

# Jumpstart Child Care

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## **OUR MISSION**

Our mission is to provide a loving environment that will nurture social, emotional, intellectual and physical growth and development in young children. Our teachers facilitate activities and opportunities that encourage young children to reach their full potential.

## **OUR PROGRAM GOAL**

Our goal is to provide a safe and healthy learning environment for all of the children enrolled in our center.

## **OUR PHILOSOPHY**

At Jumpstart Childcare Center we believe that children learn best through their play. Children are provided with age appropriate hands-on activities, which stimulate social, emotional, and physical growth and development. The following are the values and principles that make up our philosophy:

- We believe that families are a vital part of a child's educational process.
- We treat the children and adults at our center with respect and dignity.
- We respect values and cultural differences.
- We believe that each child is a unique individual who learns and grows in his or her own way.
- We teach children to respect other's rights, decisions, and property.
- We encourage the children to participate in activities, which help increase their self-esteem.
- We provide activities that allow each child to experience success and individual growth.
- We strive to encourage the imagination and initiative of each child.
- We gently encourage children to enjoy new experiences. Children are never forced to participate.

## **OUR FACILITY**

Our facility was designed and developed to accommodate your child's needs!

We provide:

- Spacious and well-equipped classrooms and play areas
- Branch Gymnastics "junior gym"
- A modular playground that exceeds State of Michigan requirements
- Qualified staff

## **ADMISSIONS**

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### **ENROLLMENT**

Jumpstart Childcare is open to all children ages birth to 13 years of age, regardless of race, color, religion, sex or economic status. Enrollment is open anytime during the year on a space available basis.

Jumpstart Childcare is a full-time care facility. Full-time care is defined as five full days per week. Children are not required to attend Monday thru Friday, however tuition will not be adjusted for days missed. Please see the rate sheet for information on full-time tuition rates.

### **PAPER WORK**

The following forms must be completed and on file in our office before a child may attend our program:

- Child Information Card
- Registration Form
- Immunization Records
- Physical/ Health Form (must obtain within 30 days of enrollment)
- Enrollment Contract
- Permission Documents
- Handbook Agreement
- Facebook Permission

### **HOURS OF OPERATION**

Jumpstart Childcare hours of operation are Monday through Friday, 6:30am to 6:00pm. Your scheduled drop-off and pick-up times are specified in your enrollment contract. **Changes or**

**fluctuations in these times may result in additional fees being imposed. Enrollment contract modifications must be in writing and authorized by the director.**

### **CHANGE OF INFORMATION**

It is imperative that Jumpstart staff be notified in writing of any changes in emergency information, including but not limited to addresses, phone numbers, employment changes, or pick-up information.

## **ARRIVALS AND DEPARTURES**

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### **ARRIVALS**

Children must be accompanied by an adult at all times when entering our center. An adult must sign in all children at the front desk. Please be sure an authorized Jumpstart staff member notes your child's arrival.

### **DEPARTURES**

A parent/guardian must inform us if someone other than the parent/guardian will be picking up the child. We will not release children to minors. No child will be released to any person not listed on your emergency card. Be aware that we will always check identification before releasing a child to someone other than the parent or guardian. In contested custody cases, we will request copies of dated legal papers to keep on file. In the event of an emergency, you must call the center and give the name and a complete physical description of the person to whom you want your child released. Our staff will check identification.

### **PARENT VISITATIONS**

Parents are always welcome and encouraged to visit our center at any time. For special tours, please call ahead. All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.

## **PAYMENTS AND FEES**

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### **REGISTRATION FEE**

All children, upon registration, will pay our non-refundable annual registration fee, which is currently \$45.00 per child or \$80.00 per family. Every year on the anniversary date of admission you will be responsible for payment of this annual fee.

## **TUITION**

Payments are due no later than 6:00 pm on Friday for the upcoming week. A \$25.00 per week late fee will be added to your account for late payments. These fees will be strictly enforced. Upon enrolling your child with Jumpstart you will need to pay the first week of your child's tuition. All contracts that fall two (2) weeks in arrears will be subject to review and considered for immediate termination. Payments may be made by check, money order, cash or credit card (Visa or MasterCard only) and made payable to Jumpstart Childcare. If paying in cash, please ask for a cash receipt. Online payments may be made using our parent portal. Having a credit card on file on the parent portal is required and will allow you to make reoccurring automatic payments. If your account is not paid in full by Tuesday the week of attendance a payment will need to be made to drop off your child.

