

**Oak Ridge Schools**

**Extended Child Care**

*\*Policies and Procedures\**

A supervised before and after school program for preschool, elementary, and middle school children.

## Table of Contents

<u>Policy</u>	<u>Page</u>
Mission Statement.....	1
Organization Chart.....	1
Hours of Operation.....	2
Extreme Weather And Emergency Policies.....	2
Student/Teacher Ratio.....	2
Arrival and Pick Up.....	3
Child Illness Policy.....	4
Behavior and Classroom Management.....	4
Middle School Students.....	5
Summer Camp.....	6
Fee Policies & Procedures.....	7
Fee Schedule.....	8
Contact Information.....	9

Mission of Oak Ridge Schools Extended  
Child Care

*Build Self Esteem within Individuals*

*Develop Leadership Skills*

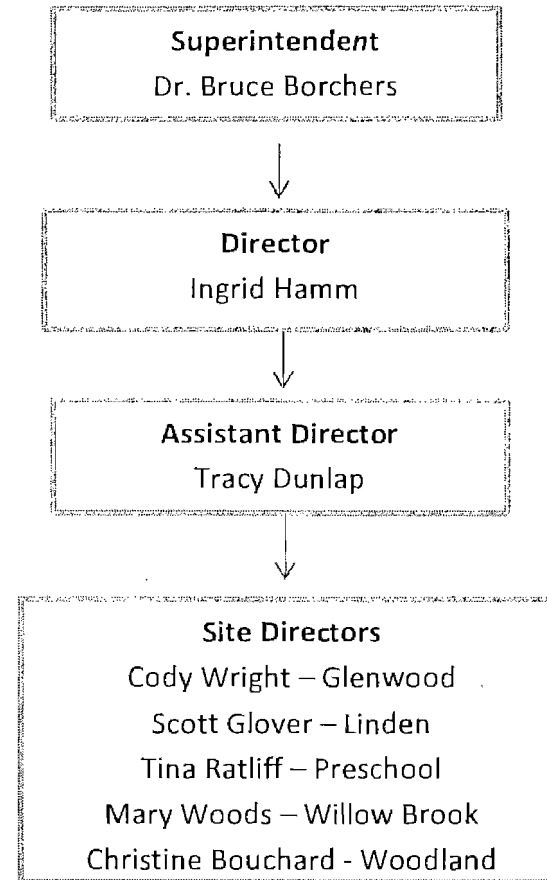
*Build a Great Appreciation of Cultural and Individual Differences*

*Help Children to Have Fun*

**Our objectives are:**

1. *Provide a comprehensive child care program with the commitment to help children develop physical and social skills, and emotional well-being.*
2. *Be sensitive to the special needs of families.*
3. *Develop a safe and comfortable environment that allows each child to develop confidence, self-discipline and a positive self-image.*
4. *Increase each child's awareness of his or her potential.*
5. *Provide not only direct supervision of the children, but productive use of their time.*
6. *Serve as an advocate for each child's right to a healthy, happy childhood.*

Organization Chart for Extended Child Care





## Hours of Operation

- ⊙ During the school year, Elementary and Preschool ECC provides services from 6:30 am until the students go to class. Children remain under school supervision until they arrive at the end of their school day. ECC is open until 6:00 pm exactly (If weather or conditions become hazardous, you will be called to pick your child up early).
- ⊙ During holidays and breaks, Extended Child Care is open all day from 6:30 am until 6:00 pm. We are unable to provide care before or after the times stated in our policies and procedures.

### Late Fees

If there is a time in which your child is not picked up by 6:00 pm, a late fee of \$1.00 per minute will be accrued per child. This late fee must be paid within 24 hours. Three incidents of late pick-up will result in having to make other arrangements for child care.

### Special Breaks and Closings

ECC will be open for most breaks such as Winter Break and Spring Break. There are other days in which we will be closed. Please note the following days: *Labor Day, Election Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King, Jr. Day, Good Friday and July 4<sup>th</sup>.*

ECC will be closed before school starts to allow for time for Fall (School Year) registration. Registration will be Monday and Tuesday at the respective ECC sites from 7:30 am till 12:30 pm.



