



J o s h u a   M e t h o d i s t   P r e s c h o o l

**Licensed by  
Texas Department of Family and Protective Services  
Child-Care Licensing Division**

# **Parent Handbook**

Joshua Methodist Church  
114 Paula Drive  
Joshua, Texas 76058  
817-487-2400



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# **Welcome!**

You are part of God's family, and we welcome you into the fun and fellowship shared here at Joshua Methodist Preschool. We're so glad that you've chosen our program! We are committed to providing an enriching experience for your child and we take your trust in us seriously.

As part of the Joshua Methodist Church, we would like to invite you to join us for Sunday worship. Sunday school for age 2 and up begins at 9:00 a.m. each Sunday. Worship service is offered in the sanctuary at 10:30 a.m. (Nursery care is provided during service.) If you would like more information about the programs of Joshua Methodist Church, please call 817-558-9801.

## **Mission Statement**

Because we believe that all children are gifts from God, our mission is to minister to their families by providing a quality children's ministry that offers parental peace of mind, and spiritual, social and academic growth for their children.



## **Program Philosophy**

### **Parental Peace of Mind**

We support parents and collaborate with them to build life skills, responsibility, and respect for self and others in their children, based on the tenets of Christianity.

### **Promoting Spiritual Growth**

Each day our classrooms provide a loving atmosphere with time for songs, prayers, and other activities that acknowledge and foster each child's personal relationship with God. At least once a week, children participate in a chapel program. During chapel, we use songs, videos, and books to bring to life many of the Bible's sacred stories. We encourage children to think about the stories by asking open ended questions and we listen as they develop their own understanding of God.

### **Promoting Social Growth**

JUMPS is committed to helping children develop a positive self-image while learning to interact with others in a trusting and respectful way. We help children understand their emotions and teach them how to use words to express themselves. We are committed to working closely with parents throughout this process. We are always ready to serve as a resource team for any child having behavioral difficulties that need to be addressed.

### **Promoting Academic Growth**

Our teachers use a developmentally appropriate curriculum and specific activities for each age group which promote growth in all five developmental areas: intellectual, physical, social, emotional and spiritual.

All children participate in creative art activities with more emphasis placed on process than on the product. Our classroom environments help prepare children for academic and social transition to kindergarten.

Specifically, our classroom activities are designed to help children do the following:

1. Acquire knowledge and an understanding of the world around them
2. Use language to effectively communicate and to facilitate learning and thinking
3. Acquire and refine basic physical skills (gross and fine motor)
4. Develop an awareness of good health and safety practices
5. Develop a sense of curiosity, creativity, and imagination which will promote a lifelong love for learning

## ***Enrollment Information***

JUMPS provides childcare for all children in our community and surrounding communities. Childcare is available from 7:00 a.m. to 5:00 p.m. Monday through Friday.

Up to date shot records will be required for enrollment in the center. All medical information must be listed on the health form provided so that our staff can be made aware of any special needs. Authorized personnel may dispense prescription and non-prescription medications only when all policy requirements are met as described later in this packet.

All enrollment forms in the enrollment packet must be filled out and returned 1 week before your child will be allowed to attend JUMPS. All children must bring a blanket and pillow or nap mat from home. They will also need to bring a water bottle every day. Please label all your child's belongings with a permanent marker. If your child's belongings are not labeled, we will label them. Your child's sleep mat or blanket and pillow will be sent home every Friday so that they may be laundered.

Parent Handbook Policies are reviewed annually and updated if necessary

Forms Required for Enrollment:

Enrollment Application/Parent Orientation  
Authorization for Emergency Medical Attention  
Health Statement  
Immunizations  
Discipline and Guidance Policy  
Facebook Release  
Biting Policy  
FARE Sheet  
Challenging Behavior Policy  
Parent's Rights

## ***Let's Stay Connected***

Facebook - <https://www.facebook.com/groups/103787353791859>

Class Dojo – email will be sent to you once forms are turned in to the office

Webpage - <https://joshuamethodist.church/preschool>

Email - [jumps@joshuamethodist.church](mailto:jumps@joshuamethodist.church)

In the event that you need to make any changes to your information on file, please send it to the email above.

## Tuition Policy

### Tuition Payment

Your child's tuition may be paid in full at the beginning of the school year or may be paid in monthly installments. Please make checks payable to JUMPS. Check or money orders are preferred to cash. Receipts are issued for all cash transactions, and upon request.

Monthly tuition installments are due the 1<sup>st</sup> day of each month. Payment due reminders will display when parents sign in at the kiosk after the 1<sup>st</sup> day of each month until paid. Any payment not received by the end of the month is subject to review by the Advisory Board, and the child may relinquish his or her position in the program. (See late fees listed below)

Please plan ahead for your financial commitment to JUMPS. If you expect any problem regarding your payment, please make arrangements with the Director in advance.

**Please note**, the annual tuition rates in the chart below are for **September through May**. There will be an additional half month charge if your child starts when school starts in August.

