

# ST. ANN E-CARE PARENT-STUDENT HANDBOOK

## 2025-2026

E-Care is the before and after school program that has been taking care of St. Ann Catholic School students since 1987. We are licensed through the Tennessee Department Education. E-Care provides a loving, safe place for your child before and after school, a place to enhance their social skills, their grades, and a place to get plenty of exercise and have lots of fun.

In the morning, we provide a relaxed setting before children ease into the school day. Children can play video games, color pictures, watch a movie, visit with friends, do some last minute studying, and even eat breakfast they bring from home.

In the afternoon, we add a little structure while still maintaining a relaxed atmosphere. Upon arrival after school, children are provided a snack to tide them over until dinner. Children in grades K-8 have homework time after snack is finished. Children have as much time as needed to complete assignments or study. All children have gym time, outside play, toy room, board games, manipulatives, video games, arts and crafts along with countless other things to do.

We group the children by grades. Pre K 3, Pre K 4, and kindergarten may be grouped together. First grade through eighth grade may be grouped together but must adhere to the ratio size of the youngest grade child. The groups depend on how many children are enrolled and the range of grades.

### PRE-ENROLLMENT

A pre-enrollment visit is required of all parents of new enrollees. Parents are welcome to come observe and ask questions at any time to make sure this is the right place for your child. Your school tour before enrolling at St. Ann fulfills this required visit.

### REGISTRATION

Registration for the next school year begins in March 3<sup>rd</sup> 2025 and the deadline to register and have a GUARANTEED spot for the upcoming school year is the July 31<sup>st</sup>, 2025. After that, placement is only if space is available

### PROGRAM HOURS

Morning Care is 6:30 a.m. to 7:30 a.m.

After Care begins at dismissal and ends at 6:00 p.m.

### ENROLLMENT STATUS

**Full Time** enrollment is for those who need care after school every day, every week, with morning care included. Fees are paid monthly via the FACTS system and are due at the first of the month for that month. Like school tuition, fees are due regardless of attendance/school holidays/closures. There are no hourly rates and fees are not prorated for inclement weather closings, illness or absence. By choosing Full Time enrollment, you contractually agree to pay \$3000 for 10 months of E-Care.

**Drop In/Morning Care** is for those who only need care before school and/or occasional days throughout the year. Morning Care/Drop In payments are due as soon as it posts to your account.

### E-CARE FEES ARE AS FOLLOWS

<b>FULL TIME</b>	\$300 monthly, for 10 months for a contractual \$3000	
	No additional charge for half days	
	Holidays are an additional \$30 per day for full time children, provided we are open.	
<b>MORNING CARE</b>	\$10 for mornings	\$60 for half days
<b>DROP IN</b>	\$40 for afternoons	\$80 for holidays

**NONPAYMENT OF FEES IS GROUNDS FOR REMOVAL FROM THE PROGRAM.** Children who are removed from the program because of nonpayment will be sent to the school office if not picked up at dismissal.

### **HOLIDAYS AND HALF DAYS**

We must have 20 children attend on holidays in order to be open. The holiday sign up book is on the sign out table every day and contains a list for every holiday and half day. For school holidays and half days, you must put your child's name on the list to attend each of those days. The deadline to sign up or to remove your child from the list is TWO WEEKS prior to the holiday or half day. If your child is signed up but does not attend, you will be charged an additional no-show fee; this fee is to cover the cost of employees for your child. If your child is not signed up to attend a holiday, but attends anyway, you will be charged an additional fee.

Please be aware that ALL days/dates are subject to change. Since we are a shared space program, it may be necessary for us to be closed if school or church events are added which severely limit the amount of space available for our use. Any changes will be in the monthly newsletter and/or communicated through e-mail.

### **LATE PICK UPS**

Late parents will be charged a \$1 per minute per child late fee, which will increase by \$1 on each subsequent late pick-up and will be added to monthly fees. The intent of this fee is to encourage on-time pick-ups. While we understand that emergencies do arise, those who are habitually late will be asked to leave the program.

### **INCLEMENT WEATHER/POWER OUTAGE**

In case of inclement weather, E-Care closes in conjunction with the school, which will be announced as the Catholic Diocese of Memphis. If school is in session and is dismissed early or if school is canceled, E-Care will be closed.

In case of a power outage before E-Care opens, we will not be open. In the event of a power outage while E-Care is operating, we will close if determined that the outage will be for an extended period of time.

