



Parent Handbook



Welcome to Jaymes Academy Early Learning! We are pleased that you have chosen Jaymes Academy Early Learning as your partner in the care and education of your child. Our families are made up of employees, students, and community members. We are interested in your child's whole development and our commitment is to provide you and your child with the best childcare and education. This handbook is given to all parents and families and is designed to acquaint you with our policies, procedures and state rules and regulations.

Mission Statement

Through a quality program, Jaymes Academy will provide care and education based on best practices.

CENTER PHILOSOPHY

We believe in the development of the whole child. Our curriculum is designed to focus on the spiritual, creative, emotional, intellectual, physical, and social growth of each child. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.

We have several goals for children:

- to be competent and confident in their abilities
- to be self-directed in a constructive, creative manner
- to be successful in future educational experiences
- to develop a love for learning and the ability to know how to learn
- to develop self-control and a sense of right and wrong
- to feel good about who they are
- to learn cooperation with other children as well as adults
- to reach their full potential in emotional, intellectual, physical and social development



Principles of Child Development and Learning

1. Domains of children's development – creative, emotional, intellectual, physical, and social are closely related. Development in one domain influences and is influenced by development in other domains.
2. Development occurs in a relatively orderly sequence, with later abilities, skills, and knowledge building on those already acquired.
3. Development proceeds at varying rates from child to child as well as unevenly within different areas of each child's functioning.
4. Early experiences have both cumulative and delayed effects on each child's development; optimal periods exist for certain types of development and learning.
5. Development proceeds in predictable directions toward greater complexity, organization and internalization.
6. Development and learning occur in and are influenced by multiple cultural and social contexts.
7. Children are active learners, drawing on direct physical and social experiences as well as culturally transmitted knowledge to construct their own understandings of the world around them.
8. Play is an important vehicle for children as well as a reflection of children's development.
9. Development advances when children have opportunities to practice newly acquired skills.
10. Children demonstrate different modes of knowing and learning and different ways of representing what they know.
11. Children develop and learn best in the context of a community where they are safe and valued, and their physical needs are met.
12. Parents are a child's first teacher and most important influence in their life.

POLICIES AND PROCEDURES

Waiting Lists

Jaymes requires a \$50 registration fee to hold a space or add a child(ren) to the waitlist. The fee is \$50 per family and does not increase with the number of children being enrolled. Currently enrolled families will receive priority placement when there are available spaces. Priority placement does not guarantee availability. Families wishing to enroll an additional child need to notify school personnel, in writing, as soon as possible. We will do our best to accommodate your need.



Registration

A non-refundable enrollment fee of \$50 is due at the time of registration. The first week's tuition is due the week prior to your child(ren) scheduled start date. These fees must be paid and required documentation submitted prior to your child's first day.

Documentation Required for Your Child's Enrollment:

1. A completed application (parent acknowledgement, authorization for pick-up, at least one emergency contact, HiMama authorization, withdraw form, etc.)
2. An immunization record (including Dr's name and signature and date)
3. A food allergy & anaphylaxis emergency care plan filled out & signed by the child's physician & authorization of medication form filled out & signed by the child's parent/guardian
(if applicable only for children with allergies)
4. A copy of any court orders regarding child custody/visitation agreements. (If applicable)

Please note without proper documentation, we cannot legally prevent a parent that is listed on the application from picking up his/her child from the center.

Programming

The center opening and closing times vary by location. Each center is open Monday through Friday. The cut-off time for dropping off children is 10:00 a.m. each day. This means that children need to be dropped off at the center before 10:00 a.m. each morning, unless a parent notifies the center director and makes special arrangements in advance.

Late Fees

While we understand emergencies occur, parents must make every effort to adhere to the hours of center operation. A fee of \$1.00/minute, per child, will be charged for late pick-ups. This is necessary because of staffing ratios and limits on the number of hours children are allowed to be in care. One notice will be given after a late payment is added to the account ledger. The time clock in the front office is the clock we will use to determine if late fees apply.

