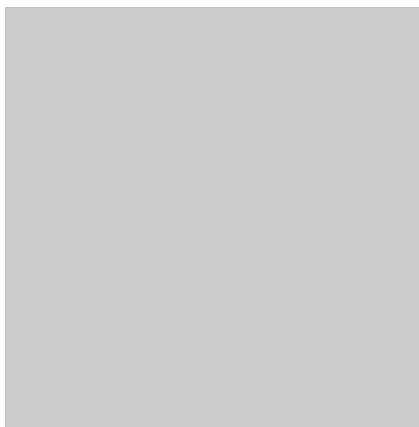


## **Welcome to the 2025-26 School Year with JGEC**

We are SO excited to welcome students back for another year of before and after school care!!

Please bear with us as this is certainly one of the lengthiest newsletters of the year. We'll try to use great headers so you can read only the parts that pertain to you. If you're a returning family, please still give this a read as some things are changing/shifting.



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### **Invoicing**

Invoicing is handled right here in ProCare. You should have already receive the invoice for August at the end of July and it was due July 31st (monthly before the first day of care). We do not pro-rate for months that have breaks, however, we do offer a discounted extended day rate to those of you who are enrolled into monthly care.

If you prefer to pay by cash or check (or PayPal or Venmo), please let us know. ProCare is the simplest, but we do our best to accommodate everyone.

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### **Communication and Pickup/Drop Off**

ProCare messages are the best way to communicate with us. That said, we do not get a notification when a message is sent. If a matter is urgent, it would be best to text us at 629-278-8633. ProCare messages are typically checked at least once per day.

If your student is riding home with someone who is NOT on the allowed pickup list, please send a ProCare message using the Classroom Chat feature AND a text. Our staff know to check the ProCare messages if someone shows up to pickup who is not on the list, but if ProCare is having connectivity issues a text is a great backup. We may not always reply to the messages about alternate pickups in ProCare, but we do use them and they are part of our documentation for DHS.

We are REQUIRED to collect a signature when you drop your student(s) off in the morning and when you pick them up in the afternoon. We have enabled geofencing so that you can complete the signature process from your phone, however, it must be complete before we can release your child to you. If you leave your phone in the car, we will be asking you to go get it or offering you the ability to sign your child out on our device (which is not contactless, obviously). If someone picks up who is not on the allowed pickup list, we will have them sign on our paper log which is retained for DHS.

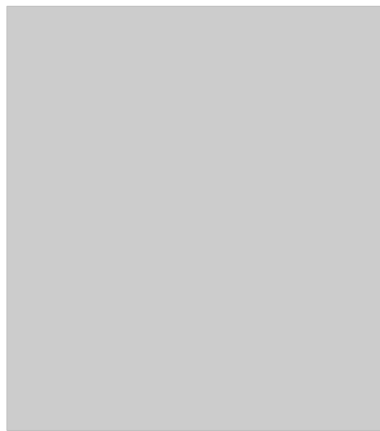
We do not recommend sharing your pickup code with another individual. Everyone on your child's allowed pickup list has his/her own code and you can message us at any time to add individuals to your list or to authorize a one time pickup.

There is an attachment walking you through the process for utilizing your phone for signing your student in/out.



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### Clubs



Chess Club



Dance Club

We have an actionable plan for clubs this year. We're still finalizing exactly what will be offered, but we're thinking there will be dance (no special purchases needed...students can wear socks or sneakers), chess, songwriting (or music), mathematics, flag football, kickball, basketball, arts & crafts, and book clubs...and we're hoping to add a few more.

There will be sign ups for clubs and if your student is in a club we will ask that you arrange to pickup after the club finishes whenever possible.

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### Morning Care Schedule

Morning care starts at 6:30 AM and is housed in the cafeteria (drop off by the green tables near the front entrance). You will need to walk your child in to sign in or utilize the ProCare app from your vehicle to sign in. If you are unable to sign in at your care or someone else is bringing your child to school, please walk in to sign. Further, if you sign in at your vehicle, please watch your student all the way into the building. Our morning teachers have not been late yet, but we want to ensure the student is safely inside the building before your leave.

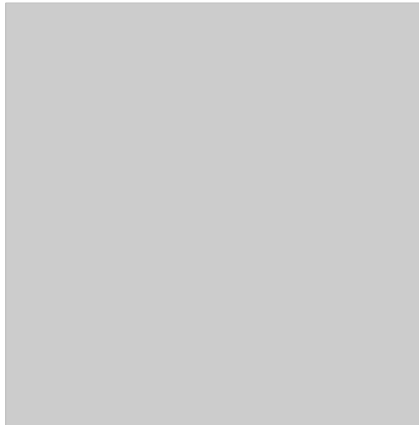
We are typically more low key in the mornings. Teachers will bring down some art supplies or a few games (bingo is usually a favorite). Students are welcome to bring a book or homework to work on. We do not allow screens from home. Work or educational games may be done on an MNPS issued laptop, however the teacher must be able to see the screen. Students will dismiss to breakfast between 7:30 and 7:45.