### **MORNING CARE DROP- OFF PROCEDURES**

For Morning Care arrival, walk your child into E-Care (cafeteria door) sign your child in by finding his/her name on the sign in list, recording the time of arrival, and signing your name. All children must be signed in by an adult when they are dropped off. Children may bring breakfast with them and eat at Morning care. We do not cook or warm food, so make sure their food is completely prepared to eat.

### **AFTER CARE PICK-UP PROCEDURES**

Please go to the sign out table, and sign your child out by finding his/her name on the sign in list, recording the time of arrival, and signing your name. When you sign your child out, you are transferring responsibility for your child from us to you, and your signature is our record of who picked your child up and at what time. Only those authorized on the child's registration forms will be allowed to sign your child out. We will NOT release a child to anyone, including family members, who is not on your list. You MUST contact us if someone not on your list will be picking up your child. Please advise anyone picking your child up for you for the first few times that they may be asked for ID. Please do not be offended if you are asked for ID several times, because your child's safety comes first. According to the Department of Education regulations, "Children should not be released to anyone whose behavior, deemed by a reasonable person, may place him/her in imminent risk. Immediately call 911, the local law enforcement agency or other emergency

services prior to the release of children. If the person displaying risky behavior is not the parent, the program shall not release the child and the parent shall be called immediately.”

No child may leave E-Care without an **adult** assuming responsibility for him/her. Children cannot be signed out ahead of time to go to a practice, game, youth group, etc. Children are not allowed to go to the gym, field, etc. to wait for a practice, meeting, etc.

### PARKING

When dropping off in the AM or picking up in the PM always park in designated parking spaces. Please note that the “No Parking” zones in front of the gates, along the curbs, and in the circle drive, are fire lanes.

### ATTENDANCE

We expect all children to report to E-Care as soon as school is dismissed. If your child will not be attending E-Care or will be late, you must call, e-mail, or send a note to let us know.

If your child does not report to E-Care at dismissal, we assume he/she either left school early or was a car rider that day. Your child is not the responsibility of E-Care until he/she has signed in with us. If your child stays after school with a teacher, he/she must bring a note from that teacher. **Once your child arrives at E-Care, he/she may not leave without being signed out by an adult.**

### EXTRACURRICULAR ACTIVITY SIGN OUT

Parents need to let E-Care know if their child will be leaving E-Care for any extracurricular activity. We need to know who will be signing your child out, what time and what days. Children will only be released to the designated adult for that activity. It is mandatory for the designated adult to sign your child out and assume responsibility for them.

### MEALS

Children have a variety of snacks offered each afternoon. If your child has food allergies please send a safe snack with your child. All children are welcome to bring their own snack if they prefer

Lunch is never provided, so on half days or holidays children need to bring a lunch and drink. Any drink is acceptable, except drinks in glass bottles. We will call parents of those who arrive without a lunch and it will be the parent’s responsibility to bring the child a lunch. Make sure everything is “ready to eat”. We do not cook or reheat any foods.

### CURRICULUM and HOMEWORK TIME

Children in grades K-8 have a 45-minute time slot, 3:15 to 4:00, Monday-Thursday to work on homework. Children are expected to independently work on their homework at E-Care and to behave so other children can concentrate on their work. Children who do not finish in the allotted time may work on homework in the cafeteria for as long as needed. E-Care group leaders do not /cannot check all children’s homework nor can we do their reading fluency work.

Children need to bring their own homework supplies, such as paper, pencils, pens, etc. When children leave their classroom in the afternoon, they should bring everything with them that is needed to complete their homework. Students are NOT allowed to return to classrooms for forgotten books, paper, etc. after arriving at E-Care. We are not permitted to use our keys to let a child or parent into a classroom to retrieve forgotten items.

## **SICK CHILDREN**

Do not send your child to E-Care/school if he/she has a fever, shortness of breath, nausea, diarrhea, vomiting, or headache. If, during the day, fever of 100.4 or more is present, or if any symptom listed above is present, we will call a parent or authorized person to come get the child. The Department of Education regulations state that children cannot return until they have been fever-free for 24 hours, without the use of a fever reducer. For example, if we call you to pick your child up because of fever, your child may not return the next day.

Children with lice may not return until they are nit free and children with pink eye must be treated for 24 hours before returning to school. In general, please do not send a sick child to E-Care or school.

