



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	After Care Staff
(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	Director: Robyn Wilson Vickie Ault, Sarabeth Bentley, Natalie Christof, Owen Dougharty, Sam Sporsen, Emily 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	Inside or Outside Playtime	Snack	Outside	Inside Playtime	Inside Playtime
1 st -2 nd	Wash Hands				Study Hall; Inside Playtime	
3 rd -5 th	Store belongings in designated areas			Outside		
6 th -8 th						

*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.

Aftercare Drop-off and Pick-up Procedures

- At dismissal, children will be sent to After Care in the Old Gym.
- We have a 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. 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.

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 (CLICK HERE)	
Printed Name	
Signature	
Date	