

JANNEY+

Parent Handbook

2019-2020

CARE – CAMPS – ENRICHMENT – LANGUAGE

Adding to the lives of Janney students.



This Handbook offers the policies and procedures for the Janney+ Programs for school year 2019-2020. If you have any additional questions please contact the Program Directors, or the Janney+ Executive Director.

Janney Elementary School
4130 Albemarle Street, NW
Washington, DC 20016
(202) 282-0110

Welcome

Thank you for Enrolling your child in one of our Janney Plus (hereafter, Janney+) programs. We are excited to be *adding to the lives of Janney students* by offering before and after school programming for language, enrichment and care. Our goal is to make it easy for Janney families to get the care they need and the enriching learning experiences they seek. We are pleased to partner with Janney Elementary School to ensure our programs are available to meet the needs of our families and students and maintain the high standards and systems in place during their child's regular school day.

Janney+ includes Janney Auxiliary Care (JAC) and Camps, the Janney Enrichment Program (JEP), and Janney Elementary Language Program (JELP). These programs are integral parts of the Janney community and share the underlying vision and values of the school. Janney prides itself as being a community of learners that promotes respect and responsibility, and our Janney+ Programs place equal importance on respect and responsibility among and between our community of students, staff, counselors, teachers, parents and caregivers. The programs provide a nurturing, familiar, and safe space where children and adults can learn and be curious, as well as develop character and friendships.

This handbook should answer many of your questions regarding the policies and procedures of all of our programs, but if you find you have additional questions, please reach out to me or the Program Directors. Our contact information as well as a who's who list for knowing who can answer your questions can be found under our Communication section of this handbook.

We look forward to an exciting year offering care, camp, enrichment, and language opportunities that add to the lives of our Janney students.

Janney+ Executive Director

PROGRAM INFORMATION

Information about our programs is updated regularly on our website www.janneyschool.org under Janney+. Please visit our pages to learn more about our programs and to find our registration links. All of our programs use Campsite for program registration and payment processing. Families registering for any of our Janney+ Programs will need to set up a family account. They can use this account to register any of their children for any of our Janney+ Programs. We ask all families to keep their information in Campsite up-to-date, as it is how we reach contact families with program news and announcements. Family accounts can be viewed and updated at this link: <https://janneyplus.campmanagement.com>. If you are new to Janney+ you can click on the blue link below the login for a New Family Enrollment.

In an effort to keep all campers safe, Janney+ follows the regular school-day nut-free policy for all programming. This nut-free policy includes those products that have peanuts and tree nuts in the ingredients list. Check for nut products and by-products in foods sent to school. Products that list nuts in the ingredients are not permitted. Note this nut-free policy extends to all Janney+ camp days, including offsite field trips.

Registration for [Janney Auxiliary Care](#) opens in the summer and closes one weeks prior to school beginning. At that point, enrollment is closed and no additional registrations (drop-in or monthly) will be taken for the month of August, so we can set our staffing. Families will be able to register for monthly care starting in September. **Monthly Care** will close for each month one week prior to the month when care begins. Once monthly registration closes for a given month, care can only be added on a drop-in basis. **Drop-in Care** services will begin the week after Labor Day. A family can register for **Drop-in Care** by emailing plusattendance@janneyschool.org AND THEIR CHILD'S DAYTIME HOMEROOM TEACHER up to 12:30 pm on the day care is needed. **Travel** is an add-on service for students enrolled in JAC. For Travel, JAC counselors will walk your child to locations within .6 miles of Janney Elementary School for after school activity. This service is subject to the availability of the counselors based on the number of registrants. For questions regarding Travel and to coordinate location, pick-up or drop-off procedures you will contact the JAC director. **Travel** services will begin after Labor Day.

[Janney Enrichment Program](#) has three different sessions each school-year: Fall, Winter, and Spring. Registration for each program will open prior to the start of each session, and details can be found on our website under Janney+/JEP section. The Enrichment Program at Janney aims to provide a fun, diverse, and affordable program of lunch time clubs and after school classes and clubs for children from PreK to 5th grade.

[Janney Elementary Language Program](#) is a full-year program, with most of its registration occurring at the end of the prior school-year. Please email the JELP Director at language@janneyschool.org for information about registering after the enrollment period. The goal of the Janney Language Program (JELP) is to offer Janney students from K through 5th grade a program of immersion and experiential language classes (French, Spanish and Mandarin) that are accessible and fun, foster an interest of other world languages and cultures and, over time, encourage students to feel confident to communicate in a functional way in a second language.

Registration for [JAC Camps](#) for professional development and parent/teacher conference days is available on the website at the start of the year and will remain open until full. As renters of a DCPS facility, we are limited to offering programs only during days that DCPS allows us use of the building. We are not able to offer camps on certain non-school days and periods (this includes DC and Federal Holidays and certain vacation times when no custodial staff is in the building). Students enrolled in JAC will have priority for enrollment for these full camp days, and we will do our utmost to make sure regular JAC users always get in off a waitlist; however, field trip days are popular and the buses do have finite space, so we cannot always guarantee space and recommend registering for these days soon after registration opens if you know you need care. Care is offered from 8:30a.m. to 6:00p.m. during our JAC full-day camps.

