School-Based Child Care Parent Handbook 2025-2026



Parent Handbook
Rev. 7/2025

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SCHOOL-BASED CHILD CARE

The Child Care Program provides the parents/guardians of elementary-aged students attending Jefferson Parish 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 Schools since 1985.

Child Care is designed to provide a safe and secure environment for children, during before and after school hours. It provides a structured atmosphere, which affords each child the opportunity to enhance his/her intellectual, personal, social, and physical development.

Child Care is available during the regular school year. Hours of care are approximately ½ hour in the morning and 3½ - 4 hours in the afternoon, averaging about 4 hours a day or a total of 20 hours per week. This service is also offered during holidays at some sites.

Notice

It is the policy of the Jefferson Parish Schools 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 or by calling (504) 365-5312 from 8 a.m. to 4 p.m., Monday through Friday.

Revised: July, 2014

IMPORTANT PHONE NUMBER

School Name: _____

Child Care Site Phone Number: _____

Child Care Director: _____

School Principal Name: _____

School Office Phone Number: _____

Tax ID: 72-6000-592

JPS
501 Manhattan Blvd.
Harvey, LA 70058

CHILD CARE FEES

REGISTRATION FEES: $20.00 per child

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.

Registration covers: supplemental out-of-pocket insurance for each student and supplies for child care. This insurance coverage is only in effect when a child has an accident or incident while participating in child care. This policy pays any out-of-pocket medical expenses the parent incurs after the primary policy has been applied.

CHILD CARE	**FEES**:	**DROP-IN, 1 DAY**	**FEES:**
BOTH A.M. & P.M. CARE WEEKLY FEE	$65.00	BOTH A.M. & P.M. CARE	$13.00
A.M. CARE ONLY WEEKLY FEE	$20.00	A.M. CARE ONLY	$ 4.00
P.M. CARE ONLY WEEKLY FEE	$45.00	P.M. CARE ONLY	$ 9.00

MAKING PAYMENTS: Fees can be paid online at https://jpschools.schoolcashonline.com or onsite with ***checks or money orders only***. **ALL FEES ARE NON-REFUNDABLE.** No partial payments will be accepted. Payments must be for the exact amount. No post-dated checks will be accepted. All onsite payment made onsite must be paid to the Child Care Account Clerk/Director only and a receipt must be issued immediately.

NO REFUNDS OR CREDITS ARE MADE IF A CHILD IS ABSENT.

Payments are to be made on the first day of the week. A $5.00 per day late fee will be assessed on the morning of the third (3) day. This also includes drop-in and late pick-up fees. If payment is not made by the end of the week, the child will be removed until all Child Care fees are paid in full. **NO CHILD WILL BE ALLOWED TO RETURN TO CHILD CARE ON MONDAY OR THE NEXT CHILD CARE DAY IF FEES FROM THE PREVIOUS WEEK ARE NOT PAID.**

There are no discounts for additional children. For your convenience fees are listed on the Student Sign-in/Out monthly logs. All active JPS Employees will receive a 10% discount excluding registration and late fees. A copy of your e-payroll stub must be presented to the director at the time of registration for approval.

ADDITIONAL COPIES OF CHILD CARE IN-PERSON RECEIPT/STUDENT SIGN-IN LOGS: $15.00. Child care receipts are given at the time of payment. A receipt is emailed if the fee is paid online. A $15.00 charge is required for copies of receipts for each requested calendar year. This also applies to copies of student daily Sign-In/Out Sheets.

SCHOOL CASH ONLINE

Online payment can be made at https://jpschools.schoolcashonline.com.

NSF CHECKS / REJECTED SCO PAYMENTS

If a check is returned NSF or a School Cash Online payment is rejected, the school and the parent will be notified.

1. Students will not be allowed to return to child care until the returned payment and all fees have been paid in full.
2. A fee of $25 will be charged for all NSF/Rejected payments.
3. After receipt of the NSF check the parent will be required to make any further payments either online with School Cash Online or with a money order at the site.

CHILD CARE DAILY SCHEDULE

Morning child care begins at 6:45 A.M. and ends when the school duty schedule begins. **NO SCHOOL is to accept students before 6:45 A.M.** Morning Care will only be offered at schools with a starting time after 7:45 AM.

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

HOMEWORK

Each child will have the opportunity to begin homework for the first hour of aftercare 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. ***Parents, please remember staff members are not tutors, it is the parent's responsibility to check students' homework daily.***

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.

STUDENT SIGN-IN/OUT PROCEDURES

The parent/guardian must **sign** their child/ren **in** each morning and **sign** the students **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 the parent/guardian sends a 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 the 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.
4. Once a child is signed out for the day, they are not allowed to return within the same day.

All A.M. and P.M. sign-in forms are to be kept in a safe and secure place for five years 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.

If a student is absent for the school day, the student may not attend P.M. Child Care.

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 result in 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 the Principal will be called immediately.
- Parent name and contact phone numbers.

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

Permanent dismissal may only be decided by the 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.

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) late pick-ups by the 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 ensure 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 Schools 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. on
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.**

HEALTH CONCERNS

Any child with an infectious disease cannot come to child care as long the child is contagious.

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 School Nurse. Please see the school nurse for any required paperwork.

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 to use. ***NO CELL PHONES OR ELECTRONICS ARE ALLOWED IN CHILD CARE.*** **The Child Care Program is not responsible for any games, toys, electronics, or cell phones brought to child care.**

DAMAGES

It is the policy of the Jefferson Parish Schools that a student found guilty or responsible for damage or loss to any property belonging to the Jefferson Parish Schools, 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.

GRIEVANCE PROCEDURE

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

ACKNOWLEDGMENT / MEDIA RELEASE

Jefferson Parish Schools
2025- 2026 Child Care
Parent & Student Procedures and Policies

ACKNOWLEDGMENT

We hereby acknowledge that we have read the Child Care Procedures and Policies for Parents and Students.

We agree that_____will be held accountable for all rules and regulations. Child(ren) Name(s)

_____ _____
Student's Signature Date

_____ _____
Parent/Guardian Signature Date

****

MEDIA RELEASE

Parent please initial:

_____ My permission is **given** for my child(ren) to be photographed for the newspaper, television, and the JPS Web page.

_____ My permission is **NOT GIVEN** for my child(ren) to be photographed for the newspaper, television, and the JPS Web page.

_____
Parent/Guardian Signature