



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.

You must acknowledge this handbook when registering your child in the Jump 2 Learning program, by checking the box at registration, you acknowledge receipt of this handbook and agree to abide by our policies and procedures.

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

***Drop off is between 7:30am-7:45am.** Classroom times begin at 7:45am. We ask that all children participating in our program arrive on time to get the most out of our program. This will also help limit classroom disruptions for all of our students.

***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. We ask that children be dropped off no later than 9:30am. This will allow your child all the advantages of our program as well as decrease the number of classroom disruptions caused by late drop offs. 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 J2L or Extended Care hours YOU MUST EMAIL the CHILDCARE DIRECTOR at J2L@powersportskids.com**
3. **If your child has a make-up class during the J2L or Extended Care hours YOU MUST EMAIL the CHILDCARE DIRECTOR at J2L@powersportskids.com**
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 or PROPER NOTIFICATION HAS BEEN GIVEN BY THE PARENT/GUARDIAN.**

2. Make sure all your child's belongings are together and accounted for, and most importantly that they 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.
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. Diarrhea, must be diarrhea free for a full 24 hours before returning to school.
8. A severe cold with fever, sneezing, and/or a runny nose.
9. 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.
10. 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.
11. 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 within 1 hour of being notified of illness. 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.**

***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 prescription or over-the-counter medication to your child. You MUST also fill out as "Allergic Reaction Allergy Action Plan" form, if your child has any allergies that require medication, treatment, or action from our staff.**

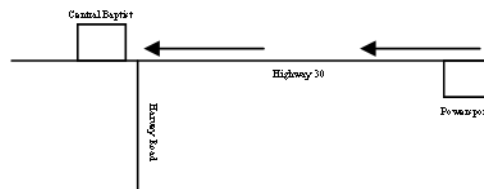
Medical Emergency Procedures:

*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 Church in one of our school buses. Once at Central 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 Church
1991 FM 158 Rd.
College Station, Texas 77845
(979) 776-9977**



SEVERE WEATHER/SCHOOL CLOSINGS: In the case of severe weather, please check social media and stay tuned to local media outlets for announcements of school closures or delays. If College Station ISD is closed or delayed, Powersport will also be closed or delayed. If severe weather occurs during the school day, every precaution will be made to keep your child safe. Shelter in place and severe weather drills are conducted quarterly throughout the year. Children are not allowed outside when lightening is present in the area. Powersports may use its own discretion to close the school based on the utmost concern for the safety of our students.

SHELTER IN PLACE/LOCK DOWN PROCEDURE: In the event of an actual shelter in place/lock down due to severe weather or other threat, all children will be moved to designed safe areas and exterior doors will be locked. Parents will be allowed to pick up once the childcare director has been given the all clear by authorities.

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 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 at the director/coordinator's desk to help the child reset and give the director/coordinator an opportunity to communicate further with the child about their actions.
4. If the behavior persists then a written warning or a write-up will be given. The director/coordinator will call the child's parent to discuss the behavior.
5. Parent may be required to pick-up their child.

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 help correct the inappropriate behavior. Daily/Weekly progress reports are given to parents.

3. 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.

Children with Special Needs

Powersports provides services for children with disabilities whose limitations can be reasonably accommodated. With assistance of families and health professionals, our program is designed to help meet children's individual needs on a reasonable basis. Please be open and honest with the director/coordinator about any physical or developmental concerns you may have about your child upon enrollment in our program. Only through open communication can we provide the best care and education possible. Communication with parents of students with special needs is very important to Powersports. Maintaining up to date treatment and behavioral plans are imperative to ensuring the success and safety of our students. Parents are requested to provide records and treatment plans from the time of original diagnosis through the end of their time at J2L to ensure continuity of care and treatment.

We make every attempt to work with families to make reasonable accommodations for their children, on rare occasions, we may not be able to meet the child's specific needs.

In such cases, we may request that the parent withdrawal their child from our program. Typically, we will provide parents at least one week notice to make alternate childcare arrangements. However, certain circumstances may result in immediate termination of services.

Meals and Food Practices

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

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.

Label your child's lunch kits and items with their full name.

Pack easy-to-eat foods such as finger foods that can be eaten at room temperature. Do not send food that requires the use of a microwave.

Food should be cut and ready to serve. Please send grapes, hot dogs, etc. cut up especially for our younger friends to minimize the chances of choking.

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.

You may pack a drink in their lunch or your child can use their water cup you provided for use throughout the day. We will help them refill it if needed.

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

Children will not be allowed to share lunches or items.

Snack:

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

Note: Powersports will provide children with water to drink during snack and meals.

Food Allergies:

The safety and wellbeing 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).** We MUST have a **Permission to Administer Medication Form and Allergic Reaction Allergy Action Plan Form on file for your child.**

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

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.

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 contact the front desk at 979-776-0018. The parent handbook must be read and the "Acknowledgment of Handbook" must be signed and dated at the time of registration.

All 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. This includes the Registration Form completed online, Emergency Contact Form, Parent Handbook Acknowledgment, current immunization records, Health Statement Form from your child's doctor stating that they are cleared to participate in our program, and Hearing and Vision Test Results required for 4 to 5-year old children.

Children enrolling in the Jump 2 Learning Preschool Program should be no younger than 2 years old and no older than 5 years old.

2-year old class – may be in diapers, working on potty training, or already potty trained.

3-year old class – must be working on potty training and wearing pull ups, or potty trained.

4-year old class – must be fully potty trained

It is required by law that all students must show a current shot record indicating that they have received their immunization shots, 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 wellbeing 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](http://www.ImmunizeTexas.com)

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.

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

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

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.

Powersports Jump 2 Learning Preschool observes the following holidays for 2019-2020:

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|---|---------------------------------------|
| Labor Day | September 2 |
| Thanksgiving | November 28th & 29th |
| Christmas & New Year's Break | December 23rd - January 3rd |
| Spring Break | March 9th - March 13th |
| Good Friday | April 10th |
| Memorial Day | May 25th |
| Summer Break | May 26th - May 29th |
| Graduation & Program | TBD – Friday in May |

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 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.

*Aside from lunch visits, 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 may 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

Music/Spanish: All of our preschool students have the opportunity to participate in Music and Spanish during their week. Classes are weekly on Tuesday and Wednesday.

Preschool Gymnastics: All of our preschool students have the opportunity to participate in Preschool Gymnastic during their week. Classes are weekly on Monday and Thursday.

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

Transportation: At no time will this program ever be transporting your child. ONLY upon medical emergency or evacuation 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. Clothing that would require little assistance is best. Shorts MUST be worn under dresses and skirts. Fitness workout clothes work the best.

Shoes and socks to play outside. Children MUST wear closed-toed shoes. No sandals, thongs, flip-flops, soccer shoes, cleats, boots or shoes that have slick soles will be allowed. These kinds of shoes/sandals/boots may cause twisted ankles, stubbed toes, and lots and lots of trips and falls.

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

1. Sun screen and bug spray in their bag with the child's full name on it.
2. Jacket when cold outside (please put your child's full name on the tag of the jacket).

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.