



J-CARE

SUMMER 2023

PARENT HANDBOOK

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Hours of operation – 6:30am – 6:00pm

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 childcare 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.

Summer Days:

During the summer J-Care will offer care Monday through Friday from 6:30 am to 6:00 pm.

Lunch and a water bottle need to be sent each day your child attends the program. Lunch will not be provided by J-Care (unless otherwise noted). On field/swim trip days, a completely disposable bag lunch must be provided (unless otherwise noted).

All J-Care participants will receive a free T-shirt. T-shirts are **required** for all off-site field trips/activities. Please be attentive to the days on which we will be off-site.

Please administer sunscreen before your child attends J-Care each morning to assure all areas are protected. Staff will remind children to re-administer sunscreen throughout the day at appropriate times. J-Care will provide all sunscreen lotion needed you are not responsible for it.

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

Sign-In/Out Procedures:

Parents/Guardians or an authorized contact must sign his/her child(ren) in and out every day. The sign-in/out iPad will be inside the cafeteria either at the check in table or with a J-Care staff member.

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. Failure to comply with these rules will result in a friendly reminder the first time. If the situation occurs again it could result in termination of childcare use. This situation is taken seriously due to the safety of your children.

Signing in/out on the iPad is J-Care's way of billing families. There are two billing rates – full day and part day. To bill accurately you must sign in/out each day and failure to do so will automatically result in a full day rate.

Drop-Ins:

Parents need to fill out the proper enrollment information. J-Care strongly suggests a 24-hour day 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 (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:

Summer Months:

Registration Fee: \$40.00/child (non-refundable – includes sunscreen)

Full Day Weekly Rate: 6:30am-6:00pm **Part Day Weekly Rate:** Will no longer be an option.

5 days/week = \$190.00/child due to the increasing cost of busing/
4 days/week = \$165.00 transportation and field trip costs.

3 days/week = \$135.00

2 days/week = \$96.00

1 day/week = \$48.00

Third Child Discount: 10% off your monthly bill (if all 3 children attend the same days)

Bills will be distributed monthly.

TADS Invoicing: All J-Care billing will be done through TADS. You will receive an email from TADS when you have been invoiced from J-Care, which has a link directly to TADS, so you can choose how you want to pay, and then go ahead and make the payment.

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

Late Payment: Failure to pay tuition on time will result in a \$15.00 late fee and/or suspension from the program.

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 6:00 pm. All late fees will be based on the time that appears on the clock at the parent table. Please be prompt in picking your child up on time to avoid this charge. Also, please remember that it is your responsibility to plan for another person (authorized persons only) to pick-up if you know that you will not be able to make it by 6:00 pm.

Field Trips and Swim Trips:

During most weeks J-Care will be taking one field trip and one swim trip. Your child's safety is our top priority and we have set specific rules and guidelines in place during these off-site field/swim trips. On field trip days your child **must** wear their J-Care field trip shirt.

Field Trips: Some field trips require us to be in public places where there are a lot of people. Regardless of where we go on a field trip, your child's safety is of utmost importance. J-Care staff carries with them an accountability list that highlights each child who is in attendance for that specific day. Your child's whereabouts are documented on the

accountability list and your child is always accounted for (i.e., on and off the bus, check-in times, etc.). At no point will your child ever be left without proper adult supervision.

Swim Trips: We will use the same accountability method for swim trips as we do for field trips. In addition, each pool we visit has mandatory safety checks each hour. At this time, each child must exit the water and meet up with the J-Care group at our designated meeting spot. Also, each child will be assigned a "swim buddy." Swim buddies must always be within arm's reach of each other. Each child is swim tested if he/she wants to swim in a non-zero-depth part of the pool. The swim test consists of treading water for 60 seconds without touching the bottom or the sides of the pool. The swim test is given by the program director. If there is any question about your child's swimming ability by the director, he/she will have to re-take the test on the next swim day (if he/she chooses). Life jackets are allowed if they are US Coast Guard approved. Anyone with a life jacket must stay in the zero-depth part of the pool.

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 is displaying symptoms of:

- A fever of 100 + degrees
- Uncontrolled coughing
- 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 plan to pick your child up within a half-hour of the first phone call.

Medical Information:

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 makes 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:

If there is ever an emergency regarding the weather all parents will be notified.

Snack:

A morning and afternoon snack, including milk, will be provided at no additional charge each day for full-day attendees. Morning snack is at 9:00am and afternoon snack is at 4:00pm. Please note that this is only a snack and should not be a 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 to participate in outdoor activities and gym activities.

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.

Please return this page completed to a J-Care staff member.

Name of Participant(s)

I, _____, have received, read, and agree with the 2023 Summer J-Care Parent Handbook.

Parent/Guardian Signature

Today's Date