

TVAP

Tusculum View After-School Program

Tusculum View Elementary School
Linda Flanagan, Program Coordinator
1725 Lafayette Street
Greeneville, TN 37745
(423) 639-2751 (423) 823-0411

Dear Parents/Guardians,

We welcome you and your child(ren) to TVAP: Tusculum View's after-school program for students in kindergarten through fifth grade. We provide a safe, healthy environment where children will receive homework assistance, tutoring and remediation for identified students, fun and enriching learning activities, and healthy snacks.

If you are planning to register your child for the after-school program, you will need to complete an Intent to Register form. Once this form is returned to us, we will contact you if there is space for your child in the program. You will then receive registration materials and information to be completed if your child plans to attend. A non-refundable \$15.00 registration fee is required with the completed forms. Early registration is recommended.

The after-school program begins on the first day of school for those who have previously registered before August. Those registering during August may have a delay in admittance to the program until their registration materials are processed. On regular school days, we will offer the program during after school hours until 6:00 p.m. During abbreviated days, school holidays, and during the summer, we will be open from 7:00 a.m. until 6:00 p.m. If you have any questions or need more information, you may call the school at 423-639-2751, or the program coordinator at 423-823-0411.

Sincerely,
Linda Flanagan, Program Coordinator

Tusculum View After School Program

Policies & Procedures 2008-09

Kindergarten through 5th Grade

Costs:

		1 st Child	2 nd Child	3 rd Child
Category	Fee (per day)			
	Reduced-Price 1			
	After School	\$ 5.00	\$ 2.00	\$ 1.50
	All Day	\$10.00	\$ 9.00	\$ 8.00
Reduced Price 2	After School	\$ 6.00	\$ 3.00	\$ 1.50
	All Day	\$13.00	\$ 6.50	\$ 3.25
Fully Paid	After School	\$ 8.00	\$ 4.00	\$ 2.00
	All Day	\$16.00	\$ 8.00	\$ 4.00
Summer	All Day	\$16.00	\$10.00	\$7.00

There will be an annual \$ 15.00 registration fee per child, and needs to be included with the registration form. This fee is NON-REFUNDABLE. Fee statements will be issued each week on Friday and collected no later than Wednesday the following week.

Abbreviated days and in-service days when students are dismissed prior to 1:00 p.m., parents will be charged the full day rate.

Reduced Fees:

For parents/guardians who apply for reduced fees:

Once you have completed the application process through the school for federal childcare funding for free/reduced lunch, you may bring a copy of your confirmation letter you receive from the school nutritionist's office to the TVAP director in order to get your child care fees reduced. No one may receive reduced fees until all paperwork is complete and the application is approved and we have a copy of the confirmation for our files. Until approval, full fees must be paid. Any change in family status (i.e. employment, marital status, household members, etc.) must be reported to the after-school supervisor immediately.

You may also apply at the Department of Children's Services to see if your child is eligible for the Child Care Certificate Program. This program covers child care expenses for TVAP for those who qualify.

Hours of Operation:

The Tusculum View After School Program will operate on the following schedule during school days: 3:15 p.m.-6:00 p.m.

During full-day sessions (in-service, snow days, and school holidays) the program will be available from 7:00 a.m.-6:00 p.m.

No child may remain in the care of TVAP for more than ten (10) hours per day except in emergency circumstances.

Holidays:

TVAP will not operate on the following Federal holidays: Labor Day, Columbus Day, Thanksgiving Break, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr.'s birthday, President's Day, Fourth of July, Memorial Day and Good Friday.

Meals & Snacks:

An afternoon snack is provided each day. On full-day sessions as well as during the summer program, children will need to bring a bag lunch and a drink; the program will provide both a morning and afternoon snack on these days.

Enrollment:

Enrollment is limited. Children may be enrolled any time throughout the school year as long as space is available. You may enroll your child for the week or for a specific number of days each week. In addition, TVAP accepts children for temporary enrollment to assist with parental emergencies, such as unexpected illnesses, hospitalization, etc.

Fee Payment:

Each week you will be provided a statement of the fees due for that week. Weekly fees are calculated according to your signed fee pay agreement. Payment will be due each Friday, but can also be paid the following Monday. For convenience, fees may be paid monthly, in advance. Checks should be made out to Tusculum View School or TVAP. If you pay by cash, please have correct change. We do not keep cash, but will credit your account if overpayment is made. A receipt will be provided.

Please keep your weekly fees current in order to assure you child a space.

If fees are eight (8) days past due, you will be asked to make other child care arrangements for your child(ren) until the past due fees are paid in full. Children will not be able to attend on full days unless their account balances are paid up. In addition, children will not be allowed to attend on full days if they have a past due account balance.