All of our Programs use the CAMPSITE registration system. You may log in to your family's [Campsite account](#) to register or view your current registrations, pay a balance, complete your children's enrollment forms and change enrollment details, and update your family information. If needed, create your Campsite account using the link at the bottom of the log in page.

Enrollment for all 2019-2020 School Year camps will be done as individual camp days (including those that fall during the week-long February and April breaks). Should Janney+ operate [Summer Programs in 2020](#), the programs descriptions and registration will be available in December 2019. Traditionally, space in Summer Programs is very limited in enrollment size. It is recommended that families sign up for those programs as soon as they open if they know they need care. Typically, our week-long programs offer a mix of our regular JAC activities and many of the vendor experiences offered through enrichment. Our camp programs also offer at least one field trip per week for enrolled students. During our camp programs there is programming available from 8:30 am to 3:00 pm with the option of extending your child's day until 6:00p.m. if needed.

2019-2020 School Year Janney+ Calendar

Dates for Janney+ activities are on the Janney school calendar and the Janney+ webpages. Please refer to these for up-to-date calendar information as the dates provided below may change due to programmatic needs.

July

- 1 Janney+ Flyer Available
- 1 JEP Session I Catalog Available
- 29 Janney+ Programs Enrollment Opens (JAC EB Annual, JEP, JELP, Travel, Late Stay, Camp Days)
- 29 JAC August Enrollment Opens
- 29 JAC September Enrollment Opens

August

- 13 JAC Regular Enrollment Opens
- 19 JAC August Enrollment Closes
- 26 JAC Morning Care, Aftercare, and Late Stay Services Begin
- 26 JAC September Enrollment Closes
- 27 JAC October Enrollment Opens

September

- 2 Labor Day, No School or Janney+ Programs
- 3 JAC Travel Services Begin, JAC Drop-in Care Available,
- 6 JEP Session I Enrollment Closes, JELP Enrollment Closes
- 9 JELP Begins
- 23 JAC October Enrollment Closes
- 24 JAC November Enrollment Opens

October

- 7 JAC Full Day Camp Field Trip (10/11) Enrollment Closes
- 11 Janney Parent/Teacher Conferences, No School, JAC Full Day Camp Field Trip
- 14 Columbus Day, No School or Janney+ Programs
- 15 No JELP Classes
- 28 JAC November Enrollment Closes
- 29 JAC December Enrollment Opens
- 29 JAC Full Day Camp Field Trip (11/4) Enrollment Closes
- 30 JAC Full Day Camp In-House (11/5) Enrollment Closes

November

- 4 JAC Full Day Camp Field Trip
- 5 JAC Full Day Camp In-House
- 11 Veterans' Day, No school or Janney+ Programs
- 19 JEP Session II Catalog Available
- 25,26 No JELP Classes for Week

- 26 JAC Early Dismissal at 5p.m. No Travel or Late Stay Services
- 27-29 Thanksgiving Holiday, No School or Janney+ Programs
- 25 JAC December Enrollment Closes
- 26 JAC January Enrollment Opens

December

- 1 JEP Session II Enrollment Opens
- 6 JEP Session I Ends
- 16 JAC January Enrollment Closes
- 16-20 No JELP Classes
- 17 JAC February Enrollment Opens
- 20 JEP Session II Enrollment Closes
- 20 JAC Early Dismissal at 5p.m. No Travel or Late Stay Services
- 23-31 December Holiday, No School or Janney+ Programs

January

- 1 New Year Day Holiday, No School or Janney+ Programs
- 2,3 No JELP Classes for Week
- 13 JEP Session II begins
- 13 JAC Full Day Camp Field Trip (1/17) Enrollment Closes
- 17 Janney Parent/Teacher Conferences, No School, JAC Full Day Camp Field Trip
- 20 MLK Holiday, No School or Janney+ Programs
- 21 JAC Full Day Camp Field Trip (1/27) Enrollment Closes, JAC Full Day Camp In-House (1/28) Enrollment Closes
- 27 JAC February Enrollment Closes
- 27 JAC Full Day Camp Field Trip
- 28 JAC Full Day Camp In-House
- 28 JAC March Enrollment Opens

February

- 11 JEP Session III Catalog Available
- 12 JAC Winter Break Day (2/18-2/21) Camp Enrollment Closes
- 17 Presidents' Day Holiday, No School or Janney+ Programs
- 18-21 JAC Winter Break Day Camp (In-house February 18, 19, 20; Field Trip February 21)
- 24 JAC March Enrollment Closes
- 25 JAC April Enrollment Opens

March

- 1 JEP Session III Enrollment Opens
- 16 JAC Full Day Camp Field Trip (3/20) Enrollment Closes
- 19 JEP Session II Ends
- 20 JEP Session III Enrollment Closes
- 20 JAC Full Day Camp Field Trip
- 30 JAC April Enrollment Closes
- 31 JAC May Enrollment Opens

