

# ST. ANN E-CARE

## 2026-2027



# PARENT HANDBOOK



**ST. ANN E-CARE PARENT-STUDENT HANDBOOK  
2026 -2027**

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.

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**

Early Registration for the school year begins in March 2nd 2026 and ends March 27<sup>th</sup>. Pre- registration will be completed on line and the \$200 early registration fee must be paid at that time. Pre-registration will not go through without payment. After Pre-registration is completed, you will be given the registration packet to finish registration, Regular registration will be handled the same way. The regular registration fee is \$300 and will run through the month of April 2026. Late registration will run May 1st – July 24th. The late registration fee is \$400. Late registration will be the paper registration forms, the registration fee will be added to your FACTS account and must be paid as soon as it posts or your application will be voided. After July 24th placement is only if space is available. Registration fees are NOT REFUNDABLE!

### **PROGRAM HOURS**

Morning Care is 6:30 a.m. to 7:30 a.m. If your child will be buying breakfast, they need to be here by 7:15

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. Like school tuition, fees are due regardless of attendance, school holiday, or emergency 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 and Morning Care** is for those who only need care before school and or occasional days throughout the year. Morning Care and Drop In payments are due as soon as they post to your account.

### **E-CARE FEES ARE AS FOLLOWS**

**FULL TIME FEES**                      \$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>DROP-IN FEES</b>	\$10 for mornings	\$60 for half days
	\$40 for afternoons	\$80 for holiday

### **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 of \$80, 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 \$80 fee as well.

ALL day and 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 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 or 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 to eat at Morning care We do not cook or warm food, so make sure their food is completely prepared to eat. We do offer an assortment of cereals, pop tarts, donuts, mini muffins, etc. items will vary. We also offer white milk and chocolate milk. Everything is \$1 each and it will be billed every two weeks to your FACTS account.

## AFTER CARE PICK-UP PROCEDURES

Please go to the sign out table, and sign your child out by finding his or her name on the sign out 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 will 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 or 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 be late, because they have detention or are going straight to a club or sport 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 that he or she either left school early or was a car rider that day. Your child is not the responsibility of E-Care until they have signed in with us. If your child stays after school with a teacher, they must bring a note from that teacher. **Once your child arrives at E-Care, they may not leave without being signed out by an adult.**

## **AFTER-SCHOOL ACTIVITIES SIGN OUT**

To help us safely support students who have after-school activities, we ask that families provide complete information in advance whenever a child will be leaving E-Care for an activity or arriving late to E-Care after an activity.

Please let us know

: The activity

- The time of the activity
- Does your child need to change and if so, where will the change of clothes be, will they need help changing?
- The coach or teacher
- Where your child needs to be
- Who will be signing your child out?
- Will your child be returning to E-Care afterwards?

For safety reasons, if this information is not provided ahead of time, your child will remain in E-Care and will not be dismissed to the activity. In that situation, a parent or authorized adult would need to come and take them to the activity.

This policy applies to all students, regardless of age, and helps us ensure every child's where they need to be, safely and on time.

Please share this information in writing or fill out one of our After -school Activity forms and turn it in to E-Care.

### **. SNACK**

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 their 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 or school if he or 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 rare 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, the 24 hours also includes vomiting, and diarrhea, 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 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 you send 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, and a shirt 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. If your older child is prone to accidents, please send a change of clothes for them as well.

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 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, bullying or fighting of ANY kind will not be tolerated and will result in written discipline sheets, suspension or expulsion from E-Care.
- Cursing, indecent or sexually explicit language, and racial slurs of any kind will not be tolerated and will result in written discipline sheets, suspension or expulsion from E-Care
- Parents of 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.
- Clothing with inappropriate messages, short shorts, or short skirts are not permitted to be worn. No sandals, crocs or backless shoes are allowed to be worn for safety reasons. Hats may not be worn in the building. Cleats are never allowed to be worn in the building.
- Cell phones are NOT allowed. 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**