



Jacksonville Classical Academy

Extended Day Handbook

The **mission** of JXC Extended Day is to provide a safe and supportive environment for students to flourish before and after school.

The **vision** of JXC Extended Day is that every student would have access to a variety of academic and enrichment activities during the hours before and after school.

Grades

Kindergarten to 6th grade

Rates

Before Care only (6:30-7:30am) - \$50 per month

After Care only (3:30-6pm) - \$150 per month

Before and After Care (6:30-7:30am and 3:30-6pm) - \$200 per month

Registration

Registration will be through these links ONLY:

[Main Campus Registration](#)

[East Campus Registration](#)

Registration will be first come, first serve. Once full, students will be added to a waitlist.

Contact:

Courtney Hughes, chughes@jacksonvilleclassical.org - Director of Student Life

Daniel Westfield, dwestfield@jacksonvilleclassical.org - Student Life Coordinator

Hevyn Young, hyoung@jacksonvilleclassical.org - JXC Main Campus Morning Lead

Lynette Lealwalcott, llealwalcott@jacksonvilleclassical.org - JXCE East Campus Morning Lead

JXC Main Campus Afternoon Lead- TBA

Amme Smith, amsth@jacksonvilleclassical.org - JXC East Campus Afternoon Lead

Times

Morning Care: 6:30 - 7:30am

After Care: 3:30 - 6:00pm

Payment

Payment is received by card or check. Cash is not accepted. Payment is due on the 1st day of each month. If payment is not made by the 5th of each month you will incur a \$25 late fee. If paying by check, please make out the check to "Jacksonville Classical Academy" with "Extended Day - *Child's Name*" in the memo line. Please hand the check to the Before or After Care Lead when you drop off or pick up your child. Please DO NOT send in the check with your child or ask your child to give it to their teacher. Check is preferred, however if paying with a card, please pay in person at the front desk.

Extended Day Procedures

Emergency Drop-in Care

An "emergency" is considered any unplanned event without special arrangement.

Emergency drop-in care is limited to twice per week. On the day of drop-in care, please notify JXC that your child will remain for Extended Day by emailing your child's teacher and the Extended Day Morning and/or Afternoon Lead.

Emergency Before School Care: The fee is \$10 per student.

Emergency After School Care: The fee is \$15 per student.

Payment is due when the student is picked up. Payment is expected the same day in the form of Check or Credit/Debit Card upon pick up. Cash is not accepted.

Late Pick -up

The fee for student pick-up after 6pm is \$25 for the first five minutes and \$1 per minute thereafter. Payment is collected the same day in the form of Check or Credit/Debit Card upon pick up. Cash is not accepted.

Location of Care

Extended Day is located in the Cafetorium and JXC classrooms. JXC will provide an enjoyable routine for Extended Day that includes: (1) snack time, (2) academic/homework time, (3) organized crafts/enrichment activities, and (4) indoor/outdoor free play.

Pick Up

Students will only be allowed to leave with parents or individuals listed at registration with confirmation of proper identification. Students will NOT be allowed to go home with person(s) not listed without a prior written approved request to the Extended Day Lead.

Emergency Care

In case of an accident or serious illness and the school is unable to reach the parent, the school is authorized to contact emergency care to transport the child(ren) to the nearest hospital and have a member of JXC staff ride along in the transport. This authorization also allows the Lead or staff in charge to make any decisions necessary for providing care and treatment for the child(ren) until parent arrival.

Medication

A policy has been established in Duval County to govern the administration of medicine to students in public schools. The policy states that before medicine can be administered in the school, a statement from the physician concerning the medicine must be on file at the school. Directions taken from the prescription bottle or box will not suffice. Only a written statement from the physician is acceptable as well as a Medication Release Form. This form should be on file at your school. If the medical form is not in the students file, they should complete the standard DCPS form. Please reach out to the Student Life Director if you have any questions or need a form.

Illnesses/ Accidents and Emergencies

Registration and emergency information is to be completed by parents and maintained on file with the program prior to children being allowed to participate in the program. In the event of illness, accident, and/or medical emergency, the parent(s) or guardian(s) will be notified. Specific instructions regarding actions to be taken shall be obtained and documented. If parents and/or their designee cannot be reached, the Lead of the program will take whatever actions are deemed necessary for the health and welfare of the child. Actions initiated by the program staff do not obligate them, the school or the district, to assume financial responsibility for the treatment of the child.

All accidents to children must be reported, no matter how slight. Notification of the Principal and Student Life Director must be done immediately. Notification must include the proper accident report form. Accident reports are not to be written after the fact if not witnessed or reported at the time. If you are instructed to prepare the report "after the fact", you should write a statement on the report specifying the requestor

name and the date requested. Example: "This incident was reported by parent/other on date_____."

Emergency safety drills are required periodically for before and after school sessions just as they are for the regular school day. These should be arranged by the Extended Day Lead. Through enrollment in the program, you are agreeing to your child's participation in the drills. Current safety drill routes and locations should be posted and reviewed with staff prior to safety drills. These drills must be conducted monthly.

