

**Jack Anderson
Elementary
Jags' Treehouse
Extended Day Program**





**JAE JAGS' TREEHOUSE
PROGRAM SELECTIONS AND FEES**

Registration..... \$30.00
Family Registration \$50.00

Morning Session ONLY..... \$43.00
Afternoon Session ONLY..... \$55.00
BOTH SESSIONS..... \$62.00

Multi-Child Discount \$3.00
Late Payment fee (per week).....\$10.00
Late Pick-up fee..... First five minutes: \$1.00 per minute per child
Every minute after: \$5.00 per minute per child

*****Late pick up fee should be added to weekly fee.*****

*Due to staffing expectations, Jags' Treehouse only takes students on a weekly basis and has no part-time openings. Families are charged by the week no matter the number of days a child attends the program. This is to ensure we are properly staffed and can hold your child's slot.

Payments are due on Fridays for the upcoming week. A late payment fee will be added if payment is not received by 6:00 p.m. on Fridays.

JAE Jags' Treehouse opens at 6:30 a.m. and closes at 6:00 p.m. daily. The program is closed whenever Sumner County Schools are closed.

Contact Info: Marissa Scruggs, Jags' Treehouse Director

Email: marissa.scruggs@sumnerschools.org

Program Office Phone: 615-338-4502

Program Cell Phone: 615-772-7948

Sumner County Schools Extended Day Programs Handbook

Purpose of Programs

Sumner County Schools (SCS) Extended Day Programs provide safe, enriching, and high-quality before and/or after school care for students in grades K-5. Program activities are based on developmentally appropriate educational practices. Programs provide opportunities for creative activities, such as arts and crafts, as well as games, active play, and snacks. Also, time is set aside for students to complete homework as needed. Programs are directed by trained staff and planned to meet the educational, social, physical, and emotional needs of children.

Non-Discrimination Policy

Sumner County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to all programs and youth groups. Extended day programs will make reasonable accommodations in practices or procedures when these are necessary to afford childcare services and facilities to children with disabilities unless the accommodations would fundamentally alter or place an undue burden on the programs. ***If your child has special needs, please discuss with the director to determine if the program can meet them.***

Smoke-free Environment

SCS recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. Therefore, no student, staff member, or school visitor is permitted to use any tobacco product at any time on the school campus.

Program Hours

SCS Extended Day Programs offering morning care will open at 6:00 or 6:30 a.m. (check with director). All programs close promptly at 6:00 p.m. Students should be picked up by 6:00 p.m. or a late fee will be charged (e.g., \$1 a minute per child for the first five minutes; after that, \$5 per child for each minute late). This fee must be paid for the student to continue in the program. After two incidents of late pickup without valid (director-approved) reasons for it, a student may be dismissed from the program.

Programs are not open on inclement weather days when schools are closed. In addition, if schools close early due to weather, then students must be picked up within two hours of the school closure time. If schools open late, each program has a plan for opening. Directors will share the time of opening with you.

Enrollment

To enroll in an extended day program, students must have a completed application, a signed notice of program policies (last page of this handbook), and a TN Dept. of Health Official immunization record/health history on file with Sumner County Schools.

All parents must participate in an on-site visit of the program to review the facility and the program's policies and procedures prior to enrolling a child. Emergency preparedness plans are in place for all programs and may be reviewed upon request.

Program Fees

Program fees must be paid by check or money order. No cash is accepted. Please write your child's name and your phone number on checks or money orders. Programs also have an online payment site where you may pay fees for a small additional charge by the vendor. Please ask the program director for more information.

Extended day programs do not receive funding from the school system or county government. The funds for providing activities, snacks, and other needs, as well as paying for staff salaries, is generated

solely through fees collected from parents/guardians. Therefore, payments are due each Friday or Monday depending on program's schedule.

If fees are not paid on time, then a \$10 late fee will be charged. After two weeks of no payments, your child will be dismissed from the program. A student may not return until fees are paid or a payment plan is arranged. If the fees go unpaid, the account will be sent to a collection agency. The request for a copy of the responsible party's driver's license and date of birth is a requirement to enroll a child in our programs in case these actions need to be taken.

