



Aftercare Schedule 2010-2011

(Revised 8/12/10)

After Care is open from the time school is dismissed until 6:00pm M-F, with the exception of the following dates:

October 4, 5, 6, 7, & 8 - OPEN

8:00: am-6:00pm Fall Break

November 24, 25, & 26 - CLOSED

No School- Thanksgiving Break

December 17 - OPEN

11:30 am Early Dismissal

December 20, 21, & 22 - OPEN

No School- Start of Christmas Holiday

8:00am -6:00pm

December 23, 24, 30, & 31 - CLOSED

December 27, 28, & 29 - OPEN

January 3 - CLOSED

January 17 - CLOSED

No School- MLK Holiday

February 18 - OPEN

No School- Winter Break

February 21 - CLOSED

No School- President's Day

March Date TBA- OPEN

No School- Parent/Teacher Conferences

March 21, 22, 23, 24, & 25 - TBA

Spring Break

April 21 - OPEN

Early Dismissal- Holy Thursday

April 22 - CLOSED

Good Friday



ST. BERNARD ACADEMY

Aftercare Program

2020 24th Avenue South

Nashville, TN 37212

Phone: 615.298.1298

Fax: 615.783.0241

Director: Suzanne Southworth

ssouthworth@stbernard.org

Saint Bernard Academy

Aftercare Program

2010 – 2011



Phone: (615) 298-1298

What is Aftercare?

Saint Bernard Academy provides student families a State of Tennessee licensed child care program. The Aftercare Program is open from class dismissal until 6 pm when school is in session, and from 8am to 6pm 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, Aftercare is a continuation of the school day supported by qualified 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 this service.

Fees and Registration

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

Direct Draft Payment

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

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 – 6:00pm): \$30.00
- 11:30am Dismissal (until 6pm): \$22.00
- Friday Dismissal (until 6pm): \$16.00
- Aftercare (3pm-6pm): \$11.00

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.

Homework Program

During the Aftercare Program, the Homework Program is available to students in Level 3 through Level 8. Though we do not discourage independent study, the Homework Program creates a unique learning environment for students. The Homework Program begins at 3:30 p.m. and ends at 4:30 p.m., Monday through Thursday. While in the Homework Program, students work in an SBA teacher's classroom, under his or her supervision. Students are asked to quietly study and complete assigned work while being assisted by the teacher, if needed. 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. All students are required to sign in and out of the Homework Program.

Enrichment Opportunities

Various enrichment opportunities are offered on an 'as interested' basis, during Aftercare. Examples of these might include art, choir, guitar lessons, piano lessons, and dance. Individual instructors set fees, dates, and times with interested families. SBA provides the space needed.

Policy for the Use of Electronic Devices

While in the Aftercare Program electronic devices such as cell phones, 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 – 6pm students are permitted to bring electronic devices strictly for their own personal use. Please label everything with your child's name. SBA and the Aftercare Program are not responsible for lost or missing items.

Policies and Procedures

A Registration/Emergency Form must be filled out completely and returned for proper enrolment in the program. Parents must notify the Aftercare 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 6pm 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 Aftercare 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 Aftercare 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 offered daily. Please inform us of any foods your child cannot have.

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 Aftercare 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.