



## JUMP Preschool Inc. Infant & Toddler Parent Handbook

**The JUMP Preschool & Kindergarten Mission Statement:** To reach the highest level of early childhood excellence in our preschool setting on a daily basis, in order to glorify God. To provide children and families with a nurturing, happy preschool environment full of learning opportunities while children are away from home.

**The JUMP Preschool, K & School Age Philosophy:** We believe that at JUMP Preschool, the staff are to carry out the will of God in all we do, to care for His youngest. We believe that childhood is a sacred time in life. A daily conscious understanding and awareness of this fact must be the basis of our day to day interactions with our preschool students. The role of the adult is to provide creative and limitless opportunities for learning. We believe that children are growing and developing in many areas. For that reason, learning opportunities are designed for the whole child, preparing them socially, emotionally, physically, academically, and spiritually, to live a balanced life and promote a love for learning. We are an academic program meeting the cognitive development of our all of our students, preparing them to be successful in their future education, with literacy as our focus. We are a child centered program meeting the daily social, emotional, and physical needs of each child. We strive to provide a welcoming, warm, safe, and loving atmosphere with opportunities to develop skills in all of these areas. We are a Christian Preschool, and we include Bible stories, children's songs of praise and our two daily prayers, for meal time and playtime, to meet the spiritual needs of the children. It is our mission to operate for the glory of God.

**Dear Parent and Guardians:** Welcome to JUMP Preschool & Kindergarten. We are happy to have you and your child join our community. We are a team, working side by side with families to provide an exceptional day to day early childhood environment for our preschoolers & kindergarteners. Please read our enrollment and admissions agreement. It contains all the information you will want to know about the operations of our program. If you have questions about anything in the handbook, please let the Director know. She will be happy to answer them for you. Once you have attended an orientation, completed the packet, and paid the first month's tuition and registration fee, your child's enrollment is complete. We are excited and look forward to a rewarding preschool/kindergarten experience for your child.

### **Admissions Process and Forms to Fill Out/Sign:**

Pay registration fee of \$150 or \$200 per family.  
Pay the full month or prorated first months' tuition.  
Attend short orientation  
Fill out the following forms: (can be filled out on our website)  
LIC 613 Personal Rights  
LIC 627 Consent for Emergency Medical Treatment  
LIC 700 Identification & Emergency Information  
LIC 701 Physician's Report  
LIC 702 Childs' Health History Report  
LIC 995 Parent's Rights  
Enrollment Forms:

Signature Page: Policies and Procedures  
Signature Page: Illness Policies  
Signature Page: Food Allergy (if none, write none, include child's name and parent signature)  
Signature Page: Arbitration Clause  
Signature Page: Photo Approval or non-approval, Tuition agreement, subsidized program agreement, or scholarship application & appropriate documents  
Provide Shot Record  
Prescription and Non0 Prescription Medication Forms  
Needs and Services Plan for either your Infant or Toddler

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The following information provided is our policies and procedures. This portion will be for you to keep as reference.

**We accept ages from 6 weeks – 18 months**

**We are open Monday- Friday 7:00am – 5:30 pm starting Aug. 30<sup>th</sup> 2021**

**Emergencies:** We follow a thoroughly prepared emergency process. All staff are trained in our Emergency Policies. We conduct a renewal of our policies and emergencies with all staff twice a year.

**Our Part:** All staff keep up to date CPR and First Aid.

Knowledgeable on how to handle many types of emergency situations.

Emergency duties specifically assigned per classroom to ensure the best practice for handling an emergency situation.

Conduct various disaster/fire drills. Older students practice walking to our designated safe zone location, within our fenced in facility. Younger children learn to keep calm and to listen and follow to teacher's instructions.

During practices, children are reassured it is a practice drill and everything is okay.

Keep a list of emergency numbers.

Our designated place for relocation is: Santa Sophia Church 9800 San Juan Street, Spring Valley, CA 91977

We store enough water for 48 hours for all children on campus. If this location is not an option, we will go to our secondary location at Spring Valley Community Church, 3310 Bancroft Drive, Spring Valley, CA 91977 and a notice will be posted at the school.

Parents will be notified as soon as possible if an evacuation has taken place.

Only parents or approved adults on the emergency pick up list, will be allowed to pick up your child.

