

JULIA GREEN EXTENDED CARE, INC.

Virtual School Policies

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NATURE OF THE PROGRAM:

Julia Green Extended Care, Inc. (JGEC) is a non-profit organization established to provide working parents of Julia Green Students with continuing attention and adult supervision during the normal working days when those children are not attending classes. Because of COVID-19 causing school to be held in the virtual environment, JGEC has received special approval to be open throughout the workday. Our staff will support students in virtual school, but the program is designed to supplement, but not duplicate, the children's activities at school and home. Students must bring their own technology for virtual school including hot spots.

JGEC virtual admits the elementary school students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students; and, JGEC does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and educational programs. While we strive to meet the needs of our enrolled children, JGEC does not have the ability to provide a dedicated staff member to any child in an ongoing one-on-one capacity.

All program workers are committed to the well-being of each and every student. Students will be treated with respect and dignity at all times. Solid principles and procedures of professional teaching-learning will be used by the staff to work and impart new knowledge and skills to the students. The program aims to promote students who think better of themselves, who see themselves improve academically, and who find out that adults around them at JGEC appreciate their behavioral efforts, improvements, and excellences.

HOURS OF OPERATION:

JGEC Virtual will operate on days when school is in virtual operation, opening at 7:45 AM until 5:00 PM. The schedule will also be 7:45 AM until 5:15 PM on Parent-Teacher Conference days and Professional Teacher Development days. JGEC will have a sign up sheet for MNPS holidays and will be open if there is sufficient demand and available staff. We will do sign ups virtually via email and will announce one week prior to the holiday. **In the event of inclement weather, please watch for communication from JGEC. Since school's are not operating in person, we cannot follow MNPS (which is our usual policy) and will have to make the decision based on our staff's ability to get to school.**

FEES :

The fees for one child are as follows:

12:30 – 5:00 Monday - Friday: **\$160 per week**

7:45 – 5:00 Monday – Friday: **\$300 per week**

MNPS Holidays: **\$10 extra per day to cover holiday pay**

There will be a discount of **10%** for a second child. This payment is due on the first day of each month and will be considered late after the fifth day of each month. There will be a late payment fee of **\$25** for all fees received after the first day of the week. Any parent who fails to pay for a three-week period may have his / her child dropped from the program. Individual pay problems will be considered by the JGEC Board of Directors.

Students may take one unpaid week off per semester without forfeiting their spot in the program. If this week is being taken, parents should notify JGEC of their intention. The purpose of this policy is to split the cost of potential COVID incidents with our families. When traditional aftercare resumes, we will return to our standard policy of not pro-rating for absence.

Families may request to pay via Paypal for a 3% surcharge. If a family requests automatic weekly invoicing through Paypal those fees will be reduced to 2%.

TEMPORARY ASSISTANCE:

Applications for Temporary-Assistance will be considered by the JGEC Board of Directors on an individual basis. **Due to COVID-19, in house applications for temporary assistance are temporarily suspended.** DHS also has a voucher program that will provide assistance for families in financial need. You apply with them and they will pay us directly. For information on assistance for essential workers during the COVID-19 pandemic, please go to the following website:

<https://www.tn.gov/humanservices/covid-19/child-care-services-and-covid-19.html>

ARRIVAL & PICK-UP:

For the protection of the child, all children are required to be picked up by pre-designated adult(s) in the afternoon. These may be the parents or other individuals authorized to pick-up on the registration form, or someone authorized by a current note which the child or parent brings to the Director. Authorized persons must be 18 years or age or older.

The party responsible for picking up or dropping off a child (or children) must accompany the child (or children) in/out with a signature, printed name and time stamp. If you are dropping your child off for morning care, you may not leave your child outside prior to JGEC staff being prepared to check your child in.

While we are requesting pickup by 5:00 PM, there will be a grace period until 5:15 PM. A late charge of \$2.00-dollars-per-child-per-minute will be charged for all children still on the premises after 6:00 PM. If you need to speak with staff of JGEC, upon picking up your child, please make an appointment or be sure to arrive early enough to handle any business and still have your child off of the premises by 5:15 PM. Late fees will be paid to JGEC and payable no later than the payment of the next weekly fees. If a child is picked up late three (3) times, that is grounds for dismissal from the program.

RELEASE OF CHILDREN:

If the individual who is authorized to accept release of the child appears or shows signs of being impaired and not capable to driving safely, the parent or legal guardian will be contacted. If the parent or legal guardian cannot be contacted, or there is no other individual authorized to accept release of the child, then the Director or Assistant Director shall contact the appropriate authorities to arrange for the release and transportation home of the child. In no event shall the Director or Assistant Director accept release of and/or provide transportation home for any child unless prior written authorization has been obtained from the child's natural, adoptive, or custodial parent legal guardian, or custodian. Any cost or expenses incurred by JGEC in arranging for the release and transportation home of the child as a result of these circumstances, shall be the full responsibility of the child's natural, adoptive, or custodial parents, legal guardian, or custodian.

DISCIPLINE:

The philosophy of JGEC is that verbal reprimands, time-outs, withdrawals of privileges, and suspension or dismissal of a child shall be used. The Director is authorized to employ said measures. Corporal punishment will not be used. Students are expected to use the equipment and facilities with proper respect and care. The rights of the teachers and fellow students must be respected.

WITHDRAWAL:

Should a child withdraw from the program prior to the end of the academic year, a one month written notice shall be given to the Director of the Program prior to that child leaving the program. All weekly fees for that month will be due whether the child is in attendance or not.

Please note there may be some changes to these practices (such as temperature checks and pick-up method) due to COVID. Those details will be communicated as quickly as possible via email.

ACKNOWLEDGMENT:

I acknowledge that I have received and reviewed the updated policies for JGEC Virtual school full day care. I wish to sign my children (listed below) up for JGEC Virtual care. Our emergency medical and contact information from our enrollment in care for the 2020-2021 school year has not changed.

Child's Name: _____ Child's Name _____

Desired Schedule: ☐ Full Days (\$300 per week) ☐ Half Days (\$160 per week)

Parent's Name Printed: _____ Date: _____

Parent's Signature: _____