



Holy Rosary Academy
Extended School Care Program
190 Graylynn Drive
Nashville, TN 37214
615 883-9047

Extended School Care Policy

* All changes in policy are in notated in bold type. *

- Eligibility:** Students must be enrolled at Holy Rosary Academy.
- Enrollment:** \$20 family enrollment fee must be paid. Information card must be completed with emergency names and numbers.
- Fees:** Fees are to be paid weekly or monthly in advance. **A late fee of \$20 will be added to the account if payments are more than two weeks behind. If the account falls more than three weeks behind, enrolled children on the account will not be eligible to attend ESCAPE for the remainder of the school year. There is a \$30 returned check fee.** No receipts are given. You may call the school office for the tax identification number for tax purposes. No statements are provided by ESCAPE. Report cards will be held if fees are not kept up-to-date.
- Withdrawal:** If at any time you wish to withdraw from the program, please give a written notice stating when this will happen.
- Hours:**
- School Days:**
- 6:30 a.m. until 7:15 a.m.
 - Dismissal until 6:00 p.m.
- Inclement Weather:**
Check with radio/TV for possible closings. TV and radio announcements will specify between ESCAPE and Holy Rosary Academy closings.
- **When HRA closes *early* due to inclement weather of any kind ESCAPE is also closed. All students must be picked up at the announced dismissal time.**

- School Year Closing Dates:** ESCAPE is closed during all school holidays and breaks. Dates are listed on the school calendar. **ESCAPE will also be closed on Friday, October 23rd, 2009 due to Parent Teacher Conferences.**
- Arrival/Pick-up:** Children can be cared for ONLY during the hours stated above. Regardless of the reason, when a parent picks up a student after 6:00 p.m., there will be a **\$2.00 per minute per child** late fee. **On the 5th late pickup the child(ren) will not be eligible to attend the ESCAPE program for the remainder of the school year.**
- Illness/Medication:** If a child has a temperature above normal, he/she will not be admitted until he has been free of fever for 24 hours. If a child becomes ill at the program, parents will be called to pick up the student. **Parents must pick up their child immediately after receiving the call due to health regulations.**
***Bathroom Accidents:** Staff will assist children with wet accidents, but for any other bathroom accidents (BM), you will be called to come and take your child home. Your child may return to ESCAPE the following day. This is for health and sanitary reasons.
- Emergencies:** Each parent is responsible for keeping the emergency information listed on the child's registration sheet current. **This includes all work, cell, and home phone numbers!** It is imperative that the staff be made aware of any emergency conditions. In case of an emergency at school, if none of the persons listed on the card can be reached, the child will be taken to Summitt Hospital for treatment (at your expense).
- Outdoor Play:** The children will go outside every day except in extreme weather. **Please dress children accordingly. Children must have a jacket or coat on cool and cold weather days. Please keep in mind the weather may be forecasted to change during the day.**
- Daily Activities:** A snack will be provided each day after attendance has been checked. Children may bring their own snacks. Grades 3-8 will have supervised homework time Monday through Thursday. **Children may change into tennis shoes for outside play, but they may not change clothes.**

Communication: No verbal messages should be sent by a child. A written note or phone call should be used if communication between parent and staff is necessary. If a situation should arise and you need to speak to a staff member, please do so immediately by contacting the staff member who was on duty at the time of the situation.

NEVER PICK UP YOUR CHILD WITHOUT THE STAFF'S KNOWLEDGE. SIGN OUT EACH DAY.

Liability: Liability for acts of the child while he is under the care of ESCAPE is the parent's responsibility. The program will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. The program is not liable for accidents or illnesses occurring to the child while he/she is in ESCAPE's care.

Discipline: Positive methods of discipline will be used to encourage acceptable behavior. When a child's behavior causes a problem, the staff will discuss behavior with the child. If necessary, the child will be removed from the group for time out. If the problem continues, the parent will be contacted. **If a child is causing physical harm to another child or staff member, his or her parent will be contacted and will be required to pick up the child immediately. Any child(ren) with continued harmful or disruptive behavior will be not be eligible to attend the ESCAPE program for the remainder of the school year.**

Program's Responsibility: In return for the sum which the parent agrees to pay, the program will give regular care to the child during the previously listed times. The program will notify the parents of illnesses or exposure to contagious diseases. The program will exercise reasonable care and judgment in all matters related to the safety and welfare of the child. The program will treat your child as a person worthy of the dignity and respect God bestowed upon him in creating him/her.

Tuition Policy: **If Holy Rosary Academy tuition fees are not kept current, the student will not be permitted to attend the extended school care program (ESCAPE).**

**** Rates cannot be divided by days attending. If you do not pay full-time rate, you must pay \$15 per day for days used.**

****We reserve the right to amend the policy as need arises. You will be given ample notice of such changes.**

Sign and return this page to acknowledge you have read ESCAPE policies and noted changes.

(Policy changes are notated in bold type in the ESCAPE policy document.)

Keep policy document for your reference.

- ❖ As a parent or guardian, I have read the policy and agree to follow the guidelines.**
- ❖ I will keep my emergency and information sheet up to date.**
- ❖ I understand my child must be picked up by 6:00 pm. After 5th late pickup my child(ren) will not be eligible to attend the ESCAPE program for the remainder of the school year.**
- ❖ I will keep my payments current and understand that a late fee of \$20 will be added to the account if payments are more than two weeks behind. If the account falls more than three weeks behind, enrolled children on the account will not be eligible to attend ESCAPE for the remainder of the school year.**

Enrolled children's names: _____

Parent/Guardian names (please print): _____

Parent/Guardian Signature: _____

Date: _____

