



JUMP Preschool Inc. & Kindergarten 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 per child or \$200/family
Pay the full month or prorated first month's tuition
Attend a short orientation
Fill out the following forms (can be filled out from our website)
LIC 613 Personal Rights
LIC 627 Consent for Medical Treatment
LIC 700 Identification & Emergency Information
LIC 701 Physician's Report
LIC 702 Child's Health History Report
LIC 995 Parent's Rights

Registration Form- 2 pages, front and back
Tuition Agreement: Signature page (subsidized program understanding agreement or scholarship application & appropriate documents)
Photo Permission: Signature page
Allergy Form: Signature page (if none, write none & include child's name and parent signature)
Arbitration Form: Signature page
Parent/Child Survey, for preschool and up
Provide copy of Shot Record
Prescription and Non-Prescription Medication Forms

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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 18 months – 6 years

We are open Monday- Friday 7:00am – 5:30 pm starting Aug. 30th 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.

What to wear to school: Preschool can be messy. Remember that children at the preschool age need to be able to learn by using all their senses, and learn best through "hands on learning". Dress your child in clothing that can be washed easily and supports their creativity. Closed toe shoes are best. Children in the preschool, TK, and K are fully potty trained, but accidents still happen. Make sure clothing is not hard to remove for bathroom use.

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Please make sure all clothing are free of loose strings or cords. Two sets of extra clothes can be stored in your child's classroom cubby. You may want to change-out clothes as seasons or sizes change.

Rest time and Cubbies: All children in our preschool program have a cubby for their personal belongings. Nap time bedding is stored in a separate labeled bag with their napping map. Nap time bedding will be taken home each Friday to be washed. Please return it on Monday. Make sure to label all clothing and bedding with your child's name. Rest time is directly after lunch for approximately two hours.

Toys from home: In our preschool age and TK/K class, we ask that no toys from home be brought to school. Toys from home, unfortunately can occasionally cause problems of sharing and jealousy. Sharing days are an exception. We do not allow weapons or violent toys of any kind to be brought to school or for sharing.

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 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

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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.

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.

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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.

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

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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.

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

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labeled with your child's name. The instructions provided from the doctor must accompany all medications. We can not 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
- 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

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- 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

*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.**

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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 1st and is late on the 6th 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

