



JACKSONVILLE COUNTRY DAY SCHOOL  
EXTENDED CARE POLICY  
2009/2010

Jacksonville Country Day Extended Care is operated for the convenience of the parents of students registered at JCDS. Its purpose is to provide extended care that will complement and agree with the philosophy of the school.

Program: The after school program at JCDS is a planned program. We have an Auxiliary Services Coordinator and excellent care providers who have worked together to schedule afternoon activities for each individual age group and provide the best supervision and safety for your child. We also offer extra activities such as tennis and cooking.

Behavior: In order for us to maintain our excellent quality of childcare, children will be expected to follow the guidelines for appropriate behavior. Parental support and cooperation are necessary to provide the best care for each child. Parents will be kept informed of their child's behavior. Should a situation arise that is causing a parent concern, it should be communicated to the Extended Care Office immediately.

Parent Responsibilities: It is imperative that parents sign children out from Extended Care. For each child's protection, the staff must be notified if someone other than the parent is picking up a child. **Classroom teachers should also be notified by written note if students are staying for Extended Care.** This especially applies to those who stay on an occasional basis. Occasional care will be provided by reservation one day in advance.

Health Policy: It is up to the discretion of the Auxiliary Services Coordinator to request that a child be removed from the facility for the health of that child and other children in the program. Generally, we shall adhere to the following guidelines:

1. No child with a fever.
2. No child with open or draining sores.
3. No child who is vomiting.

Hours of Operation and Billing Rates:

7:15 A.M.- 8:05 A.M.	\$ 6.50
1:30 P.M.- 3:05 P.M.	\$ 47.00 per week (includes morning care)
1:30 P.M.- 6:00 P.M.	\$ 69.00 per week (includes morning care)
3:05 P.M. - 6:00 P.M.	\$ 57.00 per week (includes morning care)
Occasional Care	\$ 8.50 per hour

Late Pick Up: We understand that occasionally there are emergencies that keep parents from arriving by the 6:00 P.M. pick-up time. However, our staff members have family responsibilities that require them to leave at 6:00 P.M. Therefore, a late fee will be billed to your account should this occur.

Late Charge: \$15.00 for every 15 minutes past 6:00 P.M.

Billing: Billing for Extended Care will be done monthly.

Phone Number of the Extended Care Staff: 641-9000 (from 12:00 to 6:00 P.M.) **pcowan@JCDS.COM**