## Tuition Rates

Tuition For Preschool Only				Tuition for Preschool + Daily Extended Care			
Weekly Schedule	Annual Tuition	Monthly Installments	Sibling 10% Discount	Weekly Schedule	Annual Tuition	Monthly Installments	Sibling 10% Discount
Mon-Fri (Full-Time)	\$4,950	\$550	\$495	Mon-Fri (Full-Time)	\$7,110	\$790	\$711.00
Infant M-F (Full Time)	\$5,760	\$640	\$576	Infant M-F (Full Time Only)	\$7,920	\$880	\$792.00
Mon/Wed/Fri	\$4,050	\$450	\$405	Mon/Wed/Fri	\$5,445	\$605	\$544.50
Tues/Thurs.	\$3,420	\$380	\$342	Tues/Thurs.	\$4,635	\$515	\$463.50

## Other Fees

### First Time Enrollment Fee

*\$200 (registration fee+ supply for the year)*

This non-refundable fee secures a position for children the first time they enroll in our program.

### Early Drop-Off/Late Pick Up Fee

If your child attends during preschool hours only (9-2:30), you will be charged an early drop off/late pick up fee of \$25.00 if they arrive before 8:50 or are picked up after 2:35.

JUMPS closes at 5:00pm daily. A late fee of \$25.00 per child will be charged at 5:05pm and accruing an additional \$10.00 per 5-minute increments. Children left for more than 1 hour after we close at 5:00pm will be released to CPS.

### **Late Tuition Payment Fee**

\$25.00 after the 15<sup>th</sup> of the month, \$50.00 after the 25<sup>th</sup>.

### **Returned Check Fee**

\$50.00 (\$25 returned check + \$25 late payment fee)

## ***JUMPS Policies***

### **Arrival**

Please check in at the kiosk.

### **Tips for a Smooth Adjustment**

1. Use routine and rituals. Try to follow the same lunch and nap/rest schedule at home that your child follows at JUMPS.
2. Always remain consistent about drop-off and pick-up; do the same thing every day.
3. Let the caregiver invite your child into the group.
4. It is important to say goodbye! Don't sneak away, your child will notice that you have left without a hug.

#### ***The Four B's of Saying Good-bye:***

- Be aware of your feelings! Don't let your anxieties affect your child.
- Be firm "Goodbye. I'm leaving now. I love you. Have fun." Never say, "Is it okay if I leave now?" Avoid lingering.
- Be specific. Young children have a hazy sense of time. "I'll see you right after nap," is better than "See you later."
- Be there! Do not betray your child's trust. If you must be late or if someone else will pick up, be sure to let your child know.

If your child seems upset when you leave, don't panic! Let the Director know so she can check on him or her. Usually, the crying stops as soon as the child understands that it will not bring Mommy or Daddy back into the room. We'll be happy to give you an update on your child's progress later in the day.

### **Departure**

Please let the teacher know when you arrive and wait outside the classroom for your child and his or her belongings. When possible, one of the teachers will be available at the door to answer any questions you may have at this time.

Children are ABSOLUTELY NOT released to persons who are not authorized on the enrollment form. We require proof of identification; specifically, a photo ID card. Please be sure to inform your relatives and friends of our safety policy so they bring a current photo ID. *Inform the Director of any situations which could result in an unauthorized person attempting to pick-up the child. Thank you for your cooperation in this serious matter.*



## Bad Weather School Closings

JUMPS follows the same bad weather closing policy as Joshua Independent School District. You may listen to area radio stations or [www.nbc5i.com](http://www.nbc5i.com) for information. If Joshua ISD is closed, so is JUMPS.

## School Calendar: Events and Holidays

JUMPS follows the Joshua ISD public school calendar for major holidays and breaks. The annual school calendar for JISD is distributed to parents at the beginning of each school year.

Special events, school programs and class parties will be printed on the JUMPS calendar that is sent home monthly in your child's folder. Information regarding these events will also be communicated via the Class Dojo app, posted on our FB page, printed notices posted at entrances and outside of classrooms and / or individual notes placed in each child's take home folder or lunch box. Parents are welcome to participate in decorations, games, and treats. They are also welcome at any party that we have. If you have any concerns about holiday celebrations (due to religion or cultural beliefs) please inform the Director.

## Daily School Schedule

Children enrolled in our preschool program from 9:00am – 2:30pm are asked to arrive promptly at 9:00am each day that they are scheduled to attend and be picked up promptly at 2:30pm. We do offer extended care option for families who need care before / after our preschool hours. In the event of an unforeseen emergency, and you are unable to pick your child up by 2:35pm, your child will be taken to the extended care program, and you will be billed for drop-in extended care at the rate of \$25.00 for the day.

The cut off for regular day drop off is 9:15am unless the child has a doctor's appointment and a note is provided. We have this policy so that the class can all start at the same time, the teacher does not have to stop an activity, and her attention is not taken away from the children who are already there. If your child has a doctor's appointment, please let the office know ahead of time.

Each class follows its own schedule that may include the following:

**Chapel:** We set aside a special time and place to listen and talk to God. Children are invited to sing along and ask questions about stories that are shared.

**Circle Time:** This large group time may include daily lessons, songs, finger plays, etc.

**Stories and Books:** Children of all age groups are read to each day.

**Art:** We provide creative opportunities for self-expression that promote fine motor development, self-esteem, and creative exploration.

**Crafts:** Children participate in specific projects designed to promote skills in following directions, matching, understanding of colors and shapes, etc.

**Learning Centers:** Centers may include dramatic play, blocks, art, books, manipulatives, water table, computer, and other opportunities for discovery. The centers allow small groups of children to work together to develop specific skills and behaviors while teachers provide individual attention.

**Music and Movement:** Children will participate in fine arts emphasizing expression through song, rhythm instruments, poetry, finger-plays, dance and pretending.