**Parents' Part:** Provide school with Emergency Kit. The kit includes: Extra clothes, and non-perishable foods, enough for 48 hours.

**Parking and Gate Code:** You will notice around campus there are signs for designated JUMP Parking spots only. We do not use the main parking lot. We share a campus with Heartland Christian Home School Center (they are on campus T-TH) We do not share classrooms or outdoor spaces with them) We are in a different part of the campus. We have 5 parking spots for drop offs and pick-ups. There is an adequate amount of parking spots to serve us well. For tours, orientations, and special occasion events, please park on the street or on Mondays and Fridays on Via Kenora. For question, please let us know and we will gladly show you the parking locations. At orientation you will be given the gate code to the top classrooms. This is where our Preschool program and Toddler program is located.

**Visiting, parent involvement, communication, and drop off:** We understand that parents and grandparents like to visit their child in class. On occasion, a visit is fun and can even bring enrichment to the class, giving wonderful experiences to the children. If you would like to volunteer for an activity in the classroom, please call

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or email the director and she will set up the right time for a visit. Continuous visiting of just your child and not the class as a whole is discouraged. We **LOVE** parent participation. We have many special event days throughout the school year, for families to come together at the school. Please plan to come to all or as many special event days as possible. The children and staff would love to see you. Drop off times can be difficult, especially at the beginning. Please give lots of reassurance before leaving the house and in the car ride to school. A routine for drop off can make things easier. Hugs, smiles, "I love you and will see you soon" and not lingering too long after is helpful at drop off time.

**Supporting our Non- Profit Program:** We are a non-profit program that relies heavily on the participation and support from our families. We have 3 fundraisers each year. These fundraisers are fun and have quality products that have proven to be exceptional for our families.

**Picture Days:** Every September for the Fall, and again in the Spring, we have Fiesta Photography come to the school to take individual and class pictures. These make wonderful memories of the precious preschool/k years. They are a highly qualified company who works well with our age group, and the results are typically very satisfactory.

**Signing in and out:** It is a requirement of the law and to our program that you **ALWAYS WITHOUT FAULT, SIGN IN AND OUT EVERYDAY**. If there is a day that your child is not signed in, you will be called to return and sign them in. On the third time your child is not signed in, you will be charged a \$25 fee. Signing in/out requires a time and full signature. Anyone dropping off or picking up must be on our pick-up list and at least 18 years old.

**Authorization for pick up:** At enrollment you will fill out a form, listing who you authorize to pick up your child. If anyone who is not on the form arrives to pick up, we will not allow your child to leave the classroom. The first time someone other than the parents that enrolled the child, comes to pick up, must be prepared with a picture ID. If you need to send someone that is not listed, you must call the office or send an email with the persons full name that is stated on their ID. It is the parents' responsibility to share the information about the pick-up process, including parking, gate code, etc....

**Confidentiality:** We respect you and your child's privacy. We will never share your information with another parent. Please do not ask the teachers or aides for information regarding another child. All children's files are kept in the office in a locked cabinet.

**Wait list process:** If we do not have space to enroll your child, you can choose to be added to our waitlist. The enrollment form and the registration fee are required, to be added to the list. All openings are on a first come first serve basis. We will call and send an email once a spot opens up. The first month's tuition is prorated and will be due at the time you accept the spot for your child. You will be given 5 days to accept the spot, and pay the tuition, if not, then we will move on to the next person on the list.

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## **Termination and Withdrawal:**

We reserve the right to terminate a child from our program for the following reasons:

Failure to pay tuition or other fees

Continuously late to pick up your child

Failure to complete all required forms

Lack of parental cooperation and or support of the program

Child is unable to adjust to the program, after a reasonable amount of time

Inability of our program to meet the needs of your child

Lack of compliance of the Parent Handbook

Serious illness of your child

Physical or verbal abuse of any person or property

We will provide a minimum of a 3-week notice, if we must terminate enrollment, unless circumstances do not allow for it. If the well-being of the students or teachers are compromised, our only option would be to terminate immediately. The school will provide a written notice and the child will not be permitted to return. If the parent chooses to withdrawal from the school, please provide as much notice as possible. A 1-month notice is requested, but a minimum of a 2-week paid tuition notice is required.

