

J-CARE

**DIRECTORY
AND
PARENT HANDBOOK
SCHOOL YEAR – 2018-2019**





J-Care Directory

St. John the Baptist School
845 2nd Ave NW
New Brighton, MN 55112

Program Director

Alison Wacek
waceka@stjohnnyb.org
651.633.1522 x1119

Program Hours

6:30 am – 7:45 am
and
2:30 pm – 6:00 pm
Monday – Friday

School Release Days – 7:00 am – 6:00 pm

J-Care Cell Number

651.261.9113

Welcome

Welcome to the St. John's J-Care program. We are glad that you have chosen us to care for your child(ren).

Our mission is to provide high-quality child care at an affordable price in an engaging, active, comfortable, and JOY-filled environment for your child(ren).

Communication

We believe that clear and concise communication is effective in any good working relationship, which is why we will make every effort possible to make sure that communication is effective across the board.

Please inform the director of any new change of address, new phone numbers, etc. throughout the year. The school office will **not** notify us of any changes.

Sign-In/Out Procedures

Please use door #4 as the main entrance when you use the J-Care program. Parents/Guardians or an authorized contact must sign his/her child(ren) in and out on our iPad each session. The iPad will be inside the cafeteria either at the check in table or with a J-Care staff member. After your child has attend J-Care three times your family will be assigned a security code to access J-Care. Please email the J-Care Director for your code.

When dropping your child off, make sure to sign him/her in, under no circumstances should you ever send your child in to sign in by themselves. Signing in/out on the iPad is J-Care's way of billing families. In order to bill accurately you must sign in/out each day and failure to do so **will automatically result in a full day rate**. Failure to comply with these rules will result with a friendly reminder the first time. If the situation occurs again it could result in termination of child care use. This situation is taken seriously due to the safety of your children.

Drop-Ins

We are able to take children on a drop-in basis. Parents need to fill out the proper enrollment information. J-Care strongly suggests a 24 hour notice for all drop-ins.

Authorized/Emergency Contacts

Authorized contacts are those listed as "Emergency Contacts" on your registration forms. Authorized contacts will be notified, in the event of an emergency, if the parents/guardians cannot be reached.

Authorized contacts may also pick-up your child from the program with proper notification from the parent/guardian (i.e. phone call, written message). The St. John's J-Care staff will not allow an unauthorized person to pick your child up. If you

need to add additional contacts to your current contact list, please see the Program Director for further details.

Tuition

You are billed for only the days you use. Tuition rates for the J-Care program are as follows:

2018-2019 School Year:

Registration Fee: \$25.00/child (non-refundable - this fee will be assessed the third time your child attends)

AM session : 6:30 - 7:45 session: \$8.00

PM sessions: 2:30 - 4:00 pm session: \$8.00

2:30 - 5:00 pm session: \$11.00

2:30 - 6:00 pm session \$14.00

(A session is considered before school or after school)

Third Child Discount: 10% off your monthly bill

School Release Days:

Early Sign-Up (1 week prior to release day): \$37.00/child

Week of Sign-Up: (within 5 days of release day): \$47.00/child

(Field Trip/Swim days will be an additional \$5.00-\$15.00)

Third Child Discount: 10% off your monthly bill

Our billing period during the school calendar year starts the first of the month to the last day of the same month. A late fee of \$10.00 will be charged to accounts not paid in full by the due date listed on your bills. Children may NOT attend until full payment is received.

Monthly statements will be distributed by J-Care staff in our "billing slots" which are located on the side of the parent table. If more than one person requires a statement or paying for a student(s) J-Care will need a "J-Care Parent Contract" signed by all involved.

All J-Care billing will be done through Tads. You should receive an email from Tads when you have been invoiced from J-Care.

Tads Helpline: 800.477.8237 or support@tads.com

If you have a question or concern regarding your bill, please see the Program Director before the due date listed on your bill.

Additional Fees

Field Trips: On some school release days we will be going on off-site field trips. To help off-set the cost of a bus and the field trip itself, we will be charging an additional fee of \$5.00 - \$15.00 per child. This fee will be assessed on your statement.

Late Payment: Failure to pay tuition on time will result in a \$15.00 late fee and/or suspension from the program. Payments that come in consistently late could result in your child's suspension or termination from the J-Care program.

T-Shirt Fee: J-Care will have a \$5 fee for not remembering to wear your field trip shirts on field trip days.

Late Fee: If you are late picking up your child(ren) it will result in a \$1.00 per minute/per participant for every minute past 6:00pm. All late fees will be based on the time that appears on the clock at the parent table or the school cafeteria. If you are late you will be charged on your next statement through Tads. Please be prompt in picking your child up on time as to avoid this charge. Also, please remember that it is your responsibility to make arrangements for another person (authorized persons only) to pick your child up if you know that you will not be able to make it by 6:00pm.

If for some reason or another you know you will be late in picking up your child, please make a courtesy call to J-Care to notify the staff of your situation.

If you are habitually late in picking up your child, it could result in a conference with the Program Director and the school principal and/or suspension/termination from the program.

Finder's Fee: If your child is SCHEDULED to attend an afternoon session and he/she does not show up and a J-Care staff member is not previously notified, thus resulting in a J-Care staff trying to locate him/her, you will be assessed a \$10.00 fee. Also, if your child shows up and is NOT scheduled to attend J-Care and a J-Care staff member has to call a parent/guardian, this too could result in a Finder's Fee. If either of these situations continues to be a problem, your child may be suspended from the program.

Afternoon Schedule Changes: All schedule changes for the afternoon MUST be **called in to J-Care** prior to 2:00pm the day of the change. Any change made after 2:00pm could result in a session charge.