**Outdoors/Playground:** Children play outdoors according to their daily classroom schedule, weather permitting. When it is raining, we use the JMC gymnasium. We will also use the gymnasium when the Temperature-Humidity Index is 100 or above and when the wind chill is at or below 45 degrees. Please send a jacket in case of cooler weather.

**Quiet Time:** Rest time or nap daily per individual classrooms schedules.

## ***Discipline and Behavioral Guidelines***

It's our goal to work together with parents to create consistent guidance. We believe that parents and teachers must maintain open communication regarding individual situations. If you'd like more detailed information on our discipline policy, please see the Director. Although procedures may vary from classroom to classroom, the following four (4) rules are fundamental throughout our center:

1. Obey the teacher
2. Respect the property of others
3. Respect the rights of others
4. Respect the teaching/learning process

The methods of discipline and guidance....

Positive methods of discipline will be used, which will encourage self-esteem, self-control and self-direction.

Redirecting behavior using positive statements.

Brief supervised separation or time-out from the group will be given keeping a child's age in mind which will be limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any kind

No corporal punishment or threats

No punishment associated with food, naps, or toilet training

No grabbing or pulling a child.

No hitting a child with a hand or any instrument

No humiliating, ridiculing, rejecting, or yelling at a child

No harsh, abusive, or profane language to be used

No placing a child in a dark room, bathroom or closet with closed doors

Will not require a child to remain silent or inactive for inappropriately long periods of time for child's age

Fairness and consistency are the basic rules for all discipline.

Good behavior is recognized and encouraged.

Emotions are validated and appropriate expression of emotion is taught and permitted.

Development of a positive self-image is fostered by providing children with opportunities to control their own behavior through choices.

When possible, inappropriate behavior is prevented with distraction and diversion.

Disruptive or unsafe behavior is dealt with promptly in loving concern for all children's wellbeing. Discipline will be individualized and consistent for each child.

It will be age appropriate and to a child's understanding.

If necessary, parents will be contacted to assist in difficult situations

## Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

### **For the child that was bitten:**

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided, and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

### **For the child that bit:**

1. The teacher will firmly tell the child "NO! DO NOT BITE!" and show the child how he/she hurt their friend.
2. The child may be placed in time out for no longer than the child's age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident.

### **When Biting Continues:**

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.
5. The director will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.
6. The Director will evaluate the biting log to determine the cause of the biting and make suggestions to the parent and teacher to stop the biting. The Director will provide literature to the parent and determine whether or not the teacher needs additional training. The Director will document all information.
7. The Director will schedule a conference with the parents of the child who is biting to develop a plan for home and the center to stop the biting.

### **When Biting Becomes Excessive (more than 3 times in one day or 3 days in a row):**

1. After all preventative steps have been tried by the staff members, if the child continues to bite routinely the Director will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated.
2. If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program.

## ***Challenging Behavior Policy***

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
2. The child will be redirected and, if necessary, given a short time away from the rest of the class.
3. Parents will be notified of the behavior. If repeated incidents occur, the staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
4. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address potentially harmful behaviors. The policies are found in the Biting Policy and on pages 7 in the JUMPS Parent Handbook.
5. Follow-up will be made with the parent daily until the issue is resolved.

## ***Texas Minimum Standards and Guidelines (TXMSG)***

JUMPS operates under guidelines established by the Texas Health and Human Services – Childcare Licensing. JUMPS seeks to exceed the Texas Minimum Standards and Guidelines in all aspects of its program. These guidelines are referred to in this handbook as TXMSG. If you are interested in learning more about specific guidelines, please see the Director to borrow a copy. You can see the last inspection report on the bulletin board by the toddler room. As Stated in the Standards, within 1000 feet of JUMPS is designated as a GANG FREE ZONE. Any criminal offenses within 100 feet of a child-care center is subject to harsher penalty. The product recall list is checked periodically for any recalls that may affect JUMPS products and all recalls regarding unsafe children's products accessible to children in our childcare center are posted.

For viewing of the minimum standards, visit [www.hhs.texas.gov](http://www.hhs.texas.gov). If at any time parents wish to contact childcare licensing, they may do so by calling (817) 321-8000. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400.

Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is an emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400. You can also make a report online

If you have a concern about a child that may be in danger or may be a victim for abuse or neglect, please contact the Texas Department of Family and Protective Services or law enforcement.

Professionals must make a report no later than the 24th hour after first suspecting a child has been abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report (Texas Family Code, Section 261.101). Professionals are not required to follow up their oral reports with a written report as they were in the past. Professionals include teachers, nurses, doctors, day-care employees and others who are either licensed by the state or work in a facility licensed or operated by the state and who have direct contact with children in the course of their job (Texas Family Code, Section 261.101).

There are many resources available to help keep children safe. Below, you can find various tools, tips, and resources to help in a variety of circumstances including information on ways to prevent child abuse.

If you have a concern about a child that may be in danger or may be a victim for abuse or neglect, please contact the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports or online at: Texas Abuse Hotline.

## Instructions on how parents may contact

1. The Local Licensing Office  
1501 Circle Drive, Suite #310  
Fort Worth, TX 76119  
817-321-8604
2. The DFPS Website  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)
3. The DFPS child abuse hotline  
1-800-252-5400

## Withdrawal from the Program

Withdrawal from JUMPS requires written notification at least two weeks prior to the intended date of withdrawal. Parents are responsible for payment during the final two weeks of care. If notice is not given, parents are still responsible for payment of two weeks. This policy is enforced to ensure the financial ability of JUMPS to meet payroll and material requirements. Thank you for your cooperation in this matter.