If you need a receipt for your work reimbursement, please provide a form from your place of employment. Jumpstart will not have a form nor will we be able to compose one for you.

We will not adjust tuition charges for days missed or days the center is CLOSED for a holiday or inclement weather (see section Absences and Closings). By enrolling your child in Jumpstart Childcare, you are reserving a space for them and ensuring adequate staff, snacks, and materials.

As determined by the State of Michigan guidelines, we will charge full-time rates to any child who is in our care for more than five hours per day.

## **Question's regarding your account**

Any questions regarding your accounts can be answered by our office manager. All returned checks will be assessed a fee of \$35.00. After three returned checks, only cash will be accepted.

## **Hold Fees**

If you are only planning on having your child attend Jumpstart Childcare during the summer or the fall and need to hold a spot, you must pay a \$50.00 non-refundable fee to ensure that we will be able to guarantee your child a spot for either the fall or the summer.

Upon enrollment, if you are holding a spot more than two weeks out, you will be charged a non-refundable \$50 hold fee.

## **LATE FEES**

Children picked up after 6:00 pm (closing time) will be charged an additional charge of \$2.00 per minute per child. Jumpstart Childcare reserves the right to terminate enrollment of any child who is picked up late **three times** in one calendar year.

# **ABSENCES, CLOSINGS, AND CHANGES**

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## **ABSENCES**

Please notify the center by calling the office at (269) 544-3000 when your child is going to be absent. Your tuition payment is due regardless of absence.

## **CLOSINGS**

Jumpstart Childcare will make every reasonable effort to announce any closings on local television stations (WWMT) due to inclement weather or other reasons. Your weekly tuition will not be reimbursed due to closing. Jumpstart reminder: **We do not always close when the Public Schools close.**

## **KPS SNOW DAYS**

We will do our best to accommodate all families in the case of a snow day with KPS. Approval of additional care will depend on child to teacher ratio availability. Call the center ASAP if you need care.

## **HOLIDAY CLOSINGS**

Jumpstart Childcare will be **CLOSED** for the following holidays:

New Year's Day*	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Friday After Thanksgiving
Independence Day (July 4 <sup>th</sup> )	Christmas Day*
Christmas Eve	

- For holidays that fall on a weekend, we may elect to close either on the previous Friday or the following Monday, at the discretion of management. We also may be closed the day after Christmas. Jumpstart has the option to also close at any time for Holidays that fall during the week with a 30 days' notice.
- Jumpstart Childcare may close at 3:00 pm on New Year's Eve.
- No tuition adjustments will be made for these holidays

## **SCHEDULE CHANGES**

Any changes in your child's schedule should be submitted two weeks prior to desire change and approved by the director. Any change request, additional care, or schedule changes submitted with less than two weeks' notice will need to be approved by director based on a child to teacher ratio availability. All changes need to be submitted in writing on a schedule change or additional care form located at the front desk.

# **VACATION POLICY**

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## **Full- time Students**

After being enrolled for six months with no break in service, providing your account is in **good standing**, you receive one week of vacation. Unused vacation expires upon your enrollment anniversary (one year from your start date). Upon your one-year anniversary, you will receive

two weeks of vacation. These weeks may or may not be used consecutively. Your two weeks of vacation will then renew on your anniversary date each year after that.

Requests for vacation must be received a minimum of two weeks prior to the requested vacation and on the proper Jumpstart form. Any unused vacation will not be transferred to the next year. Vacation needs to be used Monday thru Friday. During your vacation week, your child does not attend and you do not pay for that week.

### **School-Age Care:**

Any child in Jumpstart Childcare who is enrolled in the school-age program for both AM care and PM care with no break in service and in attendance full-time during the summer months is entitled to one week of vacation. This must be used Monday thru Friday. Vacation will be issued after 12 months of consecutive service. If the child is not enrolled during the summer months in addition to AM care and PM care during the school year, **there will be no vacation credit awarded.**

## **WITHDRAWAL**

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We hope when you enroll your child, he/she will be with us for the duration of the year. We realize, that this is not always possible. If you must withdraw your child, we require a full two-week written notice (Monday- Friday) by providing this notice you are allowing us time to prepare another child from our waiting list. If adequate written notice is not received, you will be charged for two weeks' worth of care. There will be no refunds for tuition paid or unused vacation credit.