April

- 2 JAC Full Day Camp Field Trip (4/8) Enrollment Closes
- 6 JEP Session III Begins
- 7 JAC Spring Break Day Camp (4/13-4/17, no camp 4/16) Enrollment Closes
- 7 No JELP Classes
- 8 JAC Full Day Camp Field Trip
- 9 No JELP Classes
- 13-17 JAC Spring Break Camp (no 4/16; Field Trip 4/13; In-House 4/14, 4/15 & 4/17)
- 16 Emancipation Day Holiday, No School or Janney+ Programs
- 27 JAC May Enrollment Closes
- 28 JAC June Enrollment Opens

May

- 18 JAC Full Day Camp Field Trip (5/22) Enrollment Closes
- 22 JAC Full Day Camp Field Trip
- 25 Memorial Day Holiday, No School or Janney+ Programs
- 26 JAC June Enrollment Closes
- 26 No JELP Classes

June

- 5 JEP Session III Ends
- 8 JELP Ends
- 19 Last Day of School

COMMUNICATION

Janney+ News and Events can be found on our Janney+ webpages. We keep our events on the Janney regular calendar and you can visit our [news page](#) for updates about our program happenings.

Janney+ **Student Attendance issues** (drop-ins, absences, or changes to pick up). Please email your child's homeroom teacher and our attendance email at plusattendance@janneyschool.org and the appropriate Program Director (JAC, Enrichment, or Language).

For billing inquiries, please contact our Office Manager at plusfinance@janneyschool.org.

Executive Director, Janney+
Phone 202-442-4884
PlusED@janneyschool.org

Brianna Guilherme
Director, JEP
Phone 202-724-8950
enrichment@janneyschool.org

Caroline Laub
Director, JAC & Associate Executive Director, Janney+
Phone 202-442-8673
jac@janneyschool.org

Marybel Escada
Director, JELP
Phone 202-282-0495
language@janneyschool.org

[Janney+ Staff Directory](#)

If you need to reach one of our Program Directors during our busy after school hours in the event of an emergency (such as a delayed pick up or changes to your travel and or release options), please call one of the following numbers based on which program you are trying to reach. Please note, these are personal cell phone numbers and should only be used between the hours of 3:00 and 7:00 pm in the event you need to speak to someone immediately and do not get an answer on one of the office lines. For non-emergencies, please call the business numbers listed above and leave a message.

JAC	Caroline Laub	781-775-9002
JEP	Brianna Guilherme	646-761-7467
JELP	Marybel Escada	571-723-2803
Janney+ Office Manager	Paul Shumaker	202-441-8114

ARRIVAL and PICK UP

Arrival

Children enrolled in Morning Care or Morning Language classes may arrive at the school as early as 7:30a.m. You may drop your child at the front of the school and instruct them to come into the cafeteria where they will be greeted by JELP and JAC staff. If your child is in pre-kindergarten or kindergarten, please walk them into the cafeteria. Caregivers should use the side cafeteria door off the blacktop near the mulch playground to drop off children for morning services. Caregivers should exit through the cafeteria after dropping off their children. *PLEASE NOTE: IF YOUR OLDER CHILD IS PRONE TO WANDER AND CANNOT BE TRUSTED TO WALK FROM THE FRONT DOOR TO THE CAFETERIA TO CHECK IN, PLEASE WALK THEM INTO THE CAFETERIA.* We are not responsible for children that do not make it into the cafeteria to check in with JAC or Language.

Language students will be picked up in the cafeteria by their language instructor. JAC students will spend the hour playing games, eating breakfast if desired (provided free of charge by DCPS to all students), and playing outside. For afternoon programs, Janney teachers will send children enrolled in Enrichment programs to the cafeteria, language students are sent to the atrium. Language and Enrichment instructors will meet their students in these locations to pick them up and take them to their assigned location. JAC students older than first grade will be sent to their assigned JAC classroom. Pre-kindergarten and kindergarten students will be brought to their assigned locations by their day time teachers.

Pick-up

ALL pick up for after school programming must be done through the Janney front atrium entrance. Our sign out table and attendance clerk is located there. Please sign your child out before picking your child up and exiting the building. Once signed out, our attendance clerk will direct you to where you can pick up your child in the building. FOR SAFETY REASONS, IT IS IMPORTANT THAT ALL CHILDREN ARE SIGNED-OUT EACH DAY. Please do not enter the building in a different location and remove your child without checking out. We appreciate your cooperation with signing out as it ensures that we have safely returned all children to their caregivers at the end of each day.

Late Pick-ups

If a child is not picked up from our Enrichment or Language program by 4:45p.m., they will be sent to JAC. JAC will call the caregiver. If we are unable to reach a caregiver, the child will automatically be dropped in for Aftercare. For students enrolled in Aftercare, Late Stay can be added on a monthly or annual basis. This allows your child to stay until 6:30p.m. every day that they are enrolled. If a child not enrolled in Late Stay is not picked up by 6p.m., they will be automatically dropped in for Late Stay. Any child not

picked up by the end of Late Stay at 6:30p.m. will be assessed a late fee as determined by the JAC Program Director, but no less than \$20 per any portion of each 15 minutes beyond 6:30p.m.

Camp Days

For all full-day camps, drop off and pick up occur at the Janney front atrium entrance. Please be respectful of this policy. On days Janney+ has camp, the school staff are generally busy working on planning tasks and are not expected to be available to open the door for users to our camp programs.