Returned Checks:

Program staff or the school office will notify you if an "insufficient funds" check submitted by you is returned to us. The check must be made good with cash. There will be a \$15.00 service charge for all returned checks. After two returned checks, we will accept cash or money orders only. Should you have financial problems at any time, contact the Program Coordinator for assistance.

Alternate Payment Methods:

The Tusculum View After School Program offers a sliding fee scale based upon family eligibility for free and reduced price lunches in the USDA Child Care Food and School Lunch Programs. You will need to provide TVAP with a copy of your approval letter for free/reduced lunch before reduced fees are offered at TVAP. Until then, you are responsible for the full fee.

Absence and Vacation:

TVAP cannot deduct single days missed from your fee. Your fee pays for direct operations costs; i.e. staff, snacks, and craft and program supplies. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not.

In the event of an extended illness (defined as more than 2 consecutive days absence), please notify the TVAP office (823-0411) or school (639-2751) in order to receive an adjustment in your fee. The adjusted rate will be one-half of your regular rate. This rate also applies to a vacation absence. The Program Coordinator will need to be notified in advance if you have vacation plans.

Late Pick-Up:

TVAP closes promptly at 6:00 p.m. If you arrive later, you will be charge a late fee of \$5.00 per child for each 15 minutes, or a portion thereof, after the 6:00 p.m. sign-out time. (Example: 10 minutes late = \$5.00 fee; 17 minutes late = \$10.00 fee. Please contact us by phone if at all possible if you are running late. If we do not hear from you by 6:20, we will begin emergency contact calling.

Drop-Off and Pick-Up:

Children will need to sign in each day in the Student Sign-In/Parent Sign-Out book provided inside the entrance door of the cafeteria (or otherwise specified designated area) before they enter the program. When the program is operating on full day sessions, children should be brought into the building and signed into a staff member.

Children must personally be checked out from the program each day by means of the Student Sign-In/Parent Sign-Out book. Children will not be able to wait for parents in the parking lot or run out to the car if they see you parked.

Children will not be released to any person other than the parents or other persons authorized on the registration form to call for the child. Our goal is the safety of your child and his/her protection. Notify the Program Coordinator *in writing* if a person other than those authorized will be picking up our child. Please ask individuals not known to TVAP staff not to be offended if asked for identification.

Illnesses and Medication:

TVAP cannot provide for sick children. Please do not send your child to the program if they are ill. We require that your child be picked up as soon as possible in the event he/she becomes ill while at the program. We encourage you to inquire at Laughlin Hospital's "Sick Bay" program for the care of your child during illnesses.

TVAP staff is not authorized to administer medications to your child during program hours. Please make arrangements with the school secretary if your child needs a medication dose before he/she enters the program. On full days, arrangements will need to be made ahead of time through the school office.

Child Custody Arrangements:

In order to deny parental access to a child, we (or the school) must have on file a copy of the court order that denies parental access. It is important that non-custodial parents who are allowed access to their child be listed on the transportation section of the registration form.

Holidays and Snow Days:

TVAP will operate on the days that Tusculum View is in session. In addition, TVAP will operate Full-Day schedules on snow days, teacher in-service days, abbreviated days, and school holidays. On these days, children attending should bring a packed lunch and drink. Morning and afternoon snacks will be provided. If children are released early from school because of snow or for parent-teacher conferences, TVAP will be held at the school site as usual. Please allow time for staff to reach the school on snow days. If roads are impassable, we will announce closing on the radio.

On holidays and snow days, you will be asked to indicate the days your child will attend.

Discipline:

All children enrolled in TVAP will be expected to follow the school rules as well as those established by the TVAP staff to ensure safety and smooth operation of the program. Children with continual behavior problems, such as harming other students or staff members, may be asked to leave the program. If a problem occurs which we feel may warrant your attention, the Program Coordinator will contact you.

Parent Involvement:

The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, change of living location, special fears, etc. Parents are encouraged to get involved in the activities with their child at any time at the TVAP program.

Summer Program:

Our summer hours are from 7:00 a.m. to 6:00 p.m. Program dates are from May 28th through July 31st. You will need to provide a lunch and drink for your child on days they attend. Field trips will be scheduled, so we will need to know the days your child will be attending prior to the summer break in order to account accurately for fees and attendance. Permission slips will also be required on field trip days. No staff or child will be staying at the school on field trip days. We will return to the school once the field trip is over. Children will not be able to attend field trips without a signed permission form, so please check with a staff member if you need to have one signed.

A \$15.00 registration fee is required along with a completed, signed application, health form, and fee payment agreement if these have not been turned in earlier in the year. This will cover your child through the end of the summer break at the end of July. Please inform the staff if there are any changes in your previous registration information.

Contacts:

Linda Flanagan, Program Director 423-823-0411 (cell) 423-636-0088 (h)
Tusculum View Elementary School 423-639-2751