## Extreme Weather & Emergency Procedures

- \* If school is closed for the day, ECC will also be closed for the day.
- \* If school closes during the day, ECC will NOT be open to receive children. ECC will be closed as well.
- \* If bad weather commences while your child is at ECC, please be aware that you will be called to pick up your children. ECC will close as soon as possible to ensure everyone's safety.
- \* If there is a one or two hour delay for school, ECC will not be open for the morning. Afternoon ECC will still be open but not the morning.
- \* If inclement weather occurs during one of the breaks, please call the ECC main office phones for a message. If weather worsens during the day while your child is attending ECC, we will close as soon as possible to ensure everyone's safety.
- \* You may tune in to local TV or radio stations for updates on school delays and closings. Also, be prepared for an ALERT NOW call from the Oak Ridge School System regarding weather conditions and closings. Please call your site's telephone number for a recorded message regarding closings or delays.

### Student/Teacher Ratio

Extended Child Care is regulated by the State of Tennessee Department of Education. Our policies set forth by the State of Tennessee regulate 1 staff per 20 children from school age to 12 years old. For Preschool children, it is a 1 to 13 ratio of 3 to 5 year olds. Our policy is a 1 to 15 for school age children and a 1 to 10 ratio for Preschool.



## *Policies and Procedures for Arrival and Pick-up*

The State of Tennessee Department of Education and Oak Ridge School System policies state that all children must be accounted for and supervised from school until they are signed into Extended Child Care. Proper guidelines, policies and procedures will be followed while your child attends ECC.

### Extended Child Care Arrival and Pick-up Procedures:

*Children will not be released to anyone other than the parents or authorized persons as stated on the ECC application. Please note that any individuals not known to staff coming to pick your child up will have to present a picture ID in order to remove your child from the program. The person authorized to sign your child out must be at least 18 years of age.*

### Drop In Care

- ↳ Extended Child Care does not provide care for students that do not attend regularly. Your child must be signed up and attend on a regular basis. ECC strives to provide a constant routine and comfortable environment for our students. To provide quality care within our state regulations in regards to staffing, we must have an established number of students expected every day. Most sites have a waiting list and are full to capacity and cannot accommodate any more students within safety limitations. ECC does not accept children that attend sporadically during the school year or during summer. Also, children will not be allowed to attend breaks when school is out (Winter Break, Spring Break, etc.) unless they are already signed up and attend regularly.

### Preschool Students:

- ↳ Morning Preschool ECC is located at the School Administration Building/Preschool. Parents must come into the building daily to sign their child in (time and signature) before they are left at ECC. The afternoon Preschool students are transported by bus to the Preschool ECC site at Oak Ridge High School. Children must be signed out when they are picked up at the end of the day.

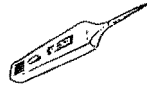
### Elementary Students:

- ↳ Parents must come into the building daily to sign their child in (time and signature) before they are left at ECC. Children must be signed out when they are picked up at the end of the day. Children are not allowed to walk home from Extended Child Care.

### Middle School Students:

- ↳ Middle school students do not attend morning ECC. All Middle school students must ride the bus from their school to the designated ECC site they attend. Children are not allowed to walk from their school to the ECC site. If a parent drops their child off at afternoon ECC, the parents must come into the building to sign their child in (time and signature) before they are left at ECC. Children must be signed out when they are picked up at the end of the day. Children are not allowed to walk home from Extended Child Care.

## Child Illness Policy



Children who are ill may not attend Extended Child Care. This includes fever (99° or higher), vomiting, diarrhea, or any other contagious illness (ex. Chicken pox, impetigo, strep throat, etc.). Oak Ridge Schools Health Policy is followed in ECC. If a child feels ill while they are ECC, their temperature will be taken orally or under the arm. If the child has a fever, vomiting or diarrhea, the parent will be called to pick the child up. Children may attend ECC while under treatment for certain illnesses after the fever has been gone for 24 hours. If your child is too ill to attend school, they may not attend ECC.

For cases of lice, children may attend if the child still has nits without live crawlers.

If a child needs to take medication while at ECC, parents must fill out and return a medical form with doctor's signature. No medications can be dispensed at ECC without a medical form on file at Extended Child Care. Medication must be in proper bottle/box with prescription label stating child's name and dosage.