TYPICAL DAILY SCHEDULES

Janney Auxiliary Care

Morning Care - Children are able to arrive to the cafeteria and check in at 7:30 am. Breakfast is served before 8:15 am and is free and available to all children. Weather permitting, children are accompanied outside for a period of free play before Jamboree begins at 8:35 am.

Aftercare - Children begin arriving to their JAC class between **3:00 pm and 3:15 pm** (prekindergarten and kindergarten students are walked by their daytime teachers to the correct JAC classroom). Children are received by the JAC counselors and taken into the classrooms. A short circle time is done to take attendance and to prepare the children for the afternoon schedule. Around **3:30 pm**, snack is given, and homework time begins. During this time, JAC counselors provide assistance, as requested, to help children complete some or all of his/her day time homework. The amount of time spent on homework varies by age and, in some instances, parent request. Please talk with the JAC Director if you have any questions about your child's homework during JAC. Between **4-4:30 pm**, weather permitting, all classes go outside for free play and structured, counselor-led activities. If weather does not allow for outside time, classes rotate time spent in the gym and participate in activities and games in their JAC classrooms. Around **5:15 pm** JAC begins activities time where all remaining children gather in the gym and get to choose from five afternoon activities. We greatly value this time of day, as it allows for mixed-age group play and a period of self-determination, when the child gets to determine who they will play with and what they will do for the remainder of the evening. Typical activity choices are: art, gym games, board/card games, reading lounge, and music. Third- fifth grade students also have the opportunity to participate in STEM activities during this time. PreK students stay with their JAC group for the entire evening, they do not participate in activities time. Kindergarten students begin participating in activities time but are given the choice at the start of the year, to choose playing with their own age-group as one of the activities. Our goal is to eventually get all children used to this period and using the skills required to make these types of choices. At **6 pm** JAC ends and all remaining children are picked up and signed out. Children who are signed-up for

Late Stay are then brought to the classroom for additional time playing board games and coloring with counselors until **6:30 pm**.

Janney Enrichment Program

Students are dismissed from their daytime classes and sent to the cafeteria between **3:00-3:15 pm**. Students find their assigned table (based on the class they are enrolled) and are provided snack and water. Enrichment instructors arrive and check-in students between **3:15 and 3:30 pm**. Between **3:30-4:30** Instructors take children to their designated class space for instruction. At **4:30 pm** all classes end and children are brought back to the cafeteria. Between **4:30-4:45 pm** students are checked back into the cafeteria by the class vendors, students will sit in their designated line for “pick up” or “JAC” organized by grade. Students who are being picked up will be on the left side of the cafeteria and students going to JAC will be on the right. Students being dismissed to JAC will be picked up by their counselors and walked to meet with their JAC groups. At **4:45 pm** caregivers will be called by grade level to pick up their students in the cafeteria and sign them out.

Janney Elementary Language Program

Morning Program - Children arrive to the cafeteria between **7:30 am and 7:45 am** and checked in by their language instructor. At **7:45 am** language instructors take the children to their designated class space for instruction. At **8:30 am** students are taken to Jamboree or released to their homeroom classes.

Afternoon Program - Students are dismissed from their daytime homerooms and sent to the Atrium between **3:00 and 3:15 pm**. Between **3:15 pm and 3:30** students have snack and are checked in by the language program instructors. Between **3:30 and 4:30 pm** students are in their designated classrooms for instruction. At **4:30 pm**, students are brought back to the atrium tables where they can be signed out and picked up by their parents.

Janney Full Day and Camp Programs

The schedule on these days vary based on the planned programs and activities but will generally run from **8:30 am to 6:00 pm**. An email will go out from the JAC Director prior to each Camp with more details about the planned activities and schedules for our camp days. No Late Stay or Travel will be offered on Camp Days.

WEATHER RELATED CLOSURES and DELAYED OPENINGS

When DCPS closes the building, JAC care is also closed. We are unable to be in the building when it has been closed due to inclement weather. When it is a JAC camp day, we will follow the Federal Government to determine if we can safely have camp. If the Federal Government is closed, we will not hold the scheduled camp. If the Federal Government has a two-hour delay, we will open on a two-hour delayed schedule. For most of our camp days that means a 10:30 am.

If DCPS determines that it needs to close the building early, Janney+ will first send notice via text message out to all families letting them know the protocol for the given day. You may elect this notification method in [Campsite](#). Please check your contact information in your account to ensure we have the most up-to-date contact information for your family. In general, when the weather is not good, please keep an eye on your email and consider following DCPS's Twitter account @dcpublicschools in order to receive the most up-to-date information regarding weather's impact on the school.

Parents are not refunded for JAC cancellations due to DCPS closures impacting regular school days. Our policy is to pay our staff for the built-in closure days on the DCPS calendar, and there is simply no way to refund those monies already paid out as part of your monthly enrollment. However, if DCPS goes over the allotted number of make-up days, and the school year is extended, parents will not be asked to pay additional tuition for those make up days and the associated JAC programming. The make-up days will be included as part of their previously paid tuition.

Our Enrichment and Language programs do their utmost to ensure that classes cancelled for any reason are made up during the regular school-year.

