

# JEAP

## PARENT HANDBOOK



### **JOHN EATON AFTERSCHOOL PROGRAM, INC.**

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**TABLE OF CONTENTS**

	<b>Page</b>
INTRODUCTION .....	1
ABOUT JEAP.....	1
MISSION AND GOALS .....	1
ORGANIZATION .....	2
PROGRAM DESCRIPTION	
Before School Program.....	2
Afterschool Program.....	2
Enrichment Classes.....	3
ENROLLMENT PROCEDURES .....	3
OPERATION POLICY	
Late Fees .....	4
Weather Closings .....	4
TUITION	
Monthly Tuition .....	5
Drop-in Payments .....	5
Remission Payments .....	6
Special Circumstances .....	6
Discrepancies in Billing.....	6
AUTHORIZATION FOR PICK-UP .....	6
Custody And Pick-Up Authorization.....	7
HEALTH AND SAFETY	
Illness .....	7
Administration of Medicine.....	8
Restricted Play .....	8
Emergencies .....	8
COMMUNICATION	
Conduct and Behavior.....	8
BIRTHDAYS AND HOLIDAYS.....	9
PHOTOGRAPHS AND STUDENT INTERVIEWS .....	9
SUSPECTED CHILD ABUSE POLICY .....	10

## **INTRODUCTION**

Welcome to the John Eaton Before and Afterschool Program - JEAP. We look forward to positive interactions with you and your child throughout the school year, and we encourage you to be actively involved in JEAP's activities.

JEAP is a separate administrative entity from John Eaton Elementary School. All communication regarding JEAP attendance, sickness, programming and tuition, etc., is to be made directly to JEAP. Voicemail messages may be left at (202) 363-5847 or e-mail messages may be sent to [jeafterschool@comcast.net](mailto:jeafterschool@comcast.net). Please do not call the John Eaton Elementary School office with any messages for JEAP.

This handbook should serve as a ready reference to JEAP policies and procedures. If you have any questions or need further clarification, please feel free to contact Dietra Rogers, Director or Freddya Wilkerson, Assistant Director at (202) 363-5847.

## **ABOUT JEAP**

JEAP was established in 1983 under the auspices of the John Eaton Elementary School Home and School Association (HSA) and was incorporated in 1998. The Program is governed by a Board of Directors comprised of parents whose children are enrolled in JEAP. The Program has a seasoned executive staff. Director Dietra Rogers has led the Program since 1986 and Assistant Director Freddya Wilkerson has been on staff since 1988.

## **MISSION AND GOALS**

JEAP's mission is to provide a safe, high-quality childcare program for John Eaton Elementary School students that offers enriching, creative activities to help the children grow in an atmosphere of support and trust. JEAP strives to:

- Provide a safe and caring environment.
- Offer enriching, creative activities that help children grow at their own pace.
- Design activities that combine social and educational experiences that encourage children to develop their individual interests as well as an acceptance of responsibility.
- Create opportunities where children participate in group and community activities to form lasting friendships.

JEAP seeks to fulfill these goals through play by providing age-appropriate activities and materials. Children may participate in art and crafts, play with board games and manipulatives, initiate dramatic and pretend play, read and socialize. A portion of every

afternoon is spent outdoors (weather permitting). Children participate in gross motor skill physical activities that give them a chance to unwind and “let off steam” after the school day. JEAP provides quiet spaces for homework and provides scheduled homework time for all children.

## **ORGANIZATION**

JEAP has a Board of Directors comprised of parents whose children are enrolled in the Program as prescribed by the bylaws of JEAP’s charter. The Board oversees the general operation of the Program and approves JEAP policies and procedures. The Board meets monthly. Parents who would like to attend any of the JEAP Board meetings as observers are always welcome. Check with the Director or the Assistant Director for the dates and times of the meetings.

All parents or guardians of children in the Program are eligible to serve on the JEAP Board. At the end of each school year JEAP holds an election to fill any vacancies on its Board for the subsequent school year. The Board consists of 7 to 9 members, and the Director serves as an advisor to the Board.