In the event of flood or an event that would prevent JUMPS from providing care to families for an extended period of time, JUMPS will reimburse tuition for the days we are closed within 30 days.

## Termination Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

### WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect the child from negative behavior.

Staff will reassess classroom environment, appropriateness of activities and supervision.

Staff will always use positive methods and language while redirecting children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules not followed.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parents will be given literature or other resources regarding methods of improving behavior.

### Schedule of Termination

If the remedial actions have not been effective, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.

An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

### **Parental Actions for Child's Termination**

Failure to pay/habitual lateness in payment.

Failure to complete required forms including the child's immunization records.

Verbal abuse to staff.

Parents threaten physical or intimidating actions toward staff members.

### **Child's Actions for Termination**

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical abuse to staff or other children.

We will always do our best with challenging behavior students. However, we will need parents to assist us, when possible, to avoid children or staff witnessing disruptive behavior and ensure the safety of everyone. Know that we are here to make sure that everyone feels safe and free to learn without major interruptions daily.

### **No Bullying Zone**

JUMPS is a NO bullying zone. Under no circumstances will a child be allowed to bully another student or staff member. Any student or staff member or parent of a student who believes that the student or another has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. If proven, the child will be suspended or expelled.

### **Types of Bullying**

Verbal: teasing, threatening, name calling, gossiping, making fun/jokes of another child or staff member's way of speaking, walk, beliefs, etc., insulting

Physical: hitting, kicking, slapping, pinching, choking, destroying other belongings

Social: gossiping, spreading rumors, public humiliation, playing mean tricks

### **Non-Discriminatory Policy**

JUMPS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies and other Center administered programs.

### **Gang Free Zone**

Under the Texas Penal Code, JUMPS is within 1000 ft. gang free zone, where criminal offenses related to organized criminal activity nearby or within 1000 ft. from the center are prohibited. If this type of activity is observed, it is required that you contact the authorities and inform the JUMPS and church office.

# **What to Bring to School**

## **All children MUST bring:**

Extra change of clothing including socks and underwear. Children will be involved in a variety of indoor and outdoor play. Please do not expect your child to be spotless at the end of the day.

During spring and fall months we ask parents to send layers of clothing as the outdoor temperature can unexpectedly go up or down.

A blanket and a small sheet or nap mat

Children are allowed to bring a small stuffed animal for naptime. It will stay in the cubby or backpack until naptime and then it will be returned to the cubby or backpack after naptime.

No hats or other accessories that will not fit in the backpack.

Closed-Toe/ Closed-Heel shoes required.

Lunch with a drink

Water bottle or sippy cup for water

If your child is in diapers or pull-ups, please provide a pack of diapers or pull-ups. The teacher(s) will advise you when it is time to replenish

## **Lost and Found**

Each year there is an accumulation of lost and found items which are turned into the office. This can be prevented by labeling garments and supplies with your child's name. Children are discouraged from bringing personal items, as the center cannot be responsible for their loss or damage. The lost and found is donated to Goodwill every May.

## **Procedure for Nursing Mom**

JUMPS will provide a comfortable place in our center that enables a mother to breastfeed her child. Mothers have the right to breastfeed or provide breast milk for their children while in care at any time during center operation hours. All breastmilk must be labeled and dated.

# **Parent Participation**

## **Classroom Visitors**

Parents are encouraged to visit anytime to observe or participate. We hope you will feel free to visit your child's school often! We appreciate parental cooperation and understanding of classroom dynamics; visitors can have a strong effect on the normal routine. Parents, who need privacy during breastfeeding, will go to the Director's office. To ensure the best experience for all, discuss classroom visits with the teacher.

## **Volunteers**

If you have a special talent or skill to share or extra time to help, we would love to have you share it with us! Please make arrangements with the Director and classroom teachers.

## **Parent's Information Board**

Please check the JUMPS bulletin board in the hallway each day for important messages and information.

## Celebration of Birthdays

We love celebrating birthdays at JUMPS. It's a special day deserving of extra attention and we want to help make your child's big day special. However, please remember that birthday gift exchanges are not appropriate in a classroom setting. If your child wants to bring a gift for a classmate's birthday, please have them present it privately after school.

Please plan ahead with your child's teacher if you would like to bring a special treat for your child's class. All food items must be served in coordination with lunch or snack.

We would be happy to help you distribute party invitations for an away-from-school party if you are inviting every child in the class. Please understand we cannot release addresses.

## Grievances

If parents are unhappy about a situation at the Center, they should follow this procedure in handling the grievance:

1. Talk to the teacher or faculty member involved
2. If not resolved, talk to the JUMPS Director
3. If situation is still not resolved, ask for a meeting of the administrative staff of JUMPS

JUMPS will try with the best of its ability to resolve each grievance in the utmost timely manner. ***Please do not talk over with other parents. By the time the problem comes to our attention, a simple problem usually becomes an irreparable situation.***

Parents are encouraged to come and talk to the Director. She will be available at any time.

The procedures for parents to review a copy of the minimum standards and the childcare center's most recent licensing report are as follows:

The Minimum Standards Book will be kept in a prominent place in the Director's office where parents and staff can review it anytime of day. They may also review the standards at [www.hhs.texas.gov](http://www.hhs.texas.gov)  
The childcare center's most recent licensing inspection report is placed on the bulletin board above the sign in kiosks.

