

**UNIVERSITY SCHOOL OF JACKSON  
LOWER SCHOOL  
STUDENT HANDBOOK  
2011-2012**

**Welcome from the Head of School**

Welcome to the 2011-2012 school year at USJ! The faculty and staff of the University School of Jackson are proud to be a part of your educational experience for the coming year.

The USJ Student Handbook is a very important document that contains important policies and procedures that will guide us through a successful school year. An understanding of the school calendar, activities, and policies will ensure a productive and effective year. Please take time to familiarize yourself with the contents of this handbook.

On behalf of the USJ faculty and staff family, I welcome you to the 2011-12 school year.

Sincerely,

Clay Lilienstern  
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**

The University School of Jackson, a distinctive college preparatory school, seeks to instill a passion for academic excellence and life-long learning so each student will reach his or her maximum potential.

### **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), 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 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 in Grades 1-5**

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.

### **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 Jr. Cubs-First grade gym are reserved for Jr.Cub parents drop off and pick up. Always drive slowly when on our campus.

### **Shuttle**

USJ provides a shuttle for students between the Lower and Middle/Upper schools. The shuttle leaves the Middle/Upper School front entrance at approximately 3:15 and goes directly to the Lower School front entrance. **This service is only available to Lower School students who have siblings who use the shuttle or who are picked up by an Upper School student.** Pre-registration is required. Parents are asked to park in the front parking lot (NOT in the fire lane) and enter the building to pick up their children in their assigned shuttle rooms. There is a faculty member on duty in each shuttle room from dismissal time until 3:20. Students must be signed out by a parent or authorized person. Students who are not picked up by 3:20 will be sent to After School Care. Please understand that this policy will be strictly enforced. Your children's safety is our top priority, and students will not be left unsupervised in the Lower School at any time.

Your cooperation in this matter is appreciated.

## **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.
- 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. 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.

- **Jr.Cubs** are dismissed at 2:20 and should be picked up in their classrooms.
- **Cubs, Junior Kindergarten, Kindergarten and First Grade** are dismissed at **2:20**.
- **Mixed JrK-3<sup>rd</sup>, Second, and Third grades** are dismissed at **2:30**.
- Fourth and Fifth grades and 2-5 Mixed and JrK-5 Mixed are dismissed at 2:40

## **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](http://www.usjbruins.org) and through our Weekly Walk Home. The Weekly Walk Home will be sent to parents via e-mail and posted on the USJ website on Friday. Detailed information is found also on the school's on-line calendar.

## **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](http://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. Students may wear brown, blue(navy, dark blue, or light blue), black, burgundy, red, closed-toe shoes. Variance from these colors is not acceptable. They may also wear athletic shoes. **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 cubbie 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.
- The school administration may designate non-uniform days.
- Shirttails are to be tucked in at all times, with the exception of the girl's Oxford overblouse and the girl's knit polo. (2<sup>nd</sup>-5<sup>th</sup> grade)
- A belt must be worn with pants or shorts designed with belt loops.
- Girls may wear tights and leggings in the following solid colors: brown, blue, white, black, burgundy, or red. Socks must also be in the same colors as stated above.
- **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.

Division Directors may declare spirit days and allow students to wear school spirit shirts, or dress up days, or allow students to wear other uniforms such as Boy Scouts or Girl Scouts. Questions concerning uniforms should be directed to the Head of School or 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, must be kept in the student's backpack between the hours of 7:30 a.m. and 2:40 p.m. and during carpool times. Infractions of the policy will result in the following sanctions:

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

### **Testing**

Students will participate in the following standardized tests:

|              |                                       |      |
|--------------|---------------------------------------|------|
| First grade  | Gates-MacGinitie<br>Reading Inventory | May  |
| Second grade | OLSAT                                 | Nov. |
| Fourth grade | ERB                                   | Nov. |
| Fifth grade  | OLSAT and ERB                         | Nov. |

### **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 1-5)
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. It is our policy that Jr.Cubs, Cubs and Jr. Kindergarten students have their presentations come to the school.. No video will be shown in route without prior approval by the teacher.

**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:

- 1<sup>st</sup> grade –10 minutes
- 2<sup>nd</sup> grade –20 minutes
- 3<sup>rd</sup> grade –30 minutes
- 4<sup>th</sup> grade –40 minutes
- 5<sup>th</sup> 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 2<sup>nd</sup> through 5<sup>th</sup> grades are as follows:

- A= 93-100
- B= 85-92
- C= 75-84
- D= 70-74
- F= Below 70

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 radio, television, and email as early as possible. Listen carefully for the University School of Jackson’s announcements and check the website. 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

### **First Aid and Medications**

Minor illnesses and injuries will be treated in the Sick Bay. If it becomes necessary for a student to take any form of medication during school or school activity hours, a signed note from the parent must be presented to the Division Director. All medications will be kept in the Sick Bay and dispensed by the receptionist. The school has Tylenol available. This will be dispensed by permission through Medical Release Forms.

### **Illness**

Parents should not send an ill child to school. In many cases, spread of disease is best alleviated by simply keeping the sick child at home. Students who become sick at school will be brought by a teacher or assistant to the Sick Bay near the reception desk. Parents will be contacted by the teacher, the assistant, the secretary, or the receptionist. We have several teachers and assistants who are CPR and First Aid certified through the American Heart Association.