If a child has not been picked up by closing, we will make every effort to contact a parent or guardian. At 45 minutes past closure, if we are unable to contact a parent, guardian, or authorized emergency pick-up from the child's application, we will contact the Police Department and Child Protection Services.

Tuition Rates

Tuition rates are subject to review and may change periodically. Please speak with your Site Director for more information on current rates or rate changes.



Payments

Tuition is due every Friday for the following week. It must be paid by to 10:00 a.m. to be considered on time. Tuition is charged on a weekly basis. If you would like a statement of your account, please see your Site director. If a past due balance is observed, a \$25 late payment fee will be added to the account balance. Any outstanding balance equal to or greater than two weeks of tuition will result in disenrollment or loss of childcare space. In this instance, the balance on the account is required to be zeroed out before enrollment can be reinstated. Payment arrangements are available and can be considered by the Site director on a case-by-case basis. Please speak with your Site Director if you need any type of special agreement.

As your child's legal guardian, it is your responsibility to work out payment arrangements with any entity that is involved with payment of tuition. This includes but is not limited to stepparents, co-parents, relatives or any other applicable entity.

The office staff can accept money orders, credit cards or debit cards, automatic draft payments (ACH), and online payments at this time. Please make checks or money orders payable to Jaymes Academy and give to the designated person at the school. Please put your child's name on your payment.

Please Note: There is a \$35 declined fee for ACH.

Refunds

No refunds in tuition are made for any absences. Payment is expected despite the child's attendance.

Attendance/Cancelations

Please notify your Site Director if your child will be absent on a scheduled day of attendance. We do worry. If circumstances cause you to withdraw your child, you must submit a written notice of your exit date to the office two weeks prior to your child's last day of care. If written notice is not received prior to your child's exit from the program, we will bill the account for the remaining two weeks unless pre-approved arrangements have been made.

***Please note that your child's account must be current for a parent/guardian to receive tax information at the end of the year. This means that forms will not be given out unless your account is current, or the balance has been paid.**

Inclement Weather

In the event of inclement weather or a natural disaster requiring school closure, tuition is still required to be paid. Tuition is also not reimbursed for closings of any other type.



Vacation and Holidays

All full-time children will be awarded a one-week “vacation” after one year of enrollment has been accrued. Vacations will be granted the day after your one-year anniversary date. Vacations must be used in one-week intervals before the next anniversary date. Your child may not attend the center during his/her vacation week. Vacations cannot be carried over to the next year. Please notify the Director in writing one week prior to apply for your free “vacation week”. Jaymes is closed in observance of the following holidays:

- Christmas Eve and Christmas Day
- Independence Day (4th of July)
- Juneteenth
- Labor Day
- Martin Luther King Jr. Day
- Memorial Day
- New Year’s Eve and New Year’s Day
- Thanksgiving and the day after Thanksgiving

Jaymes will also be closed for periodical in-service days. Please refer to the closure schedule for specifics on dates of closings and times.

***Tuition is not reduced or reimbursed for holidays or closures related to holidays.**

AUTHORIZED PERSONS

Emergency Contact Information

Each parent must have a completed file of up-to-date names and phone numbers of emergency contacts. The emergency contacts are persons who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the persons whose names you give are aware that they have been listed for this purpose and that staff members will ask for identification of any person with whom they are not familiar. Please ask them to stop by the front office when they are picking up your child. In the case of legal issues, the registered parent must indicate who has legal custody and who may pick up the child on the enrollment application. Without this required documentation, we cannot legally prevent a parent from picking up that is listed on the application. We assume no liability if not properly advised. If you will not be available at the number you have listed to contact you during your child’s day at school, please leave a note with your Site Director. Whenever there are changes to be made, it is your responsibility to immediately update the Site Director of such changes. Written authorization by a parent or guardian is required for changes in this respect. Children will only be released to persons whose name appears on the transportation plan on the application unless written notice is received from you.