**Parent/school communication:** Communication from the classroom will be in the form of a monthly newsletter and occasional notices sent home in your child's mailbox or lunch box. Communication from the office will be in the form of a monthly newsletter sent by email, and our website. Emails will also be sent out with important information. We have an open-door policy when it comes to communicating your compliments as well as constructive criticism. Calls to the office or emails are best. If you would like a meeting with your teacher and/or director, please let us know, and we will do our best to schedule you in a timely manner.

**Tuition increases and/or policy changes:** We reserve the right to make changes to our tuition rates and policies. We will provide sufficient notice for families to adjust, if it is necessary to update or change our tuition or policies.

**School wide discipline policy:** We never use corporal punishment to teach or discipline a child. All negative behavior is handled with the best interest of child in mind. If a child has been injured physically or verbally, that child is attended to first and foremost. Then working with the child who is having behavior concerns. An understanding of expectations is communicated to the child. Children practice using language for the situation. Teaching young children how to manage their emotions and impulses is one of the expertise of our staff. Two assists are always offered by both teacher and aide. If a child needs to be removed from an activity, they will be redirected to another area to play or work. That is always the last resort. If a negative behavior is continuous on a daily or weekly basis, then the teacher will notify the director, and a behavior plan will be implemented. The parent will be notified. If the plan of action is not satisfied with a positive outcome, the parent will be notified and the child may be disenrolled. On occasion, a parent may be called to pick up a child if it is absolutely necessary for the well-being of the child and the other children present in the class.

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**Photographs:** Pictures are taken in each of our classrooms. We use photos in projects, and around the classrooms in the various centers. We also have a website, Facebook, and Instagram. At enrollment, you will give permission or opt out of photographs for all the specific uses.

**Field Trips:** We do not take field trips away from campus. On occasion, an individual class may request from the director to go on a neighborhood walk. A plan of the route is shared and a permission form will be required for your child to participate.

**Transportation:** We do not provide any type of transportation for students.

**Providing and updating contact information:** For the safety of your child it is required that any phone numbers, email addresses, change of physical address, or anyone added or removed from pick up list, be provided to the director to update your child's file.

**Holidays and Birthdays:** We love to celebrate life and one of the best ways to do that is to honor each child on their special day. If you would like to bring in a special treat for your child's birthday, please let the teacher know, so that she can prepare for it. All children a birthday crown on their special day. Holidays are celebrated in each class and we greatly value parental assistance in making these days even more special. Check with your child's teacher for any sign-up sheets on how to help.

**Cleanliness of our classrooms and campus:** We use vigorous cleaning methods and procedures. Teachers are disinfecting all tables, floors, bathrooms, door handles, trash cans daily including vacuuming, sweeping, and mopping. Weekly disinfecting of all toys or on a day a child gets sent home ill, and as needed. Windows, large toys, and equipment also gets cleaned weekly and as needed. We use a disinfecting solution of bleach and water. We use Lysol as needed throughout the campus. Parents are responsible for taking their child's lunch items such as bowls, cups, and silverware, home to be washed each day. Staff wash their hands and wear gloves before serving snacks or assisting children with their lunch boxes. Children are required to wash their hands as well. Students are shown how to cover their coughs and wash their hands after blowing their noses.

**Meal Times:** We see meal time as a perfect time for the children to socialize. Meal times are never rushed, but instead children are encouraged to visit with each other while eating. Slowly enjoying their meal, while talking to their friends and teachers. Self-help and manners are important skills being practiced during lunch and snack times. We do not provide lunch. All families pack a nutritional lunch with no sugary items. Include any utensils that will be needed to eat their lunch. There are microwaves in all of our classrooms, so we can heat up any food that is needed. Snack items are provided by the parents in their child's lunch box. We offer snack in the morning and again in the afternoon. All types of fruit, graham crackers, gold fish, popcorn, yogurts are some of the favorites. Please do not send "junk foods". We ask that each child is provided with their own cup with a lid of some sort. In each classroom we keep filtered water for the children to refill their cups as needed.

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**Food Allergies:** It is required that you inform the school and teachers of any food allergies that your child may have. If your child has a food allergy that is life threatening, that food item will be completely prohibited from being brought into the classroom by any other child or staff. We must be provided with an Epi-Pen with the doctor's prescription and complete diagnosis. Until we are provided with the Epi-Pen, prescription and doctor diagnosis, your child will not be allowed to stay in attendance.

