

Welcome to Jump City Childcare Center

Parent Handbook

Revised: 01/2021

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference during the time your child is enrolled in the Jump City Childcare.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to review this information.

The staff at Jump City Childcare would be glad to address any of your questions or concerns. Once again, welcome!

IS THIS PERSON YOU

We exist to meet the needs of all children and parents. Our goals for the Children of Jump City Childcare to succeed in area of child development. Jump City Childcare goal is to be a distinguished child development center. We want to offer your child all components that are recognized nationally as a quality early childhood practice. We want your child to develop academically, creatively, and socially.

1. Academically- We will provide opportunities for your child to be Pre-K ready.
2. Creatively- We will provide the nurture that is necessary to develop divergent thinkers who will poses enough power to change the world, and our communities.
3. Socially-We will expose the children to interaction that will result in self-confidence and proper social etiquette

Enrollment

Enrollment at Jump City is open to children from six weeks to age school age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment for their child in **Jump City Childcare by completing the Enrollment Application and paying the registration Fee every August. The application Fee is non-refundable and charged. This fee will hold your child spot for 30 days. If child is not enrolled by the end of the 30 days, an additional enrollment fee with be necessary.**

The enrollment fee is an annual fee, that is billed every 2nd Monday of August of the calendar year. If a child is withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time. Registration fee is subject to change at the Owners, Director, and Administrator discretion.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt, registration fee. Immunization records and health assessment must be received prior to enrollment or no later than the first 30 days from the child's start date to continue care. This medical must be updated every 13 months.

Jump City Chidcare provides care for children ages 6 weeks to 12 yrs old. Admission is contingent upon availability of space in our program. To register your child, simply complete and adhere to the following.

1. Complete Child Enrollment Form, Parental Agreement Form and return
2. Provide proof of immunization within 30 days
3. Registration Rate of NON REFUNDABLE \$85.00 Annual Registration is due every 2nd August each year
4. Weekly Rates as stated in your Parental Agreement
5. Uniforms Requirements For Ages 2-5. Madoratory during fall seasons only.

ADMISSION AND Parental Responsibilities:

1. Keep Parent Information Forms and Records Current every 3, 6, and 12 months

2. Parents have the right to access any area used by your child
3. Be sure your child or children are escorted to the classroom.
4. **Sign and Date all forms.**
5. **Standard Fees are paid every Friday no later than Monday by 12 pm in advance for the week of care.**
6. ***If the child is absent the weekly fee is still the same**
7. Keep current transportation permission updated

Jump City Childcare reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Jump City Childcare is contingent upon the parent's, emergency contact persons', medical form and child's adherence to the policies and procedures of Jump City Childcare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Jump City Childcare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child being dis-enrolled from the program and forfeiture of any deposit.

Withdrawals: Parents wishing to withdraw their child may do so at any time. A two-week notice emailed to shamilton@jumpcitychildcare.com and mentioned to Admin or Director only along with tuition for those two weeks is **REQUIRED**. If payment is not received could lead to small court and parent/ guardian will be responsible for court cost and any weeks not given leading up to court.

Hours of operation

Jump City Childcare traditional operating hours are as follow: Monday - Friday 7:30am to 5:00pm. Evening care is available with additional charge.

Late Pick up Fee: A \$15.00 fee will be charged for the first 10 mins you are late. Additional minutes after the first ten will be charged at \$2.00 per minute. Excessive (3) late pickups in one month will result in action at the director's discretion. Please pickup on time.

If your child is not picked up after the normal closing time and you have not contacted the school:

1. Staff will attempt to contact you or the person(s) authorized to pick up your child.
2. If we can't reach you or another authorized person with 30 minutes after closing, the school Director or person in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted.

In the event of a late pickup, please note that staff or management can never transport your child under any circumstances.

