

Appendix B

Revised July 2023

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 Saint Joseph School policies and procedures are in effect during the Aftercare Program.

Admission/Enrollment

- Any child 2 years and older 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.
- 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.
- 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 appears 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.

Program Facts

- The program is open to all students enrolled at Saint Joseph School.
- We are licensed by the Tennessee Department of Human Services.
- The teacher-child ratio is 1:20 for K-8th Grades, 1:13 for PreK, 1:9 for PK3 and 1:7 for PreK 2.
- Staff are trained in CPR and first aid.
- Staff receive annual training in facilitating developmentally appropriate care.
- The program is open from school dismissal until:
 - K-8 - 6:00 p.m.
 - PreK 3 & 4 - 5:30 pm
 - PreK 2 - 5:00 pm
- If school is closed due to inclement weather, the Aftercare Program will also be closed.
- The program is closed on all full days that the school is also closed.
- SJS has 5 half days for the 23-24 school year. Here are the dates and if we are open:

- **Monday, August 7th - 11:30 dismissal, First day of school for K-8 - NO AFTERCARE**
- Wednesday, December 20th - 11:30 dismissal - AFTERCARE OPEN
- Friday, Feb. 2nd - 11:30 Dismissal, Student/teacher Appreciation Day - Aftercare OPEN
- Friday, April 26th - 11:30 Dismissal, Grandparents Day - AFTERCARE OPEN
- **Friday, May 24th - 11:30 dismissal K-8, Last day of school - NO AFTERCARE**

Pick Up Policy

1. Children are required to be signed out of the program each day by an approved party on the students pick-up list.
2. 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.
3. Students will only be released to adults designated on the students' pick up list.
4. Persons picking up students with whom the staff is unfamiliar will be asked to show identification.

Aftercare Illness and Injury Policy

1. If a student becomes ill, parents will be notified. They will be isolated from the rest of the children, but within sight and hearing of 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.
2. Students cannot return to the program until they have been free of fever, diarrhea or vomiting for 24 hours.
3. Parents will be notified of exposure to communicable diseases. Likewise, we ask parents to inform us if their child contracts a communicable disease.
4. 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.
5. 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.
6. If emergency treatment is needed, the program will call an ambulance.
7. Students' personal medical insurance will be the primary insurance coverage.

Program Policies

1. All policies of the school are followed in the Aftercare Program.
2. All students must be completely potty trained and able to use the bathroom independently.
3. Afternoon snacks for the student are included in the fee.
4. **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.**
5. 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 Forensics).

6. Students are to be in uniform while at aftercare. Uniforms are not required for Full Day Care.
7. On Early Dismissal days when aftercare is offered, parents must send a sack lunch and drink unless otherwise instructed.
8. The program is not responsible for stolen, lost, or damaged items brought to the program. Students are not allowed to have electronic devices during regular Aftercare. **Middle School students are allowed to use their electronic devices during designated free time in Aftercare.**
9. 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.

Cost and Payment

Aftercare

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:

- K-8: Full-time and Drop-in
- PreK : Full-time or part-time BUT MUST REGISTER. NO DROP IN AFTERCARE FOR PREK

Full-time Students- Payment for full-time students is billed through FACTS monthly.

Fees for full-time students are as follows:

| | | | |
|-----------------|--------------------|------------------|-------------------|
| PreK, One Child | PreK, Two Children | K-8th, One Child | K-8th, 2 Children |
| \$70 per week | \$118 per week | \$60 per week | \$108 per week |

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

Charges are billed monthly through FACTS monthly.

Fees for drop-in students are as follows:

| | | |
|--------------|--------------------------|------------------------|
| | Regular Dismissal | Early Dismissal |
| K-8th | \$15 | \$20 |

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 K-8 ONLY: No notice is needed to attend regular Aftercare on a drop-in basis. Parents must give written notice to change from drop-in to full-time care with the effective date designated on the notice.