NUTRITION

Janney Auxiliary Care provides snack at 3:15p.m. for all children enrolled in Janney+ Programs. For our hour-long language and enrichment programs, we offer kid-friendly, grab and go options that children can enjoy quickly in the cafeteria or atrium and still be able to finish prior to the start of their enrichment or language class. For students enrolled in JAC, we offer child-friendly snack options that provide the children with the fiber, protein and calories they need at the end of the long school-day. Children here until the end of the evening are offered a second snack (frequently this is an apple) around 5 pm. If a child does not want the program snack we try to offer them an apple as an alternative. If you are concerned your child will not or cannot eat our regular snacks, please contact the Program Director to see what alternative may be offered or to plan for your child to bring a snack from home.

HEALTH AND SAFETY

Allergies and Medical Conditions/Medication

If your child has known allergies or medical conditions that may impact their involvement or time with our programs, please include that information when you register your child and also plan to reach out to the Program Director to let them know. If your child requires medication to be given during the after-school hours, the Program Director will provide you with a Permission for Medical Treatment form to be completed by the parents. We CANNOT use the medication provided to the school for use during the school-day as the Nurse's office is locked once the nurse leaves campus for the day. You will need to provide Janney+ with any necessary medication in its original container, with dosage information and your child's name, along with the completed Permission form.

Toileting and Bathroom Assistance Policy

Children enrolled in Janney+ Programs are expected to be able to handle their toileting needs independently. We are not licensed for children in diapers and pull ups and our staff is not permitted, by program policy, to assist children in the bathroom. All children should be fully toilet trained and self-sufficient in the bathroom, including wiping (staff may assist children with clothing fasteners, etc. once outside of the restroom). Furthermore, we firmly believe that it is in the child's best interest to manage their bathroom needs independently once they are school-age. Toileting independently decreases children's needs for non-parent adults accompanying them in the bathroom. If the language is needed, we ask our staff to teach the children in our programs that "no one but your parent or doctor should see your privates."

Illness/Infections Exclusion from Programs

Janney+ Programs will follow Janney Elementary School (ES) policy for excluding and readmitting children from our programs. If your child was sent home from school during the day for illness they will not be able to return to our Janney+ programming until they have been cleared by the school nurse to return. If a child becomes ill during our programs, we will follow the Department of Health guidelines for excluding and readmitting children:

EXCLUDING AND READMITTING CHILDREN WHO ARE ILL

The child development facility shall take the following actions under the following circumstances:

- (a) A child who exhibits one or more symptoms of illness identified below shall not attend the facility.
- (b) When the facility staff observes one or more symptoms of illness identified below, the child's parent(s) or guardian(s) shall be notified immediately. The facility shall require that the parent(s) or guardian(s) remove the child from the facility.
- (c) The facility shall isolate a child who becomes ill or is suspected of being ill. The child shall remain within sight and hearing of a staff member.
- (d) The facility staff shall ensure that a child who is ill or suspected of being ill does not share any personal hygiene or grooming items.

A child shall be excluded from the facility while exhibiting symptoms of illness including without limitation the following:

- (a) Diarrhea (that is, runny, watery, or bloody stools);

- (b) Vomiting in a twenty-four (24) hour period;
- (c) Body rash with fever;
- (d) Sore throat with fever or swollen glands;
- (d) Eye drainage with thick mucus or pus draining from the eye; pink eye (that is, colored drainage, eye pain and/or redness or yellowness of the eye);
- (e) Abnormal discoloration of the skin;
- (g) Fever accompanied by rash, vomiting, diarrhea, earache, irritability or confusion;
- (h) Continuous irritable crying that requires more attention than the facility can provide without compromising the health and safety of other children; or
- (i) Any other symptom indicative of a reportable communicable disease,

The facility staff shall observe each child for the presence of symptoms that may indicate a condition requiring medical attention, exclusion from the facility, isolation from other children, and/or consultation with the child's parent(s), guardian(s) or licensed health care practitioner(s). The following are examples of such medical conditions:

- (a) Fever;
- (b) Lethargy or inability to walk;
- (c) Respiratory problems, including: increased respiratory rate; retractions in the chest; excessive nasal flaring; audible persistent wheezing; persistent coughing, either productive or nonproductive; severe coughing causing redness or blueness in the face; or difficulty in breathing;
- (d) Abdominal and urinary system problems including: intestinal parasites, dark urine, white spots in the stool, increased urgency or frequency of urination, or no urination for an entire day;
- (e) Cardiac problems, including: choking, change in color of the skin, chest pain, or persistent sweating;
- (f) Ear problems, including discharge from the ear and/or ear pain;
- (g) Throat and mouth problems, including: sores on the lips or in the mouth, white patches in the mouth, throat pain, or a dental problem that needs immediate attention; and
- (h) Injuries, including: persistent bleeding, oozing wounds, apparent fracture, complaint of persistent bone pain or stiffness, or difficulty with the movement of any extremity.

If a child exhibits mild symptoms of illness and/or discomfort, the center director or his/her designee, or the caregiver, in consultation with the child's parent(s) or guardian(s), shall decide whether the child should be immediately discharged or discharged at the end of the day.

