



Patriot Friends

Before- and After-School Care Program

White House Heritage Elementary School

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PARENT HANDBOOK

2024-2025

WELCOME

White House Elementary School Patriot Friends Before- and After-School Care Program provides safe, educationally enriching, quality care for school-aged children in grades kindergarten to sixth grade during the hours when there may be no adult in the home. Planned and implemented by staff trained to meet the needs of children, the program also provides positive adult role models for the children.

Patriot Friends is not a “baby sitting” service. We are a quality program designed with working parents in mind. Participants will have the opportunity to engage in age-appropriate activities such as crafts, organized games, art projects, music activities, computer time, and food projects that are beneficial emotionally, socially, physically, and educationally. There will also be a designated time for homework as well as time set aside for each child to have a snack. Patriot Friends is operated out of two buildings. The main building is located beside the school and serves students in third through sixth grade. The second building, Friends 2, is in the back parking lot and serves students in kindergarten through second grade. Students are separated by grade-band except for all day out of school care. All students will be dropped off and picked up at the main building when school is closed, and Patriot Friends is opened.

HOURS / CALENDAR

The before- and after-school care program will operate on the days Robertson County Schools are in session. Additionally, full-day and partial-day schedules may be offered during times of inclement weather such as snow, teacher in-service days, and some school holidays. In the event of inclement weather, tune in to your local television station for the latest updates on closings. On days when school is not in session, children need to bring a lunch and a drink (**no canned soft drinks**). **If students are dismissed early from school due** to inclement weather or other unexpected events, the after-school care program may provide services, and times of operation will be communicated.

The program will close on the following holidays:

Independence Day (Thursday, July 4 th)	
Labor Day (Monday, September 2 nd)	New Year’s Eve (Tuesday, December 31 st)
Thanksgiving (Wednesday–Friday, November 27 th - 29 th)	New Year’s Day (Wednesday, January 1 st)
Christmas Eve (Tuesday, December 24 th)	Good Friday (Friday, April 18 th)
Christmas Day (Wednesday, December 25 th)	Memorial Day (Monday, May 26 th)

***Program will be closed July 22-July 26, May 23, 2025**

Program hours on regular school days are as follows:

Before Care Opens:	6:00 a.m.
School Breakfast Served:	6:45 a.m.
School Day Begins:	7:15 a.m.
After Care Begins:	2:15 p.m.
Day Care Closes:	6:00 p.m.

Statement of Non-Discrimination

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

EXPECTATIONS AND PROCEDURES

Departure

All children must be signed out from the program in the afternoons. This procedure is to ensure your child's safety and supervision. Children will not be allowed to wait for parents in the parking lot. Children will not be released to any person other than the parents or persons authorized on the registration form. Please notify the director in writing if someone other than those authorized will be picking up your child.

Withdrawal

A two-week notice must be provided in writing to the director prior to withdrawing your child from the program. If there are special circumstances requiring immediate withdrawal, please discuss those with the director.

Electronics / Cell Phones / Personal Toys

Children will not be allowed to bring cell phones. Any device that can text, instant message, or contact is strictly prohibited. If a parent needs to contact his / her child, please call the site's phone. Personal toys (trading cards, trinkets, etc.) are not allowed unless approved by the program director.

Medications

If your child is required to take medications during program hours, written instructions from the parent are required. Forms giving our staff permission to administer a prescription or over-the-counter medication are available upon request. Note: All prescription medications must be provided in the original prescription bottle. All over-the-counter medications must be given to the staff in the newly purchased original container. No opened medications will be accepted.

Report Card and Transcript Holds

Local education agencies are authorized to withhold grade cards, progress reports, and transcripts of a student who has taken property which belongs to a local education agency or incurred a debt to a school until such student makes restitution in full. [Rules & Regulations, State Board of Education, State Law TCA-49-1-301 (15).] If debts are owed to childcare, report cards and transcripts could be held at the school and future program participation denied.