### **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. Each Friday, parents will be sent a balance sheet. 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 2011-2012**

|                               |                        |
|-------------------------------|------------------------|
| Debbie Ford                   | Director               |
| Beth Hudson                   | Assistant Director     |
| Lisa Cates                    | Secretary              |
| Sylvia Bell                   | Receptionist           |
| Stacey Glover                 | Librarian              |
| Danielle Hall/Stephanie Hulme | Technology             |
| Kim Yelverton                 | LS Counselor           |
| Kay Shearin                   | Director of Admissions |

### **Enrichment Teachers - JrCubs – 1<sup>st</sup> Grade**

Anna Powell - Spanish  
Mary Ann Giampapa – Music  
Jenny Pritchett – P. E.  
Darlene Tanner – Jr. Cubs-1 Art/5<sup>th</sup> Grade Japanese

### **Enrichment Teachers – 2<sup>nd</sup>-5<sup>th</sup> Grade**

Elizabeth Atkins – Music  
Jeff Johnson – Science Lab (K-5<sup>th</sup>)  
Veronica Kurth – Foreign Language  
Heidi McDaniel – Computer (1<sup>st</sup>-5<sup>th</sup>)  
Tony Shutes – P.E.  
Kay Thomson – Art

### **Jr.Cubs**

Star Mansfield /Zeina Adams  
Amber Anderson/Farzaneh Kaveh  
Carmen Hernandez – Jr. Cubs Floating Assistant

### **Cubs**

Angie Johnson/Amanda Cisco  
Ranee Jones/Michelle Boykin  
Maggie Reinhard/Sara Kazempour

### **Junior Kindergarten**

Hayley Haynes/ Karen Harris  
Karen Morganti/LaToya Jones  
Cindy Wyatt/Kellie Inman

### **Kindergarten**

Sarah Pate  
Cori Rose  
Jennifer Sammons  
Vicki Wilson  
Joanne Latimore /Assistant  
Paige Evans/Assistant

**First Grade**

Wendi Cates  
Linda Grimm  
Elizabeth Orr  
Amanda Westacott

**Second Grade**

Phyllis Gayton  
Lisa Marley  
Linda Yates

**Third Grade**

Tina Anderson  
Kelley Barnes  
Jenny Carey  
Elizabeth Maloan

**Fourth Grade**

Cindy Fisher  
Patsy Hollman  
Laura Moore  
Regina Sills

**Fifth Grade Teachers**

Cindy Bell  
Sherri Brauss  
Kathy Davis  
Emily Richards



2011-2012

Welcome to University School of Jackson's After School Care Program. We are looking forward to a great year. Our mission is to provide a safe and fun environment for students who need extended supervision. The program is licensed and operates under the Department of Education guidelines. All After School Care employees receive the maximum amount of training hours.

The After School Care Program is designed for working parents who need extended care for their children. The program operates from 2:30 p.m. -5:30 p.m. Monday through Friday. If a child is picked up after 5:30 p.m., a late fee will be charged. 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.

All-day daycare is available from 7:30 a.m. -5:30 p.m. on some days when school is not in session. Please see the calendar that follows for those days. **Students must be signed up for all-day daycare days in advance.** The fee for this service is \$20.00 per day.

After School Care monthly payments must be made the first of each month. Payments received after the 10<sup>th</sup> of the month will be charged a \$15.00 late fee. Please make checks payable to USJ After School Care. December is considered a full month. In order to maintain a more efficient operation, parents are asked to register for one, two, three, four, or five days per week. A yearly registration fee of \$25.00 is due upon registration. Drop-ins are accepted. The drop-in fee is \$10.00 per day and is payable on that day.

**Monthly Rates**

|           |          |
|-----------|----------|
| 5 days/wk | \$100/mo |
| 4 days/wk | \$90/mo  |
| 3 days/wk | \$80/mo  |
| 2 days/wk | \$70/mo  |
| 1 day/wk  | \$60/mo  |

**Full-Day Rate**

\$20.00 per day

**WEATER NOTICE:** If school is closed or dismissed early for inclement weather, there will be no After School Care or All Day Daycare. Please follow the school guidelines for information about school dismissal.

If you have questions about After School Care, please contact Faith Dixon, Director of After School Care, at 731-467-1298 or at [usjdaycare@usjbruins.org](mailto:usjdaycare@usjbruins.org).

**UNIVERSITY SCHOOL OF JACKSON  
After School Care  
2011-2012 Calendar**

|                |  |
|----------------|--|
| August 1       | All-day Daycare open for Camp Bruins families                      |
| August 2-5     | All-day Daycare open for Camp Bruins families and faculty children |
| August 8-11    | All-day Daycare open for JrCubs-Kindergarten                       |
|                | Regular ASC for 1 <sup>st</sup> -5 <sup>th</sup> grade students    |
| August 12      | Regular ASC  |
| September 5    | Labor Day, ASC closed  |
| October 7      | Fall Break, All-day Daycare open                                   |
| October 10     | Fall Break, All-day Daycare open                                   |
| November 23-25 | Thanksgiving Holiday, ASC closed                                   |
| December 16    | Administrative Day, All-day Daycare open                           |
| December 19-21 | Christmas Holidays, All-day Daycare open                           |
| December 22-23 | Christmas Holidays, ASC closed                                     |
| December 26-28 | Christmas Holidays, All-day Daycare open                           |
| December 29-30 | Christmas Holidays, ASC closed                                     |
| January 2      | Administrative Day, All-day Daycare open                           |
| January 16     | Martin Luther King, Jr. Holiday, ASC closed                        |
| February 17    | Winter Break, All-day Daycare open                                 |
| February 20    | Winter Break, All-day Daycare open                                 |
| March 12-16    | Spring Break, All-day Daycare open                                 |
| April 6        | Good Friday, ASC closed  |
| April 9        | Easter Monday, ASC closed  |

**PLEASE REMEMBER TO SIGN UP IN ADVANCE FOR THE DAYS YOUR CHILD WILL NEED ALL-DAY DAYCARE. THE FEE IS \$20.00 PER DAY.**

THANK YOU!!