Operation Summary

Hours of Operation

Ages of children served

Ages Infants to 12 years

January-December

Monday-Friday

7:30 am- 5:00 pm

Night Care

2:00-6:00 pm

After school program

2:00 pm – 6:00 pm

Jump City Summer Time Hours 7:30am- 6:00pm

Remember Parents! Children are allowed up to 10 hours per day of care

School Closings/Early Dismissal

Full tuition is expected during the following dates

*dates changes based on calendar year

*See calendar attached

In-Service Day. Closed Feb 12,2021

Good Friday @2pm- April 2,2021

Memorial Day. Closed May 31,2021

Closed June 1,2021

Independence Day. Closed July 5,2021

In-Service Day. Closed – Sept 3,2021

Labor Day.Closed Sept 6,2021

Thanksgiving. Closed
November 25 & 26 2021 (Black Friday)

Christmas Eve.Closed
Christmas Day. Closed
Closed Dec 24 &27,2021

New Year's Eve. Closed Dec 31,2021

*The school hours and holiday schedule are set and posted annually, but may change at any time. Please check with your Administrator for any additional questions.

DROP OFF AND PICK UP TIMES

Jump City Childcare operates from 7:30 a.m. to 9:00 p.m., five days per week.

- **Morning child drop off times are between 7:30 a.m. - 10:00 a.m.**
- **Day shift child pick up is between 4:30 p.m.- 6:00 p.m.**
- **Night child drop off times are between 2:00 p.m. – 5:30 p.m.**
- **Night shift child pickup is between 8:00 p.m. - 9:00 p.m.**
- **No Morning shift child with out prior approval and notification of appointments and etc., will be allowed to enter the school after 10:00 a.m.**
- **No Night shift child with out prior approval and notification of appointments and etc., will be allowed to enter the school before 2:00 p.m.**

- **♦ There is an open door policy for all families.**

Staff/Child Ratios and Maximum Group Size

Jump City Childcare will not exceed the following state required ratios:

1:5 or 2:12 Infants (0-12 months)
1:6 or 2:12 Infants (12 months-18 months)
1:7 Toddlers (18 months-30 months)
1:8 Toddlers (30 months to 36 months)
1:12 Preschoolers (3 years- 4 years)
1:14 Preschoolers (4 years until eligible for kindergarten)
1:18 School agers (eligible for school)

The maximum group sizes are as follows:

- 12 Infants (6 weeks- 12 months)
- 14 Toddlers (18months-30 months)
- 16 Toddlers (2 1/2-3yrols)
- 24 Preschool (3 year olds)
- 28 Preschool (4-5 year olds)
- 36 School-age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Preschoolers School

6:30a – 8:30a	Arrival and Free Choice
8:30 – 8:45	Potty Break; Wash up
8:45 – 9:00	AM Snack
9:00 – 9:15	Circle time, weather, stories, and songs
9:15 - 10:15	Learning stations: Sensory Motor, Science, Construction
10:15-10:45	Outside Play/Gross Motor
10:45-11:00	Potty Break; Wash up
11:00-11:30	Learning stations: Art, Music, Dramatic Play
11:30-11:55	Math, Manipulative, Story time
11:55a – 12:30p	Wash Up/Lunch Time
12:30-12:45	Potty Break, Clean up
12:45-2:30	Story time/Rest Time
2:30-3:00	Quiet activities, Potty Break, Wash Up
3:00-3:15	Snack
3:45-4:15	Planned activities-Art, Science, Music, etc.
4:15-6:30p	Free Choice/ Departure
*Schedules are subject to change	

Infant Schedule

6:30a – 8:30a	Individual Activities- Exploration of materials
8:30 – 9:15	Snack (Individual feeding schedules are followed throughout the day.)
9:15 – 9:30	Clean up & Diaper Checks (Individual nap schedules are followed throughout the day.)
9:30 - 10:00	Tummy Time
10:00-10:45	Outside Play/Gross Motor

10:45-11:00	Lunch Preparation & Diaper checks
11:00-11:30	Lunch
11:30-11:45	Clean Up & Diaper Checks
11:45a – 2:00p	(Individual feeding schedules are followed throughout the day.)
2:00-2:30	Snack
2:30-2:45	Clean up & Diaper Checks
2:45-3:15	Small Group -Exploration of materials
3:15-4:00	Outside Play/Indoor Gross Motor Activities
4:00-4:15	Diaper Checks
4:15 - 6:30p	Individual Activities / Departure
*Schedules are subject to change	

