

# **Parent's Handbook**

Parent Handbook  
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**Welcome**

# **BLUE JAY ACADEMY 4 KIDZ WELCOME TO ALL PARENTS**

Welcome to our center! We are excited to have you as a part of our family. At BLUE JAY ACADEMY 4 KIDZ every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing BLUE JAY ACADEMY 4 KIDZ for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff are trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at BLUE JAY ACADEMY 4 KIDZ, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at BLUE JAY ACADEMY 4 KIDZ in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at our Blue Jay Academy 4 Kidz. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

Lastly, to ensure that your child's time at BLUE JAY ACADEMY 4 KIDZ is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (more than one set for infants)
- A small child-sized blanket for rest or nap
- A familiar cuddly toy to be used at nap time
- Bibs for infants and toddlers
- An extra can of pre-mixed formula for infants
- Diapers and wipes if needed.
- Box of tissues

**Always label everything with your child's name. Labels are available in the classroom for infants.**

Tania Rosario  
DIRECTOR

## **NOTE TO CURRENT PARENTS:**

It is hard to believe that another school year is coming to an end. We truly enjoyed our interaction with your family. It has been a joy to see each child grow, learn and mature.

We are already excitedly anticipating another awesome year! We will be kicking off our summer curriculum and our summer activity schedule on Monday June 2. This will include the possibility of a room change and/or teacher change. We have found that our major transition/promotion from one group to another is easiest at this time of year. If your child is going to be experiencing a room or the teacher moves, we will be notifying you in the next few days. Although transition can be difficult it is exciting to see them be promoted. We will also have extra staff on hand all day for the first two or three days of the new schedule to help you with the transition. Your child is already looking forward to and anticipating their “graduation”.

Each year you are required to fill out new paperwork for your child and sign-off on the Fee Agreement and the Parent Handbook. Please take the time to look this material over and fill out the paperwork needed. We have attached all the forms necessary to this handbook for your convenience.

Changes and additions you might notice in this year’s handbook include the following:

- The Vacation Policy
- The Tuition Policy
- Late Tuition Fee
- Late Pick up fee Implementation
- Parking Policy

These changes have been implemented to simplify our process and help us all be more efficient. The policy change is intended to minimize the challenges we have had in the past. We also had been advised by professionals in the field that such a policy is necessary to limit our legal liability and is necessary for good business practices.

If you have any challenges or questions concerning these changes, feel free to contact me by phone at my direct extension 407-703-4276. As always, my door is open, and you can always just talk to me when you are dropping off or picking up.

Blue Jay Academy 4 KIDZ  
Tania Rosario  
Director



**BLUE JAY ACADEMY 4 KIDZ  
WELCOME TO PARENTS OF INFANTS**

Dear Parents of Infants,

Welcome to our center! We want your experience at our center to be an enjoyable one for you and your child. We have put together a list of items you will need to bring for your child's first day. If you have any questions, please feel free to talk to one of us.

1. Pre-mixed bottles for each day
2. An extra can of pre-mixed formula to keep here
3. Baby food or cereal
4. Bibs
5. Diapers and wipes
6. At least three extra full outfits
7. A small blanket for rest or nap
8. Gallon of water for formula (if not pre-mixed)
9. Box of tissues

Thank you,

BLUE JAY ACADEMY 4 KIDZ Team

### **Blue Jay Academy 4 Kidz Family!**

We are a best-in-class early childhood education school focused on social and academic success. Our mission is to make students happy, and parents feel confident in their child's future.

Our educational philosophy centers around establishing an innovative “learning playground” where children find undiscovered passions, develop important life-skills, make new friends, and expand their imaginations. We understand that all children have different interests, abilities, and learning styles, so our approach to education considers each child’s individuality.

We strive to offer our students a whole-life experience that goes beyond the classroom. Our schools offer a compelling learning environment filled with activities that are both challenging and fun. It is our belief that a quality education encompasses a broad spectrum of opportunities both in and out of the classroom.

We recognize that choosing a preschool / childcare program is an extremely important decision for both you and your child. We are thankful that you have come to see us and strongly feel that you have made the right choice.

Our staff is what really makes the difference. They consist of experienced certified and continually trained educators. We will care for your child like no other institution. All teachers and staff are required to meet or exceed all childcare licensing requirements including 45 hours of childcare training and thorough state and federal background checks. We recognize that quality staff members make a good program GREAT and we are committed to continuously improving the service we provide to your family!

We are excited to welcome you and your student to the Blue Jay family!

Sincerely,  
*Blue Jay Academy 4 Kidz*

### **Our Philosophy**

“A Magical place to share, learn and spread our wings and grow”

Children are a gift from the LORD; they are a reward from him.

Psalms 127:3

### **Our Mission & History**

Blue Jay was established to provide more than a “Childcare” for children and seeks to offer children an opportunity to develop skills early in life that will prepare them to become global citizens. We are committed to providing children and their families with the highest quality environment to prepare them for the 21st Century.

Our goal is for each student to discover incredible adventures on their way to becoming responsible, respectful citizens of the community. We understand that all children have different interests, abilities, and learning styles, so our approach to education considers each child’s individuality. Our teachers are trained to help children develop emotional skills, encourage engagement and promote individual curiosity. We are result-oriented and focused on ensuring all children are properly prepared for their next phase in their social development.