**Accident Reports:** We have a strict Ouch Report policy. You will be provided a report for any and all accidents however big or small. Our reports include a place for the teacher to report what happened and how your child was cared for. You will read and sign the form. We keep the form in your child's file. We will gladly make a copy for you. If your child is hurt and needs medical attention that is not an emergency, we will call you to come pick up your child. If you wish us to call you rather than give you an ouch report, please let us know at enrollment.

**Medications at school:** If there is a time when it is required that your child could be given a medication during school hours, you must come to the office to fill out the **Consent for Medication form**. Giving your child's teacher the medication, will not be sufficient, and the office will give you a call to return and fill out the form. The medication must be in the original prescription container, clearly showing the dosage, doctors name, and labeled with your child's name. The instructions provided from the doctor must accompany all medications. We cannot administer medications written by the parent. All medications are kept in a medication's safety box in each classroom.

All non-prescription medications must be in its original container and dropped off in the office and the appropriate form, Consent for Non-Prescription Medication, form must be filled out. Medication logs are completed in the classrooms. **We cannot administer medications as a fever reducer.** A parent cannot come administer fever reducer in lieu of picking up the child. A fever is over 100 degrees or above. If necessary, in the case of a medical or dental emergency, the teachers or director will call 911. The child's parent will be contacted immediately after. While waiting, the teacher will comfort the child and perform any first aid as needed.

**Sunscreen:** It is the parent's responsibility to apply sunscreen before coming to school.

**Health Policy:** State form 701, Physician's Report, must be filled out by your child's pediatrician by their first day in attendance. Please provide a current shot record at enrollment. The following, is a list of common childhood illnesses that are possibly contagious. If your child has any of these illnesses or symptoms, do not bring them to school for a minimum of 24 hours after symptoms have subsided. If your child develops any of these illnesses or symptoms while at school, you will be contacted immediately to pick them up. While they are waiting to be picked up, your child will be isolated from the other children. You are required to have a back- up person for pick-ups, in the case you are unable to come immediately.

- Fever of more than 100 degrees
- Diarrhea- runny, watery, or bloody stools
- Vomiting- two or more times in a 24-hour period or 1 time with other symptoms

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- Rash- undiagnosed
- Sore throat with fever and swollen glands
- Nasal discharge that is not clear
- Discharge from eyes or ears
- Rough, severe cough
- Abdominal pain for more than 1 hour
- Unusual irritability or lethargic
- Pink eye or red puffy eyes with discharge
- Head Lice

A doctor's note is required to return to school if sent home with any of the above reasons, or can return after a full 24 hours after symptoms have subsided, as mentioned above. Please keep your child home if he/she has been exposed to any contagious diseases such as:

- Mumps
- Chicken Pox
- Pinworms
- Scarlet Fever
- Head Lice
- Pink Eye
- Impetigo
- Covid-19

**COVID-19:** If your child develops any respiratory symptoms, fever, or a staff member feels they could have other symptoms of COVID-19, you will be called and expected to pick up your child within 30 minutes. If your child is having trouble breathing we will call 911. Parent will be called second. As with all communicable diseases, your child may only return to school with a Dr. clearance note.

**We are open Monday – Friday 7:00 am – 5:30 pm**

**Holidays, Staff Development Days, & Prep days:**

**The school is closed on all the legal holidays:**

New Years' Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving and the day after

We are also closed the week of Christmas

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\*If a holiday falls on a weekend, the school will either be closed that Monday or Friday (as the legal holiday falls)

**We are closed 2 days each year for staff development:**

CPR/First Aid and other various trainings, collaborations, and more are conducted on these days. The school closes at 12:30 for the children. These days are in the months of November and April. Our families are invited to our TK & K Graduation, which will be in the evening. Information will be given by the teachers of each classroom.

