



## Policy Overview

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### **NATURE OF THE BEFORE/AFTER CARE PROGRAM:**

Joelton Elementary Extended Care (JEEC) is a non-profit organization established to provide quality care for school aged students during the normal working days (when school is not in session) that enriches the lives of those students and their families. While students will have continuing attention and adult supervision, The Program is designed to supplement (not duplicate) the children's activities at school and home. Students attending Joelton 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.

JEEC 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. JEEC 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, JEEC 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 JEEC will demonstrate appreciation for the efforts, improvements, and excellences of students and will promote self-confidence, behavioral awareness, and academic improvement.

### **HOURS OF OPERATION:**

JEEC will operate on days when school is in operation, opening at 6:30 AM until the school staff arrives<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 JEEC has sufficient sign ups to be open, hours for extended days will be from 6:30 AM to 5:45 PM. JEEC 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 JEEC 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 the same delay (so a two hour delay means JEEC will open at 8:30 AM). JEEC is not an inclement weather care facility. Should inclement weather occur on an extended day, we will use our best judgement; please be on the lookout for messages in this situation.

### **FEES:**

During the school year the monthly fees for one child are as follows:		
After care: \$310	Before Care: \$80	Before AND Aftercare: \$365

There will be a discount of **5% per child** for a multiple children within the same family. Payment is due on the last day of the preceding 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 JEEC 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 program participant and **\$65** per day for students who are not enrolled in monthly care. 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.

JEEC 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.

### **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 JEEC. DHS awards varying assistance amounts. Applications for financial assistance beyond what DHS provides will be considered by the JEEC Board of Directors on an individual basis. Parents are responsible for all balances incurred prior to approval of financial assistance.

<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 JEEC website or via other means as communicated in messages or through the JEEC newsletter. (Note: JEEC is a subsidiary of JGEC.)

## **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 from the parent sent within the ProCare software. Authorized persons must be 18 years or age or older.

The party responsible for picking up or dropping off a child (or children) must come to the building and sign the child (or children) in/out via ProCare or another method as designated by JEEC Management. If you are dropping your child off for morning care, you must also sign your child in and may not leave your child outside prior to JEEC staff being prepared to check your child in.

Please note: parent signatures are required. There will be a separate document outlining detailed procedures for digitally signing in/out on ProCare.

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 JEEC, 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 JEEC and payable no later than the payment of the next monthly fees. If a child is picked up late three (3) times within a 30 day period, that is grounds for dismissal from the program.

## **SNACKS AND MEALS:**

Parents will be responsible for meals on extended days. JEEC will provide two snacks on full days and one snack during afterschool care. All snacks will follow the USDA's CACPF guidelines and snack menu will be posted weekly. JEEC will apply for the MNPS food assistance program; if approved, snacks during after care will be provided by MNPS.

## **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 Site Director shall contact the appropriate authorities to arrange for the release and transportation home of the child. In no event shall the JEEC staff accept release of and/or provide transportation home for any child. Any cost or expenses incurred by JEEC 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 JEEC for a 50% proration for up to 6 weeks. This accommodation must be requested at least one month in advance in writing.

## **DISCIPLINE:**

The goal of JEEC is for all students to act appropriately for their safety and the safety of other students. Steps will always be taken to utilize positive reinforcement and to redirect problematic behavior before a discipline situation arrives. However, when a situation does arrive, JEEC will utilize verbal reprimands, time-outs, withdrawals of privileges, and suspension or expulsion. 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. See separate detailed discipline plan.

## **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.

## **RELATED POLICIES:**

This document serves as an overview of JEEC and a program description. JEEC has more detailed policies that shall be reviewed by parents upon enrolling students into the program. These policies include but are not limited to the following: Child Abuse Prevention Policy, Financial Aid Policy, Dress Code, Medication Policy, Playground and Mealtime Rules, Contactless Sign-In/Out Procedures, Student Disciplinary Policy.