

Saint Joseph

SCHOOL



Saint Joseph School Aftercare Program

1225 Gallatin Road, South

Madison, Tennessee 37115

Saint Joseph School 615-865-1491

Saint Joseph School Aftercare Program 615-860-5046

Philosophy

The Saint Joseph School Aftercare Program is an extension of the school day at Saint Joseph School. The policies and procedures in place in this handbook are an extension of the Saint Joseph School Parent-Student Handbook. All SJS policies and procedures are in effect during the Aftercare Program.

Program Facts

The program is open to all students enrolled in the school.

We are licensed by the Tennessee Department of Human Services.

The teacher-child ratio is 1:20 for 1st-8th Grades and 1:13 for PreK and K.

Staff is trained in CPR and first aid.

Staff receives annual training in facilitating developmentally appropriate care.

The program is open from school dismissal until 6:00 p.m.

When school is closed, the hours of operation are from 7:00 a.m. until 6:00 p.m.

If school is closed due to inclement weather, the Aftercare Program will also be closed.

The program is open on select days when school is closed. Please see attached calendar.

Program Policies

1. An afternoon snack for the student is included in the fee.

2. Children are required to be signed out of the program each day by approved party on the sheet provided. Please check for notes or other information by the parent board.

3. If there is a custody agreement or special circumstances involving the pick up of any child, the parent must provide legal documentation and this will be put in the child's file.

4. On early dismissal or full days, parents must send a sack lunch and drink unless otherwise instructed.

5. If a student becomes ill, parents will be notified. Sick students cannot be cared for in the program. They will be isolated from the rest of the children, but within sight and hearing of a staff. If a child has a fever of 100 degrees or more, they must be picked up upon notification to the parent. If the parent is unable to be reached, the program will call the emergency contact person listed on the registration form.

6. Students cannot return to the program until they have been free of fever, diarrhea or vomiting for 24 hours.
7. Parents will be notified of exposure to communicable diseases. Likewise, we ask parents to inform us if their child contracts a communicable disease.
8. Medications that need to be administered during the time that children are in the program must be delivered directly to a staff person. The medication must be in its original container and labeled with the child's name. Parents must fill out a medication consent form before the medication can be given by the program. This form is available at the site.
9. In the event of a student injury, the program will contact the parents. If we are unable to reach the parents, we will contact the emergency person designated on the enrollment form.
10. If emergency treatment is needed, the program will call an ambulance.
11. Students' personal medical insurance will be the primary insurance coverage.
12. Students will only be released to adults designated on the students' pick up list.
13. Persons picking up students with whom the staff is unfamiliar will be asked to show identification.
14. **A late fee of \$3.00 per minute will be strictly enforced. Upon the 4th infraction, late fees will double to \$6 per minute. Upon the 5th infraction, the student(s) may no longer be able to attend the Aftercare Program. This is at the discretion of the Principal. If you know that you will be late, please call the program so that adequate staffing can be arranged. Parents will also be required to sign a late pick up form that specifies the time the child was picked up, as well as the late fee charge assessed.**
15. Parents are responsible for notifying the program in writing of special activities that may affect a student's arrival or departure (ex. Brownies, basketball, and chorus).
16. Parents **MAY NOT** send clothing for outside play or various art activities. Students are to be in uniform while at aftercare. Full day programs are different.
17. Please label all of your child's belongings.
18. The program is not responsible for stolen, lost, or damaged items brought to the program. Children are not allowed to have electronic devices such as cell phones, game boys, ipods, etc., except for on days that aftercare is in operation for the full day. These items are not allowed in school and aftercare does abide by the same school rules.
Middle School students, 7th and 8th grade only, are allowed to use their electronic devices during designated free time in Aftercare.
19. All videos watched will be rated "G" or "PG". Other activities will be available for the children who do not wish to watch the movie.
20. All policies of the school are followed in the Aftercare Program.
21. Parking is available in the school's back parking lot in front of the program.
22. Parents must escort their children into the building and sign their child in on full days.
23. If a full-time child is going to be absent, please call the program and let the teachers know. You may leave a message during the day for the teachers to receive upon their arrival to the site.

Cost and Payment

There is a \$25 non-refundable registration fee per family. All students must be properly registered before attending the program. The program offers two types of care for families: Full-time and Drop-in. These are the 2018-19 anticipated Aftercare fees. Prices are subject to change based upon student attendance, and programs offered. Parents will be notified of any change in pricing at least one month prior to change.

Full-time Students- Students that attend the program each day and pay weekly fees in advance. Payment for full-time students is billed through FACTS and is due on the 1st of the month.

Fees for full-time students are as follows:

- One Child: \$60 per week
- Two Children: \$108 per week

Drop-in Students- Students who attend occasionally and are charged daily fees.

Charges are billed monthly through FACTS.

Fees for drop-in students are as follows:

- Regular Dismissal: \$15.00
- Early Dismissal: \$20.00
- Full Day Care: One Child \$50.00, Two Children \$80.00

Notices and Cancellations

Full-time Students: Parents must give a 30 day notice in writing to change to drop-in status or cancel a full-time position. Failure to do so will result in the parent being charged for payment for the next 2 weeks.

Drop-in Students: Parents must give notice in writing to attend on full days. No notice is needed to attend regular Aftercare. Parents must give written notice to change from drop-in to full-time care with the effective date designated on the notice.

Admission/Enrollment

- Any child attending Saint Joseph School is eligible to attend the program.
- Once a child is properly registered, a space is held for the child until the program is notified otherwise.
- Each child must have a completed registration form signed by the parent before he/she can attend the program.
- Immunizations must be up to date and on file in the office of the school.
- Please update all information on the registration form as changes occur. This allows us to have accurate information in the event of an emergency.
- If your child has special needs, please make arrangements to meet with the program manager and teachers prior to the child's attendance. This will help us make adequate plans in order to address individual needs.
- DHS requires parents to visit the program before enrolling their child in the program.
- Although students may bring items from home to share or play with in the program, we are not responsible for broken, stolen, or lost items.
- In keeping with the Department of Human Services regulations, the program is required to have a written policy that governs intoxicated adults picking up children for dismissal. We will suggest to any adult picking up children from the program that clearly appear to be intoxicated that we call another person from the emergency pick up list. If the adult takes the child in their vehicle anyway, we are required to call the police or Child Protective Services to report the incident.