## **MEDICINE**

Children who will be taking any kind of medication at E-Care must have a medicine form signed and medication in a prescription bottle. Also, we cannot give Tylenol, Advil, etc. without permission from a parent. You may fill out a medical form for this, or sign the Pain Reliever Permission Form which is in the registration packet. If your child needs pain relievers frequently you will need to supply E-Care with whatever they take.

## **POTTY -TRAINING**

All children attending E-Care must be completely potty- trained. We realize that PK 3, PK 4, and Kindergarten children are prone to occasional accidents, so we ask that these children bring an extra change of clothes to E-Care for us to keep in E-Care. We have no way of getting their extra clothes from their classroom. Please include diaper wipes, underwear, socks, pants, shirt and shoes in a **gallon zip lock bag with your child's name on it**. This change of clothes can be play clothes, not uniforms. Remember to change out your child's extra clothes when the seasons change.

Those children who have frequent accidents pose sanitary problems for the rest of the children and will be asked to leave the program until they are successfully potty trained. Parents of children in Prek-3, PreK-4, and kindergarten will be asked to sign a potty-training policy paper at the beginning of the school year.

## **DISCIPLINE and GROUNDS for EXPULSION**

E-Care follows the same zero tolerance policy as the school in regards to weapons and/or the threat of weapons. The possession of ANY type of weapon, including ammunition, by a student on school property will result in the immediate expulsion of that student from E-Care. Likewise, the THREAT, whether verbal or written, of bringing or using a weapon at E-Care or against a member of the E-Care program will result in immediate expulsion from the program. Also, the threat to end a life or harm a life in any way, the possession or consumption of alcoholic beverages, cigarettes, illegal drugs, or drug paraphernalia will also result in immediate expulsion. In all instances, the proper law enforcement authorities will be notified. The School Principal and the Pastor will be notified of all proceedings. These are serious matters that cannot be taken lightly in any circumstances. The safety of all children and staff in E-Care always comes first. Children who repeatedly exhibit violent tendencies towards other children or staff, display defiant behavior, steal, etc. will be expelled from the program. Students who are behavior problems may sit in time out (1 minute per age), walk the box outside and in the gym and/or receive written warnings and Discipline Sheets. If three Discipline Sheets are received, the child will be expelled from the program permanently. We reserve the right to expel a child at any time for discipline problems, with or without receiving Discipline Sheets. We also reserve the right to expel a child from the program because of actions of the parents that we deem inappropriate. This includes, but is not limited to: violent behavior towards children or staff, refusal to comply with policies and procedures, not keeping contact information current, constant late payments, not paying or excessive late pickups, etc.

We do not disclose to parents, or third parties, the names of children involved in incidents at E-Care. No parent may talk to another child without a staff member present. No parent has the right to discipline another child. If a parent has a problem with another child at E-Care, they need to talk with us, or call that child's parents.

### **GRIEVANCE POLICY**

Resolution of a complaint should be sought with the Director and staff member(s) involved. If these discussions are not satisfactory, you will be referred to the principal who may consult with the Pastor.

### **GENERAL POLICIES**

Children are expected to exemplify the highest standards of conduct, as behavior must be based on Christian principles. It is recognized that the purpose of any rule or disciplinary procedure is training toward the child's own self-discipline. The following general rules and regulations apply to all children. While not inclusive, they provide good guidelines for proper behavior.

- Children will show respect to all staff and other children.
- Harassment and bullying of ANY kind will not be tolerated and will result in written warnings, discipline sheets, suspension or expulsion from E-Care.
- Fighting will not be tolerated and all parties will be punished.
- Cursing, indecent/sexually explicit language, and racial slurs are forbidden and will result in suspension and/or expulsion.
- Children who, through negligence or horseplay, cause damage to E-Care equipment, property, or the property of another child, will be responsible for the cost of the damage.
- Going through other children's belongings, and/or hiding other children's belongings will not be tolerated.
- Modest clothing must be worn at all times. NO clothing with inappropriate messages, no short shorts, short skirts /dresses. Hats cleats may not be worn in the building.
- Cell phones are NOT allowed, and must be kept in your child's backpack at all times. If a child is caught using a cell phone, it will be confiscated and returned to the parent at the end of the day.
- Chromebooks/tablets may only be used for homework.
- E-Care is not responsible for any lost toys, clothes, etc. Label EVERYTHING brought from home.
- Chewing gum and candy is not allowed unless supplied by E-Care staff.

**EXTENDED CARE HAS THE RIGHT TO AMEND THESE POLICIES AND PROCEDURES AS IS NECESSARY**

