



Extended Care Parent's Handbook 2018 - 2019

**2100 N. Germantown Parkway
Cordova, TN 38018
(901) 381-2595
Julie.Thompson@sfawolves.org**

Dear Parents,

2018 - 2019

Extended Care is looking forward to the new school year and would like to welcome back all returning families. We would also like to welcome new families to the Extended Care program. Our goal is to provide quality care where children's days are enriched and challenged in a fun and safe environment.

Our focus is to extend the SFA school day by continuing to provide a safe, secure, stimulating and productive after school care program for all registered students while maintaining the same spiritual, supervisory, academic and disciplinary standards we follow each day. Essentially, the rules and standards that apply during the school day are the same rules and standards which apply after school.

The program will provide children the opportunity to grow socially and emotionally as they interact with a diverse group of adults and children. The children will be able to participate in a variety of activities such as enrichment classes, recreational activities and supervised homework rooms.

We are blessed to have such an experienced and talented staff that will be working with your children. We also attempt to employ SFA faculty and staff to add continuity to the program and we are blessed by those SFA faculty members who are willing to add their expertise.

If you have any questions or concerns, please contact the Extended Care office at (901) 381-2595 or email at julie.thompson@sfawolves.org

We are very excited about this school year and are confident that our students will enjoy Extended Care.

Sincerely,

Julie Thompson
Director of Extended Care/Summer Camp Program

Policy and Procedures

Hours of Operation

3:00 - 6:00pm; additional hours on half days

Attendance

Attendance will be taken immediately as students enter the cafeteria and a second time during the first scheduled activity. **Any student who is marked in attendance will be required to pay for that day.**

Pick-up Procedures

- Please enter the cafeteria using the Extended Care door (double doors). **Every student must be signed out at the sign-out table every afternoon, no exceptions.** Only those persons listed on the registration form will be allowed to pick-up students. Please send an email to julie.thompson@sfawolves.org if anyone else will be picking up your child. Anyone picking up your child for the first time will be asked for a Photo ID.
- If a coach or another parent is picking up a student for a sport off campus (across the street at the church), an email **MUST** be sent prior to the pick-up time. A phone call is not acceptable. **We must have permission in writing.**

Late Pick-up

Extended Care closes at 6:00pm. Parents will be charged \$1.00 per child for every minute they are late. The time will be determined by the clock located in the cafeteria by the sign out books. If you are running late for any reason, please call us and let us know.

Inclement Weather/Emergencies

If school is closed or canceled due to inclement weather, Extended Care will also be closed. **There are no refunds given or fees rolled over to the next week due to inclement weather.**

Classrooms

Students are **not allowed to return to their classrooms** after they have been dismissed to Extended Care.

Release to Extracurricular Activities

Students must already be signed up for the extracurricular activity in order to be released. Parents must send a written note or email to julie.thompson@sfawolves.org giving permission to who is picking your student up, what time, and if the student will return after the activity. Students will only be released to the activity coordinators. Upon return from the activity, students must check-in at the cafeteria.

Homework

Students will have the opportunity to do their homework under the supervision of an Extended Care staff member. This is not a tutoring session. However, if a student asks for help, the staff member will assist him/her. It is the student's responsibility to work on their homework. The homework room will be open from 3:30 - 4:30, Mon-Thur.

Snacks

Extended Care will provide a daily snack and drink for each student who comes to Extended Care.

CLOSED DATES for Extended Care (These are No School days)

Please mark your calendars for these dates. Extended Care, as well as school, will be closed on the following days:

August 15 th (Wed)	Feast of the Assumption
September 3 rd (Mon)	Labor Day
October 5 th (Fri)	Diocesan Professional Day
October 8 th & 9 th (Mon-Tues)	Fall Break
November 1 st (Thurs)	All Saints Day
November 19-23 (Mon-Fri)	Thanksgiving Break
December 21 st (Tues)	No Extended Care - 11:30 Dismissal
December 21 st -January 6 th	Christmas Break
January 21 st (Mon)	Martin Luther King Day
February 18 th (Mon)	Presidents Day
March 11 th -15 th (Mon-Fri)	Spring Break
April 18 th	Holy Thursday $\frac{1}{2}$ day
April 19 th (Fri)	Good Friday
April 22 nd (Mon)	Easter Monday
May 24 th (Fri)	Last Day of School $\frac{1}{2}$ day

*****Extended Care will be OPEN for most school days with 11:30am dismissal time with the exception of Tuesday, December 19th to begin Christmas Break. *****

Full time - add \$10 to weekly fee for $\frac{1}{2}$ day per child

Part time - \$30 for $\frac{1}{2}$ day per child

Last Tuesday of the Month 2pm Dismissal

There is no additional cost for Registered Extended Care students for the additional hour on the last Tuesday of the month.