Special Circumstances

The safety and well-being of the children in our care is of primary importance. If any childcare staff believes that an adult who is picking up a child is not in a condition to drive or adequately care for the child's safety, the staff will not release the child to the adult until the child's safety is assured. Staff will offer to call a cab for the person or call another authorized adult to assist in picking up the child. Determining whether to release a child in this situation is difficult for the parent, the child, and the staff member. Any decision made will be based on the best interests of the child(ren) involved. Please note that as a childcare facility, Jaymes Academy is mandated to report any suspected child abuse to the state of Tennessee. If at any time, any staff member suspects that a child has been harmed or neglected, DCS will be contacted regarding the matter.

DAILY ROUTINES

We ask that all clothing be appropriate for childcare. We do many fun and messy activities. Although children always have access to smocks, there may be mishaps. We also go outside daily depending on the weather. Please note that we cannot disallow children from participating in any activities.

We do not want to ruin anything that is special (such as blankets, sentimental clothing or items) to you or your child. We ask that you leave at least one complete outfit for your child here at school. Extra clothing should be brought to the center in a one-gallon zip lock bag with your child's name on it. Because children grow so fast, it is important to check the fit and weather appropriateness of these extra clothes on a routine basis. Please label any item that you send to the school. We recommend that you use the tag of any item for labeling.

***Jaymes Academy is not responsible for nor will replace any items that have been damaged because of child's engagement in age-appropriate activities.**

Communication

The parent bulletin boards contain items pertaining to fundraisers, conferences, parent involvement, and many other items we feel may be of interest to you. The foyer has a general information board. Every month, a center newsletter will be published. The newsletter will be made available to families through the HiMama App, email, or paper copies will be provided at the school location.

Cubbies

Your child will have a cubby at school for storing personal belongings. Be sure to label all your child's personal items. Some children may have to share their cubby with another child. Please check the cubby daily for your child's artwork, etc. Also, please help your child learn where his/her cubby is located. Due to space restrictions, please do not bring backpacks to the center. Infant and toddler parents are encouraged to avoid leaving diaper bags at the center if possible.



Discipline

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control, so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control. The general rule for “time out” is one minute per year of age, up to five minutes maximum. Time out is used as a skill building tool, not punishment. If you see a problem or have witnessed a situation you do not understand, please see the Site Director immediately.

We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained or shown to a child using terminology that s/he can understand. Negative “attention seeking” behavior is ignored if possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior. Corporal punishment is never used. **Parents also are never allowed to use corporal punishment on Jaymes Academy property inside or outside including the parking lot of any Jaymes Academy facility.**

As your partner in caring for your child, it is important that good communication exists between the home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your child’s teacher or your center director. Your teacher will keep you informed of any behavioral concerns that may occur with your child at the center. Every effort will be made to resolve any problem that may occur.

Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. Jaymes Academy is committed to using positive guidance strategies when teaching young children how to manage their own behavior.

Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

- Danger to self or others including staff members (examples include but are not limited to: head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, etc.) and/or
- Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)



The Center has developed procedures to deal with such cases of severe behavior. In these situations, the parents will be contacted. The parents will need to meet with the teacher and/or the director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services. If the Center's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the Center Director reserves the right to temporarily or permanently remove a child from the Center. The first incident notification will result in a verbal notification from the teacher, assistant director, or director. The second incident notification will result in a three-day suspension. The third incident notification will result in a one-week suspension. **During any suspension, payment is still required.** The fourth and final incident notification will result in a dismissal from our program. This is also stated in our withdrawal policy.

Withdrawal Policy

Here at Jaymes Academy we strive to create a peaceful, inclusive, and safe environment for all children, parents, and staff. Should we feel at any point in time that we are not able to continue to provide such an environment for any person(s), we will terminate care at our discretion for any reason including as a result of a severe behavior plan.

We at Jaymes Academy only enforce our withdrawal policy as a **LAST RESORT**. We will exhaust all options prior to reaching the decision to terminate/withdraw. The list below are possible reasons for termination/withdrawal.

1. Child behavior that has not been resolved through the behavior plan and parent assistance
2. Failure to maintain an up-to-date account balance (unless prior written arrangements have been made)
3. Failure to sign, return, or provide all or requested documents that are needed/required by the center and DHS
4. Unable to maintain an amiable and respectful relationship between center staff and family members
5. Parent(s) behavior that disturbs or creates a hostile environment in the center

This list is subject to change and will be updated as needed. We will provide an updated notice should we make any policy changes.