Sign In/Sign Out for Students

For your child's safety and supervision, a parent/guardian or designated person on the registration form must escort and sign in your child each morning (if program has morning care) and sign out the student in the afternoon. A student will not be released to any person other than those listed on the registration form. Children are not allowed to wait for parent/guardian in the parking lot. If someone other than those authorized on the registration form come to pick up a child, the program must have the request in writing. This may be by email or note.

Release of Students to Persons Exhibiting Erratic Behavior

Children will not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in immediate or possible risk. If a person attempting to pick up a child displays erratic behavior or appears to be under the influence of alcohol or drugs, the TN Dept. of Education and Dept. of Human Services requires extended day programs to immediately call 911, the local law enforcement agency, or other emergency services numbers prior to the release of children. If the person displaying risky behavior is not the parent, the program shall not release the child to that person, and the custodial parent/guardian will be call immediately.

Behavior, Rewards, and Consequences

The mission of SCS Extended Day Programs is to provide a safe, wholesome, and enriching environment for children. Staff members work to assist children to develop a sense of responsibility and self-discipline. When a child makes a poor behavior choice, staff will guide them to understand why it was inappropriate or unsafe. Therefore, warnings, conferencing, redirection, reinforcing appropriate behaviors, and time outs are some of the behavior techniques used. Good behavior is recognized with positive rewards.

However, continued inappropriate behavior and failure to follow program rules will result in consequences. All programs have a disciplinary action plan which includes behavior logs, warnings, letters or phone calls to parent/guardian, intervention by school principal if necessary, suspensions, and a plan of action for dismissal from the program when the misbehavior continues or becomes severe.

Additional disciplinary information:

- If a student willfully or maliciously damages any property or equipment the program uses, the child/parent/guardian will be responsible for the cost of replacement.
- Program directors and staff are responsible for appropriate discipline of students enrolled in the program. Therefore, a parent/guardian may not question or discipline children who are not their own. The first time this occurs, the director may conference with parent regarding program rules. However, if it happens again, the program will no longer be available to that parent/guardian's child/ren.
- Programs follow SCS Board policies concerning grounds for suspension, including but not limited to violence, fighting, damage to self or property, alcohol, drugs, weapons (including toys), immoral conduct, and battery to staff.

- Program suspensions may occur for any of the inappropriate behavior by an enrolled student:
 1. Being totally disruptive and uncontrollable
 2. Inappropriate child to child contact
 3. Harming a staff person or another child; physical violence
 4. Stealing
 5. Damaging property
 6. Continued usage of vulgar or profane language
 7. Bullying
- Program expulsions/dismissals may occur when:
 1. Inappropriate behavior continues to occur after three interventions for the identified behavior.
 2. Safety of other students or staff continues to be jeopardized.
 3. Behavior of child becomes detrimental to self and others.

Health and Safety with Students

Illness--Staff shall make every reasonable attempt to notify a parent/guardian immediately when a child shows signs of serious illness, including but not limited to, high temperature, disorientation, coughing, vomiting, severe difficulty breathing, seizure, etc. to arrange for emergency treatment.

When a child has a temperature of 100.4 or higher, the parent/guardian will be notified. Arrangements should be made by family to pick up your child as soon as possible because fever usually means the child is developing an illness. If the program is unable to reach you when your child is running a fever, then those on your emergency contact list will be called. A child may return to the program when he/she has been without a fever, with no medications, for 24 hours.

If a child is vomiting due to signs of illness, the parent/guardian will be notified to pick up your child as well. A child may return once vomiting has not reoccurred for 24 hours.

Extended day programs are only able to provide emergency medication such as inhalers or Epi-pens.

Injuries--If a serious injury to a child occurs, the emergency will be dealt with promptly through appropriate action by the program director or staff. This action may include sending the child to a hospital or summoning an ambulance or medical aid. In addition, the program staff shall make every reasonable attempt to notify parents/guardians when a child sustains serious injury/injuries. However, in case a parent/guardian is unable to be reached and emergency treatment is needed, programs require parents/guardians to provide them with medical authorization which shall contain the following information:

1. Parents/Guardians location and phone number during the school day
2. The name and phone number of the student's primary care physician
3. Information needed regarding any physical disability or medical condition the student has
4. Signed form that allows program to seek emergency care (e.g., ambulance, hospital, etc.) if needed

Cell Phone/Technology Usage in Programs

We understand some students have cell phones. However, during program hours, phones should be in your child's backpack and turned off unless he/she is given permission to use it by program staff. If a phone is found in use without permission from the staff, then it will be confiscated and held by the director or staff until day's end and parent/guardian requests its return. If there are continued issues with a cell phone, a student may be suspended or expelled from the program.

