

**UNIVERSITY SCHOOL OF JACKSON
LOWER SCHOOL
STUDENT HANDBOOK
2016-2017**

Welcome from the Head of School

Welcome to the 2016-2017 school year at USJ!

Please take some time to familiarize yourself with our student handbook. The handbook contains information on policies, the school calendar, and other activities that will help to ensure a positive and productive school year.

With USJ's strong instructional program and broad co-curricular opportunities and an inspiring and dedicated faculty, USJ is well positioned to provide all students the skills to succeed in the 21st century.

Our operating principles of *Honesty, Integrity, Respect, Responsibility, and Excellence* will help guide us through the year and also remind us of the high standards expected of all of us at USJ.

The start of a new school year is always exciting with hopes and goals yet to be achieved and new friendships to be made. All of us at USJ are committed to helping you reach new heights and will give you the opportunity and support to conquer any challenge that confronts you.

On behalf of all of the outstanding professionals at USJ, I welcome you to a school year characterized by collaboration, high achievement, shared ideals, and compassion.

Thank you for your partnership in this meaningful venture. We look forward to an outstanding year.

With best wishes and warmest regards,

Stuart Hirstein
Head of School

Preface

This handbook is intended to be a guide to the policies and rules of the Lower School of the University School of Jackson. All decisions regarding admission, academic progress, grade level and classroom placement, discipline and participation in programs or activities are at the sole discretion of the school's administration. Reviewed annually, this handbook may be modified only by USJ administration, faculty and staff.

Mission Statement

We instill a passion for academic, artistic, and athletic excellence while committing to personal integrity, mutual respect, and life-long learning.

Identity Statement

The University School of Jackson is a non-denominational, non-sectarian, college preparatory school dedicated to academic excellence and to our founding principles of faith, service, and scholarship. Based on a heritage grounded in Judeo-Christian values we provide an educational environment where students of all ethnic, cultural, and religious backgrounds are valued and respected. The faculty, administration, and students are empowered to nurture and embrace the Judeo-Christian values and our operating principles. Through the fulfillment of our mission and adherence to these core principles and values, we prepare our graduates to be responsible and informed world citizens.

Values and Operating Principles

1. Integrity

- A. We are firm and compassionate as we build strong character.
- B. We create an environment based on moral values and principles.
- C. We are fair and consistent with the discipline and ethical development of each student.

2. Honesty

- A. We are truthful in all dealings.
- B. We honor and keep our commitments.
- C. We use facts as a basis for decision-making and problem-solving.

3. Respect

- A. We respect each other and value each person's self-worth.
- B. We respect authority, the property of others, and the environment.
- C. We value the diversity of our student body.

4. Responsibility

A. We accept responsibility for our own actions and give credit to others for their accomplishments.

B. We develop good work habits by striving for academic excellence.

C. We encourage confidence and independence.

5. Excellence

A. We hire and retain the best available faculty, consistent with our mission.

B. We set high standards and cultivate an environment of excellence.

C. We evaluate and pursue all alternatives for enhancing the academic strength of the school.

History

Officially founded on July 1, 1987, University School emerged through the consolidation of two independent schools, the Episcopal Day School and Old Hickory Academy.

Accreditation

University School is accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the Tennessee Association of Independent Schools (TAIS), the Southern Association of Independent Schools (SAIS), and the National Association of Independent School (NAIS). The school also holds memberships in the following organizations:

- The American Library Association
- The Association for Supervision and Curriculum Development
- The College Board
- The Educational Record Bureau
- The Jackson Area Chamber of Commerce
- The National Association of College Admission Counselors
- The National Association of Secondary School Principals
- The Southern Association of College Admissions Counselors
- The Southern Association of Independent Schools
- The Tennessee Library Association
- The Tennessee Secondary School Athletic Association (TSSAA)
- The Tennessee Teachers of Foreign Language

Attendance

Regular attendance and participation in a carefully planned sequence of activities is essential to success at school; therefore, we encourage children to strive for perfect attendance, unless they are suffering from a cold, fever, communicable disease, or other illnesses.

