



School Based Child Care Parent Handbook 2018-2019

SCHOOL BASED CHILD CARE

The Child Care Program provides the parent/guardian of elementary aged students attending Jefferson Parish Public Schools with the option of before and after school child care at affordable rates. This service has been offered to students currently enrolled in the Jefferson Parish Public School System since 1985.

Child Care is designed to provide a safe and secure environment for children, during before and after school hours. It is to provide a structured atmosphere, which affords each child the opportunity to enhance his/her intellectual, personal, social, and physical development. All Jefferson Parish Public School Rules and Policies are strictly enforced during Child Care.

Child Care is available during the regular school year. Hours of care are approximately 1 to 1-1/2 hours in the mornings and 2-1/2 hours in the afternoon, averaging about 4 hours a day with a total of 20 hours per week. Child Care services are also offered during holidays when available.

Notice

It is the policy of the Jefferson Parish Public School System not to discriminate in its educational programs, activities, or employment policies on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1964; on the basis of sex as required by Title XI of the 1972 Education Amendments, or on the basis of disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and Title 34 of the Individuals with Disabilities Education Act.

The school system also complies with the requirements of Title IV of the General Education Provisions Act, as amended, protecting the privacy of educational records.

Inquiries may be made by contacting the ADA Compliance Office, 501 Manhattan Boulevard, Suite 1100, Harvey, LA 70058-3585 or by calling (504) 365-5312 from 8 a.m. to 4 p.m., Monday through Friday.

Revised: June, 2009

IMPORTANT PHONE NUMBER

School Name: _____

Child Care Site Phone Number: _____

Child Care Director: _____

School Principal Name: _____

School Office Phone Number: _____

JPPSS Tax ID: 72-6000-592

NON- REFUNDABLE FEES

REGISTRATION:

A student must be registered with the Child Care Program each school year in order to participate in the program on a regular or drop-in basis. Child Care accepts checks or money orders only, no cash.

A \$20.00 registration fee will be assessed for each student registering between August and January. A \$15.00 registration fee will be assessed for each student registering between February and April. A \$10.00 fee for those registering on May 1st until the end of the school year will be assessed. This fee must be paid for drop-in students as well.

Each student will be covered by insurance with the school system insurance company, which is included in the registration fee. This coverage is only in effect during child care hours and pays any out of pocket medical expenses the parent incurs after the primary policy has been applied.

All parents/guardians pay registration and child care fees as follows: There is no discount for additional children.

CHILD CARE FEES:

FULL-TIME WEEKLY FEE	\$32.00
A.M. ONLY WEEKLY FEE	\$20.00
P.M. ONLY WEEKLY FEE	\$27.00

DROP IN FEES:

FULL DAY	\$11.00
A.M. ONLY	\$ 5.00
P.M. ONLY	\$ 7.00

HOLIDAY FEE: when available

FULL DAY	\$25.00
HALF DAY	\$15.00

(Holiday half day is 7:00 a.m. - 12:30 p.m. or 12:30 p.m. - 6:00 p.m.)

Reduced weekly fees will only apply when school is not open for the full 5 day school week.

All active Jefferson Parish Public School System Employees will receive a 10% discount excluding registration. A copy of your e-payroll stub must be presented to Director at time of registration.

No onsite partial payments will be accepted. No post-dated checks will be accepted. **All fees are non-refundable. NO REFUNDS OR CREDITS ARE MADE IF A CHILD IS ABSENT.**

Payments are to be made on Monday or the first day of the week. A \$5.00 late fee will be assessed on the third (3) day as per/day per family. If payment is not made by the Friday, the child will be removed from the child care program, until all fees are paid.

Parents can use the My School Bucks app to make online payments. A usage fee is charge on each payment.

Copies of Child Care Receipts/Sign In Sheet - \$15.00: Child care receipts are given weekly. A \$15.00 charge is required for copies of receipts for each requested calendar year. (ex. 09-10, \$15.00, 09-11, \$30.00). This also applies to copies of student daily Sign-In/Out Sheets.

CHILD CARE DAILY SCHEDULE

Morning child care begins at 7:00 a.m. and ends when the school duty schedule begins. **NO SCHOOL is to accept students before 7:00 a.m.**

After school child care begins when the school dismissal bell rings and ends at 6:00 p.m.

NON-SUFFICIENT FUND PROCEDURES

ATTENTION NSF Procedures:

Parents will be notified by the school account clerk of any NSF checks. A fee of 25.00 will be charged for any NSF check received.

NOTE:

- 1) Students will not be allowed in child care until the NSF check has been cleared.
- 2) Any parent that has multiple NSF occurrences will be required to pay child care fees with a money order for the remainder of the school year.

DISCIPLINE

The policy of the Child Care Program is to promote a safe, secure and orderly environment, which will serve to enhance the goals of Child Care. Students are required to be well behaved at all times. Under no circumstance will violent, disruptive and/or abusive behavior be tolerated. Students will not be allowed to run in the building or go to the bathrooms or any other place without proper supervision.

A **written referral** will be completed by the Child Care Director when behavior problems arise: (3 referrals may be reason for permanent dismissal.)

