

ST. ANN E-CARE BEFORE AND AFTER SCHOOL CARE 2024-2025

St. Ann E-Care is a before and after school program that has been caring for St. Ann School students since 1987. The program offers an afternoon snack and a variety of activities which include: homework time, gym time, outside play, art, video games, toys, and board games. Monthly newsletters are provided to keep you informed of upcoming holidays, parent reminders, etc. Children are grouped according to grade. We offer two enrollment options.

Full Time is for those children who will attend every afternoon and includes morning care if needed, with payment due monthly, regardless of attendance.

Drop In is for those children who do not need to attend every day, with payment only due for days the child attends. Drop In enrollees may attend morning care and aftercare anytime needed.

PROGRAM HOURS

Our hours of operation are 6:30-7:30 a.m. for morning care, and dismissal until 6:00 p.m. for after care. We open on most half days, except for Middle school exams, with no extra charge for full time students. For school holidays we may be open if we have 20 children sign up to attend. We are closed on major holidays and snow days (a complete list of holiday closings will be available on the first day of school).

EARLY REGISTRATION

The Early registration fee is \$100 per child during the month of March 2024 only. COMPLETED registration packets must be received by March 27th to qualify for the discount. Registration forms will not be accepted if ANY information is left blank, or there is a balance on your account. Once your application packet is accepted by E-Care staff, your registration fee will be added to your FACTS account and is due as soon as it posts to your account.

REGULAR REGISTRATION FEE

The Registration fee is \$200 per child April 1st through May 20th 2024.

The registration fee after May 20th, 2024 is \$300 per child, if space is available.

PAYMENTS

All payments are made through your school FACTS account.

Full Time	\$300 monthly, for ten months or \$3000 for the year.
Extra fee for holidays	Additional \$30 per day for FULL TIME children.
Drop In	\$10 per morning \$40 per afternoon \$60 for half days \$80 for holidays

THE DEADLINE TO REGISTER AND HAVE A GUARANTEED SPOT IS MAY 20TH, 2024

TO REGISTER, DOWNLOAD FORMS FROM THE SCHOOL WEB SITE, PRINT THEM OFF SEPARATELY ON ONE SIDE ONLY, FILL THEM OUT COMPLETELY AND TURN THEM IN TO E-CARE OR THE SCHOOL OFFICE.

PLEASE DO NOT E-MAIL YOUR FORMS TO E-CARE. WE CAN NOT PRINT OUT EVERYONE'S FORMS

For more information, call Karen Otts at 216-7498 (cell phone) or email me at karen.otts@sascolls.org

ST. ANN E-CARE REGISTRATION FOR 2024-2025

6529 Stage Rd. Bartlett, TN 38134 (901) 382-3370

Child's Full Name _____ Date Submitted to E-Care _____

What name does your child go by? _____

Male _____ Female _____ Date of birth _____

CIRCLE grade your child WILL be in for the school year of 2024-2025
PK3 PK4 K 1 2 3 4 5 6 7 8

If parents are divorced, separated, etc., who has custody of the child? _____

Child's address _____

(PHYSICAL address, NOT P.O. BOX)

Mother's Name _____

Home address _____

City _____ zip code _____

Place of employment _____

Business address _____ work hours _____

***Work phone** _____ ***cell phone** _____

Father's Name _____

Home address _____

City _____ zip code _____ home phone _____

Place of employment _____

Business address _____ work hours _____

***Work phone** _____ ***cell phone** _____

****Parents MUST be able to be contacted while your child is in our care****

List those, OTHER THAN PARENTS, to whom your child may be released:

Emergency Contact

Person to call in an emergency, **when parents cannot be reached**. Your emergency contact must be able to pick your child up for you within thirty minutes.

**Registration forms will NOT be accepted without an emergency contact listed.
Parents CANNOT BE LISTED AS EMERGENCY CONTACTS**

Name _____ cell phone _____

Home address _____ home phone _____

Place of employment _____ work phone _____

Business address _____

ADDITIONAL CHILDREN IN HOME:

name _____ age _____ school _____

name _____ age _____ school _____

name _____ age _____ school _____

PERMISSIONS / RELEASE 2023-2024

1. I hereby authorize St. Ann E-Care staff to act on my behalf in seeking and approving emergency Medical treatment.
2. I have **received and read** a copy of the licensing requirements provided by the Tennessee Department of Education
3. I have completed the application and emergency records are up to date.
4. **E-Care needs a copy of your child's health records; this is a new requirement from Department of Education**
5. I release St. Ann from all liabilities of all sponsored activities of the program.
6. I have received a copy of the handbook and I am familiar with the grievance process.

