



Jump 2 Learning

Parent Handbook

Dear Parents,

Welcome to Powersports Jump 2 Learning Preschool!

We are glad your child is enrolled in our preschool program. It is our hope that together we can make this a positive and enriching experience for everyone involved. This handbook was developed to inform parents of the preschool policies and programs. Parents will be given a new copy each year as well as be informed of any policy changes in writing as they occur throughout the year. Parents are expected to read and be familiar with the information contained within this packet. Note that this document serves as a contract between you, the parent, and Powersports stating that you are aware and agree to abide by our policies and procedures.

The “Acknowledgement of handbook,” which is located at the end of the packet, must be signed, dated and returned before your child may attend our preschool program.

Our Mission

It is our mission to meet the needs of the community by providing a safe and fun preschool program for kids ages 2 to 5 years old.

Our Staff

The Powersports Jump 2 Learning teachers are carefully selected from a variety of applicants who have a background in early education or a future in teaching. We maintain a low student to teacher ratio ensuring that your child is always adequately supervised, enabling our teachers to better get to know the children.

You can find an up-to-date staff list posted near the pick-up area at Powersports.

Hours of Operation:

Front Desk: Monday – Friday, 10:00am - 7:00pm

Jump 2 Learning Preschool: Monday – Friday, 7:30am – 6:45pm

*Children must not be dropped off any earlier than 5 minutes before class time. For children to fully enjoy our program, it is necessary that you arrive on time.

*Should you have to pick up your child late, please contact the front office as soon as possible. **A late pick-up fee of \$1 per minute will be applied after the scheduled pick-up time.** Note that exceptions can and will be made as to whether or not the late fee is applied. One time offenders may or may not be charged the late fee, but persistent tardiness will result in late charges to be paid before your child can attend another day of care.

Drop Off:

Each morning children must be accompanied by a parent or authorized adult. When signing in your child we ask that you please follow these steps:

1. Sign your first & last name, time you arrived, on the sign-in sheet.
2. If your child is attending a Powersports class during the day, **YOU MUST WRITE IT DOWN ON THE POWERSPORTS EXTRA ACTIVITIES SHEET & LET THE TEACHER KNOW.**
3. Make sure all your child's belongings are together and their names or initials are clearly labeled on them.
4. Accompany your child to their classroom and let the teacher know you have arrived.
5. By State Law, children must be signed in/out on the attendance record.

Pick-up:

When picking up your child we ask that you please follow these steps:

1. Sign your first and last name in the appropriate space provided on the sign-out sheet. If someone is picking up your child who is not authorized on their registration form then a notification from the parent/guardian must be provided to Powersports. All persons picking up children must have a valid photo ID. **WE WILL NOT RELEASE YOUR CHILD UNLESS THE PICK UP PERSON IS AUTHORIZED ON YOUR CHILD'S REGISTRATION FORM.**
2. Make sure all your child's belongings are together and accounted for, and most importantly are **their** belongings. Although our staff will help each child gather up their belongings, please note that you as the parent are allowed to step back into our facility and assist your child in packing up their belongings as well as helping our staff find anything they may have misplaced throughout the day. **All contents within the lost and found will be discarded every other Friday.**
3. By state law children must be signed in/out on the attendance record.

Illness & Exclusion Criteria

We ask that parents please keep your child home if he/she has:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to preschool.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting, must not have vomited in the last 24 hours before returning to school.
7. A severe cold with fever, sneezing, and/or a runny nose.
8. A contagious disease (measles, chicken pox, Mumps, etc.). Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our preschool. Privacy will be kept.
9. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to the preschool.
10. Head lice; a child must be free of **head lice/eggs** before returning to class. A doctor's note and assessment by the Jump 2 Learning Coordinator will be required upon your child's return. This also applies to **ringworm**.

*If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible. A sick child will be attended to and kept comfortable in the coordinator's office until the parent arrives. **It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours.**

*Only prescription medications and "emergency medications" prescribed by a doctor (i.e. asthma, insulin, Epi-pen, etc.) will be administered by Powersports employees. You must fill out and return a "Permission to administer medication" form before any Powersports employee can administer medication to your child.

Medical Emergency Procedures:

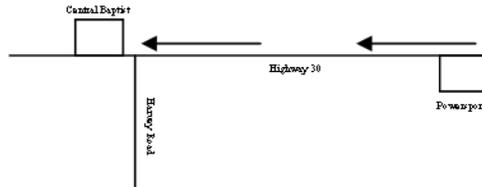
*Powersports is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

Medical Emergency: In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

EMERGENCY PREPAREDNESS: In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. All children left after one hour will be transported to our emergency shelter located at Central Baptist Church in one of our school buses. Once at Central Baptist Church, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought

from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or a land line provided by the church. In addition, all parent emergency contact numbers, authorizations for emergency medical care and registration forms will be transported and available for use.