Toddler Schedule

6:30a – 8:30a	Arrival/Free Choice
8:30 – 8:45	Diaper Checks/Toileting Older Children /Wash Up
8:45 – 9:15	Self-initiated AM snack; Learning Centers open
9:15 - 10:00	Group Activities: circle time, self-selected/teacher facilitated activities
10:00-10:20	Diaper Checks/Toileting Older Children
10:20-10:55	Outdoor Play
10:55-11:30	Wash Up/Lunch
11:30a-12:00p	Clean Up & Diaper Checks/Song
12:00p – 2:30	Story time/Rest Time (Individual activities as children wake up, Diaper checks/Toileting Older)
2:30-3:00	Children Individual/Group Activities, Learning centers open
3:00-3:20	Self initiated snack
3:20-4:20	Outdoor Play
4:20 – 4:30	Diaper Checks/Toileting
4:30-6:30p	Children Individual/Group Activities & Departure
*Schedules are subject to change	

Tuition/Fees and Payment Policies

Registration Fee: An annual registration fee of \$85.00 for your first child and \$50 for your second. An additional \$50.00 for the second child. There is no additional fee for 3 or more children.

Payments are due on Friday of the preceding week childcare is provided. Payments are considered late if not received by Monday at 12pm.

*If payment is not received by the allotted time expected, services will not be rendered, and a \$15.00 late fee per day will be assessed until balance is paid in full. Please note that you will not be allowed to drop your child off at school until payment in full is received.

Online Payment Jump City only accept online payments. Checks, money order, and cash will not be accepted as a proper form of payment.

Weekly Payments-Made In Advance Before Services Begin

Tuition is based on the actual cost of operating the center. Your child's enrollment within our childcare program is contractual and not for services rendered. Meaning, your full tuition rates are required each week whether or not your child attends one day, no days or the center is closed for holidays during that week of contractual services.

Absence

Vacations Days: Each child (*Full-time status only*) is granted five (5) vacation days. A two-week email notification is required in email: info@jumpcitychildcare.com This process will repeat on the annual enrollment date.

Tuition is expected after vacation(5 days) if your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, additional vacations, or any other reason, full tuition is still required.

*We encourage that you schedule your vacation around the school closing dates for better use of service.

If your child will be absent any day, please notify the school on the class dojo app by 9a.m. Email: info@jumpcitychildcare.com. Cutoff time to drop off is 10am

Severe Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television news for closing information or check email and text. If Franklin County issues a level 1 we will have a 2 hour delay if any additional closing parents will be notified. Jump City will be closed if a level 2 or 3 emergencies we are mandated by law to comply with all restrictions as they are applied. If center closes early, it's your responsibility to arrange for your child's pickup. On these occasions, regular payment is expected.

Pin Code: Upon enrollment, each family will receive a pin code to access entry to the front door. **It is important that this pin code should not be shared with anyone else.** Pin codes will be reset at random times. This is for the safety of the children.

Arrival/Departure: Parents are required to bring their children into the classroom and to sign the child in. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to contact their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out. No child will be permitted to be passed over the playground fence for pick up or drop off.

Drop off policy: To receive the maximum level of care, we encourage families to drop off between 7:00am-10:00am. If anyone drops off after 10:00am, a \$25 fine per child will be assessed. The only exception will be if the child has a doctor's appointment, which in case a doctor's note will be needed to waive the fee.

Children Arriving to Jump City Childcare from Other Programs: At times, it may be necessary for a child to arrive at Jump City Childcare from another program (Example: Child arrives after a part time Head Start program or a school ager arrives at the center after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at Jump City Childcare that day, and then contact the program from which they came. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

School Delays/Cancellations: Our program will operate a full day program for school agers when public school is closed for vacations, delays or cancellations. Additional fees will apply. Check with Administrator/ Director for more details.

Change of Clothes: An extra pair of clothes must remain onsite always. If a child does not have a change of clothes and will need one, a \$10.00 fee will be assessed. If clothes are not brought in after 3 days of notification a \$10.00 fee will be charged for the purchase of clothes for your child.

Immunizations and Physicals: A complete health form must be filled out, signed by physician or certified nurse practitioner, and signed/dated by parent/guardian prior to enrollment, or 7 days after first day. Failure to provide paper work will lead to suspension until paperwork is turned in. Parents must notify the Administrator/Director immediately of any changes that may occur so that current information is always on file. The medical form must be updated every 13 months.

Declined Immunizations: Parents reserved the right to decline immunizations. A complete health form must be filled out and signed by a physician.

Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child. Updates must be reported to the center director in writing.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of

drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, this plan will include the beginning and ending date of the transitioning period and include a transition schedule. The parent will sign the plan. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the Franklin County Children's Services agency (FCCS). The telephone number is 614-229-7000. The safety of the children is always our first concern.

