

ESKIDZONE EXTENDED CARE PROGRAM HANDBOOK

ESKidZone Extended Care Program is licensed by the Tennessee Department of Education and is offered exclusively to all students enrolled at The Episcopal School of Knoxville. Upon registering for Extended Care, you will receive a copy of the “Summary of Child Care Approval Requirements.” Child care regulations and protective service regulations require that the Director or any of our employees must report any suspicion of child abuse or neglect to the local child protective services agency. ESKidZone staff receives periodic training in the recognition of child abuse and neglect. In order to comply with the DOE policies, each child is required to have the following documents completed, signed and on file before he or she is permitted to attend ESKidZone.

- ESKidZone registration form
- Summary of Child Care Approval Requirements signature page
- Program Handbook signature page

Program Goals:

The ESKidZone Extended Care Program strives to provide a positive nurturing environment that fosters and promotes social, emotional, physical, and creative skills by offering a variety of indoor and outdoor recreation and leisure activities, as well as encourage academic skills through homework assistance.

Program Components:

KidZone Morning Care is available from 7:00am-7:40am Monday through Friday. Students are offered a light breakfast and may spend that time reading, playing games or completing homework.

KidZone Afterschool Care is available Monday-Friday from 3:00pm-6:00pm for Lower School and 3:30pm-6:00pm for Middle School. Students are offered a healthy snack. Afterschool care is not available on early dismissal days, Inservice days, or holidays. Refer to the school calendar as the dates may change.

KidZone Carpool Café serves to bridge the gap between Lower School dismissal and Middle School dismissal. Lower School students with Middle School siblings can attend Carpool Café from 3:00-3:30 at no charge. Students may spend that time working on their homework or playing games. At 3:30 a KidZone staff member will escort Lower School students to Middle School carpool for pick up. If your student has not been picked up by 3:45, he/she will be taken to Aftercare and assessed fees beginning at 3:00. Please contact the Director if you are running late.

KidZone Enrichment classes are an ongoing component of the KidZone Afterschool Care Program. A variety of fun and educational classes are offered in two different sessions throughout the year. Program descriptions, fees and registration forms will be sent home in a separate packet for each session. The Aftercare room will serve as the hub for all Enrichment classes where the students will receive a snack. Students will be escorted by a KidZone staff member to their class. All parents must come to the Sign In/Out station located in the Aftercare room to check out their student. For the safety of the children, there is no exception to this policy. Failure to comply with this policy will result in a fee of \$20. ***ENRICHMENT CLASSES WILL BE POSTPONED UNTIL WE HAVE REACHED PHASE 4 IN OUR COVID -19 REOPENING.**

Program Fees:

Morning Care:

Prepaid Yearly (full time) \$1,200 per student

Prepaid Yearly (part time JK3, 3 days per week \$720 per student

Daily \$10 per day (reservation required)

Afterschool Care:

Prepaid Yearly (full time) \$3000 per student

Prepaid Yearly (part time JK3, 3 days) \$1800 per student

Hourly \$10 per hour per student billed every 15 minutes (reservation required)

ESKidZone Afterschool Care ends at 6:00 pm each school day. A late fee of \$2.00 per minute will be assessed beginning at 6:05. After 3 late pickups, late charges will increase to \$5.00 per minute and will be assessed beginning at 6:00.

Carpool Café:

No charge

Program Policies:

Safety:

For the safety of the children, NO STUDENTS are allowed to be on campus unsupervised. Any student found on campus unsupervised before 7:40 or after 3:15 (Lower School) 3:45 (Middle School) will be escorted to ESKidZone Extended Care. Any student not picked up on time after sports practice or other school activities will be required to go to Afterschool Care. Applicable charges will be billed to the student's account.

Parents are **required to sign-out** each student who attends ESKidZone Afterschool Care and to notify a staff member upon departure. Repeated failure to sign-out a student, will result in a \$20 fee. If your student will be picked up by someone other than yourself, you must put his or her name on the registration form. Students will not be released to anyone not on the list unless the Director has been notified. A form of identification with a photo is required when someone other than the parent is picking up a student.

Please note that Aftercare pickup will remain at the door leading to the LS Library and entrance to the building will be prohibited until we have reached Phase 4 in our Covid 19 reopening. Please ring the doorbell, identify who you are when asked and the Aftercare staff will bring your child to you at the entrance to the LS Library.

ESKidZone Extended Care Staff makes every effort to ensure the safety of each student. Occasionally, accidents may occur, therefore each student must have medical information forms on file in the Main Office. ESKidZone staff will provide an Accident Report Form when an incident occurs.

Health:

ESKidZone is a **peanut-free** zone. Please refrain from sending any foods that contain peanuts or peanut butter with any student that attends ESKidZone Extended Care. An allergy form is required to be on file for any student with life-threatening allergies. Parents are responsible for providing an up to date Epi-pen if their child needs one.

All children become ill from time to time and parents are expected to assist ESKidZone in minimizing exposure to other children. Parents will be contacted to pick-up a sick child immediately. Sick children will be separated from the other children until they are picked up. If your child has left school for an illness, he or she may not attend Afterschool Care that day and but may return when he or she is symptom free for 24 hours.

Program Behavior Policy: ESKidZone strives to promote positive student discipline and mutual care and respect among students and adults. Respect is a must in order to maintain a healthy, happy environment. Since ESKidZone is an

extension of the school day, students will be expected to follow the Lower School and Middle School behavioral guidelines, including the NO CELL PHONE policy use while in Morning or Aftercare, as outlined in the Parent/Student Handbook. Repeated failure to comply with the Behavior Policy may result in the loss of Extended Care privileges.

Date: _____

Parent's Name: _____

Student's Name (Please include siblings enrolled at ESK):

1. _____
2. _____
3. _____
4. _____

I have read and understand the policies outlined in the ESKiZone Program Handbook.

Parent's Signature: _____

I have received a copy of the "Summary of Child Care Approval Requirements."

Parent's Signature: _____

Dear Parents,

Welcome to the ESKidZone Extended Care Program. Enclosed you will find all the information you will need to learn about and enroll your student(s) in ESKidZone Extended Care. Please review the Handbook and all forms carefully as some changes have been made to comply with our Covid 19 phases reopening.

Feel free to contact me with any questions you may have. I look forward to seeing everyone in the Fall.

Thank you,

Sarah Dew-Director of ESKidZone Extended Care

The Episcopal School of Knoxville

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