

**Marshfield K-5
Before School and After School
JayCare Program
Policy and Procedure Guide
2021 - 2022**

Mission:

Our goal is to provide a safe, relaxing atmosphere conducive to cooperative play and enrichment activities appropriate to the needs of school age children Kindergarten through 5th grade. The JayCare program will balance the educational needs of children with their need for free time and structured play time.

Locations and Coordinator Information:

<p>Hubble JayCare Before and After School Jessica Bruner: Before School jessica.bruner@mjays.us Tonya Engelking: After School tonya.engelking@mjays.us 600 N Locust Marshfield, MO 65706</p>	<p>Webster JayCare Before and After School Jessica Bruner: Before School jessica.bruner@mjays.us Tonya Engelking: After School tonya.engelking@mjays.us 650 N Locust Marshfield, MO 65706</p>	<p>Shook Elementary Before and After School Jessica Bruner: Before School jessica.bruner@mjays.us Tonya Engelking: After School tonya.engelking@mjays.us 180 State Hwy DD Marshfield, MO 65706</p>
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Admission:

Admission into the Before and After School JayCare program is based on enrollment into one of the Kindergarten-5th grade elementary school buildings within the Marshfield R-I School District.

The District and JayCare program will not discriminate in providing services to children and youth on the basis of race, ethnicity, religion, cultural heritage, marital status, sexual orientation, or disability.

Before and After School JayCare will be held at each individual K-5 elementary school and students must attend at the school in which they are enrolled as a daytime student.

Tuition:

Program	Student Days	Daily Fee for Full Price Students	Daily Fee for Free and reduced Lunch Students
Before School JayCare	174	\$3.00/day	\$2.00/day
After School Jay Care	174	\$5.00/day	\$3.00/day

***Please pick up students by 5pm in the afternoons and no dropoffs in the morning before 7am. PLEASE communicate with the JayCare program site in the event of delay.**

****Full day charges are applied regardless of dropoff/pickup time.**

Payments need to be made on SISK12 parent portal.

Tax Information:

Tax information will be emailed to the primary account payer on or before January 31st each year when requested. You may also pick up a hard copy of your tax information at each school for before or after school.

Times:

Before School JayCare:

Hubble Elementary: 7:00 am - 7:45am

Webster Elementary: 7:00 am - 7:45 am

Shook Elementary: 7:00 am - 7:45am

After School JayCare:

Hubble Elementary: afterschool - 5pm

Webster Elementary: afterschool - 5pm

Shook Elementary: afterschool - 5pm

Currently, there is no Before/After School JayCare during school closures due to inclement weather or for scheduled school closings such as teacher professional development or holidays.

In the event of early dismissal due to inclement weather, the After School JayCare program will not be available.

Snacks:

The Marshfield School District provides snacks that are in accordance with USDA school food guidelines. If your child has a food allergy, please let the JayCare Directors know so they may have options available for your child that are healthy and safe for your child to consume. Snacks are provided to students during the After School JayCare program. The school breakfast program is available to students before school.

Student Expectations:

Students of Marshfield Schools Before and After School JayCare should “Be Safe, Be Respectful and Be Responsible” at all times. Students are expected to conduct themselves in accordance with behavioral expectations described in the PK-5 Elementary Schools Student Handbook. In the event a student fails to conduct themselves in an appropriate manner, the following disciplinary measures may be taken:

- Warning
- Student conference
- Restriction from activities and/or privileges
- Parent contact
- Parent conference
- Temporary removal from the program
- Permanent removal from the program

Students should NOT bring technology devices, toys, games, etc. to Before/After School JayCare without prior approval.

Health Condition(s) Information:

The following guidelines should be followed concerning any students with special health conditions/concerns:

- Parents/Guardians should notify the school nurse or principal of any health concerns that could require emergency services, interfere with the student’s education process or require interventions throughout the school day including Before/After School JayCare.
- Students requiring medical accommodations throughout the school day (including Before/After School CatCare) must have on file a statement from their licensed medical provider stating such each school year.
- In case of injury or emergency, Marshfield Before/After School Jay Care staff will make every attempt to contact the parent/guardian. However, when necessary, Before/After School JayCare staff may call for immediate emergency medical or first response personnel.

By registering via the enrollment form, I acknowledge that I have **reviewed with my child** and agree to follow the policies and procedures as presented in the 2021-2022 JayCare Policy and Procedure Guide.