## **HEALTH AND SAFETY**

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### **PHYSICALS**

Michigan State Law requires that each child enrolled at Jumpstart Childcare undergo a physical examination by a physician within 30 days following enrollment. The physician on Form 3305, Health Appraisal Form, must certify this examination. Physicals must be updated every year for children under the age of 3 and every other year for children 3-5. For children over the age of 5 years old a statement of good health must be signed each year.

### **IMMUNIZATIONS**

The Family Independence Agency (FIA) requires licensed childcare centers to obtain and keep on file at the time of registration or not later than the first day of initial attendance, a certificate of immunization showing a minimum of at least one dose of each immunizing agent.

All children must have either one dose of the varicella (chickenpox) vaccine or a written statement signed by a parent, guardian, or physician that certifies that the child has had the chickenpox.

When a child has been in attendance for four (4) months, the center shall have on file, in addition to the above, an updated certificate showing the completion of all additional immunization requirements. All immunization records must be on an approved immunization form with appropriate authorization.

## **MEDICATION**

Medication, including tranquilizers, sedatives, aspirin, dietary supplements or individual special medical procedures, shall be given or applied only with a completed medical form from the parent. Children under two years of age require written permission and dosing directions from the child's physician before Jumpstart staff can administer medications. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, name and strength of the medication, and dosage instructions. All medication must be in the original container and must be taken home at the end of each day. **Under no circumstances,** will prescription medications be given to a child unless the medication is in its original container. The designated Jumpstart caregiver shall maintain a record as to the time and amount of any medication given or applied.

## **Pest Management**

If at any time we plan to spray pesticides we will be give all families at least 48 hours' notice. We have a notice posted on the parent board for more information.

## **Pesticide Notifications**

R.400.5940 (9)

As required by 1994 PA 451, MCL 324.8316, and the center shall develop and implement an integrated pest management program when pesticide applications occur in the building. The integrated pest management program shall include, but not be limited to, the following:

- (a) An annual notification must be provided by centers to parents or guardians informing them that they will receive advance notice of pesticide applications.
- (b) The annual notification to parents or guardians must specify 2 methods by which the advance notice of pesticide application will be given.
- (c) An advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for national pesticide information center recognized by the Michigan department of agriculture.
- (d) Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

We here at Jumpstart will always notify families a written notice and also thru a posting on our parent board. If we spray we normally spray on a Friday evening after hours and we would then provide the families with documentation of the date this would be happening at least 48 to 72 hours' notice. If at any time families need to contact the Michigan Department of agriculture (pesticide information), their contact info is 517-373-4087. If you have any further questions, please feel free to contact me. Thanks in advance for your continued support.

### **EMERGENCY FIRST AID**

At Jumpstart Childcare, safety is a priority. In the event of an injury to a child the following steps will be taken:

#### **Minor Injuries**

- Basic first aid will be applied
- A parent will be called, if necessary
- A Health Report will be completed (this form must be signed by the parent upon the child's departure for the current day)
- Bodily fluids will be flushed down the toilet; unless there is a large amount we use a bio hazard bag.

#### **Serious Injuries**

- If necessary, an ambulance will be called. A staff person will remain with your child until a parent or designated emergency contact arrives. Any incurred expenses will be the responsibility of the parent. For your child's sake, please keep us informed of updated emergency numbers and medical insurance information
- A parent or designated emergency contact person will be called
- If we cannot reach a parent or designated emergency contact, the physician designated on your emergency card will be called.
- Any bodily fluids will be disagreed in the toilet or if it's a large amount of fluids we have bio hazard bags and then we will give the bag to EMS to discard it when we are done.
- Jumpstart has a Health Care Plan located in our licensing book; please feel free to ask for a copy of this plan.

