

**St. Agnes Academy
St. Dominic School**

**Extended Day Activities
K-6 Parent Handbook
2017-2018**

PURPOSE

The purpose of the Extended Day Activities program is to provide children enrolled at St. Agnes Academy-St. Dominic School supervision before classes begin, as well as organized and creative after school activities. EDA is an extension of the school and is in harmony with the philosophy of the school. The program is maintained by caring, qualified adults and assistants who provide opportunities for the children to develop friendships, improve skills, and have fun through various sports, crafts, indoor/outdoor games, and homework experiences.

DAILY SCHEDULE (TIMES AND LOCATIONS)

Before School:

7:00 a.m.

Supervision for all K-6 St. Agnes and St. Dominic students is held in the Dining Hall.

7:45 a.m.

All students in grades K-6 will be allowed to enter their classrooms.

After School:

3:00-3:15 p.m.

All K-6 students not leaving in the carpool line report to the Dining Hall.

3:15

Students are checked-in to Extended Day Activities for snack and afternoon activities.

3:30 p.m.

Directed outdoor recreation
Creative art projects
Small group games
Free choice time

3:30-4:30 p.m.

Supervised homework room (grades 1-6).

6:00 p.m.

Extended Day Activities ends

NOTE: The EDA schedule begins 45 minutes earlier each Wednesday

FEES

Registration

A non-refundable annual registration fee of \$25.00 per child is required with your registration form.

Monthly

Early Morning Care:

Before school services are provided at no charge.

After School Hours:

Full time: \$215.00 prepaid monthly (five full days a week)

Part time: \$168.00 prepaid monthly (three full days a week)

\$152.00 prepaid monthly (five days, pick up by 4:00 p.m.)

These fees are deducted from the bank account on file with FACTS Tuition Services.

Drop-In

Drop-In registration is intended for sporadic single-day use only. A \$10.00 drop-in fee will be applied to a student in K-6th grade who is coming to EDA to await the start of a school-sanctioned sports practice or other event. A \$16.00 fee will be applied in all other circumstances. The full fee applies regardless of the amount of time the child is in attendance.

Students must be registered with EDA to utilize the drop-in service. A list of drop-in students will be submitted to the business office each Tuesday, and the fees will be drafted from the bank account associated with your FACTS Tuition Services account. Please contact mstewart@saa-sds.org for FACTS questions.

Late Pick-Up Charges

The EDA staff realizes that unexpected events happen to all of us. Therefore, the first late pick-up (after 6:00 p.m.) is excused. On the second late pick-up, a fee of \$1.00 per minute, per child, will be assessed. All late pick-ups thereafter will be assessed a fee of \$5.00 per minute, per child. All late pick up fees will be charged to the bank account on file with FACTS Tuition Services. Students enrolled in the part time program will be charged the \$16.00 daily drop in fee each time they are in attendance more than three days in one week or beyond 4:00 p.m. under the five-day option.

REGISTRATION FORMS

Online Registration must be completed for each student attending EDA. This Registration is required by the State of Tennessee Department of Education, and contains information vital to the health and safety of your child. Please be sure to keep this information current by notifying the director of any pertinent changes, particularly regarding those allowed to pick up your child and emergency phone numbers.

EARLY MORNING CARE NOTES

*Students are not allowed to wait outside of their classrooms. (Any K-6 student that arrives on campus prior to 7:45 a.m. is required to check in at the Dining Hall.)

*Students are not allowed to bring/play with toys from home in early morning care.

*Breakfast is available from Sodexo, but it is not the responsibility of the early morning care staff to ensure your child has breakfast.

SIGN IN/SIGN OUT

Your child will be signed-in to after school care every day that he/she attends. The parent or parent-designated guardian must sign the child out in the presence of a staff member every day. Identification will be requested, even of parents, at the beginning of the school year. This is for the safety of your child, and will aid in familiarizing the new staff with your family. ID will always be requested of people who are unfamiliar to our EDA staff.

If a person whose name does not appear on the Registration Form is to pick up your child, you must send a note identifying that person before the child will be released into their care. Only in cases of real emergencies may the parent telephone the Director to identify the person attempting to pick up the child. This is true even if the person is a member of another family at school.