Central Baptist Church
1991 FM 158 Rd.
College Station, Texas 77845
(979) 776-9977



Parental Notification Procedures:

Medical Notification: Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or supervisor. Parents are also asked to sign the accident report as proof that they were notified. Although accidents do unfortunately occur, safety is our number one priority in all of our activities.

Notification of Policy Changes: Parents will be notified in writing of any change to our operational policies and enrollment agreement. Once changes have been enacted parents will need to sign a form indicating they are aware of the changes that were made.

Discipline and Guidance Practices:

Redirection/Discipline: One of our goals at the Powersports is to help develop and build a child's self esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

Our teachers follow a 3 step process when disciplining a child.

1. A verbal correction is given followed by verbally telling the child the correct behavior.
2. A second verbal correction is given by the teacher and the child will sit out from the activity for 1 minute times the age of the child (i.e. a 5 year old would sit out for 5 minutes). When the time is up the teacher will communicate to the child why they were sitting out from the activity, what the right choice should have been, and what they can do next time to prevent acting in the wrong behavior.
3. A third verbal correction is given by the teacher, the child will be placed in the director's office and sit out for 1 minute times their age, and a discipline write up will be issued. When the parents arrive to pick up their child a parent conference will be held with the child present to ensure that they understand the behavior for which they are being disciplined, as well as be warned of the more serious consequences for further misbehavior.

Dismissal: While it is always regrettable to dismiss a child from the preschool program there are times when such an action is necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

Dismissal may occur for an inappropriate behavior of a child which violates the rights of others and/or which shows no improvement after the following steps are taken to change such behavior. (We understand that many toddlers go through developmental stages of hitting, biting, etc. Parents and teachers will work closely to resolve these stages while protecting the other students).

1. Parents are notified about child's behavior and a note and/or phone call.
2. A conference is held with parents, teacher, and the director/coordinator to develop a plan to deal with inappropriate behavior.
3. Daily/Weekly progress reports are given to parents.
4. The child is dismissed when no improvement is seen within the time period that is to be set by the coordinator, teacher, and parents of the child.

*During each parent conference the parent is expected to work with the director/coordinator and other teachers in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Powersports is deeply committed to seeing your child grow in their time here and we want to greatly avoid having to use these more serious discipline actions. Please be aware though that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

Meals and Food Practices

Lunch: Powersports Jump 2 Learning Preschool **does not provide a meal during lunch time.** Parents are responsible for providing a nutritional lunch for their child.

*We ask that you please try to pack easy-to-eat foods such as finger foods that your child enjoys. We ask that you please do not send your child with any food that requires the use of a microwave.

*Teachers will encourage children to eat the healthy foods first and then dessert foods.

*Please label your child's lunch kits and items with their full name.

*Children will not be allowed to share lunches or items.

*Do not forget to pack a drink water bottle with your child's lunch. For your child's safety we also ask that you DO NOT SEND GUM, hard candy, or any other foods they may have trouble eating.

***WE ARE A PEANUT FREE PRESCHOOL!**

Snack: Powersports Jump 2 Learning Preschool will serve a small pre-packaged snack during our mid-morning activities. Our snacks include a variety of items. Please see the bulletin board for a complete weekly menu and listing of snack times.

**Note that during snack and meals, Powersports Jump 2 Learning Preschool will provide children with water to drink.

Food Allergies

The safety and well being of our participants is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before/after each and every meal time. **If your child has a food allergy please make sure to note it on their registration form as well as provide Powersports with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).**

*During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

Powersports Enrollment

Enrollment Information:

During the enrollment process parents **must completely fill out their child's J2L registration form online at www.powersportskids.com**. If you have any questions you may ask the front desk or program director. The parent handbook must be read and the "**Acknowledgment of Hand-Book**" must be signed, dated, and returned to the front office. Along with these two items, (registration form and handbook acknowledgement) **all other registration fees and paperwork must be completely filled out and turned in to the front office before your child may attend any of our programs.**

During the enrollment process, we ask that all parents provide a copy of their child's most current health status including shot records. Children enrolling in the Jump 2 Learning Preschool Program should be no younger than 2 years old and no older than 5 years old.

It is required by law that all students must show a current shot record indicating that they have received their immunization shots, TB, and hearing and vision tests (ages 4+). If your child is unable to take these tests then we ask that you have a signed form from the department of health stating that your child was unable to take these tests.

