

# JULIA GREEN EXTENDED CARE, INC.

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## **NATURE OF THE BEFORE/AFTER CARE 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. The program is designed to supplement, but not duplicate, the children's activities at school and home.

JGEC admits the Julia Green 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 at JGEC; 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 will operate on days when school is in operation, opening at 7:15 AM until classes begin, and resuming immediately after school until 5:45 PM. **(Note: Due to lack of demand and constraints associated with COVID-19 before care is temporarily suspended.)** On Parent-Teacher Conference days and Professional Teacher Development days when children do not attend school, the JGEC program will operate from 7:30 AM to 5:30 PM. The Program may operate on days when students do not report to school for holidays or other reasons (parent teacher conferences, etc). These days will be adequately publicized and are referred to as extended days. If you want to take advantage of these extended days, you must sign up your child on the sign-in sheet located by the JGEC Parent Board **(during the COVID pandemic these sign ups are happening via email.)** Please see fee schedule for extended days in the fees section below. **If metro schools closed, delay start, or dismiss early due to weather or illness, then JGEC is also required to close.**

Because our operations occur within an MNPS facility we follow their lead on scheduling. For example, if all afterschool activities are required to cancel due to inclement weather, then we will also be required to close.

## **FEES:**

### **The monthly fees for one child are as follows:**

Before AND aftercare: **\$325**

Before care ONLY: **\$50**

Aftercare ONLY: **\$300**

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 monthly fees received after the 5<sup>th</sup> of the month. Any parent who fails to pay for a month shall have his / her child dropped from the program. Individual pay problems will be considered by the JGEC Board of Directors.

The monthly fees provide service for the days children are scheduled to (and actually do) attend classes according to the Metro Nashville Board of Education approved calendar. When children need extended service because school is not in session (i.e. in-service days) the extended care fee is **\$35** per day per child. Children must be signed up in advance by the posted deadline for each extended day. Payment is due prior to the extended day upon notification that we've received sufficient sign ups to be open for any day. We must have a minimum of 20 children signed up for an extended day in order to be open. Payments for extended days are nonrefundable as we must pay our staff even if your child does not attend.

Families may request to pay any and all fees via Paypal for a 3% surcharge. If a family requests automatic monthly 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. ***This program has been expanded to cover most essential workers during the pandemic.*** You apply with them and they will pay us directly.

## **REGISTRATION AND ENROLLMENT:**

While applications for enrollment are always accepted, Fall Registration will be held during the Spring Kindergarten Registration, and after Metro Nashville's Kindergarten Registration. (See Metro Schools Calendar for kindergarten registration dates.) There may be additional registration periods as circumstances require. Registration does not guarantee placement in the program; if all current available spaces are full, registration will guarantee placement on a waiting list until students leave the program or additional staff is hired. Registration fee is **\$50** per student per school year and is non-refundable.

Any parent whose child is presently enrolled in the program will be given priority for space in the upcoming program. The registration fee must be paid, and a new registration form must be filled out verifying that all emergency information is current. If these things are not completed timely, the priority placement may be forfeited.

## **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 enter the building and sign 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 5:45 PM, there will be a grace period until 6:00 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 6:00 PM. Late fees will be paid to JGEC and payable no later than the payment of the next monthly 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.

## **ABSENSE:**

As we are limited in the number of students we can accept, and required to pay our staff, we are not able to pro-rate for absences. In the event that a child is severely ill (absent for more than two consecutive weeks) we will offer a discount of 50% for the time missed upon receiving a doctor's note verifying the illness.

Families who are expecting a baby and are on maternity leave and would like to have their child take a "maternity leave" with them may do so for up to six weeks from the date of the birth. In lieu of the regular monthly fee, a \$40.00 weekly fee will be charged for a period of up to, but not to exceed six (6) weeks. This will retain a child's spot in the program. When the child returns to the program, the regular monthly fee will be reinstated. **This accommodation must be requested at least one month in advance in writing.**

## **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.

***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.***