## Parent/Teacher Conferences

Parent/Teacher Conferences are available upon parent request during the school year. At the conference, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

## Supporting Family Needs

Families and culture are celebrated in JUMPS. Their role in informing and working together with their child's teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred



child-rearing practices, and information families wish to share about their socioeconomic, linguistic, racial, and cultural backgrounds.

Program staff will actively use information to adapt the environment, curriculum, and teaching methods to the families we serve. JUMPS stands on a Christian biblical foundation. Families and staff are prayed over and encouraged with biblical truths. We encourage our families to connect with a church that is local to them in order to guide their families as they navigate life.

## **Supporting Inclusive Services**

JUMPS will provide children with special needs with the accommodations recommended by a health care professional, or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize, as recommended, any adaptive equipment that has been provided to JUMPS for a child's use. If a child is receiving early intervention services or special education services, they can receive those services from a qualified service provider at our center, with parental request and approval.

JUMPS will ensure that activities integrate children with and without special care needs. Teachers will adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment. Research has shown that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings.

One study found that young children with disabilities in high-quality inclusive early childhood programs made larger gains in their cognitive, communication, and social-emotional development compared to their peers in segregated settings. In addition, inclusion has benefits for all children, not just children with disabilities. Young children without disabilities who participate in an inclusive classroom learn life skills such as empathy and compassion.

If you have questions about your child's development and specialized services available in our community, please reach out to the director. In order to best serve families who have questions about their child's development, JUMPS will make information available regarding early intervention services. Access to such information enables families to request an evaluation of their child's development from experts who are qualified to assess the child's development and recommend appropriate services for the child.

Early Childhood Intervention Services (ECI) has additional information regarding the specific services they provide, as well as locations in our community. If a family has shared their child's Individualized Educational Program (IEP) from a school district or an Individualized Family Service Plan (ISFP) from ECI, JUMPS will make every effort to incorporate the plan, where applicable, into the child's daily activities. However, our center is not responsible for purchasing or maintaining adaptive equipment recommended for a child.

## **Accommodation for Additional Support**

JUMPS is proud of its history of working with the individual needs of our children and will work with families whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to:

- Early intervention
- Speech services
- Occupational therapy
- Physical therapy
- Other types of services; and
- To participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

### **A statement of any child's special care needs must include:**

1. Any limitations or restrictions on the child's activities

2. Special care the child requires, including:
  - a) Any reasonable accommodations or modifications
  - b) Any adaptive equipment provided for the child, including instructions for how to use the equipment; and
  - c) Symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care; and
3. Any medications prescribed for continuous, long-term use.

JUMPS will make reasonable accommodations to their policies, practices, and procedures as appropriate in accordance with the applicable federal and state laws. JUMPS is not required by law to fundamentally alter or change the services provided for a child displaying dangerous or inappropriate behavior, developmental delays, and/or disabilities as defined by the Americans with Disabilities Act.

JUMPS will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with JUMPS, and the resource/therapist works cooperatively with us to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program.

Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. If parents are unwilling to seek resources for the child, JUMPS may choose to end care if the child's behavior is posing a risk to themselves, the class, or the staff.

## **Prevent Child Abuse/Neglect**

Our staff receives annual training on recognizing warning signs and prevention associated with child abuse and neglect. We are required to report suspected abuse or neglect to Texas Health and Human Services/Childcare licensing or the Child Abuse Hotline. Our center supports all local organizations that provide information and resources to victims and their families.

To increase employee and parent's awareness of issues regarding child abuse and neglect, we urge staff, parents, and or guardians to visit the site. You may access the site by going to the DFPS home page and entering "It's Up to You" in the search field. For assistance and/or intervention, parents and others may contact DFPS at 1-800-252-5400 or 1-800-4-A-CHILD or online [www.txabusehotline.org](http://www.txabusehotline.org)

Report abuse or contact licensing office

Parents may contact the local licensing office by calling (817)321-8000. The DFPS child abuse hot line number is 1-800-252-5400. You may also visit the website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **Meals and Food Service Practices**

Lunch is provided by parents. Please pack a nutritious meal including a drink (soda is NOT permitted). Therefore, JUMPS is not responsible for your child's daily nutritional requirements. Please include all necessary supplies such as utensils and napkins. Do not send foods that require refrigeration or heating. We do not allow any glass bottles or containers. A healthy snack is provided by JUMPS and posted on the parent information board. We do not allow any foods to be shared due to possible allergies. Staff are educated on nutrition and food allergies, and they take precautions to ensure the children are protected. Also, keep in mind that all foods brought into the center must be commercially packaged and prepared.

## **Animals**

We have a strict policy of no pets allowed inside JUMPS.

## **Medical and Health Information**

### **General Health**

Each child must be examined and have a current health statement signed by physician each year. This statement says that your child is current on immunizations and healthy enough to attend preschool.

### **Immunizations**

All children enrolled must be vaccinated in accordance with the TXMSG and provide a copy to JUMPS. No TB test is required. Hearing and vision screening will be administered in the Fall Semester for 4-year-olds.

### **Illness and Health Conditions**

The protection of all students is of utmost importance; therefore, strict guidelines regarding illness have been established in accordance with the TXMSG and will be followed at all times. State law requires that we notify children who become exposed to certain contagious diseases. This will be done through a notice on the door of the classroom.