Exemptions from shots:

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contradicted or poses a significant risk to the health or well being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and childcare facilities should maintain an up-to-date list of students with exceptions, so they can be excluded from attending school if an outbreak occurs.

Instructions for the affidavit to be signed by parents /guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com

*Note that Jump 2 Learning Preschool is for children no younger than 2 year old and no older than 5 years old.

It is extremely important that you list any medical issues your child has so as to better keep our staff informed about any potential complications.

Tuition/Fees EIN#74-2883497

Registration Fee: \$30 per year (\$15 for summer only)

Supply Fee: \$50 per semester (School year only)

Monthly Tuition: All tuition is to be paid by the 1st of the month. Any tuition not paid by the 5th will result in your card being charged automatically.

There will be no refunds for missed days of preschool nor will we transfer credit from one day to another.

Powersports Jump 2 Learning Preschool observes the following holidays: Labor Day, Thursday and Friday of Thanksgiving, Christmas Break, New Year's Day, Spring Break, Good Friday, Memorial Day, and Independence Day.

Tuition will remain the same every month. Holiday and vacation time is already factored into monthly tuition and will not be refunded or prorated.

A 30 day written notice must be sent to office@powersportskids.com to withdraw your child from any Powersports program and will be effective at the end of the 30 days.

Parental Visitation

At Powersports Jump 2 Learning Preschool we offer an open door policy for parents to come in and visit their child throughout the day. Our best time to come for a visit is open play time and lunch time.

*If visiting while at the Powersports facility, you must sign in at the front office. We do ask that while visiting your child you do not distract from any activities going on. See the Jump 2 Learning sign-in/sign-out area for daily schedules.

*We do have to state though that excessive visitation within a period of time (longer than 30 minutes) is not allowed, unless you fill out and pass a criminal background check. We strive to provide a safe and secure environment for your children, this is why our staff are thoroughly screened and trained. If you would like more information on filling out paper work please see the Jump 2 Learning Director/Coordinator or front office.

*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins.

Miscellaneous Information

Field Trips: The Powersports Jump 2 Learning Program DOES NOT TAKE FIELD TRIPS. All field trip type activities are brought to use on location at Powersports.

Transportation: At no time will this program ever be transporting your child. ONLY upon medical emergency will your child be allowed to be transported to a different location.

Diapers: If your child is still in diapers or is still potty training you are required to provide two changes of clothes and a supply of diapers and wipes with their full name clearly marked on the outside. By law we are not allowed to apply any ointment during changing without a written consent from the parent. (Please see the sign-in desk if this form is needed and then notify your child's teacher).

What to wear: Keep in mind that we are always on the move at Jump 2 Learning, that is what we do. We play in sand, mud, and clay. We paint, glue, and make marvelous things of goop. Please remember not to dress your child in anything that you won't mind getting messy. Also, remember that since we are a fitness based program we ask that you send your child in clothing that they can flip and move in easily. (NO DRESSES, JEANS, SKIRTS or things with lots of BUTTONS). Fitness workout clothes work the best.

Outside time is just another activity that the children really enjoy. We require that all children have:

1. Shoes and socks to play outside. Do not wear sandals, thongs, flip-flops, soccer shoes, cleats, boots or shoes that have slick soles. These kinds of shoes/sandals/boots may cause twisted ankles, stubbed toes, and lots and lots of trips and falls.
2. Sun screen in their bag with your child's name on it.
3. Jacket when cold outside (please put your child's full name on the tag of the jacket).

Animals: There are two dogs on location at Powersports. They always remain in the front office area behind the counter. They are vaccinated and trained, and belong to the owner.

Questions/Concerns: One thing we value is the feedback from parents. If you have any questions or concerns regarding your child please communicate them through the following contacts:

1. If you have questions about your child's class please contact your teacher. Please call (979)776-0018 to speak with them directly or to leave them a message.
2. If you have questions or concerns about the Jump 2 Learning program please contact the Jump 2 Learning Coordinator or Childcare Director at (979)776-0018.
3. If you have questions about tuition or payments please contact the front desk at (979)776-0018.

State Licensing Contact:

Viewing of the Minimum Standards Rules and Licensing Reports: A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is displayed for view of bulletin board located in the hall close to the main entry. A copy of either document can be provided upon request. Additional copies of the Minimum Standards are kept with the director and owner.

It is our top priority to keep your child free from harm. In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is 979-774-6779, and the website is www.dfps.state.tx.us. Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violates policy; please bring it to the attention of the Jump 2 Learning Coordinator.