



JUMOKE ACADEMY CHARTER SCHOOLS

Dear Parents and Guardians,

As we plan for our 2020-2021 school year, we would like to remind you of an update to our Before & After School Program. Because Jumoke Academy is registered as a Care 4 Kids provider and receives federal funding, we must adhere to additional federal mandates.

One of the mandates requires we have Before & After School Program Registration Forms, Health Forms, and signed Acknowledgement of Policies on file **for all Jumoke Academy scholars**, whether or not you intend to use the program. Unforeseen circumstances may arise during the year when your scholar may need to attend the Before & After School Program. With these required forms on file, Jumoke Academy will be in compliance with federal regulations.

To keep our program in compliance, please complete and return the Jumoke Academy Before and After School Program Registration Form, Health Form, and signed Acknowledgement of Policies included in this packet. If you do not plan to use the services, please check "Daily: Drop-In Only" as the program desired.

If you have any questions regarding the Before & After School Program, please contact our Finance Office at 860-904-7830.

Thank you for your cooperation.

Sincerely,

Frank Williams

Frank Williams
Finance Manager

999 ASYLUM AVENUE SUITE 200 · HARTFORD, CT 06105 · PHONE (860) 527-0575 · FAX (860) 244-9618

Jumoke Academy will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, intellectual disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Connecticut. Further, Jumoke Academy will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.



Jumoke Academy Before and After School Program Registration Information

Jumoke Academy Honors SMaRT

339 Blue Hills Avenue
Hartford, CT 06112
Before Care 7:30am – 8:15am
After Care 4:30pm – 5:30pm

Jumoke Academy Honors at the Hartford Conservatory

875 Asylum Avenue
Hartford, CT 06105
Before Care 7:30am – 8:15am
After Care Not Available

We look forward to having your child join our Jumoke Academy Before & After Care Program! Attached you will find the forms you will need in order to complete our registration process.

Please note: Due to recent federal regulations, registration forms are required for all scholars.

Policy, Payment Information, and Schedule

- Families are responsible for the full monthly fee when a child attends 10 days or more per month.
- Families will be billed each month by the Jumoke Academy Business Office for the prior month's services.
- Full payment is due by the 20th of every month.
- Fees and payment information can be viewed by logging into your child's PowerSchool account online.
(<https://jumokeacademy.powerschool.com/public/home.html>)

Fee Schedule

Fees	Before Care Only	After Care Only	Full-time Before & After Care
Monthly Fee	\$100.00/month	\$140.00/month	\$220.00/month
Daily: Drop-In Fee	\$10.00/day	\$10.00/day	

A 25% off multi-student discount will be granted to parents and / or guardians who enroll two or more of their children in our program. The discount will be applied to the second and subsequent child's monthly fee. Discount does not apply to daily drop in rate.

Payments can be made in the following ways: (Please be sure to write your child's name AND "Before & After Care Fee" in the memo field of your check.)

- **By mail:**
Jumoke Academy District Office 999 Asylum Avenue, Suite 200, Hartford, CT 06105
- **Online:**
Through e~Funds (<http://jumokeacademy.org/e-funds/>)
- **In person:** To the Administrative Assistant in any of the below offices
Jumoke Academy SMaRT, 339 Blue Hills Avenue, Hartford, CT 06112
Jumoke Academy at the Hartford Conservatory, 875 Asylum Avenue, Hartford, CT 06105



Financial Assistance

If you are in need of financial assistance, you may qualify for the Care 4 Kids Program offered by the State of Connecticut. To find out more about this program, please visit their website www.ctcare4kids.com or call (888) 214-5437 for an application. If you are an existing Care4Kids participant, you will need to complete the Parent-Provider Agreement Form found on their website. (All Care4Kids financial assistance forms must be completed, signed and forwarded to the Business Office, Jumoke Academy District Office, 999 Asylum Avenue, Suite 200, Hartford, CT 06105. Please include the hours of care needed on page 3 of the Parent-Provider Agreement.)

After Care Program Late Pick-up

Late pick-up fees are imposed if a child is not picked up by closing time of 5:30pm. The following fee will be charged:

Pick Up Time	Fee
5:40pm	\$ 10.00
5:45pm	\$ 15.00
5:50pm	\$ 20.00
5:55pm	\$ 25.00
6:00pm	\$ 30.00

If a family/guardian has not contacted the school by 5:30pm, the staff members will attempt to reach the family using contact numbers provided. If the family is unreachable, staff members will contact the emergency names provided by the family.

On the first incident of lateness, a reminder about our policy will be given. On the second occasion, a written report is added to the child's file for billing purposes. After three late pick-ups, a meeting will be scheduled to address any concerns and your child may be temporarily dismissed from the program.

Parents should make every effort to pick up their children by/or before the designated time. Please consider weather and traffic conditions when making your pick up arrangements. If you are unable to arrive by the scheduled closing time, you must notify the After Care Coordinator at (860) 550-1454.

Behavior Agreement

We expect all scholars to follow the same expectations for the Before and After School Program as during the regular school day. In the event that a scholar exhibits inappropriate behavior, the after care staff will take the following disciplinary action:

Minor Offenses: Disruptive behavior, not following directions, Horse playing

- 1st offense – Scholar will receive a warning
- 2nd offense – Scholar will be separated from the group and given time to reflect.
- 3rd offense – Parent will be called to pick up the scholar for the day.