### **ILLNESS**

To prevent the spread of illness in our facility, we send home all children, staff, and volunteers who display any signs of illness. In order to protect the health and safety of all the children at Jumpstart Childcare, it is necessary for ill children to be separated from their group of children. Children who become ill will be sent to the director's office until he/she is picked up. The parent or designated emergency contact from the child's emergency card will be notified in case a child becomes ill while at the center. Please make back-up arrangements in the event your child becomes ill at Jumpstart. We ask that you (or designated person) pick up your child within one (1) hour of notification that he/she has become ill.



Please do not send your child to Jumpstart if he/she is ill or shows any of the following symptoms:

- Temperature of 100 degrees or higher. After a fever, a child's temperature must be normal (98.6) for 24 hours without medication before returning to the center
- Vomiting or diarrhea
- A contagious illness that has not been medicated for 24 hours, for example, pink-eye, impetigo, or discharge with color from the nose or eyes
- Chicken Pox (until dry and scabs have formed)
- Head Lice (a child may only return when he/she is completely nit-free as determined by our staff)

\*Upon request we have our Health and Safety booklet that we can copy for you. This is kept in our Licensing notebook located in the main office.

**Our procedure for handling blood and bodily fluids is as follows:**

**Gloves** are put on before making contact with bodily fluids during care and all cleaning procedures. Additionally, masks may be worn.

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed in soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discarded items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings will be placed in a plastic trash container which is kept closed and is discarded daily.
- Disposable items will be used to handle body fluids whenever possible or practical.
- Paper towels will be used to pick up and discard any solid waste materials, e.g., vomit or feces.
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**Children & Staff Hand Washing:**

The hands of children and staff shall be thoroughly washed **at arrival time, prior to handling food and before eating, after toileting, after coughing into hands or blowing nose.**

Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

**Our hand washing procedure is as follows:**

- Use soap and warm running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed off.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.
- Discard paper towels.

### **Coughing & Sneezing:**

Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

If you have a tissue, cough into the tissue, throw it away and wash your hands. If you don't have a tissue, then cough into a sleeve (at the elbow). By using either of these methods, you can reduce the spread of germs and help stop the spread of infectious diseases.

### **Controlling Infection, Including Universal Precautions:**

All staff will receive Blood Borne Pathogens training upon hire. Emergency procedures, as well as CPR and First Aid will be reviewed annually by all staff.

### **Sanitizing Equipment:**

All tableware, utensils, food contact surfaces, and food service equipment shall be thoroughly washed, rinsed, and sanitized **after each use** with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to childcare licensing rules and regulations.

Jumpstart ensures that **all toys** are sanitized using the 3-Step Sanitizing Process (outlined below) a minimum of 1 time every three weeks. When a child mouths a toy, or touches a toy after coughing or sneezing, the toy is put into a dirty toy bucket. All toys in the bucket are sanitized at the end of the day and returned to the classroom.

In addition to the tri-weekly complete sanitizing process, toys are sprayed with an approved sanitizing solution and allowed to air dry at the end of every day.

### **Three Step Sanitizing Process:**

- Step 1 – Soapy Water** (Using soapy water, wash surface vigorously)  
(Must be dumped and refilled daily)
- Step 2 – Clear Water** (Rinse surface with clear water and wipe with paper towel)  
(Must be dumped and refilled daily)
- Step 3 – Sanitize with sanitizing solution.** Allow to air dry when possible.  
(Must be dumped and refilled daily)

# **OTHER IMPORTANT INFORMATION**

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## **NUTRITION AND MEALS**

Jumpstart Childcare provides a balanced breakfast, morning snack, lunch, and afternoon snack. All dietary needs and allergy situations will be considered as we plan our meals. Parents may send extra snacks or provide a supplement meal in the event they do not want their child to have what is on the menu. Any food brought into the center must be labeled with the date and the child's name. A monthly meal menu will be provided to parents and posted.

Breakfast 8:00-8:30

Morning Snack 10:00-10:30

Lunch 12:00-12:30

Afternoon Snack 3:00-3:30

Infants eat on demand or according to the feeding schedule provided by their parents. Bottles must be premade and labeled with the date, child's name, and amount of milk/formula in the bottle. Bottles will be stored in the fridge in the infant room.

## **BIRTHDAYS AND SPECIAL OCCASIONS**

Birthdays are very special and important occasions for all children. Parents are welcome to send snacks or treats on the day of your child's birthday for all the children in his/her classroom.