PARENTAL SIGNATURE _____ **Date** _____

**2024-2025
Child's Health History**

Name _____ Birth date _____

Tell us if your child has ANY medical issues that we need to be aware of while caring for your child. All information is confidential, so please answer all questions as thoroughly as possible. This information will be beneficial in the event that we are unable to reach you quickly during health concerns.

1. Is your child on ANY medication? If so, what medication do they take and why?

2. List ALL allergies: _____

3. If your child is allergic to bee/insect stings, what kind of a reaction is it?

4. Does your child have a seizure condition? If so, what should we expect before, during, and after the seizure?

5. Does your child have severe headaches/migraines? If so, how frequently do they occur and how do you alleviate the pain?

6. Does your child have ANY form of asthma and, if so, does he/she use/carry an inhaler?

7. Are there any restrictions to physical activities? If so, please explain.

8. Please list any information that you feel would be beneficial in helping us care for your child (any fears, wears glasses all the time, needs bathroom reminders) etc.

Child's Health History 2024-2025
This information is mandatory for our licensing agency,
The Tennessee Department of Education

DO NOT LEAVE ANYTHING BLANK

Child's Name _____

Child's Physician _____ Phone number _____

Physician's address _____

Medical Insurance Company _____

Address _____

Policy# _____

Emergency Numbers: Mom _____ Dad _____

Emergency Contact name and phone number _____

I certify that a COPY of my child's Health Record is attached to this Registration packet.

Parental signature _____

1. I hereby authorize E-Care staff to act on my behalf in seeking and approving emergency medical treatment.
2. I give my permission for E-Care staff to clean wounds with hydrogen peroxide, to apply Neosporin and bandages to cuts/scratches and apply topical Benadryl/or Cortisone cream to bug bites and rashes. Give Ludens cherry throat drops for cough and sore throat.

Exceptions/Comments: _____

Parental Signature _____ **Date** _____

**ST. ANN E-CARE 2024-2025
PAYMENT CONTRACT**

**I AM SELECTING FULL TIME ENROLLMENT FOR MY CHILD.
(\$300 a month for 10 months, for a total of \$3000)**

OR

**I AM SELECTING DROP IN ENROLLMENT FOR MY CHILD.
(\$10 each morning, \$40 each afternoon, \$60 each half day, \$80 each full day)**

PLEASE CIRCLE YOUR CHOICE

I agree to pay the Registration fee as soon as it posts to your FACTS account.

I understand that I am obligated to pay every month if full time or weekly if Drop In. I accept the payment policies and agree that nonpayment of fees is grounds for removal from the program.

A \$50 late payment fee will be automatically added to your FACTS account if payment is not received by the end of the month.

Late pick up fees will also be added to your FACTS account. These fees are \$1 per minute, per child and increase by \$1 for each subsequent late pick-ups.

I understand that I cannot change my child's enrollment status once registration is completed.

Child's Name _____

Parent's Signature _____

Date _____

**St. Ann E-Care
2024-2025
Pain Reliever Authorization**

In the event that your child needs a pain reliever for a headache, earache, etc., we can give Tylenol, or Advil with written authorization from a parent, without calling you at work. We will inform you at pickup if we have medicated your child. **We do request that you provide us with a bottle of the pain reliever (labeled with your child's name) that your child uses if your child needs it frequently.**

I authorize St. Ann E-Care staff to give my child Tylenol, or Advil, for a headache, earache, etc.

- a. YES
- b. Yes, but with phone call beforehand
- c. NO

Child's Name _____

Parental Signature _____ Date _____

2024-2025 E mail addresses

List the email address you would like us to use for sending monthly newsletters, registration forms, reminders, announcements of closure, etc. If your emergency contact person will pick your child up if we close early due to inclement weather, power outage, etc., please list their e-mail address, also.