JEAP uses space in John Eaton Elementary School as authorized by the principal through a Building Use Agreement with District of Columbia Public Schools (DCPS). Liability insurance required by DCPS for the Program is carried by JEAP for all activities and events.

## **PROGRAM DESCRIPTION**

### **Before School Program**

- The morning program operates from 7:30 to 8:45 a.m.
- The Before School program is designed to be quiet and low key. Children participate in activities that provide them entertainment yet are not tiring so they are ready for the academic day.
- A parent or guardian must sign-in each child each morning. JEAP does not assume responsibility for any child who has not been properly signed-in to the Before School program.
- Parents or guardians of children who are in the fourth grade or higher may request in writing a waiver of the adult sign-in obligation. The Director or the Assistant Director will discuss with each parent/guardian and child the obligations and responsibilities of the waiver.

### **Afterschool Program**

- The afternoon program operates from 3:15 to 6:30 p.m.

- The Program provides a wide range of age-appropriate activities with a great emphasis on outdoor activities.
- Most activities are not offered as classes but as opportunities for children to make choices.
- Children enrolled in the Program are instructed to report directly to their assigned JEAP room immediately after regular classes are dismissed.
- If a child has not reported to JEAP, staff will attempt to locate the child in the school building.
- Parent(s)/guardian(s) are notified immediately if the child cannot be located.
- Pre-kindergarten, kindergarten and first grade students will be escorted to their assigned area by a JEAP staff member. Separate opening activities are conducted for pre-kindergarten and kindergarten students.

### **Enrichment Classes**

- Classes in Spanish, French, gymnastics, drama, art, etc. are offered for an additional fee.
- Enrichment classes are open to children enrolled in JEAP and to other John Eaton Elementary School students.
- Due to limited space, enrichment classes are filled on a first come/first served basis.

### **ENROLLMENT PROCEDURES**

- JEAP enrollment is limited to children enrolled in Pre-K through 5<sup>th</sup> grade at John Eaton Elementary School.
- Parents/legal guardians may obtain an Enrollment Agreement from the Director or the Assistant Director.
- Once JEAP has verified that the child is enrolled at John Eaton Elementary School, the application can be processed for the current school year.
- Each March, children currently enrolled in JEAP will be given first option to enroll for the following school year.
- Once the pre-registration process for currently enrolled children has been completed, applications are accepted for new students.

- A non-refundable pre-registration fee of \$15.00 and a \$50.00 deposit is required. The \$50.00 deposit will be applied to the first month's tuition.
- A parent or guardian must submit a signed Enrollment Agreement with all attached forms completed before a child can attend JEAP.
- Enrollment Agreements and attachments must be resubmitted annually and updated whenever there is a change in information.

### **OPERATION POLICY**

- JEAP operates on all days that DCPS is in session, including half days.
- The Program does not operate on legal holidays.
- JEAP offers extended hours on certain evenings for school functions (e.g., HSA meetings). An additional fee applies.

### **Late Fees**

- Children must be picked up by 6:30 p.m.
- A late fee of \$5.00 is charged for lateness **within 1 to 15 minutes of closing time.**
- After 15 minutes of lateness, **the fee is an additional \$1.00 per minute** until the child is picked-up.
- On evenings when there are school functions, all children must be picked up and signed out by 6:30 p.m. unless arrangements have been made for them to stay for extended hours.
- **Late fees are payable in cash immediately** to the JEAP staff member designated as late staff for the evening.
- Until late fees are not paid, other arrangements must be made or the child is ineligible to return to the Program.
- Three (3) consecutive evenings of lateness will result in a one-day suspension from JEAP and/or a probationary period of a month without lateness upon return.

### **Weather Closings**

- If DCPS is closed due to inclement weather, JEAP does not operate.
- If DCPS opens late, there is no Before School Program.

- If DCPS closes early, notice of cancellation of after-school activities is made by DCPS and can be found on the DCPS website.
- JEAP will notify parents of an early JEAP closing due to inclement weather.

**TUITION**

The Enrollment Agreement sets forth the obligation of parents/guardians to make full and timely tuition payments.