Varied Schedule

If you marked "Varied Schedule" on your registration form, you must fill out a varied schedule form as far in advance as possible, and turn it into a staff member.

Varied schedule forms are located on the parent table or you may access a varied schedule form via the St. John's website under J-Care.

School Release Days

On selected days that school is not in session, we will offer care for your child(ren).

On some school release days we will be going on a field trip. On days we do not go on a field trip we will have planned on-site activities. Additional fees will be assessed on off-site field trips.

If we do not have more than 11 children on any given school release day, our hours of operation will be from 8:00am – 4:00pm. We will notify you via e-mail, phone call, or in person one week in advance.

If you are signed up for the school release day and cancel within one week of the actual school release day, you will be charged the full amount. No exceptions. You may cancel prior to the one-week window of the school release day. The cancellation must be written and signed by the parent/guardian.

Lunch is not provided by the school or J-Care on school release days (unless otherwise noted). You are responsible to send your child with a completely disposable bag lunch to the program. Milk will be provided at no additional charge on days we are on-site for lunch. If you do not send a lunch with your child you will be called to bring him/her a lunch.

Pre-registration is required for all school release days. You may start to pre-register 3 weeks prior to the school release day by “signing-up” at the parent table. All sign-ups are due 1 week prior to the date. The cost of each school release day is \$37.00 unless you sign-up after the sign-up deadline (one week prior). After the one week deadline you will still be allowed to sign-up with an increased school release day fee of \$47.00.

Uniforms are not required on school release days. We will have J-Care t-shirts for each participant on days we are on off-site field trips. Students may keep their J-Care t-shirts and the t-shirts are provided at no additional cost. These shirts are required for all off-site activities. If your child fails to bring his/her t-shirt on an off-site field trip day, he/she will be allowed to borrow one for the day. If the shirt is not returned, you will be charged a \$10.00 replacement charge.

Community Rules and Responsibilities

We will follow all “Community Rules and Responsibilities” guidelines as noted in your school parent/student handbook. Please take the time to read this over. If you do not have a copy, please see the Program Director.

Illness/Injury

If a child becomes ill or is injured during J-Care, the parents/guardians will be called to come and pick up his/her child. If parents/guardians cannot be reached, the person(s) who is listed on the Emergency Contact will be called to St. John's (or the off-site facility we are at). Please notify your Emergency Contacts of this arrangement.

Please do not send your child to J-Care if he/she displaying symptoms of:

- A fever of 100 + degrees
- Uncontrolled coughing
- Irritability
- Persistent crying
- Unusual lethargy
- Wheezing (respiratory symptoms)
- Diarrhea

- Vomiting
- Rash (if cause of rash is unknown)
- Mouth sores with drooling
- Impetigo
- Eye drainage
- Contagious illnesses (strep throat, scabies, etc)
- Head lice (presence of lice or lice eggs – “nits”)

Children must be free from these symptoms for at least 24 hours before returning to J-Care.

If your child comes to J-Care or develops any of these symptoms while at J-Care, he/she will be isolated from the children and a J-Care staff will monitor his/her condition until the parent/emergency/authorized contact comes to pick him/her up. Please make arrangements to pick your child up within a half-hour of the first phone call.

Health Records

Health records are required for each student. On your registration form, you will see a section entitled “Medical Information.” This section must be complete and accurate. Please notify the J-Care Program Director if anything changes.

Administering Medication

The diagnosis and treatment of illness and the administration of drugs, medications, preparations, or remedies is the responsibility of the J-Care Program Director and staff. Both state and federal laws restrict what medication may be administered by authorized school personnel. **In no case, will a student be allowed to self-medicate (even aspirin or Tylenol).**

The J-Care program does not administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parent's approval.

Child Accident Form

The J-Care staff takes every effort to ensure the safety of your child. Unfortunately, accidents happen. In case of that event, an accident form will be filled out by a J-Care staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into J-Care may require an accident form so that both the parent/guardian and J-Care staff are aware that it did not occur during program hours.

Inclement Weather

J-Care follows St. John's/Mounds View School District school closings. Morning child care will not be available on delayed inclement weather days. After- school child care will be open as scheduled if the weather allows. If there is ever an emergency situation regarding the weather all parents will be notified. After school care will not be opened on days the school is out early due to inclement weather.

Snack

A morning and afternoon snack (including milk) will be provided at no additional charge each day. Please note that this is only a snack and should not substitute for a child's breakfast or dinner.

Dress

Athletic shoes are required each day your child attends the program. Your child may wear his/her school shoes or other non-athletic shoes to the program, but he/she must have athletic shoes in order to participate in outdoor activities and gym activities.

Children who come to the J-Care program after school are allowed to change out of his/her uniform and into his/her "comfy" clothes. All non-uniform guidelines must be followed as stated in the Parent/Student Handbook. Children must first report to the J-room and check in with staff before changing.

Toys/Electronic Devices

Toys and other such items from home are prohibited. We will offer several "special" days in which your child may bring his/her toys/electronics from home. If a child has a toy/electronic on a non-toy/electronic day, it will be confiscated by a J-Care staff and held until the parent or an authorized contact has picked him/her up.

Parent Involvement

Parents/Guardians are encouraged to volunteer. If you would ever like to accompany us on a field trip, have lunch, read a story, give a presentation, or simply hang out with your child. Please contact the Program Director for further information.

-----Please cut and return to a J-Care Staff-----

J-Care Parent Contract

I, _____, have received, read, and agree with the 2018 - 2019 J-Care Parent Handbook.

Printed Name

Signature

Today's Date