Hygiene

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals and snacks, after using the bathroom and before engaging in any cooking activity, water play, playdoh, etc.



Outdoor Play

Please bring appropriate clothing for the weather (i.e., sweatshirt, jacket, gloves, and hat). Please remember to label all clothing items. Unless the weather is extremely severe, we will go outside for much needed fresh air and large motor play. This is also a requirement of the Department of Human Services (DHS). If you feel that your child is too ill to go outside, s/he should be kept home as we cannot prohibit them from participating.

Rest Time

The children have a rest period each day.

- Infants 6 weeks to 12 months nap on their own schedules. Crib sheets are provided. Parents that wish to provide their own crib sheets are welcomed to do so. Remember to label it with your child's full name. Please keep all sentimental items at home as they cannot be placed in your child's bed with them. Children cannot have any items placed in or around their cribs. These items include but are not limited to blankets, stuffed animals, mobiles, sound machines, etc. Placing any items in the child's bed could pose a SIDS risk and is not in accordance with DHS rules and guidelines.
- Toddlers & preschoolers are given an allotted rest time midday. Each child will be assigned a cot or sleep mat to sleep on. Each child is to bring a crib sheet and blanket from home to dress their bed. Parents are required to provide these items. Like the children under 12 months old, please keep all sentimental items at home. For children who do not choose to take a nap, we will provide them with quiet time for self-reflection or individual activities that will not disturb the other children.

To protect your child's health, bedding is sent home to be laundered each Friday unless items have been damaged or soiled. Cots and mats are sanitized regularly. When choosing items to provide; familiar items may help to soothe a restless body. Please label items individually and remember to take it home at the end of the week for cleaning. Please do not bring special or memorable bedding to school, we do not want something to happen to such an important item of the child/family.

Toys

Jaymes Academy appreciates that children like to bring personal items in to share with their classmates. However, unless it is a special day for sharing, we ask that all personal toys and related items remain at home. This assures that they will not be lost or broken while at school. This also prevents any confusion on what items belong to the school site and discourages any possible tension or upsets involving children sharing their personal items. Any personal items that are brought to school will remain in the child's cubby until pick up time.



Lunch/Snacks

Each day, the center furnishes infant, toddler, and preschool children with breakfast, lunch, and two afternoon snacks. Menus are posted in the classrooms and throughout the center. Additional menus are available at the front desk.

Jaymes has strict guidelines regarding meals and meal structure. In addition, DHS requires that all children be given the same food items while in our care to ensure fair treatment and no child is exposed to any potential allergen(s). Because of this, children and parents are not allowed to bring any outside food item(s) into the center.

(Please see further down for arrangements/accommodations)

Milk must be offered to all children at mealtimes and water is made available to all children throughout the day. Children with allergies or food intolerances will not be served items that they may have a reaction to. However, in accordance with DHS rules and guidelines, the school must be provided with a written exclusion note from their physician to keep on file. Please update the school personnel immediately on any changes regarding your child's diet.

For celebrations, arrangements may be made with your Site Director if you would like to provide a snack for a special event such as birthdays, holidays, celebrations, etc. Please note, due to potential food allergies, any food items brought to the center must be pre-approved by the Site Director, store-bought in its original container with list of ingredients.

***Please note that ALL Jaymes facilities are peanut free. Staff cannot accept items with peanuts or nuts of any kind and items will not be fed to children.**

For parents who choose to participate, Jaymes Academy will provide infant formula for children 12 months of age and under. There will only be one brand of formula made available. If there are any restrictions in your child's diet or if you would like to use a brand(s) other than what is provided by the school, please notify school staff in writing and supply the school with the items necessary to care for your child.

Arrival and Departure

Center hours vary depending on which location your child attends. The cut off time for dropping off a child is 10:00 a.m. daily unless prior arrangements have been made with the center director. Parents must call and speak with a staff member to notify the school of their late arrival prior to the 10:00a.m. cut-off.