**Summer Prep Days:** Each Summer, on the last week of August, we have a short week. Thursday and Friday, we are closed for the full days. On these prep days, we work hard to prepare the classrooms for the new school year. We meet to improve our program and develop as a team. **We greatly appreciate your support for the days we close. It is a large part of what makes our program successful.**

**Diapers and Potty Learning:** Parents are responsible for providing diapers and wipes for their child. You may choose to bring weekly or in bulk. Your child will receive their own cubby where their personal belongings will be kept. Your child's teacher will communicate with you when your child's supplies are running low. In the toddler class between the ages of 2 years and 2.5 years, potty learning is encouraged. Once your child has shown interest at school, the teacher will communicate their success with you. If your child has shown interest at home, we ask that you also share this information with the teacher. Once it is agreed on by both teacher and you as the parent, that your child is ready to start learning how to use the potty, a consistent schedule will begin. We prefer that Pull Ups are avoided and instead training pants be worn. Over the years we have come to understand that the vast majority of children do not differentiate enough between diapers and Pull Ups. But if you choose to use Pull Ups, let your child's teacher know and we will honor your choice. The toddler/2's class has small potty chairs for potty learners.

**No shoes in the infant class:** Infants are often on the floor for much of the day as they explore the classroom. For this reason, it is our policy that no shoes are worn in the infant classroom. Please remove your shoes before entering the infant classroom.

**Meals:**

All foods for our infants and toddlers are provided by parents. We find this is helpful and works best as you, the parents, are introducing new foods as well as understanding of the foods your child prefers. Meal times are an important part of the day for children. It is a time where many social skills are practiced. Special peer and teacher interactions occur when children are eating around a family style meal. We ask that only nutritional foods be provided for your child. Teachers will assist with hand washing before all meals. Teachers will also set up each child's lunch, opening anything that needs to be opened, etc. and feeding toddlers as needed. For the most part, toddlers prefer to eat on their own, so we ask as much as possible, the food that are sent, are those your toddler can eat on his/her own. Finger foods or foods cut small are best. Toddlers have a specific snack and lunch time each day.



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Infants will be fed as needed throughout the day. Each infant has her own schedule for meals and naps to meet his/her own needs. Parents are required to label all bottles and foods brought to the center each and every day with your child's name and date.

## ***Bottles:***

Bottles must be labeled with the date and the child's name. Please prepare the first bottle of the day, so it is ready at drop off each morning. Babies are held for bottle feedings until they are old enough to hold their own bottle and sit up at the table.

Bottles are warmed slowly in a crock pot as needed throughout the day.

Prepared bottles will be emptied if not consumed after 3 hours

Teachers will only wash bottles out only if time permits, never taking time away from interacting with the babies. Most often bottles will be sent home washed.

## ***Breast Milk:***

If mothers wish to nurse in the classroom, they are welcome to do so.

Bottles of breast milk must be clearly labeled with your infants' name and date.

Breast milk bottles will be stored for up to 24 hours in the fridge. If you bring frozen milk, it will be stored up to 1 month.

Unused or unclaimed breast milk will be discarded after these time frames.

Breast milk remaining in the bottle after 2 hours will be discarded.

## **Nap time:**

Infants are on their own nap schedule.

All infants are laid down to sleep on their backs. A doctor's note must be provided if any other sleeping method is requested.

Nothing is permitted inside of the crib; bedding, stuffed animals, bumper pads, other.

Walking babies, sleep on mats.

Babies will have their crib. More than 1 infant, will never be in the same crib at the same time.

Fitted crib sheets are changed for each infant.

All children are supervised while napping.

Toddlers, have a whole group nap time, at the same time each day. (See class schedule) Each toddler has his/her own padded napping mat that we provide. Nap bedding is provided by the parents. Please make sure the size of the bedding is not too large for storage during the week in the classroom.

## **Biting Toddlers and Twos:**

As much as care givers and parents wish it weren't true, some young children, typically ages 18 months - 2.5 years old, bite other children. It can happen on play dates, between siblings, and in group settings such as preschool or childcare. When it happens, it can be a frustrating time for the biters' parents, care givers and for the child who was bit. It can be stressful as well. As adults it is our responsibility to understand that a child between these ages, does not mean that there is reason to be concerned about ongoing aggressive behaviors. The vast majority of toddlers and 2's who bit, will stop just as suddenly as it began. We must also never fail to remember that the child who has bit is not a "bad" child. It also does

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not mean that the parents' have not done their job correctly or that the caregivers are not adequately caring for the children in their care.

Biting is a sign of the developmental stage that they are in and all bitters *will* stop biting.

