

THE COVENANT SCHOOL

After Care Information Sheet

Nicole Eke, After Care Director

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The Covenant School is pleased to offer After Care, a service for working parents, to students in grades PreK through 6. The following information will help you understand the specifics of this program. Please also refer to the attached document entitled Summary of Child Care Approval Requirements by the Tennessee Department of Education.

Dates: After Care begins the first full day of school. It will be available at the end of each full school day, Monday through Friday.

Hours: After Care begins at 3 pm, and ends no later than 5:30 pm. Children may stay for all or part of the time.

Fee: There is a \$9.00 flat fee per child per day. Late pick-ups will be charged \$1.00 per child per minute past 5:30 pm.

Snacks & Drinks: Provided by The Covenant School.

Billing: Parents will receive an invoice by email at the beginning of each month for the After Care utilized in the previous month. Payments are due by the 10th and a \$10 late fee will apply for payments received after the 15th. After School Care services cannot be provided if payments are 30 days past due.

Signing up: Attached you will find an After Care Enrollment form. Please complete this form and return it to the school office (even if you do not expect to use this program). If you know, please specify which child will attend and on which day on the enrollment form. You may also email Nicole which day(s) your child(ren) will attend.

Where we will be: After Care staff will be present in the entrance foyer of the school and/or the gym when the students gather for dismissal. Children signed up for After Care will meet in the gym. Children will be supervised at all times. The schedule will be as follows:

- 3:00 – 3:40: Gym or on the playground for free time.
- 3:45 – 4:05: Snack in the Café area located across from the gym.
- 4:10 – 5:30: In the assigned classrooms for homework and/or crafts and games.
(PreK - 1st will be in room 128 and 2nd - 6th will be in room 129)

What we will do: Children attending After Care will be given time for homework, snack, free play and some organized games or crafts.

After Care Staff: Nicole Eke and Chelsea Lesniewski

Please do not hesitate to contact me with any questions you may have.