



St. Mary's School
EXTENDED CHILD CARE PROGRAM
2022 – 2023 Parent/Student Handbook

School Office: 483-9700
School FAX: 483-8305
Extended Child Care Classroom: 766-8567 (After 2:30 P.M. on school days)
Parish Office: 482-2875

ECC PERSONNEL

Ms. Tina Malevich, Coordinator
Mr. Nathan Leavitt, Asst. Coordinator
Ms. Sam Hare, Staff

ST. MARY'S SCHOOL

Sister Mary John Slonkosky, O.P., Principal
Mrs. Kendall Doogan, Assistant Principal
Father J.B. Shelton, Pastor
Father Pontian, Associate Pastor

AFFILIATION

St. Mary's Extended Child Care Program is one component of the St. Mary's School program. It is a non-profit organization designed to provide quality extended care for the students who attend St. Mary's School. The program is licensed by the Tennessee Department of Education. As an integral part of the total school program, the Extended Child Care Program enjoys membership in the National Catholic Education Association (NCEA), Tennessee Association of Independent Schools (TAIS), Association of Supervision and Curriculum Development (ASCD), National Association for the Education of Young Children and the Knoxville Association for the Education of Young Children.

PHILOSOPHY

St. Mary's Extended Child Care Program (ECC) gives quality care that meets the developmental needs of students. The atmosphere is stable, secure, and well organized. The environment provides an atmosphere of safety and security in which students may grow. Trained staff seek to provide quality care, supervision, and activities to meet the needs of the various age groups of students. Space is available for quiet study; supervised play indoors and/or outdoors; movies and/or videos (on occasion), or simply wholesome conversation. Students are provided some freedom of motion and a sense of privacy.

We believe that students can have fun and enjoy themselves in an atmosphere of trusting love and consideration for others. To that end, the staff encourages each child to be compassionate, tolerant, mutually respectful, loving and forgiving. Each child is expected to respect the rights, property, and good name of others. Each child is taught to be courteous and well-mannered. Good behavior and cooperation are expected.

EXTENDED CHILD CARE AFTER SCHOOL POLICIES AND PROCEDURES

DAYS OF OPERATION

The Extended Child Care Program is open on all school days, including those with early dismissal. It is not open on days when the school is not open (holidays, snow days, etc.). **It is open until 6:00pm.**

ENROLLMENT

Enrollment is limited to students who attend St. Mary's School. For information concerning registration and/or enrollment in the program, please contact the school office. All enrollment and emergency information forms must be completed and signed by the Parent/Guardian before the child can be admitted to the program. Any change in information during the school year MUST be forwarded to the staff as soon as the change is effective.

ENROLLMENT PLANS

We offer three different enrollment plans (3-day, 4-day, every day) for students attending ECC weekly. Parents may have students attend on a drop-in basis for a different daily rate.

The cost of Plan A, B or C will be billed monthly through FACTS Tuition Management. As with tuition, parents will choose the day of the month for the amount to be deducted, or they can choose to prepay the entire year prior to the start of the school billing cycle. ***For each plan, the cost of attendance has been calculated for the entire school year, and, in order to help our families to plan monthly expenses, this annual amount has been divided into 10 equal payments which are listed below.*** The first payment will be deducted in August.

Families on a **drop-in basis** will be billed and parents will be able to pay by check, cash, credit card or billed through their FACTS account. PLEASE MAKE ALL CHECKS PAYABLE TO ST. MARY'S SCHOOL. All enrollment plans include one daily snack and any activity supplies.

FEE SCHEDULE for Extended Child Care

Plan	Description	1 Student	2 Students	3 Students
A	After school care for <u>all days</u> of schedule, including early dismissal days	\$230 per month	\$414 per month	\$598 per month
B	After school care for <u>4 scheduled days</u> per week, including early dismissal days if they fall on your selected days	\$200 per month	\$360 per month	\$520 per month
C	After school care for <u>3 scheduled days</u> per week, including early dismissal days if they fall on your selected days	\$157 per month	\$282 per month	\$407 per month
D	<u>Daily rate</u> per child for after school care for 2 or less days per week or for drop-in students ONLY . Paid by Cash, Check to school, Credit Card charge via Square Register, or billed through FACTS account.	\$ 6 per 30 minutes; \$12 per hour.		

Late Pickup Fee: Parents who are late in picking up their child will be expected to pay a rate of \$1.00 for each minute past 6:00pm which will be added to their bill. The operation of the Extended Child Care Program relies solely on the fees collected from participating families.

