



**St. Mary's School
EXTENDED CHILD CARE
PROGRAM**

2008-2009

Parent/Student Handbook



St. Mary's School

*323 Vermont Avenue
Oak Ridge, TN 37830*

School Office: 483-9700

School FAX: 483-8305

Extended Child Care Building: 766-8567
(after 1:30 P.M. on school days)

Ministry Center: 482-2875

ECC PERSONNEL

Mrs. Sheila Sparrow
Director of Extended Child Care Program

Meghan Panter
Staff

Lisa Keith
Part-time Staff

ST. MARY'S SCHOOL

Sister Ann Catherine, O.P., Principal
Mrs. Kathy Ferowich, Secretary
Father Bill McKenzie, Pastor
Father William Oruko, 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 care for the children 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 children. The atmosphere is stable, secure, and well organized. The environment provides an atmosphere of safety and security in which children may grow. Enrichment activities enable children to explore and use their own talents. Trained staff seek to provide quality care, supervision, and activities to meet the needs of the various age groups of children. Space is available for quiet study, study with friends; supervised play indoors and outdoors; movies and/or videos (on occasion), or simply wholesome conversation. Children are provided some freedom of motion and a sense of privacy.

One of the goals of the staff is to encourage 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 expected to be courteous and well-mannered. Good behavior and cooperation are a must. We believe that children can have fun and enjoy themselves in an atmosphere of trusting love and consideration for others.

HISTORY OF ST. MARY'S CHURCH AND SCHOOL

From the first days of existence to the present time, St. Mary's School has been unique. Established in 1950 and located in the heart of a boom town developed as a "secret city", it has shared a role in the development and direction of the community. Parish members who established the school came from diverse backgrounds, cultures, traditions, and locations. They came in a time of turmoil, seriousness, and great uncertainty for the future of their work. Yet, each came with faith and trust, filled with dreams and hopes for their children and for future generations.

With a vision of providing their children an education based on strong academics within the context of a faith community, St. Mary's School was established in 1950. During the first year of its existence, St. Mary's School provided classes for children in grades one through seven, and in its second year an eighth grade was added. From the beginning, the Dominican Sisters of St. Cecilia Congregation of Nashville has assumed the role of guiding, teaching, and inspiring the children of St. Mary's School. In 1983, a kindergarten was added in response to the needs of the Catholic community. A pre-school program was established in 1985 to provide for the changing needs of the family. The year 1989 gave birth to an Extended Child Care Program as part of the total educational program at St. Mary's School. This program answered the still another need for child care for working parents. A complete renovation of the school, which included a new gymnasium, was completed in September 2000.

From its beginning, St. Mary's School has been committed to promoting excellence in Catholic education. The school has been a part of the Roman Catholic Diocese of Knoxville school system since 1991. St. Mary's School serves primarily the children of St. Mary's Parish in Oak Ridge and the neighboring parishes that have no Catholic elementary schools of their own; however, it also welcomes children of other religions. Admission is open to all children who meet the school's standards of acceptance, regardless of creed, race, or national origin. The school has full accreditation with the Southern Association of Colleges and Schools, the Diocese of Knoxville, and the State of Tennessee.

EXTENDED CHILD CARE AFTER SCHOOL POLICIES AND PROCEDURES

➔ DAYS OF OPERATION

The ECC After School Program is **OPEN** on:

- all school days and
- holidays (except as noted on the School Calendar or in ECC handbook)

➔ HOLIDAYS

The ECC After School Program will be closed on the following holidays:

- Labor Day (Sept. 1st)
- Thanksgiving Day and the Friday after Thanksgiving (Nov. 27 and 28)
- Christmas eve, Christmas day and the day after Christmas (Dec. 24, 25, 26)
- New Year's Day and the day after New Years (Jan 1, 2)
- Martin Luther King Holiday (Jan. 19)
- Good Friday (April 10 and 13)
- Memorial Day (May 25)

➔ HOURS OF OPERATION

- AFTER SCHOOL: 3:00 P.M. until 6:00 P.M.
- AFTER SCHOOL (Wednesdays) 2:10 P.M. until 6:00 P.M.
- SCHOOL HOLIDAYS 7:00 A.M. until 6:00 P.M.
- SNOW DAYS: If the school is closed, ECC will also be closed.

➔ ANNUAL REGISTRATION

Non-refundable registration fee of \$25.00 per family is payable at the time of registration. This fee reserves your child's space in the Extended Child Care After School Program for one year, provided there are no extenuating circumstances that would warrant removal of your child from the program.

➔ ENROLLMENT

Enrollment is limited to children who attend St. Mary's School. Temporary enrollment is available to assist parish families in times of parental illness, unexpected family emergencies, hospitalization, change in work schedules, etc. For information concerning registration and/or enrollment in the program, please contact the Director of the Extended Child Care Program or call the school office and leave a message.

Extended Child Care Building: 766-8567 (after 1:30 P.M.) or leave a message
School Office: 483-9700 (8:00 A.M. - 3:30 P.M.)