## Behavior and Classroom Management Policy

The staff at Extended Child Care are committed to using positive reinforcement. If there is a behavioral problem with your child, the staff and/or site director will deal appropriately with the infraction. If there is a serious or reoccurring issue, a disciplinary form (or write-up) will be issued. The form will state the incident and details concerning the incident. Upon reading and signing the form, you will receive a copy. Depending on the incident, the parent may be called to pick the child up. If you are called to pick your child up a second time, a meeting with the directors of the program will be scheduled. Three write-ups will result in the parent being called to pick the child up.

The Extended Child Care program adheres to the policies set forth by the Oak Ridge School System.

## Behaviors

Any physical violence will result in a three day suspension from the program. Fighting and bullying will not be tolerated.

If a child's behavior is so disruptive that it poses harm to himself/herself, other children or staff, enrollment may be denied.

Other types of misbehaviors: inappropriate language, theft, vandalism, threatening (bomb, violence), possession of unauthorized medications/substances, trespassing, inappropriate sexual conduct, ethnic harassment, false accusations regarding a staff person.

If a child is suspended from school, they will not be allowed to attend Extended Child Care. If a child is suspended from ECC, the child must still attend school.

If a child's needs require provisions or services such as one on one supervision or medical services that are deemed to be an undue burden, for the safety of that child or the other's in the program, other child care arrangements may be encouraged.

## Prohibited Items

No weapons of any kind are to be brought to school. This includes: real/toy guns, real/toy knives, throwing stars, real/toy swords, handcuffs, spikes, or any item that could possibly be considered a weapon

## Dress Code

Children need to dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety. Children will be doing several different activities during their stay in ECC. We will go outside (weather permitting), go to the gym, play and have various

activities inside. Please refer to the Oak Ridge Schools Disciplinary Code handbook for detailed information regarding dress code. If it isn't allowed in school, it isn't allowed in ECC.

### Electronic Devices

Electronic devices are not allowed to be brought to school. They are also not allowed in ECC. We will allow children to bring handheld games during breaks only. Games must be age appropriate (No rated M games). Children will not be allowed to get on the internet via handheld games. Cell phones are not allowed at ECC.

### Liability of Possessions

Extended Child Care will not be held responsible for any personal items the children bring to school or ECC. Please label ALL items your child brings with their name.



## *Policies and Procedures for Jefferson Middle School and Robertsville Middle School Students Attending Afternoon Extended Child Care*

Extended Child Care will provide after-school care for children up to the age of 12 that attend RMS or JMS. After their 12<sup>th</sup> birthday, your child will no longer be able to attend ECC.

All Middle school students must ride the bus from their school to the designated ECC site they attend. If your child attends RMS, your ECC will go to Willow Brook ECC. If your child attends

JMS, your child will go to Glenwood ECC. All children being transported to ECC need to ride the same bus.

Children are not allowed to walk from their school to the ECC site. If a parent drops their child off at afternoon ECC, the parents must come into the building to sign their child in (time and signature) before they are left at ECC. Children must be signed out when they are picked up at the end of the day. Children will not be allowed to walk home from Extended Child Care.

All middle school students attending ECC will need to be present on site at least one day a week in order to keep your child enrolled in the program. We cannot accept drop-ins.

Children must report directly to ECC. Students will not be allowed to visit teachers or go to other classrooms in the school.

Middle school students will be leaders and role models. Middle school students will be allowed to participate in older-group related crafts and activities. With a heavier school workload, all children are allowed homework time every day.

### Behavior and Classroom Management for Middle School Students

Middle schools students are making a transformation from being children to becoming young adults. Extended Child Care is thankful to be a part of the process. These young adults are essential role models for the younger children in our program. The staff at Extended Child Care is committed to using positive reinforcement. At the beginning of each school year, middle school students and their parents will need to read and sign this information sheet. It is an agreement that the students understand the expectations set forth and will demonstrate positive attitude, effective decision-making, and responsible citizenship. If there is a behavioral problem with your child, the staff and/or site director will deal appropriately with the infraction. If there is a serious or reoccurring issue, a disciplinary form (or write-up) will be issued. The form will state the incident and details concerning the incident. Upon reading and signing the form,

you will receive a copy. Depending on the incident, the parent may be called to pick the child up. If you are called to pick your child up a second time, a meeting with the directors of the program will be scheduled. Middle school principals have no jurisdiction at ECC because we are located at the elementary schools. Behavior and Classroom Management Policies and Procedures are defined in the Extended Child Care Policy Manual. The Extended Child Care program adheres to the policies set forth by the Oak Ridge School System.

