

# EXTENDED CARE

## Policies and Rates



**All parents are required to complete a registration form. If you will not be using Extended Care full-time, mark drop-in. This will enable you to have a safe place for your children in case you are unexpectedly delayed.**

The Extended Care Program is available each school day. The program will not be available when school is closed. When there is a scheduled early dismissal, Aftercare will be available until 6:00 p.m. Aftercare will be closed on Grandparents Day September 19, 2024 and Evening of the Arts, March 6, 2025. When school is closed due to inclement weather, the Extended Care program will also be closed.

### Details about this program:

- Choice of full-time or drop-in
- Daily afternoon snacks with juice or bottled water
- Opportunities for homework and study time
- Games, activities, outside play (weather allowing)

### RATE SCHEDULE

Extended Care fees will be billed monthly through the FACTS payment system. Drop-in care will be posted and due each month for the previous month. The total fees will be billed monthly. The cost of Full-time care is discounted and prorated across the entire school year. You will be billed the same average amount each month, even if the month includes a school break. Full-time care will be posted and due the month of billing for the current month. If you have any questions about this financial plan, please contact Barb DeHarde in the Business Office at 615-833-5520 extension 313.

A one-time registration fee will be billed at Registration for Full-Time Extended Care or at the first use of the drop-in program.

### Family Registration/Supply Fee

1 time per Family      \$40.00

Full-time care is suggested for parents who work five days a week every week. Full-time parents are responsible for payment whether their child attends every day or not.

### Full-Time Extended Care

#### Full-Time Morning Care Only (Kindergarten – 8th Grade)

1 child	\$55.00 per month
2 children	\$74.00 per month
3 children	\$92.00 per month

Full-time Aftercare	Afternoons Only (Pre-K – 8th Grade)	Afternoon and Morning Care (Kindergarten – 8th Grade)
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1 child	\$ 269.00 per month	\$ 323.00 per month
2 children	\$378.00 per month	\$441.00 per month
3 children	\$525.00 per month	\$588.00 per month

Drop-in is suggested for parents who work less than five days a week. Drop-in parents pay a per day rate each day, even if the child attends all 5 days in a week.

### Drop-in Extended Care

**Morning Care** (Kindergarten – 8th): \$ 5.00 per day per child

**Afternoon Care** (Pre-K – 8th): Regular Dismissal \$16.00 per day per child

**Early Dismissal** \$24.00 per day per child

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 monthly rates will be automatically deducted through the FACTS plan.

**CALENDAR:** The Before school program is open from 7:00 am - 7:30 am when school is in session. The after-school program hours of operation are school days, 3:00 to 6:00 or from early dismissal to 6:00 p.m. If summer care is available, 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, it is mainly open when school is in session. Please see the school calendar for the days when school and Extended Care will be closed. Decisions on snow days will be made by the administration each time. Should any holiday fall on a weekend, another day may be substituted.

**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 on the school number 833-5770 or by the **After-school cell number 615-708-0013** or email [fwebb@stedward.org](mailto:fwebb@stedward.org).

**PHILOSOPHY:** Our philosophy is to encourage students to grow spiritually, morally, and physically in a value-centered environment. Each child will have the chance 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 each person's needs and abilities.

**ELIGIBILITY:** The program is designed for St. Edward School students. All children must be completely toilet trained. In case of a bathroom accident, each child must be able to clean and change themselves. If your child has a BM bathroom accident, you will be called to come and take your child home.

**ARRIVAL AND PICK-UP:** Children can only be cared for during the above-stated hours. The parents will not violate the hours of care agreed upon. REGARDLESS OF THE REASON, when a parent is late (after 6:00 p.m.) picking up their child, the parent will be charged \$3.00 per minute late fee. If the closing time should change due to weather conditions or any emergency, 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 by the parent. You must notify the director anytime a new person is picking up your child. Please have all persons identify themselves when they come in until the staff has had a chance to recognize their 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.

**ILLNESS/MEDICATION:** If a child has a temperature higher than normal, they will not be admitted until they have been free of fever 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 allowed to return. If a child becomes ill in 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 the emergency information listed on the child's FACTS account current. 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 in FACTS 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 reasonable measures as necessary to the welfare and safety of the child, in the judgment of the staff.

**PARENT'S RESPONSIBILITY:** Never pick up your child without the knowledge of one of the staff. Timely fee payment; prompt pick-up; supplying correct information and updates; belongings labeled; appropriate dress; informing Program of contagious disease; - these and any others 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 parents will be contacted for a conference. A last resort would be to ask 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.

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 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 another 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, reports abuse or neglect against the program, or questions the program regarding the department's rules and regulations

**PROGRAM'S RESPONSIBILITY:** In return for the sum that 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.