

# Holy Rosary Academy ESCAPE

Extended School Care Program

(615) 883-9047

## Extended School Care Policy

- Eligibility:** Students must be enrolled at Holy Rosary Academy.
- Enrollment:** \$30 family enrollment fee must be paid. This agreement must be signed and returned.
- Fees:** **Fees are to be paid weekly.**  
**If the account falls more than two weeks behind, report cards will be held for students on the account until the balance is paid. If the account falls more than one month behind, enrolled children on the account will not be eligible to attend ESCAPE until the balance is paid. There is a \$30 returned check fee.**
- Hours:** **School Days:**
- Morning K-8- 6:30 a.m. until 7:15 a.m.
  - Afternoon PK-8- 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.
- 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 4<sup>th</sup> late pick up the child(ren) will not be eligible to attend the ESCAPE program for the remainder of the school year.**
- Illness/Medication:** 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 allow children with wet accidents to change clothes, but for any other bathroom accidents, you will be called to come and take your child home. Your child may return to ESCAPE the following day.
- Emergencies:** Each parent is responsible for keeping the emergency information listed in Ren Web current. This includes all work, cell, and home phone numbers. It is imperative that the staff be made aware of any medical conditions. In case of an emergency at school, if none of the persons listed in Ren Web as an emergency contact can be reached, the child will be taken to Summit Hospital for treatment (at your expense).

<b>Outdoor Play:</b>	The children will go outside every day except in extreme weather. Please dress children accordingly. Children must have a jacket or coat on cool weather days. Please keep in mind the weather may be forecasted to change during the day.
<b>Daily Activities:</b>	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.
<b>Communication:</b>	No verbal messages should be sent by a child. A written note or phone call (after school hours, call the <b>Escape # 615-883-9047</b> ) 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.
<b>Pick-Up/ Dismissal</b>	Never pick your child up without the staff's knowledge. Sign them out each day. If someone else is picking your child up from Escape, please send a note with your child giving permission for them to go home with someone else. If you would like for Escape staff to dismiss your child to attend a school-sponsored activity, please send one note with your child identifying where they are going and which dates and times are involved. Ex: My child will be playing basketball for the next six weeks on Mondays at 4:30. Please allow them to leave Escape and go to basketball practice.
<b>Liability:</b>	Liability for acts of the child while he/she is under the care of ESCAPE is the parent's responsibility. The program is not liable for accidents or illnesses occurring to the child while he/she is in ESCAPE's care.
<b>Discipline:</b>	Positive methods of discipline will be used to encourage acceptable behavior. When a child's behavior causes a problem, the staff will discuss the 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. <b>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.</b>
<b>Program's Responsibility:</b>	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.
<b>Tuition Policy:</b>	<b>If Holy Rosary Academy tuition and fees are not kept current, the student will not be permitted to attend the extended school care program (ESCAPE).</b>

***\*\* Rates cannot be divided by days attending. If you do not pay full-time rate, you must pay \$20 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 with the \$30 registration fee.**

**By signing this, you acknowledge you that you have read and agree to all ESCAPE policies and wish to enroll your child in ESCAPE. Please do not send in this page without the registration fee.**

- ❖ *As a parent or guardian, I have read the policy and agree to follow the guidelines.*
- ❖ *I will keep my emergency information up to date in Ren Web.*
- ❖ *In the event of accident or illness, I understand that every reasonable effort will be made to contact the parent or emergency contact person immediately. However, if an authorized contact person cannot be reached, I authorize program authorities to secure medical care as needed.*
- ❖ *I understand my child must be picked up by 6:00 pm. After the 4<sup>th</sup> 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. If the account falls more than one month behind, enrolled children on the account will not be eligible to attend ESCAPE until the balance is paid.*

**Enrolled children's names:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian names (please print):** \_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent/Guardian who is responsible for paying ESCAPE tuition:** \_\_\_\_\_

**Date:** \_\_\_\_\_