We encourage parents to bring children in by 8:45 a.m. so they may fully participate in the morning activities of the classroom.



Upon arrival or departure, you will use the ProCare clock in/out system to sign your child in or out. This should be done **daily** during pick up and drop off. If staff notice that a child or children are routinely not clocked in/out during pick-up and drop-off, accounts will be subject to a \$1 fee per instance, per child. It is vital that responsible parties complete all processes when either picking up a child or dropping one off.

If someone other than the child's parent or guardian is dropping them off or coming to pick them up, please instruct that individual to notify school staff that they will need assistance clocking their child in and/or out.

Please be sure a staff member in your child's classroom is aware that you are present and are either dropping off or taking your child home. Parents should always accompany their children in and out of their classroom. Children are not allowed to walk themselves to and from class. As a safety measure, this procedure should be strictly followed. Once you check your child out in the afternoon, we recommend that you hold your child's hand until they are safely inside your vehicle. If you have more than one child enrolled at the center, please do not allow any of your children to roam throughout the center while you pick up any other child. This included currently enrolled children and visiting family members, alike. If you need assistance with helping to get your children to the car, please ask for help.

Also, parents please be mindful that while your child's teacher enjoys sharing details with you about your child's day, they are still responsible for the remaining children in the classroom. If you need to speak with your child's teacher for longer than a few moments, please speak with the center director to schedule a time to have a more in-depth conversation or a conference, if needed.

Jaymes Academy understands that emergencies happen, and circumstances may prevent you from being able to pick up your child (ren) from school. If at any time, you need your child to be picked up by a person that is not listed on your drop off/pick up list, you will have to complete the necessary paperwork. We will send you a form via email to be completed and signed. The form should include the selected persons' name and relationship to the child. We must receive the signed and dated form **before** we can release your child to the designated person. **WE WILL NOT ACCEPT A VERBAL RELEASE OR ADDITION TO THE PICK AUTHORIZED PICK-UP LIST.**

In accordance with DHS rules and guidelines, no child is to remain in the care of Jaymes Academy for more than 10 hours. If we notice that your child has been in care past the allotted amount of time, we will call you to come and pick up your child.

Arrival and Departure Guidelines

When you arrive at the center, plan to spend a few minutes with your child. Seek out a familiar adult or favorite activity. A teacher will be there to greet you, especially if you and your child are new to the center. Sometimes children need to share this time with parents before they can try it on their own. Interestingly, in most cases when children sense their parents' willingness to spend some



time with them, they feel comfortable enough to move out on their own. However, when they think parents are anxious to leave, children sometimes feel they must cling more. When you leave, be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate.

When you depart after bringing your child in to start their day, your child may cry and protest. This protest is what psychologists call separation distress. It is part of the normal developmental process of establishing an independent and autonomous existence, separate and apart from parents.

The intensity of a child's distress seems to depend mainly on the child's personality and temperament. Children may show this kind of behavior at the initial separation. As they become familiar with the teachers in the classroom their protest will taper off. If you are experiencing difficulties in this area, please let one of the teachers know and they will be happy to assist you.

During departure, parents sometimes find it difficult to get their child to leave at the end of the day. It is important for the parent not to feel rejected or unneeded when this happens. In fact, the child may be feeling more secure with a parent present and may feel comfortable participating in activities with other children. If possible, it is helpful for the parent to come into the room and tell the child that they will be leaving soon. However, if a speedy exit is necessary, tell the child that it is time to go and stick to the decision. Our teachers will support you by telling your child it is time to go. If you have questions, teachers can help with this process. Take the time to stay with your child at the center when time permits.

Please note that the center has an open-door visitation policy for parents. However, there may be occasions when seeing your child is a disruption to other children; please remember to consider the needs of others.

HEALTH ISSUES

No-Smoking Policy

All Jaymes Academy properties non-smoking facilities. Smoking is strictly prohibited inside the building at any time and within 50 feet outside of the center. This policy applies to all parents and staff members.