Please help your child receive the most from the school day by ensuring that he/she is here before the 7:50 bell. When a student is tardy to school, important directions or announcements are missed, and prime instructional time is lost.

Prearranged Absences

This type of absence includes those family trips, outings, activities, and events, which are the result of a parent decision and for which some degree of advance planning is necessary. Parents wishing to prearrange an absence should inform the classroom teacher of their intention as far in advance as possible. It is the parent's responsibility to fill out the proper request form that will be signed by the teacher and the director. The student will be held responsible for all assignments and evaluations during the absence. All assignments will be given to the student when he/she **returns** to school, not prior to the absence.

Excessive Absences

In the event that a student's absences are excessive or are jeopardizing his/her academic success, the school reserves the right to require a doctor's excuse.

In accordance with Tennessee state law (49-6-3007) which applies to all independent schools in the state of Tennessee, when a student accrues five (5) unexcused absences from school, written notice will be given to the student's parent or guardian and disciplinary action will be taken. If the parent or guardian fails to rectify the absenteeism, the USJ administration is required by law to report said absenteeism to the appropriate local governmental authorities.

Arrival

Early Bird is a free 15-minute drop-off childcare time for parents who need to get to work early. The students meet in the cafetorium as early as 7:15 and are dismissed at 7:30. The morning bell rings at 7:50 a.m. and the school day officially begins.

Dismissal

It is important that all children are dismissed from school in a safe and careful manner. Our staggered schedule allows for smooth traffic flow. Please use any of the parking lots at the front, back, or ends of the building. We have four parking lots that can accommodate 450 cars. The first two lanes of parking near the Early Childhood gym are reserved for Jr. Cub parents drop off and pick up. Always drive slowly when on our campus. **Also, for the safety of your children, please refrain from cell phone use while in carpool.**

Carpool

School administrators have devised a carpool plan so that the process goes as smoothly as possible.

- Parents can help the carpool process by following arrival and dismissal times.
- Never park your car where it blocks traffic.
- Students can help the process by getting to their carpool pick-up spot as soon as possible after dismissal.
- Every Lower School child will have a carpool number and a color-coded mirror tag. Each family will be given a pack of two tags. Carpool numbers will be available in your child's classroom as students return to school.
- The McClellan Road campus has four entrances.
- Traffic directors, hired by USJ, will control traffic at the main Lower School entrance and the Middle School entrance.
- Roads on campus are two-way unless noted otherwise. PLEASE NOTE THAT THE DRIVEWAY BEHIND THE LOWER SCHOOL IS ALWAYS ONE-WAY DURING CARPOOL TIMES.
- Please do not use cell phones during carpool. Not only is it a safety concern, they also interfere with our walkie talkie reception.
- Please have your vehicle in park to load and unload your child.
- Happy carpooling!

Morning Carpool

You may drop off at any **staffed** school entrance in the morning. Carpool begins at 7:30 a.m.

Please do not drop off your child until the staff has opened the doors.

Late Arrival

If you arrive **after morning carpool** is over, you will find that **outside doors are locked** and that you can enter the building only at the main entrance. Please press the button at the entrance to be buzzed in. Additionally, you will need to check your child in with the receptionist so that attendance records will be accurate.

Afternoon Carpool

Please do not arrive early at your designated pick-up point. This causes unnecessary congestion.