For other special occasions in which a treat or snack may be appropriate, please contact the office to make prior arrangements. Please turn in special snacks or treats in the office.

Jumpstart Childcare does celebrate all holidays, if this is something you don't do, please notify the Director.

## **TOYS FROM HOME**

Jumpstart Childcare supplies and promotes open-ended, educational toys. For this reason, we ask that toys not be brought from home unless we notify you regarding special occasions. We do however, allow child to bring a special napping toy such as a small stuffed animal, which will be kept in your child's cubby.

## **DIAPER CHANGING**

**You must supply disposable diapers and wipes for your child.** Your child's diapers are kept separate and are used specifically for your child. Staff will wash their hands before and after changing each child. The changing table is washed and sanitized between changes. The staff keeps record of diaper checks and changes, which may be reviewed at any time. If you're choosing to use cloth diapers for your child, you are responsible for bringing in a bag to dispose the cloth diapers in. Three packages of unscented wipes need to be donated monthly to your child's classroom unless your child is an infant. Each infant brings in their own wipes.

### **DIAPER CHARGES**

Parents are responsible for a daily check of their diaper and wipe supply. We will keep a small supply of diapers and wipes on hand for emergency use only, but will charge \$2.00 for each diaper used, and \$1.00 per change for wipes used. This will be documented and added to your weekly bill.

### **TOILET TRAINING**

Staff works with parents to help children who are toilet training. It is important to keep our staff informed of your child's toileting habits. Please keep a supply of diapers, pull-ups, or training pants at the Center. Three (3) changes of clothing are recommended. **Children who are toilet training should be dressed in items, which may be easily and quickly removed.**

If your child is not potty trained by the time they are in the preschool classroom, there will be an additional \$2.00 per day charged for non-potty-trained children. When Jumpstart feels your child is potty trained, when your child has less than 3 accidents per week and coming in underpants each day, than the fee will be taken off of your account.

### **INCIDENT REPORTS**

Parents will be notified regarding incidents based upon the severity of the incident and at the program director's discretion. Minor incidents such as minor injuries (bites, scrapes, scratches, etc.) will be discussed upon pick up via boo boo grams and incident reports. Parents will be contacted via phone in the event of more severe incidences such as head injuries or a child being left unsupervised.

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### **DISCIPLINE POLICY**

**Positive discipline techniques are used at Jumpstart Childcare. Child training and discipline is handled with kindness, understanding, and patience. Attention is given to the specific needs of each individual child.**

Every precautionary measure is taken in an effort to provide an atmosphere that encourages healthy interactions among children. Most frequently the child is redirected towards another activity, separating the child from the problem. Time outs are not appropriate for children under the age of three years old. We here at Jumpstart use the (chill zone) as a place for children to go and calm their bodies and rejoin the group when they are ready. A "time out" will be used when a child over three years of age is harming him/herself, other children's personal property, or property of Jumpstart Childcare.

Physical punishment is not an option used at Jumpstart Childcare. There will be no use of mental or emotional punishment such as shaming, humiliating, or threatening a child. No child will ever be deprived of meals, snacks, rest, physical activity, or necessary toilet use.

## **Discipline/ Withdrawal/ Dismissal**

Jumpstart Childcare will initiate dismissal of a child from our program only as a last resort. All paid tuition will be non-refundable if this measure is taken. The following are some reasons for disciplinary dismissal:

- A child jeopardizes the safety of another child or staff member
- A child does not comply with center rules that comply with safety and common courtesy

Parents will be advised on any discipline problems as they occur. Staff and parents should work closely to rectify any problems that may arise.

In addition, a child may be dismissed from Jumpstart Childcare Center if the parent fails to comply with our administrative rules and policies. If your weekly tuition is not paid and you have not contacted billing to make arrangements for a payment plan, your child will not be able to attend until your account is current. This means you will be turned away at the door.

## **RED LETTER POLICY**

We consider the issuance of “red letters” to be a serious issue. This policy is in place to help us help children with behavioral issues. The 1<sup>st</sup> red letter is a warning to advise parents that there is a behavioral issue with their child. The 2<sup>nd</sup> red letter will result in a meeting with the Jumpstart Director and the parent to develop a plan to help your child and the staff, deal with the issues, which resulted in the red letter. A 3<sup>rd</sup> red letter will result in a meeting with the parent, director, office manager, or owner and may result in a child’s dismissal from our Center.