Tuesday, August 28
Tuesday, September 25
Tuesday, October 30
Tuesday, November 27
Tuesday, February 26
Tuesday, March 26
Tuesday, April 30

Payment Policy

In order to keep Extended Care running smoothly, we have set forth these policies regarding payments. If you have any questions regarding payments, please contact the Extended Care Director, Julie Thompson at (901) 381-2595 or Julie.Thompson@sfawolves.org.

1. All payments to Extended Care will be made on FACTS with your tuition account.
2. Full Time students are obligated to pay for every week of the school year.
3. Full Time students are allowed ONE WEEK (Monday - Friday) of vacation. Your child(ren) must be absent the entire week of vacation. Please notify Extended Care Director in advance of the vacation week. Should your child be out an entire week due to illness, you may request to use that as your vacation week.
4. Part Time students are obligated to pay for every day that they attend Extended Care. You will be billed on FACTS and payment will be due with your next tuition due date.
5. Extended Care closes at 6:00 pm. Parents will be charged \$1.00 per child for every minute they are late beginning at 6:01pm. This time will be determined by the clock located in the cafeteria by the sign out books.
6. You must re-register your child(ren) every school year and pay the registration fee every school year.
7. For FACTS payments that do not go through, FACTS will charge \$30 per returned payment.
8. Late fees may be applied to a family's account if not paid by due date on FACTS.
9. Families will only be allowed to change the status of Extended Care for their child(ren) 1x per semester with the Extended Care Director's prior approval.

Behavior Policy

Students attending the Extended Care Program will abide by the rules and regulations set forth in the St. Francis School Parent/Student handbook. In addition, the following rules are to be followed:

1. Children must come to Extended Care immediately after school dismissal. All students are to stay with their group until they are signed out by a parent or authorized pick up person. If a child is going to be late to Extended Care, they must have a note from their teacher.
2. No sporting equipment is permitted.
3. Children who through negligence or horseplay cause damage to any Extended Care equipment, property or the property of another child will be responsible for the cost of the damage.
4. The homework room is for homework and studying. Children must remain quiet. Disruptive behavior will not be tolerated.
5. Children are not allowed to buy any snacks or sodas from the café. A snack and drink will be provided daily.

The Extended Care Program will implement a "**3 Strikes and You're Out Policy**". Students will be given a strike for extremely difficult behavior or repeated misbehavior, for example, disrespect, failure to report to Extended Care on time, leaving the group without permission, taking another person's possession, destruction of property, etc. Any repeated violation of the Extended Care rules will result in a strike. Parents will be notified when a strike is issued. If three (3) strikes are issued, the student will be suspended from Extended Care for one (1) week. Upon returning, if the student receives another strike they will be removed from the program.

The Extended Care Program can at any point institute any course of disciplinary action it deems necessary and consistent with the policies and procedures of St. Francis of Assisi Catholic School.

If you have any questions, you can call Extended Care at (901) 381-2595 or email Julie.Thompson@sfawolves.org.

Cell Phones and Electronics

Extended Care will follow the same policies stated in the 2018-2019 SFA Parent/Student Handbook for cell phones, cameras, and electronics. The ringing of a phone, the sounds of any communication device, or any type of messaging, even if silent, **is prohibited during the school day and during Extended Care.** Cell phones must be kept in the student's backpack during Extended Care. Students may **ONLY** play appropriate games on iPads, tablets or laptops in designated areas at Extended Care. Talking on the phone, texting, taking pictures or listening to music will **NOT** be permitted.

With the consent of the office staff, students are allowed to use the office phone for valid reasons. All arrangements for sports, social activities, etc. should be made at home and not during Extended Care hours. Extended Care staff will contact parents in the event of an injury or sickness. If you need to get in touch with your child, please call the Extended Care office at (901) 381-2595.

Misuse of cell phones or electronic devices will result in the device being taken and given to the parent upon pickup. If misuse of the device continues, the Extended Care Program can at any point institute any course of disciplinary action it deems necessary and consistent with the policies and procedures of St. Francis of Assisi Catholic School.

Please remember: Extended Care is not responsible for any lost or misplaced electronic device of any kind or any miscellaneous items that come with them.