<p style="text-align: center;">Jr. Cubs</p> <p>Picked up by parents.</p> <p>Dismissal: 2:20 p.m. Students will be able to participate in carpool second semester.</p>	<p style="text-align: center;">Cubs</p> <p>“Blue”</p> <p>Front door on Cubs end. For individual Cub students and for Cub students with Jr. K. and/or Kindergarten siblings</p> <p>Dismissal: 2:20 p.m.</p>	<p style="text-align: center;">Jr. K. & K</p> <p>“Green”</p> <p>Backdoor on JK & K end. For individual Jr. K and Kindergarten students.</p> <p>Dismissal: 2:20 p.m.</p>
<p style="text-align: center;">Mixed</p> <p>“White”</p> <p>Gym door on Early Childhood end. For Cub, Jr. K. and K. students with a 1st, 2nd, 3rd, 4th and/or 5th grade siblings. ** All Cubs, Jr.K, K, 1st, 2nd, and 3rd grade students will be preloaded. Parents may wait in the parking lot for 4th and 5th grade students. They dismiss from class at 2:40 p.m. and will be walked out to the parking lot.</p> <p>Dismissal: 2:30 p.m.</p>	<p style="text-align: center;">1st, 2nd, & 3rd</p> <p>“Orange”</p> <p>Front door on 2nd grade end. For all 1st, 2nd, & 3rd grade students that don't need to go to white or red mixed carpools.</p> <p>Dismissal: 2:30 p.m.</p>	<p style="text-align: center;">4th & 5th</p> <p>“Yellow” and “Black”</p> <p>Gym door on Elementary end. For all individual 4th and 5th grade students that don't need to go to white or red mixed carpools.</p> <p>Dismissal: 2:40 p.m.</p>
<p style="text-align: center;">Mixed</p> <p>“Red”</p> <p>Gym door on Elementary end. For 1st, 2nd, 3rd, 4th and 5th grade students with a 1st, 2nd, 3rd, 4th and/or 5th grade siblings.</p> <p>Dismissal: 2:40 p.m.</p>	<p style="text-align: center;">Bolivar & Brownsville Buses</p> <p>Students for these buses will meet in the computer lab.</p>	<p style="text-align: center;">Shuttle</p> <p>Buses will only transfer faculty children from the Middle and Upper Schools to the Lower School.</p>

*** Please note all carpools are opened for 20 minutes from start time. If students are not picked up by the end of their carpool, they will go to After School Care.

Communication

It is essential for the school to have current addresses, telephone numbers (work and home), e-mail addresses, and emergency contacts. Please send new information, in writing, to the homeroom teacher and Rhonda Klipfel, Accounts Receivable, as quickly as changes occur during the school year.

USJ provides general information for all parents through the USJ web site, www.usjbruins.org and through weekly email communication from classroom teachers.

Communicating with Separate Households

In case of divorce or separation, the school will communicate with the parent or guardian who has legal custody of a student. Arrangements to share in this communication will need to be made directly with the parent having legal custody.

School Uniforms

Uniforms are to be purchased at Parker School Uniforms. Pamphlets can be picked up at either school campus's reception desk.

Parker School Uniforms
1147 Rushmeade Road
Jackson, Tennessee 38305
Phone: 731-984-7366
Fax: 731-984-7488
www.parkersu.com
USJ web id: ME067113

All students attending the University School of Jackson are expected to be in accord with the Dress Code on a daily basis. Our policy on school uniforms is based on the notion that school uniforms:

- promote a sense of pride in the school.
- engender a sense of community and belonging towards the school.
- are practical and smart.
- prevent students from coming to school in fashion clothes that could be distracting in class.
- make children feel equal to their peers in terms of appearance.
- are regarded as suitable wear for school and good value for money for most parents.

All USJ parents are expected to support the school uniform policy. We believe that parents have a duty to send their child to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform and that it fits properly,

is clean and in good repair. At the discretion of the Division Director, students who are out of uniform in an emergency may be excused without penalty.