## **SUPPLIES**

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### **Infant (Birth-1 year)**

- 2 complete changes of clothes
- Bibs for feeding (optional)
- 2 pack n’ play sheets
- Jar food and cereal if your child is using them (labeled with child’s first and last name and date)
- Extra pacifiers and pacifier clip if using a pacifier
- Swaddle or sleep suit (Optional. We cannot swaddle any child over two months old. This includes using a sleep sack with a swaddle attachment)
- Prepared bottles for the day labeled with child’s first and last name, date, ounces, and content (formula or breast milk)
- Diapers and wipes
- Infants cannot have any blankets, pillows, or comfort items in their crib

### **Waddler (1-2 years)**

- 2 complete changes of clothing
- Blanket and fitted crib sheet

- 2 sippy cups (one for milk sent each day and one for water sent every Monday)
- Bottles if needed labeled with first and last name, date, ounces, and content (formula or breast milk)
- Pacifier and clip if needed
- Plastic bin with lid for cubby (optional)
- Sunscreen in the summer
- Diapers
- Monthly wipe donation (3 packs each month)
- Outside gear in the winter (hat, mittens, snow pants, boots, and warm coat)
- Shoes appropriate to be worn both indoors and on the playground

#### **Toddler (2-2.5 years)**

- 2 complete changes of clothing
- Blanket and fitted crib sheet
- Diapers/pull-ups if needed
- Monthly wipe donation (3 packs each month)
- Plastic bin with lid for cubby (\*optional)
- Sunscreen in the summer
- Water cup/bottle
- Outside gear in the winter (hat, mittens, snow pants, boots, and warm coat)
- Shoes appropriate to be worn both indoors and on the playground

#### **Preschool (2.5-4 years)**

- 2 complete changes of clothing
- Blanket and fitted crib sheet
- Water bottle
- Sunscreen in the summer
- Pull-ups and wipes if child uses them
- Outside gear in the winter (hat, mittens, snow pants, boots, and warm coat)
- Shoes appropriate to be worn both indoors and on the playground

#### **Pre-K (4 years until entering Kindergarten)**

- Complete change of clothing
- Blanket and fitted crib sheet
- Water bottle
- Sunscreen in the summer
- Outside gear in the winter (hat, mittens, snow pants, boots, and warm coat)
- Shoes appropriate to be worn both indoors and on the playground

#### **School-Age (5-13 years)**

- Extra clothing
- Sunscreen in the summer
- Water bottle
- Outside gear in the winter (hat, mittens, snow pants, boots, and warm coat)

- Shoes appropriate to be worn both indoors and on the

### **Sun Safety Kit**

Parents must supply a sun safety kit during the months of May-September. This includes: sunscreen (needs a signed permission form), sunglasses, and a hat.

## **CLASSROOM SCHEDULES**

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### **Infant Room**

\*Infants eat and sleep on demand. Specific schedules are provided by parents.

### **Waddler Room (Age 1)**

6:30-7:45 Arrival/Free Play  
7:45-8:00 Diapering  
8:00-8:30 Breakfast  
8:30-9:20 Free Play  
9:20-9:45 Art/Sensory Activity  
9:45-10:00 Diapering  
10:00-10:30 Morning Snack  
10:30-11:15 Outside  
11:15-11:30 Stories, Songs, Finger Plays, Sign Language  
11:30-12:00 Diapering  
12:00-12:30 Lunch  
12:30-2:30 Nap  
2:30-3:00 Diapering  
3:00-3:30 Afternoon Snack  
3:30-4:15 Outside  
4:15-4:30 Diapering  
4:30-6:00 Free Play/Departure  
\*Fridays – Gym 9:00-10:00

### **Toddler Room (Age 2)**

6:30-7:45 Arrival/Free Play  
7:45-8:00 Bathroom Time  
8:00-8:30 Breakfast  
8:30-8:50 Bathroom Time  
8:50-9:30 Free Play  
9:30-9:50 Small Group  
10:00-10:20 Morning Snack  
10:20-10:40 Bathroom Time  
10:40-11:20 Outside  
11:30-11:45 Circle Time  
11:45-12:00 Bathroom Time  
12:00-12:30 Lunch