Sick Child Policy

For the safety and health of all our children and teachers, sick children need to be kept home until they are no longer contagious or displaying signs of illness. Please do not send your child to school if s/he exhibits any of the symptoms or conditions listed below in the previous 24 hours. Also be advised, if your child displays any of the following symptoms while at school, s/he will be isolated immediately, and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the hour. We know it can be a very frustrating time when a child is sent home because of illness.

***No tuition adjustments will be made due to absences resulting from any illness.**



Medical Conditions

1. Diarrhea (2 or more loose stools)
2. Difficulty or rapid breathing
3. Asthma or severe upper respiratory infection unless the parent provides evidence that the child is under physician's care
4. Vomiting within the last 6 hours
5. Yellowish skin or eyes
6. A temperature of 100.4 degrees Fahrenheit or higher and/or has had a fever during the previous 24 hours
7. Mucus with green or yellow color, unless the child has been on antibiotic therapy for 24 hours
8. Undiagnosed rash
9. Sore throat
10. Severe cough
11. Evidence of chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria, or herpes simplex
12. Untreated scabies, tinea corporis or capitis (ringworm)
13. An ear infection, unless provided notification that the child is under physician's care
14. Untreated or active head lice
15. Pinkeye

Please notify the school at once if your child has been exposed to a communicable disease. Upon successful completion of care, all students (parents) are required to provide the center with a doctor's notice approving your child's safe return.



Medications

We do not administer medications at the center. If your child has prescribed medication, it must be administered before coming to the center for the day or after departure. This includes but is not limited to Tylenol, cough medicine, gas drops, MiraLAX, etc.

If your child has a condition which requires an EpiPen or inhaler, one will need to be supplied in the original packaging with a note from your child's doctor to be left at the school. There is also a medical plan of action form that will need to be completed and signed by the child's pediatrician. This plan will be followed in the event of an emergency.

We will also provide a release form for the parent to sign authorizing Jaymes staff members to administer the life-saving medication to the child. This form will be updated anytime that we must administer the medication.

Prevention

Because young children are vulnerable to infectious diseases, we encourage you as the parent to be aware of our health policies as stated. Prevention of illnesses or contagious diseases is critical. We encourage you to:

1. Do a brief assessment of your child's health each morning. (Please do not bring a sick child to the center.)
2. Be aware that low-grade fevers may be associated with an infection or illness and may not be the result of "teething" or something similar.
3. Keep front office up to date on any recent changes.
4. Dress your child appropriately – according to weather, etc.
5. Be aware that on short notice you may have to pick up your child due to illness.

Sanitation Procedures

Changing areas have running water and are disinfected after each use. Teachers wear a fresh glove each time they change a child's diaper. Every precaution is made to keep the diaper changing areas as germ free as possible.

Each room, tables, and toys are cleaned with a bleach water solution throughout the day. At the end of the week, all toys are disinfected in a bleach water solution overnight.

Old Nashville: Our Zono machine will be used throughout the day to disinfect all toys and other items.

Licensing regulations are adhered to in all areas of sanitation procedures. Our current Child Care



license is posted in the front office. The Health Inspection Certificate is posted in the kitchen.

Injuries

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As a partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at the center. In order to keep you informed, we will provide you with an Accident and Incident Report for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions.

If we cannot reach you, we will call the persons you have indicated on the emergency contacts to make medical emergency decisions about your child. Please keep all these numbers updated.

A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. DHS requires that at least one staff member be CPR and First Aid Trained at all times. We make every effort to have all our staff CPR and First aid trained and/or certified.

DRILLS and EVACUATIONS

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. The following are drills that we practice on a routine basis to ensure children and staff know what to do in the event of an emergency.

Fire Drills

These drills are completed on a monthly basis and various times of the day to ensure readiness. Our centers are all equipped with fire alarm systems and fire extinguishers are placed throughout the buildings. The Fire Marshall Inspection Certificate is posted in the front office.

Tornado

Tornados can be scary for persons of any age and drills are an important step in preparing children for how to respond in the event of one while they are at school. Each location is equipped with an emergency kit complete with parent contact information and supplies.

