School-Age Child Care

Instructions for enrollment in the Before and After Care Programs for the Jackson-Madison County School System. Enrollment begins Tuesday, August 4th and will be open through Thursday, August 20th. After August 20th, registration will be paused until after September 7, 2020 in order to finalize our enrollment numbers and staffing needs.

If you would like to enroll your student in one of our Before or After School Programs, please complete ALL steps listed below to successfully enroll and pay required fees.

Schools listed below have Before and After School Programs as indicated:

- Community Montessori – After Care Only
- Denmark Elementary – After Care Only
- East Elementary – Before and After Care
- Northeast Middle – After Care Only
- Nova Early Learning Center – After Care Only
- Pope School – After Care Only
- Rose Hill School – After Care Only
- South Elementary – After Care Only
- Thelma Barker Elementary – Before and After Care

**Step 1:**

Locate the link for “Online School Payments” located on the JMCSS website under “Find It Fast” > Parents> Online School Payments.
Click on this link which will take you to the School Cash Online Payment System for JMCSS. If you have already registered in this system, just click sign in and complete the information as request to be directed to your school’s page. If you have not already registered, you will need to do so at this time before you can proceed.

Step 2:

Once you have located your school page, in order to enroll your student(s) in either the Before or After Care Programs for your school, you much choose the program for which you are enrolling and click the appropriate item that will indicate enrollment and registration fees. If you desire to enroll in both Before and After School Programs, you will need to complete both of these items. After choosing the appropriate item you will be directed to complete the enrollment information for each of your students you wish to enroll in the program. Once all required information has been completed, a total will be provided for you based on the number of children you enrolled ($15 per student). This is the amount you will need to pay to enroll your student into the program and it will be added to your account for payment.
Step 3:

Once the enrollment and registration information is complete and added to your students account, you then will need to also choose the tuition item for the first week of school and have that added to your student’s account for payment. (See Box Above)

If you have a Pre-K student or Kindergarten student that will not be attending the first week of school (8/24-8/28) due to staggered schedules, you will not be required to pay the first week’s tuition but will be required to have the second week’s tuition paid before your student can attend the week of August 31st.

Your student is not considered enrolled in any of the programs until each of these items has been completed and paid in full. Payments must be received prior to the deadline of Thursday, August 20, 2020 at 10:59 PM. After this time, registration and enrollment payments will no longer be accepted until after September 7th at which time we will determine if we have any available seats for additional students.

Step 4:

Once you have completed the steps outlined above, you will need to locate the Parent Handbook for the School-Age Child Care Program on the JMCSS website or by clicking here. In order to complete your student’s enrollment, please review this handbook and complete the Parent Agreement form that is linked to the last page of the handbook. You may complete the form and email to gccarver@jmcss.org or you may print the completed page and return to your site director at the school.

Step 5:

You will receive a confirmation email that your student has been enrolled in the program once all payments have been confirmed. Payments will be placed in your account each week for payment. Payments MUST be received prior to 10:59 PM on Sunday prior to Before or After School Services that begin on the following Monday. If payments are not received prior to the time indicated, a new invoice will be issued to your account on Monday morning before noon that will include a $5 late fee that must be paid before your student may attend the program on Monday. At this time, due to the COVID-19 pandemic, we will only be offering weekly payments for all students. When we return to a regular schedule, we will be able to offer the bi-monthly and monthly scheduled payment options. We are sorry for the inconvenience but ask for your patience and understanding as we work through this together.

If you have any problems completing your registration or if you have questions, please contact Ginger Carver at 731-215-2686 or at gccarver@jmcss.org.