

St. Edward Extended Care Program 2023 -2024

This letter describes modifications to the Aftercare Program for the upcoming school year. Please read carefully, sign and return this contract. All parents are required to complete this contract. If you will not be using Aftercare full time, mark part time. This will enable you to have a safe place for your children in case you are unexpectedly delayed.

The Aftercare Program is available each school day. Due to lack of participation in previous years, Aftercare will not be available when school is closed. When there is a scheduled early dismissal, Aftercare will be available until 6:00 p.m. When school is closed due to inclement weather, Aftercare will also be closed.

Details about this program:

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

RATE SCHEDULE

Aftercare fees will be billed monthly. Your account through the FACTS deduction plan will be billed around the 15<sup>th</sup> of each month for the previous month.

**FAMILY REGISTRATION FEE** **\$40.00 per Family**

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 such as illness or traveling. 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 Morning Care Only (Kindergarten – 8<sup>th</sup> 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 – 8<sup>th</sup> Grade)**

**Afternoon and Morning Care  
(Kindergarten – 8<sup>th</sup> Grade)**

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. Part time 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 – 8<sup>th</sup>):** **\$ 5.00 per day per child**

**Afternoon Care (Pre-K – 8<sup>th</sup>):** **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.

Child or children’s name \_\_\_\_\_ grade \_\_\_\_\_  
\_\_\_\_\_ grade \_\_\_\_\_

I will be using the After-school Program Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

I will be using the Morning care Program Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Name (Please Print) \_\_\_\_\_

**Student/students Information:**

First name                      last name                      birth date                      grade

\_\_\_\_\_  
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 case of an emergency. You must provide a back-up person to pick up your student.

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 Extended Care and Summer Care POLICIES

**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 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. If your child has a BM bathroom accident you will be called to come and take your child home.

**FEE:** Monthly 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 Barb DeHarde in the Business Office at 615-833-5520 extension 313.

**CALENDAR:** The After-school Program hours of operation are school days 3:00 to 6:00 or early dismissal to 6:00p.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, mainly open when school is in session. Please see the school calendar for the days when school is 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.

**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 6:00p.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 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 on the school number 833-5770 extension 215 or by the **After-school cell number 615-708-0013** or email [fwebb@stedward.org](mailto:fwebb@stedward.org).

**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 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 95 degrees and over or 32 degrees and under 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. To register for each new school year, there must be no outstanding debts owed to the school or the After-school Program. Registration fees will be deducted through the FACTS plan.

**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 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 parents would 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, 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.

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

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**Parent's signature**                      **Date**

The State of Tennessee Department of Education summary of childcare approval requirements has been made available to read.

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**Parent's signature**                      **Date**