



ExtendedCARE
1st through 8th grade
2017-2018

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.

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 ExtendedCARE. 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* @ <https://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. ExtendedCARE 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 ExtendedCARE 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.

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 ExtendedCARE Director, in advance, to provide this information. We keep duplicate receipts of all cash payments and a record of any transactions on credit cards. Your check is your receipt. Payment by check or credit card is preferred.

HOURS

* Half Day Noon—3 p.m. (August 16)
Full Day Dismissal—6 p.m. (August 17)

*PLEASE BRING LUNCH FROM HOME ON HALF DAYS

ExtendedCARE CLOSINGS:

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

Additional closings

ExtendedCARE (EC) not offered on these days or afternoons:

Labor Day (September 4)
Fall Break (Oct 11-13)
Parent Conference (Oct. 25)
Faculty/Staff Retreat (November 1)
Thanksgiving Holidays (Wednesday, Thursday & Friday) (Nov. 22-24)
Advent Family Mass (until 5:30 p.m.) (Dec. 18)
Start of Christmas break (half day)(Dec. 19) (11 a.m. dismissal)
Christmas Break (Dec. 19– Jan 2)
Martin Luther King, Jr. Day (Jan. 15)
Winter Break (Feb 16, 19)
Spring Break (March 12-16)
Easter Break (half day on Holy Thursday, Good Friday (March 29-30; Apr 2) and Easter Monday)
Musical (until 5:30 p.m.) (April 19)
Grandparents' Day (11 a.m. dismissal) (April 20)
May Procession (until 5:30 p.m.) (May 3)
Field Day (May 4) Rain Date (May 8)
Graduation (until 5:30 p.m.) (May 22)
Last Day of School Year (half day) (May 25)

Please refer to the website monthly calendar @ www.overbrook.edu for any changes to the schedule.

The ExtendedCARE (EC) Program is an extension of the spiritual love and quality of education that Overbrook School offers your children. Since this program is an extension of Overbrook, our mission and philosophy are the same.

The program's main purpose is to provide you with a Catholic/Christian atmosphere for your children in the after school hours. We will have a happy, safe and fun-filled program providing a loving peaceful home away from home after school. A snack will be provided immediately after dismissal. The students will have an opportunity to have quiet time for homework, play outdoors, or play board games. They may sign in and check out, as needed, to participate in a wide range of after school activities. The program is very flexible to serve the needs of each student. The students will learn the value of being respectful to one another and understanding of each other's needs.

Our dedicated staff will continue to work together toward the common goal of keeping your children happy and healthy until you meet again at the end of the day.

We are pleased to inform you that we have maintained the current rates for several years and there will be no increase for the 2017-2018 school year.

We are grateful for your support and look forward to welcoming your children to our program for the 2017-2018 school year.

Sincerely,

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

ExtendedCARE Policies & Procedures 2017-2018

GENERAL INFORMATION

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

- A snack is provided each day (full and half day)
- Overbrook reserves the right to close EC at its discretion due to any emergency.

HALF DAY INFORMATION

The dining hall will not be open on half days. Your child must bring lunch from home. You may be charged an additional fee if your child does not have lunch from home on half days. Nothing is provided from the dining hall. This is a matter of finding something suitable that your child can eat and snack type food might be the only alternative, as on any day, we will be serving snack.

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 staff will contact the parent 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. Staff is trained in CPR/ First Aid. Emergency contact forms must be current. Please notify hessh@overbrook.edu to update.

DAILY ENVIRONMENT/INDOOR AND OUTDOOR PLAY

One EC activity will be to go outside to 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 will be used on days when the weather is bad if it is not being used for other after school activities. We ask that students please leave Xboxes, hand held games, iphones, iPads and any other electronic devices at home. Children should bring a water bottle to fill and take outside to keep from getting dehydrated.

AFTER SCHOOL PROGRAMS (Non-Athletic and Athletic)

A wider range of activities is available for the children in the athletic and non-athletic after school programs. The non-athletic programs are offered most weekdays. We offer Chess Club, (1-8), Chinese (1-8), Jr. Legion of Mary (K-8), LEGO® Bricks4Kids Robotics (K-4), FLL – First LEGO® League/Robotics (4-8), Drama Club (4-8), Forensics/Speech (5-8), Jr. High Student Voice (student newspaper), EV3/Programming/Robotics (4-8). SCA Music Lessons are offered in cello, guitar, piano, trumpet, Suzuki violin (beginner—advanced) and voice. Group lessons are offered in guitar and group. If you have questions about this program, you may contact, Ellen Fernandez, Director of Non-Athletic After School Program at ext.3257. Overbrook also has an extensive sports program including basketball, soccer, volleyball, tennis, golf, football and cross country. The Athletic Director, Coach Simpson, is the contact for the athletic program.

HOMEWORK

Because we have a wide age range in EC, homework needs vary. Grades 1-3 homework can be done in a casual setting with friends and occasional help from an EC worker. Grades 4-8 has a designated room where they may study. Students are encouraged by the Director and staff to study to finish as much of their homework as possible. Although EC staff is available to help and supervise, it is the student's responsibility to use this time effectively.

PICK-UP AND SIGN-OUT/LATE FEE

The sign-out area will be 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. Late pick-up is inconvenient for everyone. 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 to add authorized individuals for pick-up. Others, please notify the Director in writing, e-mail, FAX, or phone if a person other than the parent(s) will be picking up your child. **Please call at 615-294-7873 to notify us that you are running late.**

STUDENTS ON CONTRACT (monthly billing will be mailed from business office)

Full time	\$ 75.00 a week
1, 2, 3 or 4 days a week	\$ 15.00 per day/s selected

You save \$5 a day (only if your child stays after 4:30 p.m.) when on contract.

CONTRACT BILLING

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. You are responsible for checking your child's attendance/absence from EC.

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.

DROP-IN SERVICES & FEES/PAY AS YOU USE SERVICES/NO BILLING

Please notify the Director of EC to use this service.

Payment is due at the time of pick-up. You may pay a credit in any amount by cash, check or credit card. EC drop-in fees will be deducted as you use services. Students who are not picked up prior to the 3:15 p.m. will be brought to EC and drop-in fees will apply. All non-contracted students pay as services are used. We do not bill for drop-in fees since you must pay each time.

2:50 – 3:30 p.m.	\$ 5.00
Until 4:00 p.m.	\$ 10.00
Until 4:30 p.m.	\$ 15.00
4:30 – 6:00 p.m.	\$ 20.00

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