



# SAINT JOSEPH SCHOOL

founded - 1963

## AFTER SCHOOL CARE PROGRAM

Dear After Care Families,

We are really looking forward to the opportunity to take care of your children. Thank you for choosing Saint Joseph School After Care and trusting us to provide a safe and fun environment for your child. We are committed to taking all necessary means to provide a safe, clean, friendly and welcoming environment for your child. We want to make this experience as comfortable and as stress-free as possible. We are happy to hear any suggestions you may have.

### Contact Information

(2:45-6:00 pm) After Care phone number: **865-388-8311**

(7:45 am-2:45 pm) Saint Joseph School phone number: 865-689-3424

Robyn Wilson email: [rwilson@sjsknox.org](mailto:rwilson@sjsknox.org)

### After Care Staff

Director: Robyn Wilson

Natalie Christof, Sarabeth Bentley, Hannah Ingle, Emily Wilson, and Grace Wilson

### Daily Schedule

	3:00-3:15	3:15-3:30	3:30-4:00	4:00-4:30	4:30-5:00	5:00-6:00
PreK-K	Arrival: Restroom Wash Hands Store belongings in designated areas	Inside or Outside Playtime	Snack	Outside	Inside Playtime	Inside Playtime
1st-2 <sup>nd</sup>						
3rd-5th				Study Hall; Inside Playtime	Outside	
6th-8th						

\*Outside time will be weather permitting and as often as we can.

\*Students not picked up from dismissal by 3:25 will go to After Care.

\*We are happy for snack suggestions.

### **After Care New location**

- After Care's new location will be in the Old Gymnasium.

### **After Care Social Distancing Strategies**

- PreK and Kindergarten will have their own designated area in the Old Gym, a separate outside play area, a separate storage area for backpacks, and a separate snack area.
- We will have several open large areas to help social distance 1<sup>st</sup> through 8<sup>th</sup> grade students. We will have a snack area, study hall area, open game area, reading area, craft area, outside area, and first aid clinic area.
- Students will need to wear a face mask while inside.
- Students will NOT be required to wear mask outside or during snack time (while seated and properly spaced).

### **Aftercare Cleaning and Disinfecting**

- All toys will be bagged after use, washed, rinsed, and sanitized and returned following day. Students will be asked to play with toys individually.
- All books will be dropped in drop box after use and not returned for 72 hours.
- All surfaces will be disinfected prior to arrival and after all students are picked up.
- All snacks and drinks will be individually packaged. Students may bring their own water bottles.
- Frequent handwashing and sanitizing will be enforced.
- Each After Care student will be provided with box of markers, crayons, pencils, and etc. This box will be labeled with student names and will not be shared with other students.
- When playing volleyball, basketball, etc. – Children will sanitize hands before and after. This will be followed up with washing hands once inside.

### **Aftercare Drop-off and Pick-up Procedures**

- At dismissal, children will be sent to After Care in the Old Gym.
- We have installed a new video intercom/remote door lock at the Old Gym Foyer entrance (same as at main school entrance).
- When you arrive for pick-up, please ring buzzer, wait for door to be unlocked, then please wait in the foyer for us to bring your child to you. Please remember, you must wear mask when entering Saint Joseph School. All students must be signed out.
- Individuals not listed on pick up list will not be allowed to pick up students without written consent from parent or guardian.
- In the event that you arrive during outside times, you can walk around the Old Gym along the soccer field to the back gate of the playground area to pick up your child or call the After Care phone number.
- Please make sure to pick your child up by 6:00 pm to avoid late charges.

### **Aftercare Screening Procedures upon Arrival**

- Student's temperature will be checked upon arrival, and in the event of presenting symptoms.
- After Care will have our own first aid and isolation area in the event a student presents multiple COVID-19 symptoms. Parents will be contacted immediately.
- All SJS Health and Re-entry policies apply to After Care.

# SAINT JOSEPH SCHOOL AFTER CARE REGISTRATION

Child's Information			
Full Name of Child(ren)	Grade	DOB	Please list all allergies

Parent/Guardian Information			
Mother's Name		Phone	
Email			
Father's Name		Phone	
Email			
Emergency Contact Information			
Non-Parental Contact Name #1		Phone	
Non-Parental Contact Name #2		Phone	

Pick-up Authorization			
Please list the name(s) and phone number(s) of every person who is authorized to pick up child(ren) from After Care. The student(s) will not be released to anyone not on the list. Please indicate the order in which these people should be contacted.			
Name		Phone	
Name		Phone	
Name		Phone	
Name		Phone	
Name		Phone	

Enrollment Options	
(Please check best option – billing through FACTS)	
<input type="checkbox"/>	Full Time (all week) \$160.00 monthly for one child, \$250 monthly for 2 children, \$300 for 3 or more
<input type="checkbox"/>	Part Time (3 days a week) \$135 monthly for one child, \$220 monthly for 2 children, \$260 3 or more
<input type="checkbox"/>	Drop In Daily Drop off \$15.00, half price if picked up by 4:00
<input type="checkbox"/>	Early days Early dismissal daily rate: \$20.00, half price if picked up by 2:00

I have received and read a copy of the TN Department of Education's Standards for School-administered Child Care Summary ( <a href="#">CLICK HERE</a> )	
Printed Name	
Signature	
Date	