Points to consider involving daily attire/appearance are the following:

- All USJ uniforms are to be purchased from Parker School Uniforms, Inc.
- Skirts must be no shorter than 3 inches above the top of the knee. Skirts must have hems.
- Shoes must be clean and in good repair. Athletic shoes are encouraged. **No crocs, sandals, flip-flops**, or any shoe that has an open toe is acceptable. Comfortable, playground-worthy shoes are suggested.
- Non-USJ outerwear may be worn outside but should be placed in the student's locker or cubby upon arrival at school. **Outerwear worn in the building must comply with the uniform policy.**
- Students may not wear hats, bandanas, scarves or other headwear inside the building.
- Undershirt sleeves must be shorter than the uniform shirt sleeves.
- No accessories should be attached to clothing. Watches, bracelets, necklaces, and earrings should be appropriate and non-distracting.
- Each Friday is designated as "Spirit Day". Students are invited to wear any USJ spirit tee shirt or jersey with uniform bottoms. Girls may wear USJ cheerleader outfits.
- Shirrtails are to be tucked in at all times, with the exception of the girl's Oxford over-blouse and the girl's knit polo. (2nd-5th grade)
- A belt must be worn with pants or shorts designed with belt loops.
- **Parents are urged to put their child's name in all uniforms.**
- Students who are not in compliance with the school uniform policy will be asked to call a parent/guardian to bring acceptable clothing.

Questions concerning uniforms should be directed to the Division Directors.

All items are mix and match. There are some variances in uniform items designated for different divisions. Please check with Parker Uniforms to make sure that items are approved for your child's division.

Besides the stated uniform policy, other points to consider involving daily attire/appearance are the following:

- Extreme coloring of hair and unconventional hairstyles are not acceptable.
- Boys' hair should not be worn below the eyebrows or collar.
- Earrings for male students are unacceptable.
- Tattoos are unacceptable.

Electronic Devices/Cell Phones

For the purposes of this policy, "electronic device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

Any electronic devices brought to school, including cell phones and e-readers, must be kept in the student's backpack during school hours. E-readers may be used only with the teacher's permission.

Infractions of the policy will result in the following sanctions:

- 1st infraction: The device will be confiscated and the parent will be contacted and asked to pick it up from the Lower School Director.
- 2nd infraction: The device will be confiscated and held for one full week by the Lower School Director.
- 3rd infraction: The device will be confiscated and held for the remainder of the semester by the Lower School Director.

USJ will not be held responsible for lost or damaged electronic devices.

Testing

Students will participate in the following standardized tests:

Second grade OLSAT

Fourth grade ERB

Fifth grade OLSAT and ERB

All students in grades one through five are given the STAR reading inventory three times each year; once at the beginning of the year, mid-year, and at the end of the year.

Code of Conduct

Administration and faculty hold high, but reasonable, expectations for USJ students regarding behavior. Students are expected to accept responsibility for their behavior and treat all members of the school community with courtesy, respect, and kindness. Similarly, parents are expected to support the school's policies. Violations of this code of conduct may be deemed sufficient grounds for disciplinary response, including expulsion.

General Behavioral Standards

In general, USJ students are to treat the school, the administration, parents, visitors, and fellow students with respect at all times and in all circumstances. Conduct deemed unacceptable in the USJ community includes, but is not limited to:

- Physical or emotional harassment
- Physical abuse in any form, such as fighting or hitting
- Playing too roughly, including pushing, wrestling, running indoors
- Gum chewing
- Abuse, theft or violation of personal or school property
- Misuse of school technology
- Disrespect toward another person, by word or deed
- Use of cell phones or any other electronic devices during the school day

Harassment and Bullying

As a school community, we want to maintain an environment in which all members may work, study, and enjoy freedom from harassment or bullying of any kind. Harassment may be: verbal abuse (oral or written), obscene or suggestive remarks; display of offensive materials; or comments which are demeaning with respect to race, religion, ethnic origin, physical characteristics, appearance, or gender. Actions considered to be bullying are written, verbal, or implied communication that may be threatening, intimidating, or demeaning. These actions are prohibited at all times and in all

circumstances (including communication on the internet, on social networking sites, via email, through text message, or on personal blogs), whether or not it originates on the USJ campus.