➔ ENROLLMENT AND EMERGENCY INFORMATION FORMS

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 Director as soon as the change is effective.

➔ ENROLLMENT PLANS

We offer three enrollment plans during the school year: full-time, part-time, and school holidays only. **PLEASE MAKE ALL CHECKS PAYABLE TO ST. MARY'S CHURCH**. All enrollment plans include one daily snack and activity supplies. Our summer program, St. Mary's Summer Escapades, is offered under a separate application and fee schedule.

On *full day sessions (school holidays)* each child must provide his/her own lunch, beverage, and morning snack.

➔ FEE SCHEDULE (effective August 1, 2007)

AFTER SCHOOL FULL TIME (3-5 days per week)

\$ 68/week	1 Child
\$ 99/week	2 Children
\$ 110/week	3 Children

AFTER SCHOOL PART TIME (1-2 days per week or drop-in basis)

\$ 25/day	1 Child
\$ 37/day	2 Children
\$ 43/day	3 Children

SCHOOL HOLIDAYS FULL TIME (3-5 days per week)

\$ 81/week	1 Child
\$ 105/week	2 Children
\$ 116/week	3 Children

SCHOOL HOLIDAYS PART TIME (1-2 days per week or drop-in basis)

\$ 32/day	1 Child
\$ 43/day	2 Children
\$ 48/day	3 Children

➔ PAYMENT OF YOUR ACCOUNT

St. Mary's Extended Child Care Program is planned and budgeted on an annual basis and requires the timely payment of your bill to operate on a sound financial basis. Therefore, tuition is due weekly. A \$ 5.00 late charge will be added weekly to all late accounts. We prefer payment by check if possible.

➔ LATE PICK-UPS

The Extended Child Care After-School Program closes at **6:00 P.M. daily**. Parents who are late in picking up their child will be expected to pay a late charge of \$1.00 per minute. Your child's teachers have their own commitments after hours that they need to meet. Your consideration of their schedule is appreciated.

➔ 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.

➔ CHILD CUSTODY ARRANGEMENTS

In order to deny any parent access to a child, the program **must** have on file a copy of the court order that denies parental access. It is the custodial parent's responsibility to provide the court order 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".

➔ ARRIVAL

Parents are required to **"SIGN IN"** their children upon arrival during days in which St. Mary's School is not in session. This is a safety procedure for your child. Please take the time to walk your child into the Extended Care building. No child should be dropped off at the curb. You will find the attendance register in a binder just inside of the door of the Extended Care Building.

➔ DISMISSAL

Parents or authorized individuals are **required** to **"SIGN OUT"** their children in person. . **CHILDREN WILL NOT BE ALLOWED TO WAIT FOR PARENTS OUTSIDE THE BUILDING OR TO MEET PARENTS AT ANY OTHER LOCATION.** Children 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 Building.

➔ AFTER SCHOOL ACTIVITIES

Your child is expected to check in with the After School Program staff **prior** to reporting to an after-school activity, including sporting events offered off-site. This will help the staff to be aware of where your child is at all times. The adult(s) supervising the after-school activity are also expected to escort the children that they are dismissing to the Extended Care Building. Children are not allowed to wander the building or dismiss themselves from an activity. If students need to leave the Extended Care building to attend an after-school activity offered later in the day, an adult must come to the building to sign out the child(ren). There will be no exceptions to this.

➔ HOMEWORK POLICY

The Extended Care Program recognizes that most families have busy evening schedules and outside commitments that allow children 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 children in the After School 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 Director a note indicating this. Your child will otherwise be expected to complete their work before participating in any recreation activities.

➔ 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

One of the primary reasons parents choose our program over others is the positive atmosphere and reinforcement of good behavior that reflects the values and beliefs of St. Mary's School and Church. To maintain the atmosphere for all of our children, it is important for each child attending our program to recognize the part he or she plays here. For this reason, we meet with the children at the beginning of each program year (and throughout the year as needed) to discuss the expectations of the teachers and the system of consequences for making behavior choices that do not follow the guidelines they were given.

In most cases, children are asked to apologize, when appropriate, and correct the behavior, or they may be asked to sit out of an activity for a short period of time. However, if a child continues to choose to behave in an inappropriate manner, he or she will receive a conduct note from one of the teachers that will need to be 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. We expect that a parent who receives a conduct note will discuss with their child the behavior choices that were made, and they will reach an understanding about the importance of following the rules. It is our hope that a child will never require more than a single conduct note to help him or her understand the consequences of making poor behavior choices. However, if a child receives three conduct notes in a program year, a meeting with the Program Director and the parent will be required, and the child may be asked to leave the program. A decision to remove a child from the program will be made on the basis of maintaining a positive atmosphere for all of the children in the program.

We look forward to the time we spend with your child, and we try to make the time we have together enjoyable for everyone. If, at any time, you have concerns or questions about the program, please contact the Director.

➔ 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 games, dance lessons).