HOMEWORK ROOM

A homework/research room is provided for any child in grades 1-6 who wishes to attend. This opportunity is available Monday-Thursday. The time available for homework varies depending on the number of students and their workloads.

CAMPUS EXTRACURRICULAR ACTIVITIES

Any child registered in the EDA program who wishes to participate in an on-campus activity (soccer, basketball, scouts, etc.) may do so with a parent's permission. If a student has a school-sanctioned event or practice on campus, the EDA staff will be sure the child is escorted there. The EDA staff is not responsible for picking students up from such events. Additionally, if a practice or event ends after 5:30 p.m., the student should **not** return to EDA. He/she should be picked up at their event location. If an activity takes place at IPC or MJA, the EDA staff is not responsible for transporting the student.

If an activity is specifically offered as an extension of the EDA program, our staff will be responsible for seeing that your child attends and returns to the program. All fee and other concerns should be directed to the individual offering the extra activity. And concerns of a serious nature must be brought to the attention of the EDA Director.

HEALTH, SAFETY, & MEDICATION

Every registered child's health record will be on file in the nurses's office. Every child must be registered online, and a copy of the child's registration will be on file in the EDA office. No child will be accepted if the online registration has not been completed. Additionally, all necessary health and safety information should be given in writing to the director.

A child with a communicable disease may not attend EDA. A child who has experienced vomiting and/or fever may not return to the school or EDA for a minimum of 24 hours.

EDA will not dispense medication of any sort unless we have been instructed to do so by the school nurse. Please contact the nurse if your child will require medication during the after school hours.

SPECIAL DIETS

If your child has special dietary needs, this should be indicated in your online registration. If you failed to note an allergy or other special need in your registration, please give the director a written notification.

TOYS

Children are not allowed to bring any toys from home to any Extended Day Activities program.

VISITORS

Parents are welcome as visitors any time. All visitors must sign in and obtain a visitor badge. Visitors may not interfere with the program, staff, or child other than their own.

BEHAVIOR

EDA is an extension of the school and is in harmony with the philosophy of the school. This means that the same rules and policies regarding student behavior apply on our campus all day—from the classroom to all after school activities. The same consequences for violation of these policies will also be applied throughout all of our campus programs. These consequences are outlined in the School's Justice, Respect, and Peace (JRP) program information.

Students are expected to respect all individuals and to treat each other with kindness. Therefore, any form of harassment, intimidation or bullying is a violation of the JRP program.

There are 6 simple rules which will be reviewed frequently with the children:

1. Treat everyone with kindness and respect.
2. Keep your hands to yourself at all times.
3. Always walk while inside the building.
4. Use appropriate voice levels and language.
5. Always clean up after yourself
6. Respect all school, EDA, and personal property.

SCHOOL CLOSING - INCLEMENT WEATHER

In case of inclement weather, EDA will be held only if the school is open. If SAA-SDS dismisses early due to weather, EDA will not be held. You are responsible for seeing that your child is picked up as soon as possible.

EMERGENCIES

The "Safety First" Program at SAA-SDS is our emergency plan program. Students participate in monthly drills and each classroom is equipped with a red safety bag. This bag holds all evacuation info and First Aid supplies as well as class rosters.

EDA reserves the right to amend this handbook for just cause. Parents will be promptly notified, in writing, if changes are made.

EXTENDED DAY CALENDAR 2017-2018

August 9	EDA for all students in grades 1st-6th begins at 12:00.
August 10	EDA for all students in grades 1st-8th begins 3:15.
August 11	EDA begins for all students in 2K-8th at regular dismissal time.
December 6	EDA will close at 4:00 p.m. for all students in grades 2K-8th due to the Faculty Christmas Social.
December 20	(half day): 2K-JK EDA begins at 11:45. 1st-6th EDA begins at 12:00.
March 29	(half day): 2K-JK EDA begins at 11:45. 1st-6th EDA begins at 12:00.
May 24	(half day): 2K-JK EDA begins at 11:45. 1st-6th EDA begins at 12:00.

ALL OTHER DATES ON WHICH THE SCHOOL IS CLOSED, EDA IS ALSO CLOSED.