Accidents and Emergencies

In the event of an accident or minor injury, our Janney+ staff will administer care and inform the Program Director of the accident. If the Director deems necessary, or in the event of a mild head injury, the Director will contact the child's parent or caregiver to inform them of the injury and give them any necessary information for observing or administering care at home. The parent may be asked to determine if they want to come and pick up their child, if the child is in any continued discomfort. If the incident is unusual in nature (e.g., falls from greater than 2-feet height, head injuries, medical emergencies requiring emergency meds or contacting 9-1-1, reports of abuse, or student altercations), Janney+ staff will notify the parents as soon as possible and will complete an Incident Report form. This report will stay on file in the Janney+ office and a copy of the report will be given to the child's parent(s) or caregiver(s).

If your child experiences a minor injury at school, such as a minor abrasion or contusion, we will send home a Parent Memo with details about the incident. If you ever have any questions about an incident occurring while your child is with our Janney+ Programs, please contact your Program Director and they

will be able to offer more information. Our up-to-date contact information can be found on our Janney+ webpages at <http://www.janneyschool.org/janneyplus/>.

In the event of an emergency during Janney+ hours, we will call 9-1-1 and staff trained in first aid will administer care until a medical professional has arrived. Janney+ will use your family information provided in the Janney Directory and in your Campsite account to reach a parent or caregiver. Please make sure this information is kept up to date and accurate. We do not always have access to Janney ES office files (once the Janney day time staff goes home, we are unable to ask them to look information up for us), so please ensure that Janney+ has the most up to date information available in Campsite. You may update your Campsite information at any time by logging into your family account at the following website: <https://janneyplus.campmanagement.com/>.

CLASSROOM and BEHAVIOR MANAGEMENT

We understand the best behavior management strategies start with strong class management. We provide clear expectations to our children that are modeled from the Janney school-day expectations and are in-line with our program values and vision. Additionally, our program curricula outline our goals for the children in our program, and our expectations for student behavior are established to create environments conducive to meeting the program goals. Our program goals and expectations take into consideration the developmental age of the child and, whenever possible, accommodations are made to meet individual children's needs.

We use positive behavior support systems (in the forms of paw prints, verbal praise, high fives, class celebrations, activity choices, small tangibles, etc.) to reward students for good behavior during their time in our programs. If a student is not meeting expectations, we may modify their activity or activity choices, ask them to take a break the activity or modify their schedule. We refrain from using harsh or sarcastic language, and we never use corporal punishment or withhold snack or water.

If a child's behavior is consistently and/or severely disruptive to an enrichment or language class, given the short duration and academic nature of these classes, we may, in consultation with the parents, establish a specific behavior plan or ask the child to withdraw from the program. For our JAC program, if a child's behavior is regularly disruptive, we will establish a behavior plan in consultation with the parents and the program staff. If the child's behavior is a safety risk, we may ask the child not to attend our program until we feel we have a plan in place that allows for the safety of the child and those around him/her. If at any time you wish to discuss your child's behavior during his/her time with our programs, please reach out to the appropriate Program Director or Executive Director.

WHEN CONCERNS ARISE

At Janney+, we believe that open communication between our program staff, students, and families is the best way to address issues that arise and we believe in the importance of all parties conducting themselves professionally, courteously, and with dignity as we work towards a mutually understood resolution. The Janney+ Program Directors and the Executive Director will strive to meet this expectation and the Janney+ Executive Board is available to support the discussion and mediation of more challenging circumstances, if needed.

If a child's behavior becomes difficult to manage, the Program Director will notify the parents and the issue will be discussed and managed between the teacher, the Director, the parents, and the child. A formal plan will be developed, if necessary. Modifying behavior requires a team approach, so we expect parents and staff to develop a mutually satisfactory plan to assist the child with his/her self-control and any other problem that may occur.

Our primary concern is to the safety of our students and staff. Our secondary goal is to ensure we are meeting the mission of the program. If a child's behavior makes it difficult to provide a safe environment (the behavior causes physical or mental harm to others or the child), in consultation with the parents and Program Director, the child will be asked to not attend our programs until and if we are able to modify our programs to ensure everyone is safe. If accommodations are made to the program that allows us to safely have the child return, they will be invited to do so only if their return can also allow for the program to continue to fulfill its mission and purpose for the students enrolled.

We believe that students should take responsibility for their misbehavior by demonstrating change and improvements in keeping with our program values. If it is warranted, the child's return to the program may be tiered or limited in nature until the child can regain the confidence of his/her classmates and counselors for safe behavior. This may include limiting the time a child can attend the program, limiting the days or activities in which they can participate, or other restrictions that take the child's misbehavior into consideration. These decisions will be made by the Executive Director and program Directors. While parents will be included in these discussions and informed of the plan, it is at the discretion of the Executive Director and Program Directors to determine when and how a student can safely return.

STAFF TRAINING

Janney+ staff are also trained annually on Janney+ curriculum implementation, facilitating safe play, social-emotional development of students, special behavioral circumstances, student safety-care de-

escalation techniques and safe physical management, sexual abuse awareness, mandated reporter, classroom management, and campus safety and emergency evacuation.