Referral must include:

- Student's name and age
- **1st, 2nd or 3rd offense**
- A detailed description of the offense must be written, including any inappropriate or threatening words, and what immediate action was taken by the director. (If this was a violent act call Principal immediately)
- Parent name and contact phone numbers.

The parent/guardian is to be advised of the situation, asked to sign bottom of referral (give parent copy of referral) and tell them they will be notified by Principal of any further action. Then referral is to be submitted to the Principal for disciplinary action.

Permanent dismissal may only be decided school principal. The Principal has the ultimate authority for disciplinary action, which could be a warning, suspension or permanent dismissal from the Child Care Program.

NO REFUNDS WILL BE MADE WHEN A CHILD IS SUSPENDED OR DISMISSED.

HEALTH CONCERNS

Any child with an infectious disease cannot come to child care as long the child is contagious. Child Care follows the JPPSS Guidelines regarding infectious diseases.

SNACKS

Morning snack: Students may bring snacks from home. In order to comply with federal guidelines, no morning snacks may be purchased at the school. (Exceptions: School Breakfast Program)

Afternoon snacks: Students may bring an afternoon snack from home or purchase a snack if available through the school.

SIGN-IN/OUT PROCEDURES

The parent/guardian must **sign-in** their child/ren each morning and **signed out** each afternoon at the designated child care area.

A child will not be released to anyone whose name is not on the registration/emergency card unless appropriate procedures have been followed:

1. If parent/guardian sends written notification, the parent/guardian must be contacted by the child care director or school staff on the telephone for oral verification.
2. If a parent/guardian telephones, the child care director or school office staff must use the student's emergency card to contact parent/guardian for verification.
3. If the person who is picking up your child is not on the emergency card list. The site director will make a copy of the person's driver's license for identifying information.

All a.m. and p.m. sign-in forms are to be kept in a safe and secure place for future reference. These documents could become necessary if an investigation of any kind were ever conducted. No child is ever to be released without proper authority and a signature.

HOMEWORK

Each child will have the opportunity to begin homework for the first hour of after care, before the daily assigned schedule is continued. Site directors and staff will supervise the homework for the day. During this period, the staff will answer questions and monitor homework. (Staff members are not tutors)

MEDICATION ADMINISTRATION

The parent/guardian must inform the site director of any and all medical problems or of any medication that their child must be given. If your child has medical needs, you and your child's physician must complete and return all necessary medical forms to the school nurse. Please inform them that your child will also attend Child Care. The child cannot attend Child Care until this medication paperwork has been forwarded and reviewed by the Child Care Nurse. Please see the school nurse for any required paperwork.

LATE PICK-UP

All children must be picked up by 6:00 p.m. When a child is not picked-up by 6:00 p.m. the following procedure will be followed.

1. Parent/guardian will be responsible to pay \$1.00 per minute per family.
2. By 6:15 p.m. the Child Care Director will inform the principal and the appropriate police department, if the parent or guardian has not communicated with the Director.
3. After three (3) tardies by parent/guardian, a permanent dismissal of the child/ren from the Child Care program may result.

EMERGENCY DISMISSAL/SCHOOL CLOSING

During the school year it may become necessary to dismiss students early or to close schools due to an emergency situation. Our primary concern will be to insure the safety of all students. The following procedures will be used to keep parents informed.

1. It is mandatory that all children have an emergency card on file. It is the parent's responsibility to keep all information current and accurate. Inform the Child Care Director whenever the information needs to be revised.
2. The news media will be notified by the Superintendent's office if schools will be closed due to an emergency. The official news media for Jefferson Parish Public School System is the **WWL radio/news station**.
3. If school is closed, there will be no child care available.
4. If schools are going to close on the next school day, the decision will be made by 5:00 a.m. of that day.
5. The decision to dismiss school early is usually made by 11:00 a.m.
6. Make sure that you have a plan for your child to be picked up in the event of an emergency.

EARLY RELEASE

AM Child Care only will be offered on early release days. NO PM Child Care will be offered.

FILMS, TOYS AND GAMES

Any films shown during the Child Care Program must be appropriate to the ages of the children. Only G rated films are approved for the child care program.

All toys and games used in the Child Care Program must be age appropriate and safe for the students use. Educational games will be used on a daily basis.

Students are not allowed to bring games or toys into the program. **The Child Care Program is not responsible for any games or toys brought to child care.**

DAMAGES

It is the policy of the Jefferson Parish Public School System that a student found guilty or responsible for damage or loss to any property belonging to the Jefferson Parish Public School System, another student, an employee, or school bus driver shall be held accountable for making restitution for said damage. Parents/guardians are responsible for this debt. Parents/guardians will be notified of the cost of any such damages in writing. Arrangements for payment will be made within 3 days. The student will not be allowed to return to camp and/or child care until restitution is arranged.

Note:

The student will not be allowed to remain if the repayment agreement is broken.

HOLIDAY CHILD CARE (When Available)

To register for Holiday Care the parent/guardian must obtain a copy of the child's original registration form from his/her Child Care site. If a child is not registered in Child Care he/she must register before attending.

Please note not all sites will have holiday care, check with your individual sites.

GRIEVANCE PROCEDURE

- Contact the director at the site and inform them of complaint.
- If applicant is not satisfied with the results, the applicant may contact the Principal at school. Contact information in front of book.

