

## St. Nicholas School Extended School Program General Policies and Procedures

1. To ensure required licensing staff/child ratios, the director may occasionally need to refuse a family's reservation.
2. If a child must be given medication by the ESP staff, the director must be informed. Please follow the St. Nicholas medication protocol procedures. The Medication Protocol Form must be on file in the office. If you have questions, contact the director or the office.
3. If a child becomes ill during the day, the parent will be called to come and take the child home. Sick children cannot be isolated properly at the ESP Center. If a child stays home from school sick, he or she cannot attend ESP.
4. Parents will be promptly notified of the occurrence of a communicable disease or condition among the school's children.
5. Parents must have a current Traffic Release Form on file in the school office to assure pick-up is by approved persons. Please deliver any traffic notes for ESP to the division teaching assistant at morning traffic, or to the ESP counselor if in Early Morning Arrival.
6. NO CHILD MAY LEAVE THE ESP AREA WITHOUT STAFF APPROVAL. Parents are responsible for notifying staff and signing their child out on the appropriate form located at the front door of the ESP Center. Any parent who does not sign a child out will be charged for the entire day and may be asked to discontinue participation in the ESP program. Please help the staff provide a safe, well-supervised program.
7. Outdoor play is an important part of our program. Please see that clothing is suitable for outside play when weather permits.
8. Parents are to notify the center and school office of changes in work or home phone number.
9. All fees are due upon receipt of statement. Please contact the Business Office if you have questions.
10. ESP has a variety of toys for children to use; therefore, it is unnecessary for children to bring items from home. If your child has a toy that he/she plays with on the way to school, please leave it in the car. We have special days for the children to bring items to share and parents are notified of these special days. ESP is not responsible for the care, maintenance, or retrieval of toys brought from home.
11. Children are provided space for their belongings. In accordance with school procedures, is the child's responsibility to keep up with their possessions (bags, papers, clothing, etc.).
12. Should unacceptable behavior, such as biting or physical fighting, occur during any component of the Extended School Program, the parents are contacted and requested to pick their child up at that time.

**PLEASE LABEL EVERYTHING!**

**Messages for parent attention are posted on the announcement board  
in the ESP area. Please check this area regularly.**

## St. Nicholas School



*Extended School Program  
2021-2022*

***Important Note:***

**The ESP Program is not available when school is closed  
(holidays, breaks) or Graduation/Promotion.**

***The program is not open on May 26 and May 27, 2022***

**Phone: 423.894.6485  
or e-mail [kleckenby@stns.org](mailto:kleckenby@stns.org)**

Please return ESP Program Registration Form  
DUE PRIOR TO FIRST DAY OF ESP ATTENDANCE

Dear Parents,

Enclosed in this packet is information on the St. Nicholas Extended School Program. It is our intention to offer a top-notch program that complements and enhances your child's academic day. We have also included forms that need to be on file for your child to attend. ESP serves as a safe, productive, fun, active "family" for St. Nicholas students.

Additionally, on Registration Day, a brochure of after-school contract classes and opportunities for students of all ages is distributed. After August 13, classes and opportunities are posted online.

Please read the enclosed Extended School Program policies and procedures. Parents are also required to read and sign that they have read the Tennessee Standards for School-Administered Child Care Summary. The document is available through the ESP office, and the summary is on the school website. I am happy to answer any questions you may have. As always, I am interested in learning how the program can facilitate your family's needs.

Feel free to contact me if you have any questions or concerns. We look forward to serving your family. Thank you.

Kevin A. Leckenby (kleckenby@stns.org)  
Extended School Program Director

### Sample Daily Schedule

- 3:00** - Students sign in. Snack provided.
- 3:45** - Activity: children divided into groups by ages will rotate through activities including study hall in the cafeteria, gym games, outdoor play, and enrichment activities.
- 4:15** - Activity rotation: choices include arts and crafts, gym, or ESP station activities.
- 5:15** - ESP Center Time: The ESP Center has various interest stations such as games, books, blocks, art, home living, and learning stations. The children may participate in one or more stations at their own pace and according to their individual interest.
- 5:45** - Children clean up and prepare to go home.

### Special Attention Needed!!!

Please deliver any notes (including traffic pick-up changes) for ESP to the cottage teaching assistant, at morning traffic, or to the ESP counselor if in Early Morning Arrival.

Each child must have a complete change of clothing (socks, underwear, shirts, pants). The items need to be clearly labeled with his/her name, to be left at school for emergencies (bathroom accidents, snack spills, art activities, etc.). The clothing must be checked seasonally for appropriateness.

## St. Nicholas School Extended School Program (ESP)

(see back of this page for additional policies)

- Early Morning Arrival (EMA) – from 7:00–7:50am. There is no charge.**  
The program is held in the ESP Center, the area adjacent to the gym through the ESP door. This service is provided (at no charge) for all children who arrive before 7:50am. Students may not be dropped off before 7:00am. For safety reasons, parents must escort their children to the program for sign-in.
- ESP - school days from 3:00-6:00pm.**  
ESP [Phone: 423-894-6485] closes promptly at 6:00pm. Children cannot be kept past this time. In case of extreme emergency, a parent must call the center in order for the child to remain past closing time. A fee of \$2.00 per minute will be imposed for children kept past closing time. Please arrive before the 6:00pm deadline. Please be considerate of staff employee time. It is possible that staff members have personal schedules that necessitate their leaving. Abuse of the policy will necessitate additional fees and/or non-admittance to the program, based on director's decision. Charges begin at 3:15 with a 30-minute minimum.
- Conference Care**  
For safety's sake, no child may be left on school grounds or in a cottage unattended by a staff member. All unattended children will be sent to ESP and the account will be charged.
  - ▶ Drop-in Conference Care is available at no charge during the specific time of the parental conference. Reservations are requested. Space for students without reservation is not guaranteed. A fee is charged for non-conference time.
  - ▶ All-day Conference Care is by reservation only and is at the regular rate. Students enrolled in one of the Annual Plans are not charged an extra fee on conference days.
- After School Activities**  
After school activities, opportunities, and contracted classes are offered as part of ESP. All programs abide by ESP procedures such as signing in and out. **Parents are REQUIRED to sign their children in and out of the program. Outside the basic safety issues, it is important for parents choosing the Hourly Plan, since a parent will be charged for the entire period of care if a child is not officially signed in and out.**

### ESP- Primetime Fee Schedule

#### Hourly Plan: \$5.00 per hour

The fee for the hourly plan will be calculated based on the number of hours a child is in ESP multiplied by the hourly rate. Hourly rate: \$5.00. Minimum rate is \$5.00. This plan applies to occasional/drop-in use.

#### Annual Plan 1: \$2500 annual payment

#### Annual Plan 2: \$280 per month [Nine (9) month program]

The academic year begins August 17, 2021, and continues through May 25, 2022. The Annual Plan fee is a fixed amount regardless of the time a child spends in the program or the number of school days in a given month. This plan is designed for budgeting convenience and offers significant savings over the Hourly Plan.

#### Registration Fee: \$10.00

Registration fee for the ESP Program is \$10.00 and is charged to the school account.