GUIDANCE AND DISCIPLINE

Guidelines for discipline matters will be handled as stated in the behavior policy. Each parent will receive a copy. Once received, please read it, have your child do the same, and sign and return the policy to any member of the staff's team.

Consequences for misbehavior follow:

1. **FIRST OFFENSE: VERBAL REMINDER.** Staff member will explain to the child what he/she has done and why the behavior was inappropriate. Child will be encouraged to make a better choice.
2. **SECOND OFFENSE: REDIRECTION.** Child will be asked to remove himself from activity and find another activity.
3. **THIRD OFFENSE: REFLECTION.** Child will be removed from activity and asked to sit out for five minutes to think about his/her behavior.

A "hit to hurt" will never be tolerated. This action will require written documentation to be signed by child and parent. The parent may be called (depending on time of offense) and will receive a copy of the documentation. An offense may be accompanied with a one-day suspension at the discretion of the director.

This program will follow the same suspension procedures outlined in the Robertson County Schools handbook including, but not limited to:

- violence
- disrespect (to staff or other children)
- intentional damage to school or childcare property
- drugs, alcohol, tobacco on premises
- possession of firearms and weapons (including toys)
- immoral conduct (from child and/or parent)

Once three offenses are documented in writing, the child may be suspended at the director's discretion.

Any continued or severe behavioral problems that have been addressed, but not resolved, may result in a period of suspension or termination from the program if determined by the director in consultation with the building principal.

REGISTRATION FEES, CHILDCARE RATES, PAYMENT POLICY

REGISTRATION FEES (non-refundable)	
School Year Program Registration Fee	\$30.00
Summer Program Registration Fee	\$35.00 (includes t-shirt)
School Year Family Registration Fee (3 or more children)	\$65.00
Summer Family Registration Fee (3 or more children)	\$75.00
CHILDCARE RATES	
Before School Day Care Only	\$30.00 per week
After School Day Care Only	\$60.00 per week
Before and After School Day Care	\$70.00 per week
Inclement Weather Partial Days	\$10.00 per day added to weekly rate
Inclement Weather Full Days	\$15.00 per day added to weekly rate
Late Pick Up of child (after 6:00 p.m. by school clock)	\$1.00 per minute late
Late Payments (after 6:00 p.m. by school clock)	\$10.00 added to the next week
Fall, Winter and Spring Breaks (1-2 days option not available; includes field trip costs)	\$110.00 for 5 days \$90.00 for 4 days \$70.00 for 3 days
Summer Care (1-2 days option not available; includes field trip costs)	\$110.00 for 5 days \$100.00 for 4 days \$90.00 for 3 days
Sibling Discount	\$5.00 (school year) and \$10.00 (summer)

PAYMENT POLICY

- **Payment must be made by check or money order only. Cash will not be accepted.**
- **Payments are due on Friday by 6:00 p.m. for the upcoming week.**
- **Payments received after 6:00 p.m. on Friday result in a \$10.00 late fee added to the weekly rate.**
- **Returned checks result in a \$25.00 fee due immediately.**
- **If a child is absent due to illness for 3 or more days of any week and a doctor's excuse is provided, an adjustment may be made. If there are extenuating circumstances regarding absences, an adjustment may be made.**
- **Childcare services will be discontinued if payment falls behind for a total of 2 weeks. Your child will be allowed to re-enter the program after the payment has been made in full IF space is available.**
- **Childcare fees that are consistently late may result in dismissal from the program.**
- **Childcare fees should be kept current. If at any time you are in financial stress, notify the program director to make payment arrangements.**
- **Single days missed cannot be deducted from weekly rate.**

Your fees pay for the cost of program operations, staff, snacks, crafts and program supplies. All items must be available for the number of children enrolled in the program. When you enroll your child, you are reserving the time, space, staff and provisions whether your child is present or not. Should you have any unusual circumstances regarding absences, please discuss them with the program director as soon as possible.