*Teachers will make daily observations for the following conditions:*

- Temperature of 100.4 degrees or higher
- Vomiting
- Diarrhea (two unusual stools in one school day)
- Any suspected contagious or severe illness
- Diagnosis of communicable disease
- General illness which prevents normal participation in activities
- Lethargy or fatigue due to side effects of medication
- Symptoms of communicable illness requiring medication to control (i.e., fever, coughing, sneezing, congestion, etc.)
- Sinusitis or allergies with chronic, discolored nasal discharge unless a doctor's note on file
- Presence of head lice and/or nits

**If your child has any of the above symptoms, please do NOT bring him or her to school.** Controlling the symptoms with medication such as Tylenol does not eliminate the possibility of communicable disease.

If a child is injured or becomes ill during the school day, the school will attempt to notify the parents immediately. If they are unavailable, we will try to reach the child's emergency contacts. Please come promptly (within 1 hour) if your child must leave school. A sick child needs his/her parent and is best comforted by his/her parent or guardian.

### **Criteria for Readmission after Illness**

Readmission to school after an illness is determined by JUMPS policy and TXMSG:

- The 24-hour Rule: a child may return to school when free of all signs and symptoms of illness **WITHOUT MEDICATION** for 24 hours. If your child needs medication to control any symptoms, we will not be able to allow the child to return to school.

- Some illnesses require a doctor's signature for re-admittance; specifically, conjunctivitis (pink eye) and bacterial meningitis.
- Head lice cases must be checked by the Director.
- Please see the Director or check the chart on the bulletin board for detailed information regarding other specific illnesses.
- If you have any doubts regarding your child's condition, please call us for advice or simply keep him or her at home.

## **Medications**

We strongly encourage parents to administer medications at home if at all possible. If medication must be administered at JUMPS, you must adhere to the following guidelines:

- All medicine must be given to the JUMPS Director or person in charge each morning so that it can be stored in the designated medication container in the JUMPS office. An **Authorization to Administer Medication Form** must be completed, signed and dated by the parent at drop off.
- Each child must have a signed waiver on file before any medication is dispensed.
- Parents must also sign the Medication Chart in the JUMPS office EACH day the medicine is to be administered. **All medication must be in its original container and labeled with the child's name, dosage and time to be administered. Over-the-counter medication can only be administered according to the label directions specific to the child's age.**

## **Emergencies, Injuries, Accidents**

First Aid is provided by a qualified staff member as needed. All teachers receive first aid and CPR training. The school will attempt to notify a child's parent and/or physician immediately in the event of a serious injury or medical emergency. An emergency medical release is required of all students. If necessary, the child will be transported by ambulance to the nearest emergency room and will be accompanied by a staff member. Please be sure to provide us with current emergency contact phone numbers so that we can reach you quickly. JUMPS staff members complete an Incident Report for all significant injuries, accidents and incidents. When another child is involved, it is our policy to keep personal information confidential. Therefore, you will receive all details regarding the event except the names of the other children involved.

## ***Fire and Emergency Plans***

Fire routes are posted in each classroom. Fire extinguishers are available at school and examined each year. A plan for the protection of the children has been developed in case an emergency situation occurs.

In case of evacuation of the building, the students will be taken to: Joshua Baptist Church, 3231 S. W. Wilshire, Burleson, Texas, 817-295-9070. JUMPS has a complete emergency preparedness plan, and it is available for review.

## **Procedure for Conducting a Fire Drill**

- Inform the staff in advance. JUMPS director informs the staff that there will be a fire drill later in the day/week
- Familiarize the students with the fire drill. Teachers will talk students in the classroom about the bell/alarm, rules, and procedures for vacating the building.
- Director will sound the alarm and the center will be evacuated
- Time the drill. The Center's director times how long it took to evacuate the building
- Verify accurate recount of people. The Center's director or designee checks with each group to verify an accurate recount of all people

-Return to the building. The Center's director completes written documentation that contains the specifics of the drill: date, time and location of fire and length of time required to evacuate

Fire drills will be practiced once a month, at different times of the day. All students should have the experience of practicing fire drill to be better prepared for a real emergency.

## **Emergency Plans**

In case of Fire:

- Each teacher must have attendance sheet with all the names of students under his or her care
- A head count to be taken and the number of students should be recorded
- Each teacher is to lead his/her group in following the posted plan in the classroom
- Go directly to designated areas
- If teacher is not in his/her designated classroom, he/she should quickly move the children to the most available and accessible exit that will lead them off the premises
- Teacher should remain calm to keep the students calm
- Another head count is to be taken while the group is in the designated area
- Only after the Director/Person in Charge gives the signal, should anyone return to the building

## **In case of severe weather,**

Students should be relocated to the middle of the building, or to a room with no windows until threat of danger has passed.

## **In case of a bomb,**

The Director must contact authorities and parents via Class Dojo and Facebook. Students will be evacuated as far off the property as possible.

