



## Jacksonville Classical Academy

### Extended Day Handbook

2025-2026

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 (Pre K Extended Day registration is a separate process which can be found on the “Pre K” page of our website).

#### **Rates**

##### Registration Fee:

- Before care - \$15 at the time of registration (non-refundable)
- After care - \$50 at the time of registration (non-refundable)

##### Monthly Fee (can be paid annually):

- 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 Sawyer only. The links to register can be found on the “Extended Day” page of the JXC website. Registration will be first come, first serve. Once full, students will be added to a waitlist.

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

#### **Times**

- Morning Care: 6:30 - 7:30am
- After Care: 3:30 - 6:00pm

## 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 The links on the website through the Sawyer app will allow you to set up automatic monthly payments that will be withdrawn from your account on the first day of each month.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 in the 2025-2026 school year.
  - Drop-in fees will be paid at the front desk with check or card only.
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## 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 when the student is dropped off or picked up. Payment is expected the same day in the form of Check or Credit/Debit Card upon drop off or 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 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.

### **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.
- After care hours are from 3:30-6pm. 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.
- 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 6:00pm. \***

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### **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 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 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.

Cash, check and card payments are not accepted for Extended Day. As of July 1, 2024, the school no longer uses My School Bucks (MSB).

**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. The child's last day of extended day should be included along with the parent's full name. No claims for refunds will be made more than 30 days after the withdrawal date.

**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: 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.

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