Emergency Transportation: Jump City Childcare will not transport children in emergency situations. If a child requires transportation, the parent/ guardian, names listed on emergency form, or the emergency squad will be contacted. We ask you to keep this information current and supply names and phone numbers of your family doctor and preferred hospital.

Diapers & Potty Training

Parents supply all diapers and wipes. If a parent fails to provide diapers after being notified, the center will provide them for \$3.00 per diaper.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

When your child shows an interest, parents/guardian and child's teacher will discuss how to work together to encourage toilet training.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While potty training, parents are to provide extra underwear, pants, socks, shoes, and outer clothing.

Rest Time

At our center, children will rest in the afternoons for one to two hours or longer, depending on his or her needs; schedules will be posted in classrooms. Children who don't sleep are encouraged to read a book, play with puzzle, or participate in other quiet rest-area activities.

Children can sleep on mats that are at least one inch thick.

*All children must bring a blanket for rest time. If a child fails to bring a blanket for multiple days, on the second day a \$5.00/per day fee will be charged for the use of a blanket.

Personal Belongings

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Your child may bring a blanket, a special soft toy, or stuffed animal for rest time. Experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home

unless the teacher has scheduled a "show-n- tell day". Our staff will not be responsible for broken or lost treasures.

Feeding

Bottles must be brought to the center each day already prepared, clearly labeled with the date, child’s first and last name. Breast milk can only be warmed not thawed. Sleep sacks are needed for children under 12 months (No blankets). Children under the age of four (4) months cannot have no other food than formula or breast milk. Nursing parents may have access to use the library to nurse their child if needed. Staff will make every effort to keep track of these items but will not be held responsible if lost.

Bottle Labeling

Breast Milk: X =Date Expressed & R = Date Received

Formula: F= Formal & Current Date.

Meals and Snacks

Jump City Childcare participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants.

Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide free snack and/or meal to school-age children and youth.

- **Emergency Shelters:** Programs providing meals to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:
 Sponsoring Organization/Center Ohio Department of Education

Children's Hunger Alliance
 1105 Schrock Road Suite 505
 Columbus, Ohio 43229
 (800) 227-6446 main

CACFP Program Specialist
 25 S. Front Street, MS 303
 Columbus, OH 43215-4183
 Phone: 614-466-2945
 Toll Free: 1-800-808-6235

Nondiscrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue,

SW, Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Jump City Childcare provides a breakfast from 8:30am-9am, lunch from 11:30am-12pm, and PM snack 3:00pm-3:30pm

Accidents/Emergencies

Jump City Childcare has devised several procedures to follow if an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, **our emergency destination is Brick of Dreams located directed next door or Gold Fish Swim School located across the street.** If the immediate area must be evacuated a sign will be posted in front of Jump City Childcare indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event, there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

Management of Illnesses:

Jump City Childcare provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home; pickup time is one hour after contact has been made. Please also plan and have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - in combination with any other signs of illness
- If child is **NOT** able to participate in any of the daily activities
- Diarrhea (more than three abnormally loose BMs within a 24-hour period)
- Severe coughing (causing the child to become red- faced or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stool.
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to Jump City Childcare after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications: Jump City Childcare will administer medications to a child only after the parent completes a request for medication form. All proper sections must be completed and the medication handed to the Lead teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's

cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access always to the inhaler. The child must keep the inhaler on his person always, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Assessments: Jump City does assessments of the kid's information will be provided to the State of Education for Step up to Quality.

Compliance Reports: Reports be can found in the administration office

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula-hoops, obstacle courses, dancing and exercising. Please send your children with the proper clothing so they will be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have limited access to areas of the building used for childcare during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun (three-hour notice is needed). Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make an appointment with a staff member when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Lead teacher
2. Administrator
3. Owner

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Our staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

HEALTH AND SAFETY

POSITIVE DISCIPLINE

Caregivers shall use positive discipline, which shall include the following:

1. **Communicate to children using positive statements.**
2. **Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.**
3. **Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.**

Please be advised that at times the teacher is trying to get all of the children's attention; this is why you may hear them using a firm voice.