Disciplinary Procedures

USJ reserves the right to reprimand or dismiss a student for conduct that is detrimental to the reputation or best interests of the school or its students or to the school's standards of expected conduct.

The Head of School will be the ultimate authority and final decision-maker as to the meaning, interpretation and application of discipline. Mitigating or aggravating circumstances may influence a disciplinary decision. Factors considered may include, but are not limited to, seriousness of the offense, prior offenses, intent, provocation, and attitude.

In the Lower School, we expect students to be safe, polite, and responsible in all interactions. Teachers explain these expectations early in the year and continue to reinforce them throughout the school year. Student behavior should follow our USJ Operating Principles, which are posted in all classrooms. The classroom teacher and/or the Lower School Director will handle correction of offenses. Consequences may range from an apology to suspension. In extreme cases, students will be exited from USJ.

Curriculum

The core early childhood/elementary curriculum at USJ includes instruction in:

1. Language Arts
 - a. Reading
 - b. English (punctuation, grammar, composition)
 - c. Spelling
 - d. Handwriting
 - e. Vocabulary
2. Mathematics
3. Social Studies (history, geography, citizenship)
4. Science (life, physical, and earth with lab)
5. Health
6. Music (choral, performance)
7. Art
8. Physical Education
9. Computer Skills (grades Kindergarten-5)
10. Character Education
11. Foreign Language
12. Library

Textbooks

Textbooks are loaned to students by the school. Students are expected to take good care of the textbooks. Students should not mark in their textbooks. Parents will be charged for lost or damaged books. Report cards and final records will not be issued until lost or damaged books are paid for or returned.

Field Trips

Field trips will be scheduled throughout the year to supplement areas of study. Most of the time, transportation will be provided by the parents. A permission slip with field trip information will be sent home with the student about two weeks before the trip. Drivers will be provided with

emergency information for each student in their car. Drivers are asked to refrain from cell phone use while driving on a field trip. Also, no video will be shown in route without prior approval by the teacher. It is our policy that Jr.Cubs, Cubs, and Jr. Kindergarten students have their presentations come to the school.

Homework Rationale:

Teachers will assign homework to help students with:

- increased retention of factual knowledge (i.e. math facts, spelling words, vocabulary)
- formation, and information processing
- development of good study habits
- recognition that they can learn at home as well as at school

Additionally, homework can give parents an opportunity to see what is going on at school and express positive attitudes toward achievement. Homework should be one of several approaches we use, along with extracurricular activities such as sports, scouts, and family outings, to demonstrate to our children that learning takes place everywhere.

Time Requirements for Homework:

We will follow the “10 Minute Rule.” Approximate minutes per day are:

- 1st grade –10 minutes
- 2nd grade –20 minutes
- 3rd grade –30 minutes
- 4th grade –40 minutes
- 5th grade –50 minutes



This time allotment does not include nightly shared reading time. These times will vary with students’ abilities and work habits. Additionally, special projects may require more time.

Academic Evaluation for Jr.Cubs, Cubs, JrK, and Kindergarten

Academic work in Jr.Cubs, Cubs, JrK, and Kindergarten focuses on Reading, Language Arts, and Math. A checklist is sent home quarterly in these grades.

Academic Evaluation for Grades 1-5

Academic work is graded and reported on a numerical scale and a letter scale. The academic year is divided into four quarters. In Grades 1-5., grades are available on NetClassroom on a daily basis. Grading scales for students in 1st through 5th grades are as follows:

- A+ 98-100
- A 93-97
- A- 90-92

- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D 65-69
- F 0-64

At the end of the academic year, outstanding balances in tuition, cafeteria, or any other fees, including charges for missing or damaged textbooks and library books must be cleared before report cards are released.