INCIDENT REVIEW POLICY AND PROCEDURES

All issues between students or students and Janney+ staff are brought to the attention of the Program Executive Director and are fully evaluated for the most fair and appropriate outcome for all parties involved. All corporal punishment allegations against Janney+ staff will be reported by the Program. The allegation will be reported to the DC Child and Family Services Agency (CFSA), the Metropolitan Police Department, and the school principal will be informed. Once the allegation has been reported, a Janney+ and MPD investigation will ensue. Staff will be placed on administrative leave during this time. If the allegation proves unsubstantiated, the Janney+ Executive Director, in consultation with the Janney+ Executive Board, will determine if it is in the best interest of the Program for the employee to return to work. If the action proves substantiated, the employee will be terminated.

TUITION REDUCTION

Tuition reduction is offered on a needs basis. To apply for tuition reduction please email the Executive Director for Janney+, PlusED@janneyschool.org. Once approved, your application is good for use across our Janney+ Programs. Generally, students who qualify for Free or Reduced Lunch with DCPS will qualify for a 100% tuition reduction for our JAC school-year programs. They also generally qualify for one enrichment class per session, a reduced tuition amount for the language program, and Camps tuition reduction.

PAYMENT, CANCELLATION and REFUND POLICY

Auxiliary Care

Enrollment in JAC is done on a monthly or annual basis. Families choose which days and months they would like to enroll. Upon registration, a 20% non-refundable tuition deposit is collected unless parents opt to pay the entire balance, in which case the non-refundable deposit and the remaining tuition are paid as one sum. For annual enrollment, after the deposit is paid, remaining payments are auto withdrawn on the first of the month prior to each month of care (i.e., payment for May is taken out automatically on April 1st if you are set up for a payment plan). Request to withdraw from a program must be submitted to the JAC Director at jac@janneyschool.org 30 days prior to payment being made. If proper notice is given, then tuition for that month will be returned less the 20% deposit. For cancellations with less than 30-days notice, Janney+ policy is to provide a refund for unused programs less a \$15 cancellation fee.

Enrichment

Payment for JEP classes is due in-full upon registration. A 20% non-refundable deposit is applied. Students with outstanding balances at the end of a session will not be permitted to sign up for additional classes in any session until their balance has been settled. A JAC discount of approximately 10% will be applied for one enrichment class per session that students are registered for that falls on the same day they have JAC.

JEP reserves the right to cancel classes due to insufficient enrollment. In the event of cancellation, the JEP Director will notify families in advance and refund the entire course fee. If school or class is cancelled due to inclement weather or other events, we will attempt to reschedule classes, but this is not guaranteed.

Refunds are given for registrations cancelled before the second class meeting of the session, minus the 20% non-refundable deposit and \$25 cancellation fee. There are no refunds for cancellations after the second JEP class. If your child is able to transfer into a different JEP class, rather than cancelling altogether, there is no transfer or cancellation fee. At the discretion of the JEP Director, in the case of special circumstances, refunds may be granted or pro-rated for the classes already taken only if the vendor agrees to a full or partial refund. There are no refunds or make-ups for missed classes.

Language

The language program is a year-long program and we ask parents and students to sign a contract outlining their commitment to the program at the start of the year. This commitment is key in providing the continuity and stability in classroom communities that will enable students to progress over time. It is also the only way we can keep our tuition fees significantly lower than other language schools. A 20% non-refundable deposit of the class tuition is due upon enrollment. Parents may opt to pay the tuition in full or for remaining payments to be auto withdrawn on the first of the month prior to each month of care. A \$25 fee applies to all cancellations.

While we trust that parents will appreciate the need for consistency, both for their children and for the rest of their language class, we recognize that circumstances may change over time and that things can come up which may cause a child's schedule to have to be reevaluated. As a result, our cancellation policy is as follows:

- Students signing up for any language class will commit to attending the first four weeks of the class before they are allowed to withdraw;
- If, after this period, the family decides they do not want their child to continue, the family has until October 7th to provide written notice via email to language@janneyschool.org that they are withdrawing their child from JELP;

- The JELP Program Director will refund the cost of the class minus the 20% non-refundable deposit and a \$25 cancellation fee within one month of receipt of the written request;
- After October 7th it is no longer possible to cancel language classes with a refund;
- A child who has withdrawn from JELP is not eligible to sign up for the rest of the school year.

While we believe consistency and attendance is important for our language classes, we understand that there are many options for activities at Janney. Should parents enroll their children in enrichment classes or other Janney activities on the same day as language classes, such that their children attend only one of the twice-weekly language classes, it is the responsibility of parents to inform the JELP Director of this schedule change so that she can adjust the class roster accordingly. This ensures student safety while on campus.

Camps

For all school year camp days, full payment is due upon registration. A 20% non-refundable deposit is due at registration and there is a \$15 fee for cancellations. If you register for camp days and are placed on the waitlist, you will be notified if space becomes available. Janney+ policy is to not provide refunds for cancellations although it may be considered at the discretion of the JAC Director if there is a waitlist. If your child is on the waitlist and is withdrawn prior to payment being made, you are not responsible for payment. You must email jac@janneyschool.org to be removed from the Campsite waitlist. We cannot guarantee registration fee refunds for camp programs when cancelled due to inclement weather, school building closure, or other acts beyond our control.