Lock Down/Lock Out

This drill is to be used to practice for circumstances where the school would need to shelter in place. A lock down/lock out would be done at the recommendation of local law enforcement and emergency personnel. While we understand that this type of situation can be a frustrating time for parents and children, please be patient and remain courteous with center staff. If we needed to complete a lock out or lock down, we will contact parents as soon as all center occupants are safe, and information is made available to us.

We will also conduct earthquake, chemical spill, and flood drills on a regular basis.



PROGRAMS

Infant- 6 weeks to 12 months

The infant program provides a loving and nurturing environment for 6-week to 12-month-old children. This full-time program allows staff to help children develop a sense of security with their environment.

- Our goals in the infant program include care, education and love.
- We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet the infant's basic needs, we create a healthy and safe environment.
- We offer many different activities to enhance the infant's educational experience. Infants learn to explore in a safe and loving environment, at their own pace and in their own way.
- The love we provide for the children is conducive to emotional and physical security. We hold, rock, and spend one-on-one time interacting with the children.

Children learn through active involvement in play. We provide experiences that allow children to succeed. Children develop their senses and skills through exploring and playing. The essence of quality care for infants and young toddlers depends on the intimacy a caregiver develops in the relationship with a child. Working towards understanding and generously meeting infants needs provides the best care possible for infants. Teamwork between home and the infant room is vitally important. The needs of infants are ever changing. This means communication among the adults responsible for the child's care is the best way to support each child. Our promise to you and your infant is to provide quality care, education, and love. We also make the transition to the toddler area easier on the children by initiating the bonding process early. A shared group playtime with toddlers and new teachers alleviates the stress of separation from the infant area.

Children in the infant program are also eligible to receive school-provided diapers and wipes included with tuition. One brand of diapers and one brand of wipes will be provided by the school. If for whatever reason your child cannot use that brand or that brand does not meet your approval, it will be your responsibility as the parent/guardian to provide the necessary materials. The tuition price will not be reduced based on acceptance or denial of provided supplies. Please speak with classroom teacher or center director for more information.

Toddler- 12 months to 36 months

This program is designed to accommodate the development of self-help skills needed for children 12 months to 3 years. The children are introduced to new and exciting sensory experiences. A consistent program of developmentally appropriate activities helps to nurture a positive "can-do" attitude.



Teachers in the toddler area believe in the right of every child to a safe, nurturing, supportive environment where children can reach their full potential. Our goal is to facilitate the growth of each child through a carefully planned curriculum encouraging children in each area of development. Cognitive, emotional, physical, and social domains are developed using hands-on experiences and sensory activities focusing on the process, not the result. Each child is allowed to progress at his/her own rate in a developmentally appropriate environment based on best practices.

The program provides a well-balanced curriculum that includes teacher and child-initiated activities, large and small groups, active and quiet times, indoor and outdoor play, fine and gross motor fun, individual and group needs, and structured and unstructured activities. Children are allowed to choose from activities in various learning centers: art, blocks, dramatic play, language arts, manipulatives, music, reading, and sensory play. The child's ability to choose activities fosters a positive outlook toward the learning process. During this time of constant growth and exploration by busy toddlers, we encourage a "can do" attitude to promote many self-help skills and develop a healthy self-concept. Washing hands, participating in toy cleanup, clearing their table space after eating, and potty learning are a few of the self-help skills we work on daily.

Since we believe that the childcare center is an extension of the home, it is crucial that parents are closely involved in our program. The transition from home to school has remarkable results when all parties have an open communication system. A child's self-esteem and happiness are greatly enhanced when the care and education provided by parents and teachers are a team effort. Through the diversity of our program, it is our hope that the children will value the uniqueness of the people around them as they meet the day-to-day challenges of life.

Preschool- 3 years to 5 years

This program offers a variety of hands-on activities and experiences. Through play, children ages three to five create, explore, and pretend. Planned activities and consistent daily schedules are balanced with free time to create a developmentally appropriate setting that enhances the preschooler's love of learning.