LATE PICK-UPS

The Extended Child Care Program closes at 6:00 P.M. daily. **Parents who are late in picking up their child will be expected to pay a rate of \$1.00 for each minute past 6:00pm to be paid at time of service.** Your child's caregivers have personal commitments after hours. Your consideration of their schedule is appreciated.

CHILD CUSTODY ARRANGEMENTS

To ensure the safety of our students, Extended Care **must** have on file a copy of any court order or judicial parenting plan that delineates when parents may pick up their child/ren. It is the custodial parent's responsibility to provide these records for the child's file. It is strongly recommended that non-custodial parents who are allowed access be listed on the enrollment form under "Authorization to Pick-Up".

DISMISSAL

Parents or authorized individuals are required to "SIGN OUT" their students in person. STUDENTS WILL NOT BE ALLOWED TO WAIT FOR PARENTS OUTSIDE THE SCHOOL BUILDING OR TO MEET PARENTS AT ANY OTHER LOCATION. Students will not be released to any person other than the parents, or those persons authorized on the enrollment form. Please ask individuals not known to our staff to be prepared to provide identification. The staff **MUST BE** notified *in writing* if a person other than those already authorized will be picking up your child. Our goal is the safety and protection of your child. You will find the attendance register in a binder just inside the door of the Extended Care classroom.

MEDICATION

A standard medication form MUST be filled out for medication your child is to take during his/her time in the program. Staff are NOT permitted to give any medication (including over-the-counter drugs like aspirin, Tylenol, etc.) without a signed, written note from a parent. If medicine is liquid, please send the dosage instrument with the medicine (medicine dropper, medicine spoon, etc.). The medicine must be in a container and clearly marked.

COMMUNICATION

It is our philosophy that parents and teachers are in a partnership for the benefit of the child's growth and development. Our goal is to communicate with you and to keep communication lines open. Some sensitive information such as illness in the family, change of living location, special fears, etc., may be necessary if we are to meet the needs of your child. The exchange of information from the perspective of the parent(s) and the staff can be very helpful to your family and our program.

REMEMBER: A written note is required if your child has a change in plans for dismissal, medication, etc. Verbal messages will not be accepted by any staff members.

DISCIPLINE

A positive atmosphere and reinforcement of good behavior that reflects the values and beliefs of St. Mary's School and Church is a primary reason for parents in choosing our program. To maintain the atmosphere for all of SMS students, each student's participation in the program is important. Therefore, the ECC staff and students meet at the beginning of each program year

(and throughout the year as needed) to discuss the expectations of the ECC staff, the students and the discipline policy and guidelines of the program.

In general, consequences for behavior that is not in line with the expectations will involve the students apologizing, when appropriate, and correcting their behavior. Students may also be asked to sit out of an activity for a short period of time. In the event a child continues to choose to behave in an inappropriate manner, he or she will receive a conduct note from one of the ECC staff that will be given and signed by a parent. One copy of this note will go home with the parent, and the other will be maintained in the student's program file. It is expected that parents who receive a conduct note will discuss with their child the behavior choices made and reach an understanding about the importance of following the rules. If a child receives three conduct notes within a quarter of the program year, a meeting with the staff and the parent will be required. The child may be asked to leave the program. A decision to remove a child from the program will be made based on maintaining a positive atmosphere for all the students in the program.

If, at any time, parents have concerns or questions about the program, please contact the ECC coordinator or staff.

APPROPRIATE DRESS

Students are expected to remain in uniform after school. This applies to both clothing and shoes. Changes of clothing will only be permitted in the case of an activity after Extended Care that requires it (e.g., athletic practice/games, dance lessons).

AFTER SCHOOL ACTIVITIES

Please communicate with the Extended Care staff if your child will be coming to ECC following an after-school activity. This will help the staff to be aware of where your child is at all times. The adult(s) supervising the after-school activity is also expected to escort the child(ren) to the Extended Care classroom at the end of the activity. Students are not allowed to wander the school building or dismiss themselves from an activity. If students need to leave the Extended Care classroom to attend an after-school activity offered later in the day, an adult must come to the classroom to sign out the child. There will be no exceptions to this policy.

HOMEWORK POLICY

The Extended Child Care Program recognizes that most families have busy evening schedules and outside commitments that allow students to participate in sports and other activities after they are picked up from our program. To assist our parents in meeting these commitments and their child's commitment to school, all students in the Extended Child Care Program who have homework are given time to work on it following a brief period of active play and snack. If you would prefer your child to work on homework at home, please send the staff a note indicating this. Your child will otherwise be expected to complete his/her work before participating in any recreational activities.

**GOD BLESS YOU!
THANK YOU FOR YOUR SUPPORT OF THESE POLICIES.
WE LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD(REN).**

~ Saint Mary's School Administration

July 2022