic deduction plan. Fees will be deducted each month following the month in use. If you have any questions about this program, please contact the Business Office..

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. It is your responsibility to pay the closing staff member at that time. 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 cannot 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.

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 or 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. In order to register for each new school year, there must be no outstanding debts owed to the school or the After-school Program.

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 Student Handbook for the St. Edward School Bullying Procedures.

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.

Parent’s signature **Date**