The purpose of the preschool is to provide a safe and caring environment for children, while meeting their individual creative, emotional, intellectual, physical, and social needs. We believe this development happens by creating a warm and trusting atmosphere where children can establish a sense of security through a combination of hands-on experiences and active involvement in play. We also believe in making every effort to involve parents in the education of their children. A child's self-esteem is to be valued and enhanced. We therefore use positive guidance techniques and look for the strengths in all children. We promote play as an important avenue for learning and enjoyment. Through play children discover, pretend, test, classify, organize and interact with others. Play calls for imagination, initiative, and purpose. We acknowledge the importance of a child's unique and intrinsic sense of wonder. We therefore provide a variety of hands-on activities and experiences to encourage exploration, manipulation, problem solving, and sharing. We believe



in offering choices for children, giving them a sense of empowerment and self-control.

This is accomplished by balancing structured and unstructured daily activities, and offering individual, small and large group interactions. Most importantly, we believe in and respect a child's right to be a child. We encourage discovery, fun, laughter, and success.

Transitions

Upon completion of each program, children are gradually introduced to the next age group. When a child is ready to transition, parents will be notified, and a transitioning meeting will be scheduled. All transition forms must be completed, signed, and filed away for future transitions. This will ensure a smooth transition for the child(ren).

Videos in the Classroom

Videos are occasionally shown in the classroom to educationally enhance the early childhood experience. Occasionally, videos may be shown for entertainment purposes, but these are age-and group-appropriate. The quality, quantity, and purpose of videos shown to children are important considerations in a group care setting. When a child brings in a video to share with other children, there is much we need to consider. Does it have educational relevance? Is it appropriate for the group of children (too long, scary, etc.)? Does it contain some material other parents may find objectionable? Parents can help in this effort by sharing the process with their children.

Speak with your child's Lead Teacher for approval & ensure the content meets the guidelines listed below.

Our guidelines are as follows:

- The use of media such as television, films, and videotapes are limited to developmentally appropriate programming that has been previewed by adults prior to use.
- Can an alternative or optional activity for other children be provided. Another alternative activity is always available; no child is required to view the program.
- Staff discusses what is viewed with children to develop critical viewing skills.
- Media is used in the case of special events, rather than as part of the daily routine. Television and other forms of media have the potential to be effective educational tools for children.
- Media will be used constructively to expand children's knowledge.



PARENT INVOLVEMENT PROGRAM

Parent involvement at the center is one of the most important components of the program. We feel that parents and teachers working together facilitate learning and role modeling for children. We also feel that parents' involvement in their child's program is crucial for success. We have several goals for parents.

- To feel good about their role as parents.
- To gain insight into the behavior of children in general and their child.
- To provide an atmosphere of acceptance, caring, and support where parents and teachers work as partners in the care and education for children.

Birthdays

Birthdays may be celebrated at the center. Please contact your center Director for approval and details. The center can provide a list of birthday ideas regarding food. For health regulations, it is required that all food be store bought. Food may not be prepared at home.

Holiday Celebrations

Holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children. Examples include (but are not limited to) Halloween, Thanksgiving, Hanukkah, Christmas, and Easter. The center staff, recognize, understand, and value other holidays which reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and traditions. Such celebrations represent unique opportunities for children to experience and understand various cultural heritages.

Social Media

Jaymes Academy has social media pages available that serve as a communication tool for the school. We will use them to:

- Promote events such as social events
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- Deliver news (including inclement weather)
- Display photos of activities, special events, and projects

A photo release form is a part of the admissions package, this form will allow you to indicate if you approve your child's photo to used.



Cameras

To promote the safety and security of all children, staff, parents, and visitors, Jaymes Academy has equipped each center with a digital video surveillance system in all classrooms, hallways, outdoor play area, and parking lots. This internal system is for security only and is not accessible to parents.

Transportation

We do not provide transportation to and from school and do not participate in field trips.

Thank you for choosing Jaymes Academy Early Learning. You and your family are important to us; please let us know how we may help you.



Parent Acknowledgement

I acknowledge that I have read and understood the parent handbook. I fully understand its policies and assume financial responsibility for _____ (child) tuition at Jaymes Academy.

Parent Signature

Date

Center Director Signature

Date

***This form must be signed for each child being enrolled.**