- Any physical violence will result in a three day suspension from the program. Fighting and bullying will not be tolerated.
- If a child's behavior is so disruptive that it poses harm to himself/herself, other children or staff, enrollment may be denied.
- Other types of misbehaviors that will result in disciplinary action: inappropriate language, theft, vandalism, threatening (bomb, violence, bullying), possession of unauthorized medications/substances, trespassing, inappropriate sexual conduct, ethnic harassment, false accusations regarding a staff person.

If a child is suspended from school, they will not be allowed to attend Extended Child Care. If a child is suspended from ECC, the child must still attend school.

## Summer Camp



- **Schedule:** ECC is open from 6:30 am till 6:00 pm. All children need to be present by 9:00 am. If your child arrives after 9:00 am, your child will not be able to attend ECC that day. For field trip days, your child must be at the site by 8:00am wearing their ECC issued t-shirt. If your child arrives after 8:00am, they will not be able to attend the field trip. They may

however be signed in after the other students and staff return back on site.

- **Lunches/Snacks:** Please have your child at ECC before 8:30 am to be able to be included in the count for lunch. If your child does not arrive by that time, you will need to provide a lunch for them. If you miss a field trip and will be bringing your child after the other students and staff arrive back on site, you will need to provide a lunch for your child. Lunch and snack menus will be available for you. If you do not wish for your child to be served lunch on a particular day, you may send something from home. If you choose to do so, please do NOT send anything that will require heating in a microwave. Lunches can be refrigerated if needed. Lunches sent from home on field trip days will need to be packed in a paper bag with your child's name on it. Children may bring an extra snack to eat if they wish. ECC will provide a snack and drink every day.
- **Activity Locations:** ECC will be combined and located at one school. There will be the Group 1 room, Group 2 room and Game room. We have several areas in which we may be located during the day. Please take note that ECC may be at another location of the school when you arrive (playground, café, gym, etc). There will be notes posted as to our location.
- **Medications/Illness:** Children are not allowed to carry their own medications. All medications will be in a locked box. ECC cannot administer any type of medication without a medical form filled out by a doctor. This includes over-the-counter medicine if taken for an extended period of time (Tylenol, cough drops, nasal spray, etc.). Children who are ill may not attend ECC. Illnesses include fever, vomiting, diarrhea, or have contagious disease (chicken pox, impetigo, etc). Oak Ridge Schools Health policy is followed in ECC. If a child feels ill during ECC, their temperature will be taken orally or under the arm. If said child has a fever of 99 degrees or higher or has vomiting or diarrhea, the



parent will be called to pick up the child and cannot return until the after the fever, vomiting, diarrhea, etc has been gone for 24 hours.

🌀 **Personal Belongings:** Children are allowed to bring their own toys and games with parent's permission. Please make sure you write your child's name on all their belongings. Handheld games are allowed but children will not be allowed to bring games that are rated M. Children are not allowed to share games or trade games with other children. There will be a specific time in which children will be allowed to play with their toys and games. Jackets and lunch boxes need to be labeled with your child's name as well. ECC will not be held responsible for missing or damaged items.

🌀 **Activities and Crafts:** Children will be doing a lot of exciting crafts, activities and projects this summer. Please take your child's crafts and projects home every Friday. Please make sure that you retrieve all your child's belongings (jackets, lunch boxes, towels, toys, etc.) on Fridays as well. Any belongings left for a long period of time without a name will go to lost and found.

🌀 **Behavior Policy:** The behavior policy will be the same as during the school year. Positive and attentive behavior is encouraged on field trips. Any child not adhering to summer or field trip policies will be subject to disciplinary action. We want all children to feel safe and happy while they play, learn and explore.

🌀 **Dress Code:** Please have your child wear summer-friendly clothing. We will be playing outside at designated times. Flip-flops will not be allowed. If your child wears a skirt, please have them wear shorts underneath. Children will be required to wear their ECC t-shirt for all field trips.

🌀 **Activity Fee:** The summer activity fee is non-refundable. It is used to purchase supplies and pay for field trips. All activities and crafts are pre-planned, purchased and prepared long beforehand. Also, some of our field trip locations require a deposit so no refunds will be given for field trips that children do not attend.