- Tuition payments are due in full by the first Friday of each month.
- Tuition payments are considered late if not paid in full by the 15<sup>th</sup> day of the month, and then a \$25 late fee is assessed.
- Failure to pay tuition in full by the end of the month for which the tuition is owed will result in a suspension of enrollment until the account balance is paid in full.
- Payments may be made by check or money order made payable to “JEAP”. No cash is accepted. Each check or money order should clearly indicate the following:
  - child’s/children’s name(s);
  - time period covered by the payment.
- The tuition payment for the month of June is half the regular monthly rate.

**Monthly Tuition**

<b>Days Per Week</b>	<b>Before School</b>	<b>Afterschool</b>
5	\$75	\$250
4	\$65	\$225
3	\$50	\$190
2	\$35	\$155
1	\$20	\$85

**Drop-In Fees**

<b>Before School</b>	<b>Afterschool</b>
\$15	\$25

Drop-in arrangements must be made in advance with the Director. The ability to drop in is subject to space availability. Payments in full must be made by check or money order at the time of drop-in. No cash is accepted.

### **Remission Payments**

To ensure that all members of the John Eaton community are served, an income-sensitive price schedule is available.

- The enrollment fee for JEAP is based on the total family income and family size.
- All personal information is kept confidential.
- Families interested in tuition remission should contact the Director to obtain an application form.

### **Special Circumstances**

If circumstances occur during the course of enrollment that prevent full payment of tuition, families may submit a written request for reduction of tuition to the Director.

Upon confidential review by the Director and the Treasurer of the Board of Directors, families will be notified of eligibility for any reduction of tuition.

### **Billing Discrepancies**

If you believe there is an error in your account, please contact the Assistant Director for resolution.

## **AUTHORIZATION FOR PICK-UP**

If someone other than the parent or guardian will be picking up, a Change in Schedule form must be completed and posted on the JEAP bulletin board. Since occasions arise where that is not possible, each parent/guardian must complete a Child Release Authorization Form.

- Only authorized persons listed on the Child Release Authorization Form will be allowed to pick-up children.
- Authorized persons must be able to prove they are at least 16 years of age.
- The list may be amended at anytime, in writing, by the parent/guardian.
- JEAP staff will ask for a picture identification from individuals who come for pick-up that are not recognized.

- If an authorized person arrives to pick up a child who is apparently under the influence of drugs or alcohol, in order to protect the child from potential danger and to protect the Program against claims, JEAP will take all reasonable steps to avoid releasing the child to that person.

### **Custody and Pick-up Authorization**

If only one parent has custody of the child and the other parent is not authorized to pick up the child, the custodial parent must inform JEAP and provide a certified copy of the applicable Court Order. If there is any change in the legal custody of the child while enrolled in the Program, a certified copy of the Court Order confirming the change in custody, must be provided to JEAP.

JEAP recognizes this may be inconvenient for the parent; however, this Policy is essential in order to protect JEAP against potential claims for releasing a child to an unauthorized person, or for refusing to release the child to an authorized person. When an unauthorized person arrives to pick up a child, the Director or Assistant Director will notify the custodial parent immediately. The child will not be released without proper authorization.

## **HEALTH AND SAFETY**

The decision to send a sick child home will be made thoughtfully. We understand that it can be difficult for a parent/guardian to leave or miss work. Therefore, alternative arrangements should be made in advance when your child is ill.

### **Illness**

Any child who is ill with a contagious or communicable disease cannot attend the Program.

- If a child is observed to be ill when arriving at the Before School Program and is accompanied by a parent, the child will not be admitted.
- If the child is unaccompanied, the JEAP staff member will contact the parent/guardian to come immediately to pick up the sick child.
- JEAP will inform the John Eaton Elementary School office of the child's condition and that the parent/guardian has been requested to come for him/her.

If your child has any of the following conditions or symptoms, we will contact you to pick up your child within one hour in order to prevent infection of others and to provide comfort to your child.