12:30-2:30 Nap  
2:30-3:00 Bathroom Time  
3:00-3:15 Afternoon Snack  
3:30-4:15 Outside  
4:15-4:35 Bathroom Time  
4:35-5:00 Large Group  
5:00-6:00 Free Play/Departure  
\*Fridays – Gym 9:00-10:00  
\*Bathroom times are also on demand

### **Preschool/Pre-K Routines (Age 3 and 4)**

6:30-8:00 Arrival/Free Play  
8:00-8:30 Breakfast  
8:30-9:00 Books and Puzzles \*Bathroom  
9:00-9:45 Outside  
10:00-10:15 Morning Snack  
10:15-10:30 Circle Time  
10:30-10:50 Small Group  
10:50-11:45 Free Play at Centers  
12:00-12:30 Lunch  
12:30-2:30 Rest Time \*Bathroom  
2:30-3:00 Table Activities \*Bathroom  
3:00-3:15 Afternoon Snack  
3:15-3:30 Circle Time  
3:30-4:30 Free Play at Centers  
4:30-5:30 Outdoor Play  
5:30-6:00 Departure/Table Toys and Games \*Bathroom  
\*Fridays- Gym 10:30-11:30

### **School-Age (Age 5-13)**

6:30-8:00 Arrival/Free Play  
8:00-8:30 Breakfast  
8:30-9:00 Books and Puzzles  
9:00-9:45 Outside  
10:00-10:15 Morning Snack  
10:15-10:30 Circle Time  
10:30-10:50 Small Group  
10:50-11:45 Free Play at Centers  
12:00-12:30 Lunch  
12:30-2:15 Quiet Alone-time Activities  
2:15-3:00 Table Activities  
3:00-3:15 Afternoon Snack  
3:15-3:30 Circle Time



3:30-4:30 Free Play at Centers  
4:30-5:30 Outdoor Play  
5:30-6:00 Departure/Table Toys and Games  
\*Fridays- Gym 10:30-11:30

### **School-Age School Year Schedule**

3:00- 4:00	Arriving from School/snack
4:00- 4:15	Homework/Quiet Time
4:30- 5:30	Outside Play
5:30-6:00	Departure/Table Toys

- **Free play includes guided- learning experience with the internet to encourage self-esteem, creativity, learning of new ideas and skills and imaginative play.**
- **In the summer, classrooms have outdoor activities such as water days, bike days, and messy art days. See your child's teacher for a summer outdoor schedule.**

# **JUMPSTART CHILDCARE**

## *Statement Acknowledging Parent's Receipt of Handbook*

I/We, \_\_\_\_\_, hereby acknowledge and agree with the following:

- 1) *I/We have received a copy of the Parent Handbook for Jumpstart Childcare.*
- 2) *I/ We have read and agree to comply with the policies contained in the Handbook which govern the terms of the childcare contract, and have been given an opportunity to ask questions about the content of the Handbook.*
- 3) *I/We understand that the Handbook reflects the current policies and procedures of Jumpstart Childcare and that it replaces any prior policies, procedures or Handbooks.*
- 4) *I/ We agree that I will conform to these policies and procedures and understand that these policies and benefits may be amended, modified, terminated or replaced by Jumpstart Childcare.*
- 5) *I/ We understand that upon enrolling our child at Jumpstart Childcare we will need to pay the first and last week's tuition and we must keep our account current. **If your account falls two weeks in arrears** your child may be terminated until your account is current, we also reserve the right to forfeit reenrollment into the program.*
- 6) *I/ We agree that at any time I wish to withdrawal my child from Jumpstart Childcare, I am responsible for a written two weeks' notice and if I wish to not have my child attend those two weeks, I am still responsible for the two weeks of payment.*
- 7) *I also understand that if I would like to request a copy of the health care plan, I can do that at any time and Jumpstart will provide me with a copy.*
- 8) *I also understand that if Jumpstart is going to spray for pesticides, they will give us a 30 days' notice on the date that we will be spraying*

\_\_\_\_\_  
*Mother/ Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Father/ Guardian Signature*

\_\_\_\_\_  
*Date*