### *Why toddlers and 2's bite:*

Not all children bite for the same reasons. But here are some of the common reasons:

1. Teething- Some babies just like the feeling of biting their teeth, not understanding the pain the other child feels. Cognitively, the understanding of cause and effect of their own body has not developed yet. Much less, the ability to understand that their action is hurting another child.
2. Over active stage of OD- Oral Development is a stage that every human goes through in early childhood.
3. Frustration with sharing- It is typically not the desire to hurt another child, but rather to simply have what they have.
4. For the reaction- Most of what toddlers and 2's do is to find out what their environment does based on their interaction of it.
5. Extreme emotions- Young children have not developed the ability to understand and control their emotions (this is why they can often seem extreme in their reactions to things)

The teachers' job in a biting situation; safety is always the first priority of an early childhood program. It is the top of our list of what we do each day. First, and foremost, the teacher will care for the child who has been bit. Once the child is feeling better, she will speak to the child who bit, reinforcing the use of words for needs. Showing kindness and care to the child who has bit. Demonstrating empathy and understanding on a level the child can understand.

Teachers will examine the situation that was occurring at the time the child bit, in order to take steps to prevent further similar situations.

If a child is biting more frequent than 1 time per week, and more than 2 times in a monthly period, the school will call a parent-teacher meeting with the Director to discuss options such as shadowing for a period of time or moving the child to a different class. If after a period of time that was agreed upon, did not result in the child no longer biting, the child may be dis-enrolled temporarily or permanently.

Communication for both the parents of the child who was bit and the one who did the biting, is a requirement of the teachers. An "Ouchie Report" must be given to the parents of the injured child. If you do not receive one, kindly let the office know. We strive to properly communicate consistently with our families.

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## **Tuition and Fees Information:**

**Registration Fee-** We collect a non-refundable registration fee of \$150 for 1 enrollment or \$200 for a family of 2 or more enrollments. An annual re-registration fee of \$150 is due on the same month you originally paid your first registration fee. These fees cover your enrollment and orientation, as well as your child's enrollment Welcome Packet.

**Tuition:** Tuition is collected monthly. Arrangements can be made to pay tuition bi-monthly for special circumstances. Speak to the director to set this up. Tuition is due on the 1<sup>st</sup> and is late on the 6<sup>th</sup> and a \$5 per day late fee shall apply. We do not give refunds on paid tuition. Checks returned by the bank due to insufficient funds will be assessed a \$20 fee as well as the daily late fee until it is paid. If more than 2 checks are returned from the bank, it will be required that all forgoing tuition be paid by cash only. Tuition is guaranteed. This means that even if your child was not in attendance because of family vacations, illness, public health emergency, including summer months, normal tuition is still due. There is a No-Refund policy. It is encouraged to give a 1-month advanced notice for disenrollment. If the circumstances do not allow for it, a 2-week paid tuition notice will suffice. The center reserves the right to terminate enrollment for non-payment of tuition and fees.

## **Summer Program Fees:**

A \$50 summer fee is due every year with your May tuition. This covers the cost of the wonderful special guests we bring to the program. Some of the guests we've had in the past are Katie Brady the Music Lady, Pacific Animal Productions, Zovargo, Living Coast Discovery Center, Wild Wonders, Barn Animal Buddies, Yoo-Hoo the Clown, Mad Science, Bubble Mania, and many more.

## **Late pick up fees:**

When using the school day schedule of 8:30-2:30, we will assess a \$5 charge for every 5 minutes for drop off before 8:25 or late pick up after 2:35. As you can see, we are allowing a 5-minute grace period, but no more than 5 minutes. More than 5 minutes, you will be assessed the charges accordingly. When using the full day schedule, if you arrive after the 5:30 closing time, we will assess a \$1 a minute late pick up fee. The fee is due at the time of pick up or the next morning at drop off. The fee goes directly to the teacher that stayed with your child. Please call even if you will be a few minutes late after 5:30.

## **Tuition methods of payment:**

We reserve the right to make changes to our tuition rates and policies. We will provide sufficient time for families to adjust if it is necessary for a change or update be made. We now only accept contact-less forms of payment. You may use Chase Quick Pay through the Zelle App or Direct Deposit. Director will give you banking information to set that up.

**End of year receipts and totals can be requested by email and we will email you back the information you need for your taxes. We do not give monthly receipts or invoices unless requested**