Child's name _____

Mom's Name _____

Mom's Email _____

Dad's Name _____

Dad's Email _____

**ST. ANN E-CARE 2024-2025
ACKNOWLEDGEMENT**

To complete your child's registration, you must READ the St. Ann E-Care Handbook. Discuss all information pertaining to your child with your child so that he/she has a clear understanding of all of our rules and his/her responsibilities. I have read the St. Ann E-Care Handbook and have discussed it with my child

Child's Name _____

Parental Signature _____ Date _____

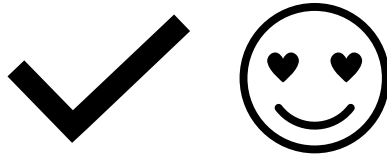
My child and I have read and signed the **MY E-CARE PROMISE 2024-2025** form

Child's name _____

Parental Signature _____ Date _____

ALL INFORMATION MUST BE LEGIBLE AND COMPLETELY FILLED OUT. PLEASE KEEP IN MIND THAT THIS INFORMATION IS IMPORTANT FOR YOUR CHILD'S SAKE. IT IS ALSO MANDATORY FOR THE TENNESSEE DEPARTMENT OF EDUCATION, WHO INSPECT EVERY DOCUMENT, EVERY YEAR.

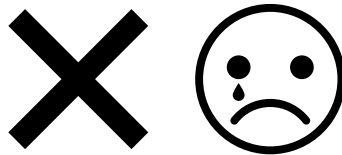
MY E-CARE PROMISE 2024-2025



I PROMISE TO INCLUDE EVERYONE IN ACTIVITIES.

I PROMISE TO ALWAYS USE KIND WORDS.

I PROMISE TO ALWAYS SAY,
"THAT'S REALLY NOT OK" WHEN SOMEONE IS BEING MEAN TO ME OR
SOMEONE ELSE.



I PROMISE TO NEVER HIT, KICK, PUSH, OR SPIT.

I PROMISE TO NEVER HURT SOMEONE ELSE'S STUFF.

I PROMISE TO NEVER CALL PEOPLE NAMES OR MAKE FUN OF THEM.

MY NAME _____

MY PARENT'S SIGNATURE _____

ST. ANN E-CARE 2024-2025

Preschool Potty-Training Policy

Children enrolled in St. Ann E-Care must be fully potty trained before they may attend E-Care. Children must be wearing underwear, not training pants or pull ups. If your child has weekly accidents, they are not considered potty-trained.

At E-Care your child needs to be able to:

- Tell their group leader that they need to go to the bathroom.
- Be able to recognize that they need to go to the bathroom, stop playing, and go to the bathroom.
- Pull their clothes down and up by themselves.
- Wipe themselves after using the potty, (we will help with this when we need to).
- Get on and off the potty by themselves.
- Wash and dry their hands by themselves.

We know that accidents will happen especially at the beginning of the year when children are new to E-Care. We also know that occasional accidents do happen at other times. Our group leaders will ask your child many times during E-Care if they need to use the bathroom.

If your child does have an accident, we will get their extra set of clothes and diaper wipes and help them clean up and change clothes. We will write a note for the parents to let them know about the accident and remind them to send another change of clothes the next day. We will also document accidents in a log.

If the accidents continue to happen, we may have to call the parents to come pick their child up from E-Care.

If your child continues to have accidents, parents may be asked to leave E-Care until their child has a better time managing using the bathroom.

E-Care needs a complete change of play clothes and a package of diaper wipes. Please put their change of clothes and their diaper wipes in a gallon zip lock bag with their name on the bag. When the seasons change, you will need to change out their extra clothes.

Thank you for your cooperation,

Child's Name: _____ Date _____

Parent name: _____

Parent signature: _____

ST. ANN E-CARE PARENT-STUDENT HANDBOOK

2024-2025

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 fourth grade may be grouped together and fifth grade through 8th grade may be grouped together. 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 2024 and the deadline to register and have a GUARANTEED spot for the upcoming school year is the May 20th 2024. After that, placement is first come, first serve, 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. E-Care is offered on some half days and some school holidays via a sign-up system. A sign-up book with all school/E-Care half days/holidays will be on the sign out table every day.

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

FULL TIME \$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.

MORNING CARE	\$10 for mornings	\$60 for half days
DROP IN	\$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, coughing, shortness of breath, congestion, loss of taste/smell, 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. All parents will be notified of any contagious illness. 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 will 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