

Saint Ann School After School Program
5105 Charlotte Avenue
Nashville, TN 37209
(615) 277-9656

Department of Human Services
Three Star Rating

Operated By:
St. Mary Villa
1704 Heiman Street
Nashville, Tennessee 37208
(629) 203-8700



Philosophy of the After School Program

The after school program is designed to meet the needs of working parents by providing quality child care when school is not in session. St. Mary Villa currently offers after school programs at St. Ann and St. Henry schools. We strongly believe that the program is a place where children can grow academically, socially, and emotionally within a safe and secure environment.

Our goal is to provide structure and limits, as well as adequate freedom and various choices for the children to thrive and be successful. The environment is designed to foster independence and allow all students the chance to grow and learn at their own pace.

Our staff receives special training in developmentally appropriate practice for school age care, in addition to basic first aid and CPR. The staff is dedicated to ensuring a safe and happy experience for all children while in our care.

In order for the program to be successful and meet the diverse needs of everyone, input from both parents and students is vital. We want parents to feel comfortable in making suggestions for improvements or voicing any concerns as they arise. We welcome the opportunity to talk with our stakeholders to make the program a success.



Program Facts

- ❖ The program is open to all students enrolled in the school.
- ❖ We are licensed by the Tennessee Department of Human Services.
- ❖ The teacher-child ratio is 1:18. (The state requirement is 1:20.)
- ❖ Staff is trained in CPR and first aid.
- ❖ Staff receives annual training in facilitating developmentally appropriate care.

- ❖ The program is open from school dismissal until 6:00 p.m.
- ❖ When school is closed, the hours of operation are from 7:30 a.m. until 6:00 p.m.
- ❖ The program does not close due to inclement weather, but we reserve the right to make alternate arrangements in the event of extreme weather conditions. St. Ann School may also deem it necessary to close the program as well for the safety of staff and families.
- ❖ The program is closed Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year's Day, Good Friday, and Memorial Day.



Program Policies

1. An afternoon snack for the student is included in the fee. Menus are posted weekly.
2. Children need to be signed out of the program **with a full signature and time** each day on the sheet provided. Please check for notes or other information by the parent board.
3. If there is a custody agreement or special circumstances involving the pick up of any child, the parent must provide legal documentation and this will be put in the child's file.
4. On early dismissal or full days, parents must send a sack lunch and non-carbonated drink unless otherwise instructed.
5. If a student becomes ill, parents will be notified. Sick students cannot be cared for in the program. They will be isolated from the rest of the children, but within sight and hearing of a staff person. If a child has a fever of 101 degrees or more, they must be picked up upon notification to the parent. If the parent is unable to be reached, the program will call the emergency contact person listed on the registration form.
6. Students cannot return to the program until they have been free of fever, diarrhea, or vomiting for 24 hours.

7. Parents will be notified of exposure to communicable diseases. Likewise, we ask parents to inform us if their child contracts a communicable disease.
8. Medications that need to be administered during the time that children are in the program must be delivered directly to a staff person. The medication must be in its original container and labeled with the child's name. Parents must fill out a medication consent form before the medication can be given by the program. This form is available at the site.
9. In the event of a student injury, the program will contact the parents. If we are unable to reach the parents, we will contact the emergency person designated on the enrollment form.
10. If emergency treatment is needed, the program will call an ambulance.
11. Students' personal medical insurance will be the primary insurance coverage.
12. Students will only be released to adults designated on the students' pick up list.
13. Persons picking up students with whom the staff is unfamiliar will be asked to show identification.
14. A late fee of \$2.50 per minute for 1-15 minutes past closing will be strictly enforced. An additional \$25 fee will be charged if the child is not picked up by 16 minutes past closing. Payment is due for late pick up fees on the next scheduled tuition payment date. If you know that you will be late, please call the program so that adequate staffing can be arranged. Parents will also be asked to sign a late pick up form that specifies the time the child was picked up, as well as the late fee charge assessed.
15. Parents are responsible for notifying the program in writing of special activities that may affect a student's arrival or departure (ex. Brownies, basketball, and chorus).
16. Parents may send clothing for outside play or various art activities.
17. Please label all of your child's belongings.
18. The program is not responsible for stolen, lost, or damaged items brought to the program. **Children are not allowed to have electronic devices such as cell phones, game boys, ipods, etc., except for on days that aftercare is in operation for ½ or full day. These items are not allowed in school and aftercare does abide by the same school rules.**

Cell phones may only be used for playing games, not calling or texting. If they are not used correctly, they will be confiscated by the teachers and

returned to the parents. Continued infractions may result in loss of this privilege.