INAPPROPRIATE DISCIPLINE

Any person, while on child care premises, shall not engage in any of the following actions toward children:

1. **Inflict corporal punishment in any manner upon a child's body.**
2. **Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.**
3. **Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.**
4. **Placement in a locked or dark room.**
5. **Public or private humiliation, yelling, or abusive or profane language.**

Staff shall not associate disciplinary action or rewards with rest, food, or toileting.

6. **Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law**

Administering Medication

Jump City Childcare is governed with certain policies regarding the administration of medication to children. We adhere to these policies for the protection and safety of your child.

1. Before meds can be given you must first fill out an Authorization for Medication form. Each type of medication needs a separate form. Use this form for 5 doses only.
2. Meds must be in original containers. Prescriptions must contain the following information: date, child's name, type of medication expiration date, administration instructions
3. Sign a medical release form
4. Written parental permission and instruction are required to administer non prescription meds and a written parental permission form to apply ointments.
5. New Meds must be monitored at home at least 24 hours before you bring the child to school.
6. If noticeable reactions are shown we will document it on the authorization form and will notify the parent by phone for immediate pick up.

1. When Can Your Child Return After A Communicable Disease

2. If your child is ill with any contagious disease please call us ASAP! A signed physician's note will be required stating your child is no longer contagious before he/she can return.

3.

4. Posting Exposed Communicable Diseases

5. If the center has had exposure to a communicable disease we will post it on the classroom where the outbreak was first noticed.

7. Health Monitoring

An unhealthy/sick/vomiting child is not comfortable in an active environment. Jump City Childcare is responsible for reporting to the parents any observed changes in their child's health or any accidents that their child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any other abnormal symptoms. Once observation is complete, a phone call for pickup within 15 minutes is necessary.

When is my child too ill To Attend Childcare Or Will Need To Be Picked Up To Go Home?

A child will not be accepted or allowed to remain at Jump City if the child has :

- The equivalent of a one hundred and one (101) degree or higher oral temperature
- Symptom such as but not limited to a rash or diarrhea or a sore throat.
- Carrier of communicable disease and no doctor's notice provided stating they are non-contagious and may return back to school

If the child is found ill during childcare hours we will notify parent by phone, remove the child from other children, and ask for an immediate pickup of 45 minutes or less.

Allergies

Parents are responsible to note any allergies your child may have in writing on the forms provided. This includes allergies to foods, meds or environment.

1. **When Can Your Child Return After A Communicable Disease**
2. **If your child is ill with any contagious disease please call us ASAP! A signed physician's note will be required stating your child is no longer contagious before he/she can return.**
- 3.
4. **Posting Exposed Communicable Diseases**
5. **If the center has had exposure to a communicable disease we will post it on the classroom where the outbreak was first noticed.**
- 6.

REQUIRED REPORTING

The childcare is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

Handling Incidents/Accidents and Emergency Care:

When a child needs emergency medical care we will call 911 and then call then parent. A staff member will remain with the child while medical attention is given. If the child has to be transported to the Southeast Georgia Health System, the staff member will ride with the child and after arrival the staff member will remain with the child until a parent arrives.

1. **Injury: When a child has been injured we will notify the parent by phone immediately. If the reaction requires medical attention we will dial 911.**
2. **When our center has been exposed to notifiable communicable disease: We will inform you by posting a notice on the door of the class where the incident occurred.**
3. **Noticeable Adverse Reactions: When a child has a noticeable adverse reaction to medication we will notify the parent by phone immediately. If the reaction requires medical attention we will dial 911.**
4. **Unknown Illness or Sickness: Parents are called right-a-way for an emergency pick up of 15 minutes or less.**

DISTRIBUTION OF ENROLLMENT

Jump City Childcare provides care for children age 6 weeks through 12 years of age. The Center has a present licensed capacity for 78 children at any one time. The children are placed in the following age groupings:

- ◆ Infant and Toddlers 6 weeks to 12 months
- ◆ Toddlers 12 to 24 months
- ◆ Preschoolers 24 to 36 months
- ◆ Preschoolers 3 ½ to 5 year olds

A child will/can be moved from one group to the next as his chronological age, emotional maturity, social and physical development progresses or your child's class may change to fit program logistics.

Availability of space in each classroom is another consideration. Every effort will be made to discuss with parents the transitions of children from one class to the other. However, the Administrator makes the final decision about placement.