🌀 **Fees/Vacation Policy:** The policy states that ECC accepts full time enrollment only for summer. ALL fees must be prepaid during the summer. If you haven't made a payment in 1 week, your child will not be allowed to return until your balance is up to date and prepayment has been made. We will allow children to take two weeks for vacation during the summer without penalty of being charged for those weeks.

This policy does not mean that ECC will give two weeks of child care for free. If your child attends ECC, you will be charged. This policy simply means that you will not be charged for two weeks if your child does not attend. The policy states that if you sign up for certain weeks in the summer and your child does not attend, your account will be charged.

## Fee Policies and Procedures



Most parents are extremely prompt in making payments for child care. All expenses for ECC are taken from monies paid by parents. We do not receive any other type of financial assistance from the city or school system. We must pay our staff and pay for snack and supplies. It is absolutely essential that we remain fiscally responsible in order to provide quality child care for your children while keeping your child care costs down.

## Extended Child Care Fee Schedule

<b>Weekly and Daily Rates During the School Year Preschool Student Rate</b>		
	<b>Weekly</b>	<b>Daily</b>
Morning	\$35.00	\$10.00
Afternoon	\$55.00	\$15.00
Morning & Afternoon	\$60.00	\$20.00

<b>Weekly and Daily Rates During the School Year Elementary School Student Rate</b>		
	<b>Weekly</b>	<b>Daily</b>
Morning	\$35.00	\$10.00
Afternoon	\$50.00	\$15.00
Morning & Afternoon	\$55.00	\$20.00

<b>Weekly and Daily Rates During the School Year Middle School Student Rate</b>		
	<b>Weekly</b>	<b>Daily</b>
Afternoon/Weekly	\$55.00	\$20.00

<b>Weekly and Daily Rates Holiday and Summer Preschool, Elementary and Middle School Student Rate</b>		
	<b>Weekly</b>	<b>Daily</b>
All day care	\$87.00	\$25.00

<b>Wednesday Only Attendance</b>	
Per Afternoon	\$20.00

<b>Activity Fee</b>	
School Year	\$45.00
Summer	TBD

### Fees Regarding Daily/Weekly Determination

The policy set forth by the Administration of Extended Child Care states one or two (1 or 2) days constitutes a daily rate. Three (3) or more days constitutes a weekly rate. Extended Child Care does not provide hourly rates.

Extended Child Care fees may be paid several ways. We accept cash, check, money orders and state funded assistances.

ECC policy states that fees are to be prepaid. Your child care fees need to be paid no later than Friday of the upcoming week. If you haven't made a payment in 1 week, your child will not be allowed to return until your balance is up to date and prepayment has been made. If you accrue one week of non-payment, your child will be sent to the school office for parent pick up. Most of our sites have a waiting list; therefore if your child is removed from the program, you could lose your child's spot. It is important that these fees are paid on time.

### Returned Check Fees:

Any time a check is returned to us stating insufficient funds, you will be required to pay the amount of the check plus the \$40.00 returned check fee in cash within five days or your child will not be permitted to attend until paid in full. If a *second* returned check occurs, all future payments of child care fees will need to be paid in cash as well for the remainder of the year.



### Important Contact Information

Main ECC Office:	
Ingrid Hamm ~ 425-9145 Email: <a href="mailto:ihamm@ortn.edu">ihamm@ortn.edu</a>	Tracy Dunlap ~ 425-9007 Email: <a href="mailto:taglover@ortn.edu">taglover@ortn.edu</a>

Glenwood
Cody Wright ~ 425-9404    Email: <a href="mailto:clwright@ortn.edu">clwright@ortn.edu</a>

Linden
Scott Glover ~ 425-5704    Email: <a href="mailto:skglover@ortn.edu">skglover@ortn.edu</a>

Preschool
Tina Ratliff ~ 425-9144    Email: <a href="mailto:tratliff@ortn.edu">tratliff@ortn.edu</a>

Willow Brook
Mary Woods ~ 425-3204    Email: <a href="mailto:mwoods@ortn.edu">mwoods@ortn.edu</a>

Woodland
Christine Bouchard ~ 425-9504    Email: <a href="mailto:cebouchard@ortn.edu">cebouchard@ortn.edu</a>

Oak Ridge Schools Website: [www.ortn.edu](http://www.ortn.edu)

Click on the *EXTENDED CHILD CARE* link for any information regarding your child's ECC site