19. All videos watched will be rated “G” or “PG”. Parents will be notified of a “PG” movie’s title in advance. Other activities will be available for the children who do not wish to watch the movie.
20. All policies of the school are followed in the after school program.
21. Parking is available in the school parking lot in front of the program.
22. Parents must escort their children into the building and sign their child in on full days.
23. If a full-time child is going to be absent, please call the program and let the teachers know. You may leave a message during the day for the teachers to receive upon their arrival to the site.



Cost and Payment

There is a \$25 non-refundable registration fee per **CHILD**. All students must be properly registered before attending the program.

The program offers two types of care for families: Full-time and Drop-in.

Full-time Students- Students that attend the program each day and pay monthly fees. Payment for full time students is due on the 1st business day of each month for the current month. Please see the attached “Tuition Billing and Collections Policy” for additional information. Fees for students PreK-8 are as follows:

One Child:	\$218.00
Two Children:	\$273.00
Three Children:	\$357.00

Drop-in Students- Students who attend occasionally and are charged daily fees. Charges are billed monthly and payment is due upon receipt of the statement. Fees are as follows:

Regular Dismissal:	\$14.00
Early Dismissal:	\$19.00

Full Day Care: \$27.00

There is no multi-child discount rate for drop-in care.

Notices and Cancellations

Full-time Students: Parents must give a 30 day notice in writing to change to drop-in status or cancel a full-time position. Failure to do so will result in the parent being charged for payment for the next month.

Drop-in Students: Parents must give notice in writing to attend on full days. No notice is needed to attend regular after school care. Parents must give written notice to change from drop-in to full-time care with the effective date designated on the notice.



Admission/Enrollment

- ❖ Any child attending the school where the program is located is eligible to attend the program. A waiting list may be necessary depending on the number of children needing care. The rooms assigned to the program have a seat capacity according to licensing standards.
- ❖ Once a child is properly registered, a space is held for the child until the program is notified otherwise.
- ❖ St. Mary Villa does not discriminate by race, color, sex, national origin, creed, or special needs.
- ❖ Each child must have a completed registration form signed by the parent before he/she can attend the program.
- ❖ Immunizations must be up to date and on file in the office of the school.
- ❖ Please update all information on the registration form as changes occur. This allows us to have accurate information in the event of an emergency.
- ❖ If your child has special needs, please make arrangements to meet with the program manager and teachers prior to the child's attendance. This will help us make adequate plans in order to address individual needs.

- ❖ DHS requires parents to visit the program before enrolling their child in the program.
- ❖ Although students may bring items from home to share or play with in the program, we are not responsible for broken, stolen, or lost items.
- ❖ In keeping with the Department of Human Services regulations, the program is required to have a written policy that governs intoxicated adults picking up children for dismissal. We will suggest to any adult picking up children from the program that clearly appear to be intoxicated that we call another person from the emergency pick up list. If the adult takes the child in their vehicle anyway, we are required to call the police or Child Protective Services to report the incident.



Disciplinary Procedures

It is our goal to have a safe and successful learning environment for all students. In the event that behaviors warrant disciplinary action, the staff will adhere to the following policies:

1. Staff will refrain from embarrassing the child.
2. Staff will help children make positive behavioral choices that focus on self-control and understanding and respect for all involved.
3. Staff will communicate with parents in regards to inappropriate behaviors as they occur. We will enlist the assistance of parents to help address behavioral concerns.

Expectations:

1. Students will keep their hands, feet, and all objects to themselves.
2. Students will treat each other, staff, and visitors with respect.
3. Students will refrain from theft or damage to school property, staff property, or other students' property. Any child that intentionally damages property will be responsible for its replacement or the cost of replacement.

4. Student will follow the directions of all employees in the after school program.

Disciplinary Sanctions

1. Time Out (in a supervised area)
2. Denied gym or outdoor time
3. Issuance of a disciplinary notice sent home for parental signature
4. Suspension from aftercare program
5. Expulsion from the aftercare program

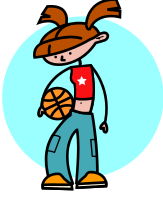
Suspension and Expulsion Procedures

1. A disciplinary notice will be sent home after two infractions or one severe infraction (fighting, inappropriate language, continual disruption, damaging property, etc)
2. The parent will sign and return the notice and a conference will be scheduled as needed
3. After three disciplinary notices, a student will be suspended from the program for one week, beginning the day after they were suspended. Fees are not reduced.
4. If a student has been suspended twice in one school year, the next disciplinary notice will result in expulsion from the program. If a child is dismissed from the program, he/she is not eligible for re-enrollment.

