

**THOMAS JEFFERSON ACADEMY**  
**AFTER SCHOOL PROGRAM POLICIES**  
**(478) 625-8861**

The TJA After School program is available to children 4 years and 12 years who are enrolled at TJA. The program is located on the school grounds of TJA. Children must adhere to school rules established by the Thomas Jefferson Academy Board of Directors.

**Children Served**

TJA After School program is open to children who are enrolled at Thomas Jefferson Academy. We service all children without regard to race, creed, color, or national origin.

**Hours of Operation**

The after school program is offered only after the daily school session has been completed during the regular school year calendar. In addition to these days, the program will be open during early dismissal due to exams or other school related activities. The program will be closed during the Thanksgiving holidays, Christmas holidays, spring holidays, and summer break. The program begins at 2:30 in the afternoon and closes at 6:00. On those special occasions where the regular school day ends earlier (12:00), the program will open at that time.

**Arrival Time**

Children who will be attending the TJA After School program need to go directly to the south end of the building to meet the after school teachers. If your child attends regularly, please inform the after school teacher when your child will NOT be going to the after school program. If your child does not meet the teachers immediately after school, the teacher will assume that your child did not attend school that day or other pick up arrangements have been made.

**Authorized Pick-Up**

Your enrollment information includes a section where you list persons authorized to pick up your child. If there is a custody suit in progress, these persons must be agreed to by BOTH parents until such time that child custody is awarded. If your child will be leaving with someone other than those listed, we will need a personal call from you, and the person picking up your child must provide a photo identification in order for the child to be released from TJA's care.

**Custody Information**

If a parent's name is listed on the enrollment form, we cannot refuse that parent's right to pick up the child unless you give us legal documentation, which either denies custody or specifically prohibits the parent from taking the child from school. If there are no supporting documents, but there is reason to believe the child's safety will be jeopardized, we will try to delay departure in order to contact the other parent and/or police. Your enrollment information includes a section where you list persons authorized to pick up your child. If there is a custody suit in progress, these persons must be agreed to by BOTH parents until such time that child custody is awarded.

**Visitors**

Parents always have access to their child, teacher, and administrators any time during the hours of operation, but please remember that your child's teacher is actively engaged in the day-to-day supervision of all the children in the classroom and therefore we ask that interruptions be kept to a minimum.

**Fee****Payment Fee for School Year**

Days 1-4	\$10.00/day per child
Weekly (5 days)	\$45.00/week per child

**Closing Time**

The TJA After School program closes at 6:00 p.m. or when the last child has been picked up for the day. Children must be picked up by this time. A fee of \$1 every minute will be assessed to your account should children stay after 6:00 p.m.

**Admission Requirement**

To insure the best quality services, we will need you to provide us with certain information about your child BEFORE he/she starts. Enrollment forms health history forms, immunization certificates, parental agreement, etc. must be completed before the child begins.

**Enrollment Checklist**

- Enrollment Form
- Health History Forms
- Parental Agreement
- Immunization Certificate (Form 3227)

**Withdrawal**

By agreeing to the Enrollment Contract, parents agree to pay the fee established. If parents choose to pull their children out of the program, the slot will be filled. Once a child is withdrawn, they can only be admitted into the program again providing enough space is available. All accounts must be cleared by the end of the school year.

**Smoking**

Smoking is not permitted on Thomas Jefferson Academy grounds.

**Clothing**

Please make sure your child is appropriately dressed for the weather. Shoes MUST be worn to school that will be comfortable for playing in. Refer to the TJA student handbook for other clothing requirements.

**Jackets/Hats**

Please remember that children are taken outdoors daily (unless extreme weather conditions exist). Each child needs to have a heavy winter jacket, mittens or gloves, and a hat for cold winter days. Cool fall and spring days will require a lightweight jacket and, perhaps a hat. Please put your child's name in each item of clothing.

**Medicines**

Please deliver prescription medicines to your child's teacher (with instructions). The parent must fill out the necessary information on the Medicine Chart, therefore please allow yourself time for this necessary task. The medicine bottle must show the child's name, prescription number, names of the doctor and amount and time of day to give medicine and a CURRENT date. This rule will be strictly enforced. Prescriptions will not be administered for more than two weeks unless written authorization from the physician is obtained. Parents will be

notified if any adverse reactions are noted. In order for over the counter medicine, appropriate medicine forms must be completed.

### **Illness**

For the protection of ALL children, your child should be kept at home if any of the following symptoms are present: a temperature (99.6 +), diarrhea or vomiting, started on antibiotics less than 24 hours, thick nasal discharge, rash, runny eyes, runny nose, and, any other unusual symptoms, which may necessitate the child's staying at home. If these symptoms occur while your child is at school, you will be notified to immediately pick up your child.