TRANSITION PROCESS:

When your child's age and developmental milestones require transition, we will complete the following steps, if possible and center enrollment will allow it:

First Two weeks: If time/program logistics permits, your child will go directly to the class they are in, then the staff will transition them ONLY for breakfast and circle time.

Second Two Weeks: You will take your child to the new classroom and this will be your final step in transition.

PARENT AWARENESS/INVOLVEMENT/CONCERNS

COMMUNICATION/FAMILY

Parent Communication/Notice

In order to provide communication with our Parents, Jump City Childcare offers the following:

- **Monthly newsletters – please provide email to receive**
- **On line weekly billing statements**
- **Posted Notices on front door**
- **Information streaming in the lobby**
- **Like us on Facebook at Jump City Childcare**

Parent/Teacher Conferences

Both parent/guardian and child must attend conferences to meet with teachers to go over child's progress report.

Parent Fun Night-

Twice Per Year. Dates Will Be Provided via email and front door notices.

HOMEWORK

Jump City Childcare

Homework is disbursed via our homework holder, outside of the door. Monday-Thursday. Homework is an integral part of our childcare program. Parents are not to do the homework for the student but the homework is to be completed at home by the student. Upon enrollment you will receive our "Learning Made Easy" workbook, please keep this booklet clean, and usable for a full 15 week curriculum experience. This workbook is your child's homework for the quarter. Homework that's not returned will cost your child goodie box points.

School-age

Virtual learning is #1 and top priority for us. Please ensure that your child brings, computer, pencils, easers, scratch paper and their agenda. Our goal is to assist with homework. If your child arrives without the items needed to complete their assignment there isn't much we can do about that but to notify you when you arrive for pick up. **Homework assistant isn't teaching the lesson it is to assist them with completing the lesson in a timely manner.** If your child can't understand the lesson to complete it thoroughly please contact their public school teacher and or inquire about our tutoring services. Consistently arriving without items needed to complete assignments will prevent their work from getting completed.
Laptops must be charged before arrival.

CONFIDENTIALITY

Within Jump City Childcare, confidential and sensitive information will only be shared with employees of Jump City Childcare who have a “need to know” to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Jump City Childcare. Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter.

Photographs and Publicity

Photographs and videos of the children in our program may be taken from time to time and may appear in newspapers, magazines, brochures or publicity materials. Your permission for photographs of your child, to be used without compensation, is part of this agreement. If you would **NOT** like to have your child pictures taken please speak with Administrator or Director.

UNIFORMS:

Uniform Policy

1. Uniforms Standards are Polo Shirts and Khaki Pants, skirt or shorts
3. Khaki bottoms are the responsibility of the parent.
4. Closed toe shoes
5. **We wear our uniforms Monday thru Thursday** Dress down day on Friday Only.
6. If your child arrives without a uniform on a shirt will be placed on your child and a violation fee of \$10.00 will be added to your account.
7. We are requesting for parents to supply a change of clothes in case of accidents.

8. Jump City will not replace uniforms that are damaged due to wash and normal wear and tear.

Colors shirts: Yellow, red, blue, light blue, maroon

LOST CLOTHING

In an effort to keep your child's clothing from being lost and or stolen, please bring your child's change of clothing inside of a bag (book bag) and that all clothing items are labeled. We also ask that you refrain from bringing your child in expensive clothing such as(Polo) jackets, hats, mittens and such. Over the years we've noticed that items go missing quickly when they are not labeled, children leave them on our buses, or if there is a shift change. In an effort to lessen the lost of items please be sure that your child's items are placed in their cubbies by you. **Jump City Childcare cannot cover the cost of lost items.**

CAR SEATS:

Car seats are required for any form of transportation for children 60 pounds and under. Jump City Childcare provides car seats for before and after school transportation. During field trips additional car seats are required. When parents bring in car seats outside of a field trip you are bringing them in at your own risk. We do not have the space or capability of monitoring car seats therefore we cannot be responsible for them nor pay the cost to replace them

Diapering Every Two Hours/ or when dirty

Here at the JCC we want for our children to remain safe and clean to the best extent possible therefore we ask parents to bring at least 4 pairs of changing clothes and six diapers, we check/change our children every 2 hours while they are in our care. Parents are to supply diapers, wipes, and ointments they use for their children. If none of these supplies are provided to the center, quality childcare services for that day may be denied.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.