## **Missing Child**

- In the event a staff member identifies a child as missing, the staff member will immediately notify the person in charge. The person in charge will immediately verify the child is not in any of the care areas, bathrooms, closets, utility rooms, playground, etc.
- Call the child's parent or guardian. If the parent is not reached the emergency contact people on the enrollment form will be called.
- Ensure that all children on the day's Attendance Sheet are physically accounted for.
- Staff will ensure each child in their care remains inside the center with them until further direction.
- Cooperate with law enforcement in the search for the missing child.
- The Director/Person in Charge will notify Child Care Licensing (817-321-8000) after the safety and accountability of the other children have been insured and the parent and law enforcement notifications have been made

## **Intruders**

- If there is a dangerous person inside or outside the facility, the best way to proceed is to lock all interior doors and protect the staff and students in their rooms. This requires immediate action on the part of staff and should be done quietly and in an orderly fashion.
- A code signal to all staff should be given to alert them that there is danger and all rooms should be locked, and all windows should be covered.
- Students should be kept inside the rooms, away from the doors and windows where they can be seen
- Director/Person in Charge should call law enforcement and make them aware of a suspected dangerous person on the premises

## **Medical Emergency**

- In case of life-threatening emergencies the following actions will be taken
- Director/Person in Charge must call 911 immediately
- Call the child's parent or guardian. If parent or guardian is not reached, the emergency contact person on the enrollment form will be called.
- Director/Person in charge will notify Child Care licensing (817-321-8000) after safety and accountability of other children has been insured and the parent and law enforcement notifications have been made

## **Summer Care**

We do provide summer care from the time school is out until the time that school begins if we have spots available. All rules still apply during the summer.

## ***Curriculum/Teachers***

### **Lesson Plans & Class Grouping**

Teachers create weekly lesson plans that include specific skills and activities. It is our goal to provide a range of developmental opportunities; therefore, the curriculum includes all areas of development. Children are offered a variety of activities.

We use Frog Street for our curriculum.

Children are grouped according to age in order to provide each child with the best possible learning environment.

Activities are age-appropriate within a consistent and predictable schedule. Our teachers constantly re-evaluate and adjust the lessons to ensure beneficial educational experiences for each child.

There is no gender stereotyping of toys or language. Efforts are made to demonstrate that our society is multicultural. Furthermore, we discourage "war play" and/or play fighting in order to promote harmony among classmates and peace within our society.

## **Teachers**

The JUMPS staff are an outstanding group! Many of our teachers have degrees in education and related fields. All of them have experience with preschool children and guide the children with love and tenderness. Our teachers create a stimulating, safe learning environment. TXMSG requires that teachers be at least 18 years of age with a high school diploma or its equivalent. We strive to exceed these standards by following Ministry Safe guidelines. All teachers are required to complete a Ministry Safe training module bi-annually, fill out an application, and go through a screening process and background check. Although we encourage vaccinations for JUMPS teachers, they are not required.

## **Equipment**

A pleasant environment is more essential in the classroom than most people realize. Controlled studies show a definite relationship between proper classroom lighting, seating, and decoration and success in learning. JUMPS, therefore, attempts to maintain its classrooms according to the highest practical standards. Lighting is adequate; rooms are decorated in attractive colors, and all rooms heated and air-conditioned.

## **Physical Activities and Screen Time Policy**

The children go outside daily for physical activities once or twice daily depending on weather. On days they cannot go outside, they go to the gym for physical activities.

## ***Texas Rising Star (TRS) Program***

Texas Rising Star is a voluntary, quality-based childcare program. This program assists JUMPS in providing quality that exceeds the Texas Department of Family and Protective Services (DFPS) minimum Child Care Licensing (CCL) standards for director and staff qualifications, caregiver-child interactions, age-appropriate curriculum and activities, nutrition, indoor/outdoor activities, and parent involvement and education. Centers that are TRS certified are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve daily.

## **We're Just the Beginning**

Preschool experiences are just the beginning of a lifelong journey through education. We are privileged to be a part of this critical time in your child's development. Thank you for the opportunity to share in the life of your precious little one. Please know that we feel blessed to have the honor of participating in your child's early years. We are so glad that you are with us. God bless you!

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# WHAT DOES A SAFE SLEEP ENVIRONMENT LOOK LIKE?

The following image shows a safe sleep environment for baby.



**Room share:**  
Give babies their own sleep space in your room, separate from your bed.



Use a firm, flat, and level sleep surface, covered only by a fitted sheet\*.



Remove everything from baby's sleep area, except a fitted sheet to cover the mattress. No objects, toys, or other items.



Use a wearable blanket to keep baby warm without blankets in the sleep area.