Nutritional Snacks

The program will offer your student a snack. Program staff will make note of authorization to offer a snack and any medical/nutritional allergies that were disclosed at registration. In addition, parents may furnish their children enrolled in the program with a snack as well.

Arrival and Dismissal

Extended Day hours begin at 6:30am and end at 6:00pm. Students may not arrive prior to 6:30am or depart after 6:00pm. If a child is picked up after 6:00pm, the parent will be charged \$25.00 for the first five minutes and \$1.00 per every minute thereafter. **This fee is due upon pick up. If three (3) violations occur the student will be removed from the program.**

Please note that the school clock is used as a point of reference when determining fees.

*** DEPARTMENT OF CHILDREN AND FAMILIES (DCF) WILL BE NOTIFIED OF STUDENTS ARRIVING PRIOR TO 6:30am OR BEING PICKED UP AFTER 6:00pm. ***

Parents experiencing unavoidable emergency situations can always contact Extended Day by calling and speaking with the Extended Day Lead. Please be advised that all decisions are at the discretion of the Lead.

Extended Day Policies

Homework

Extended Day employees are not certified tutors, nor are they responsible for providing your student with homework assistance. Students will be given 30 minutes of quiet time a day to read or start their homework. Please provide your student with a book in the event of no homework.

Attendance/ Drop Off

Attendance is taken daily in Extended Day. For Before Care, parents will be responsible for signing their child in when dropping off. Drop off will be at the front of the school. Parents must park and exit their car to sign their child in. If the child is dropped off without being signed in three times, they will be dismissed from the program.

If a student is absent during the school day, they will not be allowed to attend the Extended Day program on the day of the absence. If the student is taken from school early and is not returned to school before the school day ends, they will not be able to attend the Extended Day program after school. Absenteeism does not constitute a refund.

Payment

The payment method for monthly fees is only accepted via check or card. A late fee of \$25 will be added to payments received after the due date as determined in the Payment Schedule. Students with past balance may not remain in the Extended Day Program unless their account balances are current. Programs approved by JXC are required to receive payment prior to services being rendered. Payment notices may be issued to remind parents. Continual problems with overdue payments may result in a child not being allowed to remain in or return to the program.

Checks

Checks are preferred as payments. Checks should be made payable to: Jacksonville Classical Academy. On the memo line, please include: Extended Day - *child's name*. JXC does not accept post-dated checks or hold a check for any amount of time. If a check is returned for non-payment, we may refuse to accept checks for future payments. Future payments would then be made with a cashier's check, or money order.

Refund Policy

The only time a refund will be given is when students withdraw from the program. Refunds of \$10 or less will not be given. No claims for refunds will be made more than 30 days after the withdrawal date.

Fee Recovery

Checks returned for insufficient funds will be submitted to an outside agency for collection. Fees for insufficient fund checks will be made directly to the agency, not to Jacksonville Classical Academy. The Lead will provide you with the contact information for the agency when a check is returned. JXC will only accept money orders and online credit/debit cards for future payments.

Hours

Children may not arrive earlier than 6:30am and must be picked up by 6:00pm. Late pick-ups after 6pm are documented and only allowed three times per school year. Non-compliance with this policy may result in dismissal from the program.

Warnings/Disciplinary

Discipline warnings will be given to children who disobey instructors or the Student Code of Conduct. Guidelines are to be followed with no exceptions.

First time – Warning

Second time – Parent Meeting

Third time – Removal from program

Jacksonville Classical Academy and its students are held to the same code of conduct as Duval County Public Schools. This code of conduct can be located at:
<https://deps.duvalschools.org/conduct>

Property

Children are responsible for their own belongings. Names should be written on all belongings.

Pick-Up

Children will be allowed to leave with their parents/guardians and those individuals listed in the Extended Day Pick Up Authorization list or who have written consent from parents only. We will not accept notification by telephone. All Extended Day students being picked up must be signed out at the front of the school. Parents must park and exit their car to pick up their child. Children will not be dismissed into the parking lot or to a parked car. Those individuals signing students out must be prepared to present proper identification. Only those persons authorized in writing on the Extended Day registration form will be allowed to remove students from the program.

JXC's Federal ID Number

Jacksonville Classical Academy's Federal Identification Number is 83-1701221. It is frequently referred to as the TIN (Taxpayer's Identification Number). The number is used by parents filing income tax return forms for childcare credits. Extended Day is required by law to furnish the TIN to the legal parents of children enrolled in the program and issue receipts for payments costs. Upon request only, programs will provide copies of payment.

Payment Schedule

August - Due August 11 (MUST be paid by 8/11 to secure spot)

September - Due September 5, Late September 11

October - Due October 2, Late October 9

November - Due November 1, Late November 6

December - Due December 1, Late December 6

January - Due January 9, Late January 15

February - Due February 1, Late February 6

March - Due March 1, Late March 6

April - Due April 1, Late April 8

May - Due May 1, Late May 6