Occasionally, programs will have a Technology Day. Students may bring technology devices to use on those designated days. Please note though that the program staff cannot guarantee the devices may

not get lost or damaged. If a child is using a device inappropriately, he/she will lose the privilege of its use.

Child Abuse Awareness

Extended day programs are required to provide an abuse prevention awareness program or prevention awareness information to parents yearly. SCS programs provides a handout at registration to meet that requirement. Students receive education on child abuse awareness and prevention through the counselors at their schools.

The next two pages (the registration form and the policies and procedures acknowledgment form) should be completed and returned to the extended day program director or staff along with any fees required.

Acknowledgment of SCS Extended Day Programs' Policies and Procedures

Please initial each item and sign/date at bottom of document.

_____ I understand that I am responsible for paying my child's fees every week. I know that my child may be dismissed from the program for failure to pay, and a collection agency may be used to collect unpaid fees. **Anyone registering a child in a program must provide a driver's license and date of birth for enrollment to occur.**

_____ I know the opening time for the extended day program, and that it closes at 6:00 p.m. My child should be picked up by 6:00, or I will be responsible for paying any late fees incurred.

_____ If my child is picked up late more than twice, he/she may be dismissed from the program.

_____ I have been offered the opportunity to visit the program's facility.

_____ I understand an adult on my registration form must drop off/pick up my child each day. My child must be signed in and out of the facility. My child will not be released to anyone unless that person is on the registration form, or I send a note or email to the program director. The note or email must be acknowledged by the director to confirm the release.

_____ I understand the program staff will make all reasonable attempts to not release my child to anyone whose behavior may place him/her in immediate or possible risk. If a person attempting to pick up a child displays erratic behavior or appears to be under the influence of alcohol or drugs, I understand the program staff will contact 911 or local law enforcement.

_____ I understand the behavior, rewards, and consequences section of the handbook and that my child may be expelled from the program if he/she displays continued inappropriate behavior as outlined in the handbook.

_____ I give permission for my child's name or picture to be used in the program's (parent/guardian access only) social media sites such as Facebook or news sites.

_____ I will explain to my child that cell phones are not to be used while in the program. I will also inform my child that technology may only be used on special days that will be identified by the program director.

_____ I understand the health and safety procedures in the handbook and am providing medical authorization and information when signing this document.

Phone number where you may usually be reached: _____

Primary care physician's name and phone #: _____

I understand and acknowledge each of the items above. Also, I give permission for the program staff to seek medical care for my child in my absence.

Student name: _____

Parent/Guardian name: _____

Signature: _____ **Date:** _____

Date of Registration _____

Student ID # _____

Sumner County Schools Extended Day Programs

Full Time _____ Part Time _____ (if offered) P.M. _____ A.M. _____ (if offered)

STUDENT INFORMATION (Please print.)

Student Name _____

First Middle Last

Date of Birth _____ Age _____ Grade _____ Male _____ Female _____

Address _____
Street City State Zip Code

Parent/Guardian Phone # _____ Parent/Guardian Phone # _____

PARENT/GUARDIAN INFORMATION

Mother/Guardian Name _____

Mother/Guardian Driver's License/Date of Birth _____

Mother/Guardian Employer _____ Work Phone _____

Mother/Guardian Email Address (for receipts/statements) _____

Father/Guardian Name _____

Father/Guardian Driver's License/Date of Birth _____

Father/Guardian Employer _____ Work Phone _____

Father/Guardian Email address (for receipts/statements) _____

In whose custody is the student: _____ Both Parents _____ Mother _____ Father _____ Other

If "Other" is marked, please explain: _____

Are custody papers on file with the school? _____ Yes _____ No

EMERGENCY CONTACT/PICK UP INFORMATION (If parent/guardian cannot be reached or is unable to pick up child, the following people may pick up child or provide assistance.)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Physician's Name _____ Phone # _____

Dentist's Name _____ Phone # _____

Hospital Preferred _____ Medication Taken _____

Allergies _____ Health Conditions _____

Medical Insurance Provider _____ Policy # _____