



## **Jacksonville Classical Academy 2026-2027 Extended Day Handbook**

All parents/guardians are required to review the entire Extended Day Hand book before registration. The handbook includes:

1. Program Overview
2. Extended Day Procedures
3. Extended Day Policies

### **2026-2027 Program Overview**

**Mission and Vision:** 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:** Pre-K to 5th grade. Extended Day is not offered for students in grades 6–12, and no exceptions will be made. The school provides a variety of after-school activities and athletics for middle and high school students. If a 6th-12th grade student is not participating in an extracurricular activity after school, they must be picked up in the car line by 3:25pm.

### **Rates and Fees:**

- Registration Fee:
  - Before Care - \$25 at the time of registration (non-refundable)
  - After Care - \$100 at the time of registration (non-refundable)

- Monthly Fee (can be paid annually):
  - Before Care (Pre-K-5th Grade) - 6:30–7:30am, Monday-Friday - \$50/month
  - After Care (K-5th Grade) - 3:30–5:30pm, Monday-Friday - \$150/month
  - Pre-K After Care Options:
    - 5-Day Program (Riverside and Fort Caroline Locations):
      - 11:00am – 3:00pm - \$400/month, Monday-Friday
      - 11:00am – 5:30pm: \$650/month, Monday-Friday
    - 3-Day Program (Riverside Location Only):
      - 1:00pm – 3:00pm: \$120/month, Tuesday-Thursday
      - 1:00pm – 5:30pm: \$270/month, Tuesday-Thursday

**Parents of PreK students being pick up at 3:00pm, please note that for the 3:00pm extended day option for PreK, students are picked up through the car line, not the front of the school. Families will be considered late if they don't make it to car line by the end of the dismissal period, which is 3:25pm. This gives a pickup window from 3:00–3:25pm before any late fees are applied.**

### **Registration:**

- Registration for the 2026-2027 school year opens on **Monday, May 4, 2026.**
- Registration will be through Sawyer and links can be found on the “Extended Day page of the Jax Classical website.
- Spots are limited. All students will be placed on a waitlist and invited to enroll as space becomes available.
- An annual \$100 registration fee is required at sign-up to secure your child’s spot. If registering for Before Care only the annual registration fee is \$25. The registration fee is non-refundable.
- August tuition + the registration fee are due at the time of registration.
- During the registration process, you will be prompted to set up automatic monthly billing. Monthly payments will be automatically withdrawn on the first day of each month.

**Contact:** Courtney Hughes, [chughes@jacksonvilleclassical.org](mailto:chughes@jacksonvilleclassical.org) - Director of Student Life

### **Payment:**

- Payment for extended day can be made through the links provided on the Jax Classical website **ONLY.** The links on the website through the Sawyer app will allow you to set up automatic monthly payments that will be withdrawn from your account on the first day of each month.
- Cash, check or card **WILL NOT** be accepted for monthly fees.
- Drop-in fees will be paid at the front desk with check or card only.



## 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 Coordinator.
- Emergency Before School Care: The fee is \$10 per student.
- Emergency After School Care: The fee is \$15 per student.
- Payment is due at the time the student is dropped off or picked up. All payments must be made the same day, either at drop-off or pick-up, in the form of credit/debit card. Cash/check is not accepted. Students with an outstanding balance will not be permitted to attend Extended Day again until the fee is paid in full.

**Late Pick -up:** The fee for student pick-up after 3:25pm or 5:30pm 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 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 Coordinator.

**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 Coordinator 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 Coordinator. 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.

**Lunch (Pre-K Only):**

- The school does not provide lunch for Pre-K students. It is your responsibility to send your child a healthy lunch, snacks and a reusable water bottle filled with plain water each day.
- No juices or sodas are permitted.
- If your child is picked up at 11:00 / 1:00 / 3:00, they should bring one snack. If your child is staying past 3:30, please send two snacks - one for the morning and one for the afternoon.
- Be sure to include an ice pack in your child’s lunch if it requires refrigeration. JXC does not provide refrigeration and does not heat food. If you would like your child to have warm food, please warm it at home and send it in a thermos container.
- Please let us know of any allergies your child may have.
- Please do not send candy in your child’s lunch.
- Please follow the USDA Food Recommendations when packing your child’s lunch.

- All lunch boxes, bowls, spoons, water bottles, and food containers must be labeled with your child's first and last name. Please do not send glass containers.
- Please keep in mind, all food needs to be cut up and ready to serve your child. We want to proactively keep your child safe from choking hazards. An example would be whole grapes or hot dogs. Unless they are cut up, they will be returned home.

### **Arrival and Dismissal**

- Before care hours are from 6:30-7:30am. Students may not arrive prior to 6:30am. Students will be dropped off at the front of the school. Parents MUST park, exit their car and walk their child to the front doors of the school. Students will be offered free breakfast from the school's food services company, SLA, during morning care.
- After care hours are until 3:00pm (Pre-k only) or 5:30pm (Pre-K-5th grade). If a child is picked up after 3:00pm or 5:30pm, 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.
- Parents experiencing unavoidable emergency situations can contact Extended Day by calling the school and speaking with the Extended Day Coordinator. Please be advised that all decisions are at the discretion of the Coordinator.

**\* DEPARTMENT OF CHILDREN AND FAMILIES (DCF) WILL BE NOTIFIED OF STUDENTS ARRIVING PRIOR TO 6:30am OR BEING PICKED UP AFTER 5:30pm. \***

## **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 each 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. 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 the link provided on the Sawyer app. 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. Card payments are only accepted for drop in or late fees. Cash and checks are not accepted.

**Refund Policy:** You may cancel your aftercare services at any time. However, please note that no refunds will be provided for the remainder of the month in which the cancellation occurs. To cancel, please email the Extended Day Coordinator at your child's campus. The child's last day of extended day should be included along with the parent's full name.

**Hours:** Children may not arrive earlier than 6:30am and must be picked up by 3:00pm or 5:30pm. Late pick-ups after 3:00pm or 5:30pm are documented and only allowed three times per school year. Non-compliance with this policy may result in dismissal from the program.

**Warnings/Disciplinary: Physical violence will not be tolerated. Students who display physical violence during extended day will be removed from the program immediately.**

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://dcps.duvalschools.org/conduct>. Students attending extended day are also held to Jacksonville Classical Academy's Code of Conduct, which can be located here: <https://www.jaxclassical.org/student-and-family-handbook>.

**Property:** Children are responsible for their own belongings. Names should be written on all belongings. Children should not bring toys to extended day.

**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. Parents may also pull receipt of payment directly from their Sawyer account.

**Payment Schedule:** Payments will be made on the first day of each month. Parents will set up automatic monthly withdrawals through the link provided in the Sawyer app. If an automatic withdrawal is declined due to insufficient funds, parents will be notified and given five (5) days to make the payment. If the payment is not received within five (5) days, the student will be removed from the program.