

# 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 school aged 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. While students attending Julia Green Elementary School will have priority for placement, other school aged children may be admitted to the program, particularly during summer or periods of virtual learning.

JGEC admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to program participants. JGEC does not discriminate in administration of its educational policies, admission policies, scholarship programs, or athletic 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.

Program workers are committed to the well-being of every student; students will be always treated with respect and dignity. 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. Staff of JGEC will demonstrate appreciation for the efforts, improvements, and excellences of students and will promote self-confidence, behavioral awareness, and academic improvement.

## **HOURS OF OPERATION:**

JGEC will operate on days when school is in operation, opening at 7:00 AM until classes begin<sup>1</sup>, and resuming immediately after school until 5:45 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<sup>2</sup>. If JGEC has sufficient sign ups to be open, hours for extended days will be from 7:00 AM to 5:45 PM. JGEC cannot operate on days when MNPS calendar indicates that the district is closed as the buildings remain locked.

## **If metro schools close, 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. If MNPS starts late, then we will also open on a delay. Should inclement weather occur on an extended day, we JGEC will use our best judgement; please be on the lookout for messages in this situation.

## **FEES:**

<b>During the school year the monthly fees for one child are as follows:</b>		
<b>After care: \$300</b>	<b>Before Care: \$75</b>	<b>Before AND Aftercare: \$350</b>

There will be a discount of **10%** for a second child. 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) 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 **\$45** per day per child. We must have a minimum of 15 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, however, if we cancel the day due to insufficient sign ups we will apply the extended day payment toward the following month's tuition.

JGEC does not pro-rate due to school breaks or cancellations due to inclement weather. Fees for summer programs will be published separately. There is a late fee of \$2 per minute for all children on the premises more than 15 minutes after closing time.

<sup>1</sup> If enrollment for morning-care is insufficient for any given school year, it will not be provided; parents will have to make alternate arrangements. Parents will be given 30 days' notice if this is ever the case if enrollment falls below the minimum threshold.

<sup>2</sup> Sign ups will be on the JGEC website or via other means as communicated in messages or through the JGEC newsletter.

## **TEMPORARY ASSISTANCE:**

Parents requesting financial assistance should apply for assistance first through the Tennessee Department of Human Services (application information can be found on the TN DHS website). Once parents receive a determination through DHS, parents must notify JGEC. DHS awards varying assistance amounts. Applications for financial assistance beyond what DHS provides will be considered by the JGEC Board of Directors on an individual basis. Parents are responsible for all balances incurred prior to approval of financial assistance.

## **REGISTRATION AND ENROLLMENT:**

While applications for enrollment are always accepted, Fall Registration will be held during the spring. Completing 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 **\$65** 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 all emergency information must be 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 JGEC Management. 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 via ProCare or another method as designated by JGEC Management. ***(As a result of COVID-19 some drop off and pick up processes have been altered to reduce contact and exposure.)*** 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 of 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 JGEC staff accept release of and/or provide transportation home for any child. 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 parents may appeal to the Board of Directors for a prorated rate and retention of their position in the program.

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 submit a request to JGEC for a 50% proration for up to 6 weeks. 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.