Lost and Found

Students are encouraged to practice responsibility in keeping up with their books, clothes, and other belongings. A “Lost and Found” closet is located near the entry to the cafetorium.

Inclement Weather

In inclement weather situations, every effort will be made to keep school open. If weather conditions or emergencies make it necessary to close school, parents will be notified by an emergency calling system as soon as possible. Parents are asked to resist coming to school to pick up children at the first sign of possible weather closings during school hours. During severe weather alerts, the school monitors the countywide warning system.

If school is closed because of inclement weather, day care will be closed as well. If school closes during the day, after school day care children will need to be picked up as soon as possible; however, no child will be left unattended. The following stations are sources for University School of Jackson’s news:

Radio

- 1460 WJAK AM
- 92 WYNU FM
- 95.9 WFXX FM
- 97 WQKZ FM
- 102 WZDQ FM
- 103.1 WMXX FM (1310 WDXI AM)
- 104 WKIR FM (1390 WTJS AM)

Television

- WJWR Channel 16 (2 Cable) Jackson
- WREG Channel 3 (3 Cable) Memphis
- WMC Channel 5 (5 Cable) Memphis
- WBBJ Channel 7 (12 Cable) Jackson

Prescribed Medication Policy

DISTRIBUTION OF MEDICINE AT SCHOOL

If medication is required during school hours, the following will be observed: The **MEDICATION AUTHORIZATION AND DAILY MEDICATION FORM** must be completed before any prescribed medicine can be dispensed at school. It is the parent's responsibility to insure that the Medication Form and medication are brought to the **school office** to be administered by the director's designee. All prescribed medications must be in the **ORIGINAL, LABELED CONTAINER** and will be kept locked in the office area. All medication labels should include child's name, name of medication, dosage, and frequency of administration. (Pharmacies will issue a separate "school bottle" if requested.) Student possession of any form of medication or substance purported to be a medication must be checked in to the administrative office. This is to insure the safety of the students for which the medication is intended.

If your child is taking an antibiotic that is prescribed for 3 times per day, parents should administer the medication before, after school and at bedtime. Please **DO NOT** send the antibiotic to school. Children with a history of severe allergic reactions should have a written authorization and individually prescribed medication and guidelines signed by the attending physician for a certain defined emergency circumstance.

Parents may bring in a 2 week supply of medications prescribed for ADD or ADHD. The medicine **MUST** be in a properly labeled medicine bottle showing the child's name, name of the medicine and correct dosage and the times to be taken. This information must match the medication authorization form or it will not be given. If only half the tablet is taken, it must be broken in half by the parent before bringing it to school.

The school retains the right to reject requests for administering medication.

The school has Tylenol available. This will be dispensed by permission through Medical Release Forms.

MEDICATION AUTHORIZATION AND DAILY MEDICATION LOG

Name: _____ Grade: _____ Teacher _____
Medication and Dosage: _____
Frequency and Time: _____ Date Begun: _____ Date to End _____
Prescriber's Name: _____ Phone Number: _____
Parent's Name: _____ Phone Number: _____

Outdoor Recess

We believe that outdoor playtime is an important part of our students' day. The minimum expectation is that students go outside when the temperatures (adjusted for wind chill and heat index) are between 32 degrees and 95 degrees and not raining. Please send your children to school dressed for an active day with weather-appropriate clothing.

Cafeteria

Lunch schedule:

Jr.Cubs - Jr. Kindergarten
10:40 served in rooms
Kindergarten
10:40-11:15
Third Grade
10:50-11:20
First and Fifth Grades
11:30-12:00
Second and Fourth Grades
12:10-12:40

All items in the cafeteria are purchased with a debit card, which is issued to the student when a check is sent to the homeroom teacher. As the student buys food, money is debited from the card. It is important that the balance remain in the positive. If a student is in arrears more than \$20.00, the student will be given an alternative lunch until the account is current.

Menus are posted on the website on Friday for the following week.

