

Notices, Changes, & Cancellations

Drop-In Students

To assure availability and adequate staffing, please give the Director notice if you plan for your child to attend the program on full days or half days. There is no need to give notice for regular afternoon care.

If you need to change to full-time status, please notify the Director as soon as possible.

Full-Time Students

Parents are asked to give notice if a child is changing to drop-in status or canceling his/her full-time position to ensure accurate billing.



Information on the **EXTENDED CARE** Enrichment Program is available upon request.



ST. BERNARD ACADEMY

Extended Care Program

2020 24th Avenue South

Nashville, TN 37212

Phone: 615.298.1298

Fax: 615.783.0241

ssingleton@stbernard.org

Saint Bernard Academy

Extended Care Program

2008 – 2009



Phone: (615) 298 1298

What is Extended Care?

Saint Bernard Academy provides student families a superior, State of Tennessee licensed child care program. Extended Care is open from class dismissal until 6pm when school is in session, and from 8am to 5:30pm on days when school is closed due to inclement weather. The program offers many opportunities for student learning and enrichment. More than just after school supervision, Extended Care is a continuation of the school day supported by qualified, professional staff in the same safe and caring environment maintained throughout the regular school day. Saint Bernard Academy is pleased to be able to offer families all the support and services required to ensure a complete and successful school experience for the students.

Fees and Registration

There is NO REGISTRATION FEE required for the Extended Care program however **you must complete a registration form for each child attending.** It is advised that all SBA parents register with the Extended Care program in case the services are unexpectedly needed.

Full-Time Students

Full time students are those who attend three to five days a week with no extra charge for full days, holidays, half days, and snow days.

Fees per month are:

1 student: \$205.00

2 students: \$385.00

3 students: \$515.00

Drop-In Students

Drop-In students attend occasionally and are billed only for days used.

Drop-In fees are:

Full Day (8am – 5:30pm): \$30.00

11:30am Dismissal (until 6pm): \$22.00

Friday Dismissal (until 6pm): \$16.00

Extended Care (3pm-6pm): \$11.00

Direct Draft Payment

Direct draft is available for payments to the Extended Care program. Full-time and drop-in students may sign up for this payment program. You may also be billed through the business office.

Policies and Procedures

An Emergency Form must be filled out completely and returned for proper enrolment in the program. Parents must notify the Extended Care program of any changes in home or work telephone numbers to ensure that they may be reached in an emergency. When it is necessary to close the school due to inclement weather, the program will be open from 8am to 5:30pm unless stated otherwise. It is the responsibility of the parent or legal guardian to notify the school that their child is to be taken to the Extended Care program. It is also the responsibility of the parents or guardians to notify others (brownie troops, scouts, sports coaches, etc.) when their child should be brought to the Extended Care program. If a child must be given prescription medication by the program staff, the Director must be informed. Each bottle must be clearly labelled with the child's name. A permission form must be completed with clear instructions for giving medication. If a child becomes ill, parents will be notified. Sick children cannot be cared for at the program. Parents must notify the Director of any infections or communicable diseases that the child might have. A doctor's written permission to return must be given to the Director before the child can return. There must be no visible signs of head lice for a child to attend. Visible signs include nits, bugs, or eggs. Unless written authorization is given, children will be not be released to anyone except parents and those listed on the emergency form. Outdoor play is an important part of our program. Children should be suitably dressed for outside play. A change of clothes is strongly recommended. Coats and sweaters are required for cold weather. Rubber soled sport shoes are required for gym play. A snack list will be posted monthly. Please inform us of any foods your child cannot have. If your child doesn't care for what we are having, please send them a snack for that particular day. To assure each child's safety, parents are required to sign their children in and out during full days and out during regular school days. A brother or sister under the age of 18 years may not sign for parents. Students are not permitted to attend the Extended Care program if they are not registered. If a parent has a meeting at the school and needs child care, a registration form must be on file. Students leaving during program hours to attend other activities at the school must have a note. A staff person will get them to the assigned area and leave them when a supervising adult is present. For sports, scouts, or clubs that last for weeks at a time, one note is sufficient. A late fee of \$1.00 per minute is strictly enforced after 6pm. This fee must be paid on the day of service or it will be billed to your account. On full or half days, children need a lunch and drink. Please check the parent information area for special activities on those days.

Homework Program

During the Extended Care Program the Homework Program is available on a daily basis. It is provided for the students in grades 3rd through 8th as a supplement to the daily curriculum at St. Bernard Academy. With the aid of several teachers from the school, students have every opportunity to work on assignments while having the benefit of qualified assistance. Each afternoon the Homework Program is implemented into the daily schedule of the Extended Care Program as a mandatory part of the curriculum. Though we do not discourage independent study, the Homework Program creates a unique learning environment for students. The Homework Program begins at 4:00 p.m. and ends at 5:00 p.m. Monday through Friday. During this time students are asked to quietly study and complete assigned work while being supervised and assisted by teachers. Students are asked to refrain from eating or drinking while in the Homework Program. The use of electronic devices such as radios and mp3 players is prohibited except on Fridays. All students are required to sign in and out of the Homework Program.



Policy for the Use of Electronic Devices

While in the Extended Care Program electronic devices such as cellular telephones, cameras, computers, video games, and music players are not to be used by students unless given the prior approval of the director. On full days when the program is open from 8am – 5:30pm students are permitted to bring electronic devices strictly for their own personal use.