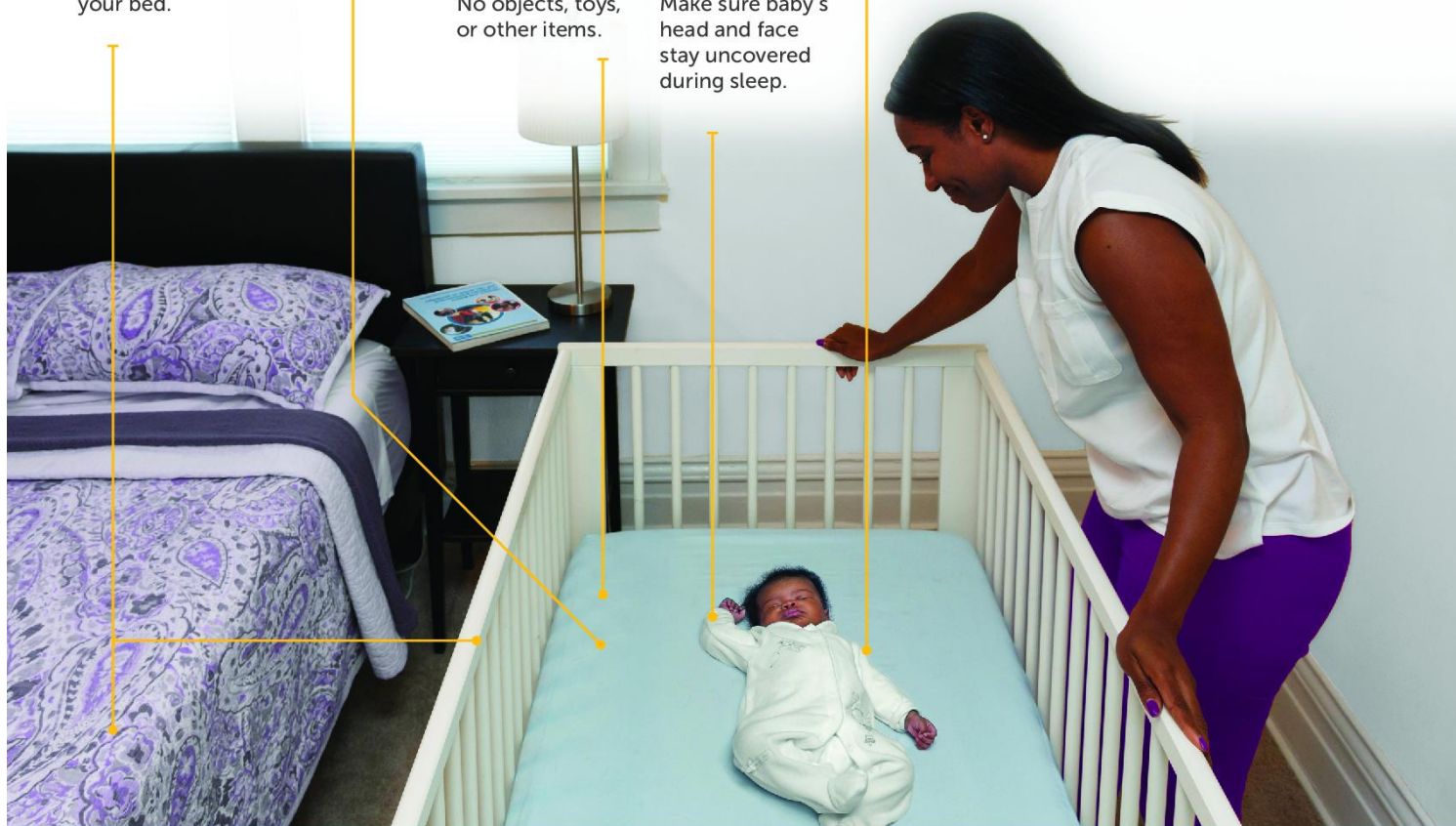
Place babies on their backs to sleep, for naps and at night.



Couches and armchairs are not safe for baby to sleep on alone, with people, or with pets.



Keep baby's surroundings smoke/vape free.



\*The Consumer Product Safety Commission sets safety standards for infant sleep surfaces (such as a mattress) and sleep spaces (like a crib). Visit <https://www.cpsc.gov/SafeSleep> to learn more.



Eunice Kennedy Shriver National Institute  
of Child Health and Human Development



# SAFE SLEEP FOR YOUR BABY

Reduce the Risk of Sudden Infant Death Syndrome (SIDS)  
and Other Sleep-Related Infant Deaths



Place babies on their backs to sleep for naps and at night.



Stay smoke- and vape-free during pregnancy, and keep baby's surroundings smoke- and vape-free.



Feeding babies human milk by direct breastfeeding, if possible, or by pumping from the breast, reduces the risk of SIDS. Feeding only human milk, with no formula or other things added, for the first 6 months provides the greatest protection from SIDS.

Use a sleep surface for baby that is **firm** (returns to original shape quickly if pressed on), **flat** (like a table, not a hammock), **level** (not at an angle or incline), and **covered only with a fitted sheet**.



Stay drug- and alcohol-free during pregnancy, and make sure anyone caring for baby is drug- and alcohol-free.



Avoid products and devices that go against safe sleep guidance, especially those that claim to "prevent" SIDS and sleep-related deaths.



Feed your baby human milk, like by breastfeeding.



Avoid letting baby get too hot, and keep baby's head and face uncovered during sleep.



Avoid heart, breathing, motion, and other monitors to reduce the risk of SIDS.



Share a room with baby for at least the first 6 months. Give babies their own sleep space (crib, bassinet, or portable play yard) in your room, separate from your bed.



Get regular medical care throughout pregnancy.



Avoid swaddling once baby starts to roll over (usually around 3 months of age), and keep in mind that swaddling does not reduce SIDS risk.



Keep things out of baby's sleep area—no objects, toys, or other items.



Follow health care provider advice on vaccines, checkups, and other health issues for baby.



Give babies plenty of "tummy time" when they are awake, and when someone is watching them.



Offer baby a pacifier for naps and at night once they are breastfeeding well.



For more information about the Safe to Sleep® campaign, contact us:

Phone: 1-800-505-CRIB (2742) | Fax: 1-866-760-5947

Email: [SafetoSleep@mail.nih.gov](mailto:SafetoSleep@mail.nih.gov)

Website: <https://safetosleep.nichd.nih.gov>

Telecommunications Relay Service: 7-1-1