*Immediate consequences such as suspension from the Before and After School Program will be given if the scholar creates the following unsafe environment: Intentionally hurts another scholar, leaves the group without permission, uses rude/disrespectful language, or is physically and verbally abusive towards an adult and peer.

Unsafe or chronic disruptive behaviors may result in the scholar being suspended from the Before and After School Program for the remainder of the semester or school year. Scholars suspended from the Before and After School Program may not return until a meeting is held with the Dean of Students and Parent, at which this time, the length of the suspension is determined.



Jumoke Academy Registration Form

Child's Name: _____

Grade in 2020-2021: _____ Gender: _____ Date of Birth: _____

Program desired: Monthly: Before School (7:30 - 8:15 a.m.) [] **OR** Daily: Drop-In Only []
After School (4:30 - 5:30 p.m.) [] Before Care [] After Care []

Days of attendance: Monday [] Tuesday [] Wednesday [] Thursday [] Friday []

School: JAH-SMaRT [] Conservatory []

Parent/Guardian Information:

1. Name: _____ **Relationship to Child:** _____

Home Address: _____ **Child's Legal Guardian:** Yes [] No []

City, State, and ZIP: _____ **Resides with child:** Yes [] No []

Cell # _____ **Home #** _____ **Work #** _____

Please circle phone to be considered primary: Cell Home Work

Email Address: _____

2. Name: _____ **Relationship to Child:** _____

Home Address: _____ **Child's Legal Guardian:** Yes [] No []

City, State, and ZIP: _____ **Resides with child:** Yes [] No []

Cell # _____ **Home #** _____ **Work #** _____

Please circle phone to be considered primary: Cell Home Work

Email Address: _____

All statements will be mailed to the address on file. If you require a copy of your statement to be provided to an additional payer responsible for payment, please provide the contact name and email address.

Name: _____ **Relationship to Child:** _____

Email Address: _____

Parent Signature: _____ **Date:** _____

Please Note: If Jumoke Academy should be aware of any guardianship or custody agreements pertaining to your child, please discuss the matter with the Jumoke Academy Program Leader **and** provide copies of any related documents. We are not able to honor requests or restrict parental rights without supporting written documentation.



Jumoke Academy Health Information

Child's Name: _____ Date of Birth: _____

Physician's Name: _____ Phone # _____

Preferred Hospital: _____

Please list all health concerns, medical and/or skin conditions, or allergies below, including any clarifying notes or information. In addition, Jumoke Academy staff will consult with the school nurse regarding the information you pro-

Condition	Notes
_____	_____
_____	_____

Information Sharing and Medical Treatment Consent

In order to assure my child's safety and well-being, I hereby authorize:

- The Jumoke Academy Program Leader to review and discuss my child's medical needs with the school nurse
- A certified First Aid/CPR Jumoke Academy staff member to treat my child in case of injury
- The Jumoke Academy Program Leader to seek emergency medical treatment for my child when the need for

I further understand that, in the event of a serious accident or medical emergency, my child will be transported to the nearest emergency facility and I will assume responsibility for expenses incurred in the transporting and treatment of my child.

Parent Signature: _____ Date: _____

Sibling Information

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Emergency Contact Information

In the event that I cannot be reached in an emergency, the individuals listed below can be reached between the hours of 7:30 AM and 5:30 PM at the numbers provided. In addition, they are authorized to pick my child up from Jumoke Academy.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Please Note: If Jumoke Academy should be aware of any guardianship or custody agreements pertaining to your child, please discuss the matter with the Jumoke Academy Program Leader **and** provide copies of any related documents. We are not able to honor requests or restrict parental rights without supporting written documentation.



Acknowledgement of Jumoke Academy's Policies

Jumoke Academy is committed to working in partnership with and in maintaining ongoing, two-way communication with our families. In order to assure parents are aware of a few important Jumoke Academy policies, these are highlighted below, in addition to being included in our registration packet. Please review this information and sign and date to acknowledge your understanding and acceptance of our practices.

- ◆ All children should be signed in and/or out each day in order to assure the safety and security of all.
- ◆ Before and After Care Fees are due on or before the 20th of the month. Payments will be considered late after the 20th of the month.
- ◆ Balances that remain unpaid on the 30th of the month may result in suspension from the program until payment is received by the District Business Office.
- ◆ Statements are mailed to the address on file every month. If, for some reason, a statement is not received, payment is still due by the 20th of the month.
- ◆ In the event of a pickup after the scheduled closing time, a late fee of \$10.00 for the first 10 minutes or any part thereof will apply. Beyond the first 10 minutes, the charge will be \$1.00 per minute. Such fees will be billed with payment due upon receipt. Repeated late pick-up may result in dismissal from the program.
- ◆ Unsafe or chronic disruptive behavior may result in the scholar being suspended from the Before and After School Program for the remainder of the trimester or school year. Scholars suspended from the Before and After School Program may not return until a meeting is held with the Dean of Students and parent, at which time, the length of the suspension is determined.
- ◆ On days when there is a school delay due to inclement weather, the before care program for that day will be cancelled.
- ◆ On days when there is an early dismissal due to inclement weather or staff professional development, the after care program for that day will be cancelled.

Please understand that Jumoke Academy reserves the right to modify policies and procedures where necessary to meet the needs and protect the interests of our children, staff and families.

By signing below, parents/guardians are acknowledging their understanding and acceptance of the policies outlined in the registration packet.

Scholar Name: _____ Parent's Name: _____

Parent Signature: _____ Date: _____