Clubs will start in September.

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## After Care Schedule

Afterschool care begins when school dismisses. The 2nd - 5th graders are dismissed to the gymnasium. Once everyone is gathered, students will have the opportunity to use the restroom and are required to wash their hands. They will then proceed to the cafeteria for snack. We may alter the dismissal location for some grades to expedite our schedule, but as of now it is the gymnasium. Kindergarteners and first graders are picked up at their classrooms by an aftercare teacher. They are escorted to a restroom where they have the opportunity to utilize the facilities and are required to wash their hands.



Parents - PLEASE encourage your students to use the restroom at these breaks. Also, please encourage them to wash their hands. It is a DHS regulation that students must wash their hands before an after snack and we spend a significant amount of time at the beginning of each school year establishing this routine because students do not want to wash their hands.

Snack will occur in the cafeteria. Our goal is to be completed with snack by 3:30, however, at the beginning of the year this timeline is never achieved. You can always see where your student is in ProCare. When we leave the cafeteria they will be transferred to the "restroom break" room as we are required to stop to wash hands after snack. Since we are stopped, students have a second opportunity to use the restroom prior to washing their hands.

Once the restroom break is finished, students will go to their club (once clubs start) or to the gym/playground. Once snack is over, dismissal will occur either at the playground gate (you will see an aftercare teacher posted there if we are running dismissal from there) or at the door that is closest to the gymnasium. When you pull through the front drive you will pass the playground and then the gym and there is a door behind the big tree. There will be a teacher stationed inside that door. The door will be locked and your pickup pin will not open it. If there is not a teacher at the gate or by the door, please wait at the door. It's possible we are transferring to inside and making sure all students are accounted for or that the teacher went to get a pencil for a student or something along those lines. When we are not outside, someone will be by the door unless they step away for a quick moment. If you have waited a few moments and no one has come to attend to you, you are welcome to tap on the door with your keys or to call/text the school cell phone: 629-278-8633.

Some important notes:

1. Please note that while your student is in the hall at a restroom break it is difficult to dismiss him/her to you. We do our best to make students readily available, however, the layout of the school creates a window of time when we are in the hallway far from any entrance. If you know you are picking up before 4:00, please allow some time for the potential that your student will be in the hallway with 20-30 other students who are all using the restroom and washing their hands.
2. If you know that you are going to consistently pickup before 4:00, please encourage your student to notify their teacher and to keep all belongings with him/her so that you do not show up to pickup at the cafeteria only to learn that all of your child's belongings are in the gymnasium. We can let you walk with your student to get said belongings, but we know it is frustrating when dismissal takes extra time.
3. We know from experience that the first few weeks take longer to complete everything. We have new students and new teachers and a lot of name and routine learning going on. We also have new parents and they are learning the processes, as well. We promise - it gets faster and more smooth (just ask the parents who are on their 6th year with us).

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## Staffing

We are so very sad (and happy) to announce that Miss Kalee graduated college and is pursuing her career. Alongside her, Miss Lennon graduated high school and will be attending college at MTSU. She's local, but the commute from Murfreesboro is a bit far. Miss Lily also accepted a full-time position with a local school.

As a result, we have been BUSY recruiting and training.

We have returning to us Miss Carolyn, Miss Rosalyn (Toni), Miss Molly, Mr. Isaiah, Miss Star, Miss Kaya, Mr Aaron, Miss Julie, and Miss Daysha. We also have Miss Roshawna, Miss Mayce, and Miss Marie helping out while we wait on our college students to be ready to go.

New faces will be Miss Rylie, Miss Layla, and another Miss Julie. We're also in the process of finalizing one more new hire (and we could use someone on Mondays...so if you know anyone who wants to work one day a week, let us know)

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## Behavior

We are attaching our discipline policy, which include our guidelines and expectations. We recognize that some of the things we have to do seem boring or ridiculous to students. To be honest, some of the things we have to do seem ridiculous to us, as well. That said, those things are typically required and necessary to be sure that every student is accounted for and safe.

Please encourage your child to be respectful and follow all rules. If you can also encourage your students to be on their very best behavior when we are walking in the hallway or lining up to go somewhere it will make everyone's day smoother (and they will get more play/activity time).

We want aftercare to be fun and enriching; good behavior from our students makes that possible.