We are conscious of providing the students with healthy food and drink. Children are not offered carbonated drinks, and we would suggest that they not be brought from home.

Parents are always welcome to join their children for lunch at school. There are tables available in the school foyer as well as on the patio outside the cafetorium. **Students will not be allowed to invite friends to join them for lunch with parents on any occasion. We appreciate your cooperation in this matter.**

Birthday Celebrations

Parents may send in special birthday treats to be shared with a student's classmates. We ask that no peanut products be sent and that all students in a class receive a treat. **No party invitations of any kind may be passed out at school unless every child in a class receives an invitation.**

Lower School Faculty and Staff 2016-2017

Debbie Ford	Director
Beth Hudson	Early Childhood Director
Lisa Cates	Secretary
Sylvia Bell	Receptionist
Mimi Hirstein	Librarian
Kyle Hopper	Technology
Laura Moore	Counselor
Kay Shearin	Director of Admissions

Enrichment Teachers

Elizabeth Atkins – Music (2nd-5th)
Leslie Scott – Music (Jr. Cubs – 1st)
Elizabeth Maloan – Science Lab
Erica Davidson– Spanish
Paul Conway - French
Heidi McDaniel – Computer
Tony Shutes – P.E. (1st-5th)
Jenny Pritchett – P.E. (Jr. Cubs – K)
Darlene Tanner – Art (Jr. Cubs – 1st)
Kay Thomson – Art (2nd-5th)
Shilpa Jinturkar – Lower School Assistant

Jr.Cubs

Amber Anderson/Farzaneh Kaveh

Jr. Cubs/Cubs Part-time

Annie Hayes/Jody Bell

Cubs

Kathy Brandt/Zeina Adams
Ranee Jones/Shannon Scarbrough
Karen Morganti/Karen Harris

Junior Kindergarten

Holly Johnson/Sarah Kazempour
Cori Rose/Amy Buckley
Vicki Wilson/Paige Evans

Kindergarten

Hailey Eldridge/Claire Markos
Sarah Pate/Kellie Byrd
Jennifer Sammons/Jo Ann Latimore

First Grade

Wendi Cates
Summer Ferguson
Kimberly Larkins

Second Grade

Phyllis Gayton
Lisa Marley
Linda Yates

Third Grade

Jenny Carey
Jessica Platt
Regina Sills

Fourth Grade

Kathy Davis
Patsy Hollman
Elizabeth Orr

Fifth Grade

Tina Anderson
Sherri Brauss
Cindy Fisher
Emily Richards

UNIVERSITY SCHOOL OF JACKSON
After School Care Program
2016-2017

Welcome to University School of Jackson's After School Care Program. We are looking forward to a great year! The After School Care Program is designed for working parents who need extended care for their children. Our mission is to provide a safe, loving, relaxing and fun environment for our students to spend their afternoons. The program is licensed and operates under Department of Education guidelines.

The ASC program is from 2:20 p.m. – 5:30 p.m. Monday through Friday when school is in session. On some days when school is not in session, we provide full day child care for an additional cost of \$25.00 per day. Full day child care is available from 7:30 a.m. to 5:30 p.m. Please see the calendar for those dates. **Students must be signed up in advance for full day child care.**

Tuition

ASC monthly payments must be made the first of each month. Payments received after the 10th of the month will be charged a \$15 late fee. **Make checks payable to USJ After School Care.** August and December are considered full months. In order to maintain a more efficient operation, parents are asked to register for two, three, four, or five days a week and pay a **\$50.00 registration fee.** Please see enrollment agreement for payment options. We do accept drop-ins. The drop-in fee is \$12.00 and is **payable that day.** Please note that we will no longer offer a billing option for drop-ins. **All drop-in fees must be paid when your child is picked up.**

Monthly Rates

5 days/wk.	\$120/mo.
4 days/wk.	\$108/mo.
3 days/wk.	\$96/mo.
2 days/wk.	\$84/mo.

