

2026-2027 School Based Child Care Parent Handbook

Parent Handbook
Rev. 7/2026

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

SCHOOL - BASED CHILD CARE

Since 1985, Jefferson Parish Schools has offered affordable before and after-school care for its elementary students. The program provides a safe, structured environment focused on boosting each child's social, physical, and intellectual growth.

Program Schedule

- **Availability:** During the regular school year.
- **Daily Hours:** ~30 mins (morning) | 3.5–4 hours (afternoon).
- **Weekly Total:** Approximately 20 hours of care.
- **Holiday Care:** Available at select locations.

Key Benefits

- **Affordable:** Low-cost options for Jefferson Parish Schools families.
- **Secure:** A supervised, safe setting on school grounds.
- **Enriching:** Focuses on personal and academic development.



IMPORTANT PHONE NUMBERS





School Name: BISSONET PLAZA

Child Care Site Phone Number: (504) 402-3319

Child Care Director: JASMINE BYNUM

School Principal Name: NANCY SUAREZ

School Office Phone Number: (504) 887-0470

Tax ID: 72-6000-592

Jefferson Parish Schools
501 Manhattan Blvd.
Harvey, LA 70058

CHILD CARE FEES & POLICIES

📋 Registration

- **Fee:** $20.00 per child (annual)
- **Requirement:** Mandatory for all regular and drop-in students.
- **Coverage:** Includes student supplies and supplemental insurance.
- **Insurance Note:** Reimburses out-of-pocket medical costs for on-site accidents after your primary insurance is applied.

💰 Fee Schedule

Care Type	Daily (Drop-in)	Weekly Rate
AM & PM Care	$13.00	$65.00
AM Only	$4.00	$20.00
PM Only	$9.00	$45.00

- **Employee Discount:** Active JPS employees receive 10% off care fees (excludes registration/late payment fees/ late pick up fees) for their children with a current e-payroll stub and verification.

💳 Payment Rules

- **Methods:** Pay online via School Cash Online or onsite with check/money order.
- **Onsite Protocol:** Payments must be made directly to the Child Care Account Clerk or Director; always request a receipt immediately. **Payments sent in backpacks, folders, or dropped off at the school office will not be accepted.**

Strict Policies:

- No cash, partial payments, or post-dated checks.
- **All fees are non-refundable**; no credits for absences.
- Payments must be for the exact amount.

⚠️ Late Fees & Attendance

- **Due Date:** Payments are due by Friday afternoon for the current week.
- **Late Penalties:** A $15.00 fee will be assessed on Monday for non payment.
- **Suspension:** If fees aren't paid by Monday morning, the child may not return until the balance is paid in full.

SCHOOL CASH ONLINE

School fees can be paid securely online through the School Cash Online platform at jpschools.schoolcashonline.com. This system provides a convenient, safe method for managing student payments. Visit School Cash Online to make a payment.

NSF CHECKS / REJECTED SCO PAYMENTS

If a check is returned for non-sufficient funds (NSF), both the school and the parent will be notified immediately. To ensure your child's continuous enrollment, please note the following policies:

🚩 NSF Check Policy

- **Suspension of Care:** Students may not return to child care until the original payment and all associated fees are paid in full.
- **NSF Fee:** A $25 fee will be applied to all returned payments.
- **Payment Restrictions:** Following an NSF check, all future payments must be made via School Cash Online or by money order at the site.

💻 Rejected Online Payments

If a payment made through School Cash Online is rejected:

- **Suspension of Care:** Access to child care will be paused until the balance and fees are settled.
- **Late Fees:** Because the payment is considered past due late fees of $15 will be added to the student's account for each payment.
- **Money Order Requirement:** The parent may be required to make all future payments exclusively by money order at the site.

CHILD CARE DAILY SCHEDULE

Morning care starts at 6:45 a.m. and runs until school duty begins. Students cannot be accepted before 6:45 a.m. This service is only available at schools that start after 7:45 a.m. After-school care begins at dismissal and ends at 6:00 p.m.

Morning Care

- **Start time:** 6:45 a.m.
- **End time:** Start of school duty
- **Drop-off:** No students allowed before 6:45 a.m.
- **Eligibility**: Only at schools starting after 7:45 a.m.

After-School Care

- **Start time:** School dismissal
- **End time:** 6:00 p.m. sharp

HOMEWORK

- **First Hour:** Dedicated homework time. (District Policy)
- **Staff Role:** Supervising students and answering questions
- **Parent Role:** Reviewing and finalizing homework (staff members are not tutors)

SNACKS

Snack Policy



Morning Snacks:

- Bring snacks from home
- Federal rules ban school sales
- School breakfast remains available.

Afternoon Snacks

- Bring snacks from home
- Purchase on-site (if available)

STUDENT SIGN IN/OUT PROCEDURES

- **Daily Logs:** Guardians must sign children in every morning and out every afternoon at the designated area.
- **ID Requirements:** Children will only be released to individuals listed on the emergency care.
- **Verification:** If an unlisted person picks up a child, staff must verify via written note or phone call and copy their driver's license.
- **One-Way Exit:** Once a student is signed out, they cannot return to care the same day.
- **Record Keeping:** All sign-in/out forms must be stored securely for five years for legal and investigative purposes.
- **School Attendance:** Students absent from school during the day, may not attend afternoon child care.

⚠ **Crucial Rule:** No child will be released without authorized signature and proper verification.



DISCIPLINE



Our child care program is committed to a safe and orderly environment. To support our goals, we require all students to behave respectfully. We do not tolerate any violent, disruptive, or abusive behavior. For safety, students must always have supervision and are not permitted to run inside the building or visit restrooms alone.