For Janney+ Summer Programs, a 20% non-refundable deposit is due upon registration. Remaining tuition is due on June 1. Once payment is made, no refunds will be given except for extenuating circumstances previously set forth in the above policies. Granting refunds in the event of those circumstances is at the sole discretion of the JAC Program Director.

WAIVERS

The following waivers are part of the registration process. By registering in our Janney+ Programs, parents are agreeing to the following terms and condition.

Medical Waiver/Liability Release

I certify that, in advance of participation in Janney+ Programs, I have received any and all information I deem necessary or important in making an informed choice regarding my child's, children's, ward's, wards' (whether singular or plural, hereinafter the "Participant") participation in such activity or program. I acknowledge the risks inherent in the Participant's participation in activities. In consideration for the Janney Elementary Parent Teacher Association dba Janney+ ("Janney+") allowing the Participant to participate in such activity or program, I hereby voluntarily agree to assume all risks of his/her

participation in such activity or program. I understand that Janney+ Programs, in accordance with the applicable licensing and regulations standards, are not licensed and is not required to be licensed.

BY ALLOWING THE PARTICIPANT TO PARTICIPATE IN Janney+ Programs, I HEREBY AGREE TO RELEASE AND HOLD HARMLESS Janney+, its employees, officers, directors, agents, independent contractors, and volunteers, from any loss, liability, claim of bodily injury or death or property damage, or costs which may arise due to my use, and the Participant's use, of the Janney+ facilities and equipment and my participation, and the Participant's participation, in Janney+ Programs, including claims arising out of negligence of Janney+ and its employees, officers, directors, agents, independent contractors, volunteers, and participants. The use of all Janney+ facilities shall be undertaken at the undersigned's own risk and the Participant's own risk. This agreement shall be governed by the laws of the District of Columbia.

Authorization for Treatment

In connection with any injury the Participant may sustain or illness or other medical conditions the Participant may experience during the Participant's participation in or attendance at Janney+ Programs, I authorize any emergency first aid, medication, medical treatment, or surgery deemed necessary by the attending medical personnel if I am not able to act on the Participant's behalf. If I cannot be contacted in the event of an emergency, I further hereby grant Janney+ permission to administer immediate treatment and/or take the Participant to a medical facility via vehicle, including via ambulance/emergency vehicle. I further authorize the attending medical personnel to execute on the Participant's behalf any permission forms, consents, or other appropriate documents relating to medical care. I agree to assume all liability for any expenses incurred in medical treatment for the Participant (including transportation, hospitalization, x-rays, etc.). I also understand and agree that Janney+ will notify me if the Participant becomes ill during program hours, and I will arrange to have the Participant picked up immediately from Janney+. Further, I waive and release Janney+ and its employees, officers, directors, agents, independent contractors, and volunteers from any and all liability for personal injuries, illness, loss, or damage to property. The health information about the Participant that I have provided to Janney Elementary School (including the Participant's immunization records) is complete and correct to the best of my knowledge. Janney Elementary School is authorized to share such health information with Janney+.

Permission for Travel and Sharing of Relevant Education Information

The Participant has permission to engage in all prescribed activities except as noted in his/her registration materials. By registering their child, parents are opting in for their child to participate in ALL activities related to the program in which the child is registered (e.g. field trips on camp days).

The Janney+ Programs are hereby authorized to share pertinent education information with the Janney Elementary School staff as it pertains to the Participant's enrollment in the program and health and well-being therein, including information contained within the Participant's educational record and Individualized Education Plan.

Privacy Rights

Information provided during registration or shared/gathered during the Participant's enrollment will not be shared or sold to individuals outside of Janney+. Our enrollment and payments portals are secured to protect your personal data. A complete program Privacy Policy can be found here: [Privacy Policy](#). Hard copies are available upon request.

Refunds

Refunds are granted in accordance with each program's established policy. Each program's policy is available in the **PAYMENT, CANCELLATION and REFUND POLICY** in the Janney+ parent handbook.

Payment Authorization

I hereby authorize a monthly electronic funds transfer or debit/credit card charge on or after the timeframes specified above. Janney+ may charge collection fees for any declined/failed/returned payment transactions and will make multiple attempts to collect funds for returned debit/credit card and bounced check charges. I further understand and agree to the following:

- Transfers/charges will continue until I give written notice to change or terminate them. The frequency and occurrence of visits/usage has no bearing on fees. Scheduled program payments continue until registration ends.
- Janney+ will automatically charge any outstanding balances without an active payment plan to the credit card on file within 7 days of providing an invoice. It is my responsibility to check invoices upon receipt and notify Janney+ of errors prior to the charge, when possible.
- I will **provide a minimum of 30 days written notice**, prior to my next scheduled draft, to cancel this authorization. If I fail to provide adequate notice, Janney+ will draft one additional payment before the cancellation takes effect and that payment is non-refundable.
- I am responsible for maintaining an active credit card in CAMPSITE in order to pay outstanding balances.
- Janney+ will notify me in advance of increases in my fees by mail or email. I am responsible for notifying Janney+ if my address or email changes.
- It is my responsibility to bring any billing discrepancies to the attention of Janney+ within 60 days after they are processed by my financial institution. After 60 days, I waive my right to dispute charges.