



ExtendedCARE  
*1<sup>st</sup> through 8<sup>th</sup> grade*



The ExtendedCARE Program is an extension of the spiritual love and quality of education that Overbrook School offers its students. Since this program is an extension of Overbrook, our mission and philosophy are the same.

The program's main purpose is to provide a Catholic/Christian atmosphere for students after school in a safe and fun-filled environment. A snack will be provided. Students should bring a water bottle to refill. Students will have homework support, outdoor play supervision, computer access, and access to a variety of games, puzzles and activities. They may sign in and checkout to participate in a wide range of after-school activities. The program serves the needs of each individual student. The students will learn the value of being respectful to one another.

Our dedicated staff will continue to work together toward the common goal of keeping your children engaged.

We are pleased to inform you that we have maintained the current rates for several years and there will be no increase for the 2018-2019 school year.

All students will need to have a completed registration form on file including emergency contact information.

We are grateful for your support and look forward to welcoming your children to our program.

Sincerely,

Helena M. Hess, M.Ed.  
ExtendedCARE Director 1-8

## **ExtendedCARE Policies & Procedures 2018-2019**

### **GENERAL INFORMATION**

The ExtendedCARE (EC) program will be open every school day between dismissal and 6:00 p.m. There will be time for outdoor play, computer, games, silent reading and homework support. Each area will be supervised by EC staff. EC staff are screened with a TBI background check and interviewed by the program director.

- A snack is provided each day.
- Each student should bring their own water bottle to refill.
- Overbrook reserves the right to close EC at its discretion due to any emergency.

### **FIRST DAY OF SCHOOL HALF DAY INFORMATION**

The dining hall will not be open on half days. Your child must bring lunch from home.

### **SAFETY**

If your child has had a minor injury, we will let you know when you pick up your child. If there is an accident which may need medical attention, the EC staff will contact you immediately. In an emergency when immediate attention is needed, we will call 911, then contact the parent and the child's doctor. After 911 has been called, it is the responsibility of the paramedics to take appropriate action. All EC staff are trained in CPR/First Aid. Emergency contact forms must be current. Please notify [hessh@overbrook.edu](mailto:hessh@overbrook.edu) to update.

### **DAILY ENVIRONMENT/INDOOR AND OUTDOOR PLAY**

The EC program includes outside play when the weather permits. Please have children wear appropriate clothing for days that are cold. Children have access to the playground and playing fields, where there can be free play or an organized game. The playground is large enough to accommodate a wide variety of activities. The gym may be used on days with inclement weather. Students should leave Xboxes, hand held games, iPhones, iPads and any other electronic devices at home. iPhones may not be used until students are dismissed from Extended-CARE.

## **HOMEWORK**

Students should come prepared and are encouraged by the director and EC staff to study and attempt to finish as much of their homework as possible at school. Students will sign up to use a computer based on availability. Although EC staff is available to help and supervise, it is the student's responsibility to use this time effectively. Students should come prepared and will not be permitted to return to their classroom.

## **PICK-UP AND SIGN-OUT/LATE FEE**

The sign-out student roster is located in the main lobby. Before you leave each day with your child, please sign out the time of day and initial the roster across from your child's name. We close at 6:00 p.m. There will be a late charge of \$1.00 per family for each minute past 6:00 p.m. that your child is not picked up. Children will not be released to anyone except the parent or person authorized to pick up the child. There is a place provided for students on contract and on the emergency contact form to add authorized individuals for pick-up. Please notify the director in writing, e-mail, phone or fax if a person other than a parent will be picking up your child. Please call 615-294-7873 to notify us if you will be late and ETA. (estimated time of arrival.)

## **CONTRACT FEES:**

- Full time \$ 100 a week (5 days at \$20/day)
- 1, 2, 3 or 4 days a week \$ 20 per day(s) selected

EC fees will be billed to families with students on contract. You may bring or mail any EC payment to Overbrook School or pay by credit card at the EC desk in the main lobby of the school when you pick up your child.

## **DROP IN FEES:**

Please notify us whenever possible so that we can expect your child-ren. Payment is due at the time of pick up. We suggest you maintain a credit balance which can be deducted as you use the services.. Students who are not picked up by 3:15 p.m. will be brought to EC and drop in fees will apply. First hour: \$10; Second-third hour \$10 for a total of \$20.

## **CONTRACT STUDENTS/END OF YEAR RECORD FOR TAX RETURN**

Parents of students on contract should request a record of payments from the business office to help facilitate your tax return for child care.

**Late Fee:**

\$1.00 per minute after 6:00 p.m.

**DROP IN SERVICES—END OF YEAR TAX RETURN**

It is advised that parents using drop in services keep their individual records for tax purposes. However, if you find you require documentation, notify the EC director, in advance, to provide this information.

**HOURS**

- Full Days                    3:00 p.m.— 6:00 p.m.
- 1st Half Day                11:00—3:00 p.m.

**PLEASE BRING LUNCH FROM HOME ON HALF DAYS**

**ExtendedCARE CLOSINGS:**

- Closed on all non-school days
- Closed Holy Days
- Closed faculty in-service days
- Closed snow days

**Special ExtendedCARE Dates\*:**

- Advent Family Mass (until 5:30 p.m.)
- Start of Christmas break (half day/no afternoon care)
- Musical (until 5:30 p.m.)
- Grandparents' Day (dismissal after program/no afternoon care)
- Field Day (no afternoon care)
- May Procession (until 5:30 p.m.)
- Graduation (until 5:00 p.m.)
- Last Day of School Year (half day/no afternoon care)

**Please refer to the website monthly calendar @ [overbrook.edu](http://overbrook.edu) for any changes to the schedule.**

## **DISCIPLINE**

Expectations regarding behavior are the same as those adhered to throughout the school day. Please review the parent handbook on the Overbrook website for details at [www.overbrook.edu](http://www.overbrook.edu).

## **HEALTH**

The ExtendedCARE program follows Overbrook's policies regarding sick children. If a child has had a high temperature, it should be normal for a full 24 hour period before the child returns to school. Children with fevers should not come to EC. Children with temperatures of 100+ degrees should be picked up as soon as possible. We cannot give medication to reduce fever.

## **DEPARTMENT OF EDUCATION**

Overbrook falls under guidelines of the Department of Education of rules required from the department's *Standards for School Age Child Care* @ [www.tn.gov/education/topic/school-based-support-centers](http://www.tn.gov/education/topic/school-based-support-centers)

## **FAITH/PHILOSOPHY**

As you pass through the doors of Overbrook School, there is a special "spirit" that is immediately felt – a sensation that is captured in the smiling faces and inquisitive minds of our students. Its essence is in the unswerving commitment our faculty and staff has to the development of the total child in a Catholic/Christian environment.

Overbrook's ExtendedCARE program maintains the environment that our children receive during the course of the school day. A child's faith life is at the heart of our program. EC provides an environment that fosters the spiritual, social, emotional, physical and intellectual development of each child enrolled in the program. A positive self-image is nurtured so that each child appreciates the unique person that God created. In appealing to the child's natural sense of wonder, joy, and innocence, the EC program strives to create a Christ-centered atmosphere that is family oriented. It is our prayer that this special climate will be a happy, warm, peaceful home away from home.