Behavior Referrals:
When behavior issues occur, the Director will issue a written referral. This document includes:

- Student name and age.
- Offense number (1st, 2nd, or 3rd).
- A detailed account of the incident and immediate actions taken.
- Parent contact information.

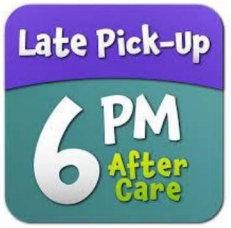
If an incident involves violence, the Principal will be notified immediately. Parents must sign the referral and will receive a copy for their records.

Disciplinary Action:
The school Principal holds the final authority on all disciplinary matters. After reviewing a referral, the Principal may issue a warning, a suspension, or a permanent dismissal. Please note:

- **Three referrals** may lead to permanent removal from the program.
- **Only the Principal** can authorize a permanent dismissal.
- **No refunds** are provided for time lost due to suspension or dismissal.



LATE PICK-UP



All children are to be picked up by 6:00 p.m. If a child remains past this time, we will follow these steps:

- **Late Fees:** Families will be charged $1.00 for every minute past 6:00 p.m.
- **Emergency Contact:** If we haven't heard from you by 6:15 p.m., the Director will notify the Principal and local police.
- **Program Dismissal:** Repeated tardiness is serious. After three (3) late pick-ups, your child may be permanently dismissed from the program.



EARLY DISMISSAL



On early dismissal days, only morning (AM) care is available; no afternoon (PM) care will be provided.

⚠**Important:** Parents are responsible for picking up their children promptly at the scheduled dismissal time on early release days.

EMERGENCY DISMISSAL / SCHOOL CLOSING

To protect our students, we may need to close schools or dismiss early during emergencies. Our top priority is your child's safety. Please review our updated notification procedures:

📋 Essential Requirements

- **Registration forms:** Every student must have a current Registration form on file.
- **Parent Responsibility:** Keep all contact details accurate and report changes to the child care director immediately.
- **Pickup Plan:** Ensure you have a reliable plan for someone to pick up your child in any emergency.

📢 Stay Informed

- **Media Alerts:** The superintendent's office will notify WWL Radio/News—the official station for Jefferson Parish Schools—of any closures.
- **No Child Care:** If the school is closed, all child care services are canceled.



⏰ Decision Timelines

- **Next-Day Closures:** Decisions will be finalized and announced by 5:00 a.m.
- **Early Dismissals:** Decisions to send students home early are typically made by 11:00 a.m.

🚨 If you have questions about specific emergency terms or procedures, please contact your school's main office.

EARLY RELEASE DAYS





AM Care

- **Morning childcare** is available on early release days. (At participating locations)

PM Care

- **Afternoon childcare** will not be provided.



HEALTH CONCERNS



- **To prevent the spread of illness**, children with communicable diseases may not attend child care while they are contagious.

MEDICATION ADMINISTRATION



Important Medical Notice

Parents and guardians must notify the Site Director of all student medical conditions or required medications.

Required Actions

- **Submit Forms:** Have your child's physician complete all required medical forms.
- **Notify Nurse:** Inform the school nurse that your child attends child care.
- **Get Paperwork:** Obtain all necessary documents directly from the school nurse.

Attendance Policy

⚠ For your child's safety, all medication paperwork must be received and approved by the school nurse before students with medical needs can begin child care.



FILMS, TOYS, AND GAMES



All media, toys, and personal items must comply with the following safety and age guidelines:

•**Films:** Only G-rated, age-appropriate movies are allowed.
•**Toys & Games:** All items must be safe and age-appropriate.
•**Electronics:** ***Cell phones and personal electronics are strictly prohibited***.
•**Liability:** The program is not responsible for lost, stolen, or damaged personal items brought from home.



DAMAGES

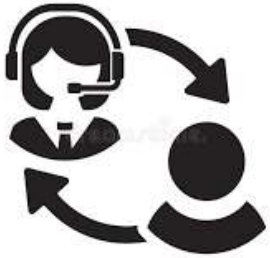
Jefferson Parish Schools requires students to pay for any property they damage or lose, whether it belongs to the school, a staff member, a bus driver, or another student.

Policy Summary

•**Financial Responsibility**: Parents or guardians are legally responsible for paying these repair or replacement costs.
•**Written Notice**: The school will send a written notice detailing the exact cost of the damages.
•**Payment Timeline**: Families must set up a payment plan within 3 days of receiving the notice.
•**Program Suspension**: Students cannot return to camp or child care until payment arrangements are active.
•**Breach of Terms**: Students will be removed from the program if the agreed-upon payment plan is broken.

GRIEVANCE PROCEDURE

To lodge a formal grievance, start by notifying the site director of your complaint.



Step-by-Step Escalation Process

•**Step 1:** Contact the site director to report the initial issue.
•**Step 2:** Appeal to the school principal if the site director's resolution is unsatisfactory.
•**Step 3:** Call the district office at 504-365-5368 if the matter remains unresolved.

ACKNOWLEDGMENT

Jefferson Parish Schools
2026- 2027 Child Care
Parent & Student Procedures and Policies

Acknowledgment of Policies and Procedures

By signing below, I confirm that I have read and understood the child care procedures and policies. I agree to follow all rules and regulations outlined in the handbook.

- **Child's Full Name:** _____
- **Student Signature:** _____ Date: _____
- **Parent/Guardian Signature:** _____ Date: _____

Media Release Preferences

Please initial one option below to indicate your photography preferences:

_____ **Yes**, I allow my child to be photographed or filmed for the newspaper, television, and the JPS website.

_____ **No**, I do not allow my child to be photographed or filmed for the newspaper, television, and the JPS website.