### **Severe Weather and Physical Plant Problems**

In the event of severe weather (tornado) the children will be placed in the main hallway of the school building. The children are safer remaining indoors as opposed to en-route home in your vehicle, but feel free to call us regarding your child's safety at any time. Severe weather drills are practiced regularly.

In the event of a fire, the children are escorted to the rally point near the fence of the school building. Fire drills are practiced monthly with the children. In the event of a gas leak or bomb threat, the children will be escorted to the football field where you will be contacted to pick up your child.

In the event of physical plant problems (water, electricity, etc.) the children will remain at the school as long as their safety is not jeopardized. At all times your child's safety is of utmost importance to us. If the situation warrants the evacuation of children, parents will be notified and asked to pick up their children. Should a physical plant problem occur earlier in the day and school must be dismissed early, the after school program will NOT be available to parents.

### **Contagious Diseases**

Please notify the school if your child has contracted or been exposed to a contagious disease such as strep throat, pin worms, viral infections, measles, mumps, chicken pox, etc. Notice will be sent out alerting other parents and detailing symptoms in case other children may have been exposed.

### **If Your Child Becomes Ill at School**

If your child becomes ill at school he/she will be removed from the children's classroom and parents will be contacted and asked to pick up their child immediately. We will make every effort to make your child as comfortable as possible until you arrive.

### **Emergencies**

Parents will be notified immediately of injury or illness. Parents must sign a consent form to allow for a severe emergency to be handled hastily. Ambulance serviced will be called for serious injuries if medical care is needed. Children will be transported to Jefferson Hospital in Louisville (478) 625-7000.

### **Guidance and Discipline Techniques**

The first obligation of Thomas Jefferson Academy is to insure the safety of your child. We ultimately want your child to develop self-control and social skills that will enable him/her to work and play in a group. Clear, simple instructions with praise for appropriate behavior are usually sufficient. On the other hand, no child or adult will be allowed to jeopardize the safety of the others in attendance. Therefore, hitting, biting, punching, etc. will not be tolerated. Time Out is used as a discipline technique in these cases. Occasionally, we may find it necessary to

contact you regarding your child's behavior. Faculty and staff will not inflict corporal/physical punishment, shake, jerk, pinch, or handle roughly ANY child. Verbal abuse, humiliation, threats, or belittling remarks will not be tolerated.

### **Toys and Candy**

Other than bringing a stuffed animal at the beginning of the school year while the child is adjusting to the newness of school and to sleep with at nap time, please DO NOT send toys, candy, food, or gum. We cannot be responsible for toys brought to school with your child and it is not fair to others for your child to have food, candy, or gum. For special occasions, please check with the after school teacher before sending any video or other toys. Please keep in mind that electronic games (iPod, etc.) are not allowed at school or at the after school program.

### **Food**

TJA After School program provides afternoon snacks to all children. Please see the menu posted. If your child does not eat what is planned, parents will need to send another snack from home. On those days that the after school program opens at 12:00, lunch will be provided. Additional cost may be added. Check with the teacher for more information for these special times. Please do not send money for the vending machines.

### **Allergies**

Parents are responsible for informing Thomas Jefferson Academy about any allergies, including food allergies, asthma, bee stings, or any allergies not listed.

### **Rest**

Children in the after school program are not required to take a nap, but if your child does feel the need for one, we will make him/her as comfortable as possible.

### **Required to Report**

We are required by law to report suspected cases of child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services and will not hesitate to do so. Notifiable Communicable Illnesses are reported to the Jefferson County Health Department.

### **Field Trips**

The TJA After School program will not take field trips.

### **Enrollment Forms and Information**

You will be asked to fill out somewhat detailed information sheets on your child. These information sheets will be available to the teachers and teacher's aides to increase their understanding of your child and his/her development.

### **Parental Agreement**

After having read these policies and guideline for Thomas Jefferson Academy, you are asked to sign an agreement form with the school stating that you have read and agree to abide by the policies of this facility. This form must be on file.

### **Daily Activities**

The children's daily schedule will go something like the following:

#### Typical daily schedule

2:30 - 3:00	Snack and socializing
3:00 – 4:00	Homework time
4:00 – 5:00	Outside time
5:00 – 6:00	Inside activities/TV time

#### Half Day Program

12:00 – 12:15	Arrival, Bathroom
12:15 – 1:00	Lunch
1:00 – 2:30	Rest time for younger children/activity time for older children
2:30 – 3:00	Snack and socializing
3:00 – 4:00	Homework time
4:00 – 5:00	Outside time
5:00 – 6:00	Inside activities/TV time

The After School program will be open on exam days in which school dismisses at 12:00.

The After School program will be **closed** on the following days that dismiss at 12:00 during school year 2019-2020:

October 4 – Grandparents' Day

February 14 – Winter Holidays

April 3 – Spring Break

May 8 - Honors Day