A yearly registration fee of \$50.00 is due upon registration.

Full-Day Rate

\$25.00 per day

Late Pick Up Fee

Please note that if you pick up your child after 5:30 p.m., you will be charged a late fee. The cost is \$5.00 for the first 15 minutes, then an additional \$5.00 per minute thereafter. Late fees must be paid upon arrival. Please see the section below for more information.

General Information

All children in After School Care are expected to show respect at all times to all staff and to other children. USJ has a “Zero Tolerance” policy for students who bully others. Please know that this policy is also in effect for After School Care. Any instances of bullying will be handled by the Lower School Director or Early Childhood Director.

The After School Care program is a “peanut free” program. Food allergies affect 6% to 8% of children in the United States. Allergic reactions in rare cases can be deadly. While emergency treatments are available for allergic reactions, the most effective treatment for food allergies is strict

avoidance of allergens. Because food allergies can be so severe, to avoid risk of cross-contamination from food containing peanuts, our school administration has decided to declare the After School Care program a “peanut free” program. This means that no peanut products will be allowed in the After School Care program. This includes lunches on all day childcare days as well. If your child does bring foods made with peanuts, he/she will not be permitted to eat them. A peanut free snack will be provided for your child each day.

After School Care Activities

Jr. Cubs-Kindergarten

Children are in separate classes according to grade level. Students will participate in several activities, such as story time, arts and crafts, centers, and playground time. Children in these age groups need to bring a full change of clothes to be kept in After School Care. If your child is still in diapers or pull-ups, a supply of diapers/pull-ups and wipes need to be provided and kept in After School Care. If your child attends an all-day childcare day, you will need to provide a lunch and a nap mat.

1st --5th Grade

The children in 1st – 5th grades start out in the cafeteria. After snack, the students are split up into three groups. The three groups rotate through activities as shown in the schedule below:

2:30-3:00	All groups check in and have snack
3:00-3:45	1 st grade: centers 2 nd and 3 rd grades: playground/gym 4 th and 5 th grades: homework/down time
3:45-4:30	1 st grade: playground/gym 2 nd and 3 rd grades: homework/down time 4 th and 5 th grades: centers
4:30-5:15	1 st grade: homework/down time 2 nd and 3 rd grades: centers 4 th and 5 th grades: playground/gym
5:15-5:30	All groups combined

For more information about USJ’s After School Care Program, please contact Faith Dixon at 731-467-1`298 or fdixon@usjbruins.org

WEATHER NOTICE: If school is closed or dismissed early for bad weather, there will be **no After School Care or All Day Childcare**. Listen to the radio or tune into WBBJ for cancellations.

2016-2017Calendar

August 2-4	Administrative Days ASC closed
August 5	Come and Go Day All Day Daycare
August 8-11	All-day Daycare open for JrCubs-Kindergarten Regular ASC for 1 st -5 th grade student
September 5	Labor Day, ASC closed
October 3-7	Fall Break, All Day Daycare open
October 25	Parent/Teacher Conferences All Day Daycare
November 23-25	Thanksgiving Holidays ASC closed
December 16	Administrative Day All Day Daycare
December 19-22	Christmas Break All Day Daycare
December 23 & 26	Christmas Holiday ASC closed
December 27-30	Christmas Break All Day Daycare
January 2-3	Administrative Days All Day Daycare
January 16	Martin Luther King, Jr. Holiday ASC closed
February 17 & 20	Winter Break All Day Daycare
March 20-24	Spring Break All Day Daycare
April 14	Good Friday, ASC closed
April 17	Easter Monday, ASC closed
May 22-24	Administrative Days ASC closed

PLEASE REMEMBER TO SIGN UP IN ADVANCE FOR THE DAYS YOUR CHILD WILL NEED ALL-DAY DAYCARE. THE FEE IS \$25.00 PER DAY.

THANK YOU!!