Suspension from one to five days may occur if the following actions occur:

1. Intentional harming of another child or staff person
2. Inappropriate contact with another child
3. Being extremely uncontrollable, disrespectful, or disruptive in the group

Please note that the after school program will adhere to the same zero tolerance policies of the school.



Withdrawal From the After School Program

- ❖ Parents must give written notice to withdraw their children from the program. A 30 day notice is required for full-time children.
- ❖ The program assumes parental understanding of this policy by the signature at the end of the registration form.
- ❖ The after school program may request withdrawal from the program in the following situations:
 1. Non-payment of fees
 2. Extreme and continuous disciplinary problems
 3. Inappropriate conduct of parents or guardian
 4. Repeated late pick up of children

No notice is required for withdrawal of children if requested by the after school program. If a child is dismissed from the program, he/she is not eligible for re-enrollment.



Snow Day Policies

St. Mary Villa makes every effort to open the program on days that the schools are closed due to inclement weather. Please view Channel 4 Snowbird Report to ensure that the site will be open. In some instances, St. Ann School may decide to close the program for the safety of families and staff. There is no additional fee for full-time students, however, the fee for drop-in students is \$27.00 for that day.

Students must bring a sack lunch that does not require refrigeration or heating on snow days. Morning and afternoon snack will be provided. The program reserves the right to

alter the scheduled closing time due to inclement weather. Parents will be notified if the schedule changes.

Child Abuse Prevention

- ❖ Each year, the program will conduct an annual meeting for parents that discusses child abuse prevention.
- ❖ Children are required to have lessons in child abuse prevention each year through the program or the school site. These lessons have been conducted by the school, usually through the guidance or physical education program.
- ❖ We will offer assistance and information on the subject of child abuse upon request from the parent.
- ❖ The program has a legal obligation to report any suspicions of child abuse to the proper authorities.
- ❖ The program will not release children to any unauthorized persons unless notified in writing by the parent. All children must be signed out each day.
- ❖ Background checks will be conducted on all employees and volunteers in the program.
- ❖ Staff will be trained twice each year on the signs of child abuse and the procedures for reporting the abuse.

Emergency Plan

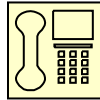
The Department of Human Services requires all licensed programs to submit an emergency/evacuation plan and consult with the Office of Emergency Management in regards to this plan. Staff review the plan each month and have a yearly training on emergency procedures and keep CPR/First Aid certifications up to date. Our goal is to keep everyone safe while under our care. Please note the following:

- Fire Drills are conducted monthly.
- Other drills, such as tornado drills, are held every six months.
- If there is a need for an emergency evacuation from the aftercare area, parents will be notified. This will take place in conjunction with and under the direction of the Office of Emergency Management and law enforcement.
- St. Ann Church and St. Mary Villa are our relocation sites if deemed necessary. If the Church is damaged or deemed unsafe for occupancy, St. Mary Villa will be the secondary relocation site. **PLEASE NOTE: In the event of an emergency,**

staff of St. Mary Villa and the aftercare may need to transport children to the relocation site in personal vehicles. This will only take place if deemed necessary by the appropriate emergency personnel. Parents will be notified of the emergency and relocation site to pick up their students. Adults picking up students will be required to show identification if they are not known to the aftercare staff. They must be on the emergency pick up list.

- Student information is located in a portable notebook that staff will take with them in order to call parents. In addition, information on each student is housed in the computer at St. Mary Villa and personnel will assist with the notification of families.

Important Numbers



Program Manager:	Lori Flemming	(615)414-8253
Executive Director:	Clarie Givens	(629)203-8700
Billing Questions:	Yolanda Neal	(629)203-8700
St. Henry School:	Sister Maria Christi Greve	(615)352-1328
St. Henry Afterschool Program:		(615)353-1296
St. Ann School	Dr. Adelaide Nicholson	(615)277-9650
St. Ann Afterschool Program		(615)277-9656