- Fever accompanied by other symptoms
- Any rash suspicious of contagious childhood disease

- Vomiting
- Diarrhea
- Head lice or other infestations
- Any skin rash, lesion or wound with bleeding or oozing of clear fluid or pus
- Any condition preventing the child from participating comfortably in regular JEAP activities
- Any illness or condition that requires one-on-one care

If a child becomes ill while at JEAP, or if the child has become ill during the school day and the parent has been called but has not arrived by 3:15 p.m., JEAP will call the parent and isolate the child until arrival of parent or guardian. The parent or authorized person is obligated to come as soon as possible.

### **Administration of Medicine**

JEAP employees may not administer any medication (including over the counter medicine such as aspirin, cough drops, decongestants, etc.). If a child needs to take medicine while in the Program, alternative arrangements for the administration of the medication must be made.

### **Restricted Play**

When a child returns to the Program from an illness, the child must be ready to participate in regular JEAP activities. The areas used by the Program do not afford the opportunity for special one-on-one attention for a recovering child. The child should be dressed to go outside to play, as outdoor play is an important part of each afternoon's activities.

### **Emergencies**

**It is mandatory for each parent or guardian to submit the Medical Form (which must be notarized), the Child Release Authorization Form and the Parent Contact Form. Your child will not be accepted into the Program until these forms have been submitted.**

The Medical Form allows the Program to have your child transported to an emergency room, and it allows the hospital to administer treatment. If your child requires emergency vehicle transport, a JEAP employee will accompany the child in the emergency vehicle. The child will be taken to the hospital selected by the emergency vehicle crew. District of Columbia law does not allow choice of hospital when being transported by an emergency vehicle.

## **COMMUNICATION**

As we are getting to know your child, we will be talking to you frequently about his or her behavior. We feel it is important for you to know how your child's day went. Behavior changes are often signals of other things. Whenever any change in your child's behavior is noted, such as tiredness, unhappiness, sickness, crankiness, or other emotions that seem unusual, we will make a point to speak to you about it.

A key to JEAP's successful operation is good communication among employees, parents, teachers and children. It is essential that parents and children speak immediately to the Director or Assistant Director about any questions or concerns. The Director is also available to meet with parents/guardians and the school Principal on any matters of concern. If a parent feels that communication with either the Director or Assistant Director is not appropriate, the parent may communicate with the JEAP Board of Directors to work toward resolution.

### **Conduct and Behavior**

The standard of behavior for the Program is based on open and continuous communication among employees, parents and children. JEAP staff will always inform the child of the type of behavior expected. Children always are encouraged to express their feelings about any behavioral situations. It is important to us and to your child that JEAP receives your feedback.

Respect is an integral part of JEAP's approach in resolving any situation of misbehavior. It is important that employees be included in our efforts for resolution. The Director and Assistant Director are always available to provide assistance.

Misbehavior that continues without resolution causes disruption and puts strain on the Program. In such situations, if the Director feels that adequate steps have not been taken by the parent/guardian to resolve serious behavior problems, the child will be considered for dismissal from the Program.

## **BIRTHDAYS AND HOLIDAYS**

JEAP celebrates children's birthdays by giving helium filled balloons to the birthday boy or girl. Parents should inform the Program if a child's birthday is not observed.

JEAP does not have specific holiday programming. However, art projects may center on holiday themes.

## **PHOTOGRAPHS AND STUDENT INTERVIEWS**

Television and radio stations, newspapers and other media sources may visit JEAP in order to photograph and/or interview the children. The interviews and/or photographs may be distributed or broadcasted to the general public. In addition, photographs of the

children may be used in any brochures and information publications describing JEAP that are distributed to the public.

**If you DO NOT wish for your child to be included in such interviews or photographs, you must indicate that preference in the Enrollment Agreement.**

JEAP is occasionally asked by graduate students or consultants for permission to interview, observe and/or test students. JEAP will not allow students to participate in such activities unless the parent or guardian has granted permission.

### **SUSPECTED CHILD ABUSE POLICY**

JEAP is required by law to report evidence or suspicion of child abuse or neglect.