Our state-of-the-art facility is staffed by experienced, dedicated individuals, teachers and tireless support staff, who foster a love of learning and exploring in every child. Their goal is to ensure your child’s well-being and guide them on their educational journey every day.

Our school understands the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. Blue Jay Academy 4 Kidz complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facilities, playground, health and safety guidelines, and child/staff ratios. In addition, to the highest standards of safety, security, cleanliness, teaching, and care Blue Jay Academy 4 Kidz school operates the way any good neighborhood business does. We know our community and we understand best to serve the parents and children who live there.

As a leader in early education, we are committed to fulfilling our mission with honesty, trust, excellence, and the same passion for learning we instill in our students.

### **Why Blue Jay?**

The Blue Jay represents imagination, insight, wisdom, and overflowing with positive energy. Blue Jays are one of the most spiritual birds you will encounter, not only do they symbolize joy and happiness, but they also symbolize acceptance. They are seen as divine messengers because they bring you a message of hope and happiness.

**We think the same should be true of children.**

# **BLUE JAY ACADEMY 4 KIDZ PARENT'S HANDBOOK**

## **BLUE JAY ACADEMY 4 KIDZ MISSION STATEMENT:**

Blue Jay was established to provide more than a “Childcare” for children and seeks to offer children an opportunity to develop skills early in life that will prepare them to become global citizens. We are committed to providing children and their families with the highest quality environment to prepare them for the 21st Century.

Our goal is for each student to discover incredible adventures on their way to becoming responsible, respectful citizens of the community. We understand that all children have different interests, abilities, and learning styles, so our approach to education considers each child’s individuality. Our teachers are trained to help children develop emotional skills, encourage engagement and promote individual curiosity. We are result-oriented and focused on ensuring all children are properly prepared for their next phase in their social development.

Our state-of-the-art facilities are staffed by experienced, dedicated individuals, teachers and tireless support staff, who foster a love of learning and exploring in every child. Their goal is to ensure your child’s well-being and guide them on their educational journey every day.

## **STATEMENT OF SERVICES:**

Blue Jay Academy 4 Kidz is a year-round program that offers all day care for children ages 6 months to 6 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time. We offer a Full-Time contract, which is for children present at the center over 6 hours per day, and we offer a Part Time contract, which is for children present at the center for less than 6 hours per day.

## **HOURS AND DAYS:**

Blue Jay Academy 4 Kidz is open from 7AM to 6PM, Monday through Friday. We are closed New Year’s Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – Blue Jay Academy 4 Kidz will be closed on Monday and Tuesday) These days will be decided in January of each year and will be posted for your convenience. All holidays will be charged at the regular rate.

## **SNOW DAYS:**

Blue Jay Academy 4 Kidz will make every effort to remain open during the snow and ice.

## **OTHER CLOSURES:**

Due to state training requirements Blue Jay Academy 4 Kidz will be closed a minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided in January of each year and will be posted for your convenience. You will be charged at the regular rate for the weeks these days fall.

## **STATE LICENSING**

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Blue Jay Academy 4 Kidz complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

**ADMISSION REQUIREMENTS:**

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Blue Jay Academy 4 Kidz. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. Blue Jay Academy 4 Kidz must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

**ADMISSION AND WITHDRAWAL:**

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the center office to come and tour the center and meet the director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" on page E16.

**GUARANTEED START DATE:**

Blue Jay Academy 4 Kidz works on a "Guaranteed Start Date" rather than a "Waiting List". Upon deciding that Blue Jay Academy 4 Kidz is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the \$75 registration fee, the \$50 annual materials fee which are due each year, and the first and last week's fees (fees through Friday of the first week in attendance and fees equal to one week's tuition at the current rate to be held for the last week your child(ren) attend or owe fees). At this time, you and the center will agree, upon the date your child(ren) will start. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Birth certificate and shot records. Parents are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" section on page E-16 for more details.

**PAPERWORK, FORMS and ANNUAL RENEWAL:**

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Blue Jay Academy 4 Kidz. Also, each year in June, we will have you renew and refresh all your paperwork and all forms. There will be a deadline given for compliance with this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. Annual registration fees and annual material fees will also be added each year at this same time. If Blue Jay Academy 4 Kidz is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

**DROP-OFF:**

Parents must accompany their child(ren) into the Blue Jay Academy 4 Kidz area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the office. Children will not be permitted in the building prior to opening hours. New families will be set up with the brightwheel account, given a code to use to check in/out each child. The clock in/out system is located in the office. The children are not allowed to come into the Blue Jay Academy 4 Kidz area alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual conditions or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

**PICK-UP:**

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up must be listed on the Pick-up Permission form or be approved in writing by a parent. Each approved person will be assigned a code in brightwheel as well. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto Blue Jay Academy 4 Kidz property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes to this form whenever necessary. This form is re-done annually.

**PARKING POLICY:**

Parents must park in the parking lot and exit the back gates in the mornings; it is not permitted to park in front of the entrance. This will cause unnecessary traffic due to the limit space the entrance has, please park in one of the parking spaces. We strongly urge you to turn your car off and lock it when you come into drop-off or pick-up your child(ren). Blue Jay Academy 4 Kidz is not responsible for items lost or stolen from cars or from the parking lot or facility.

**PICK-UP PERMISSION FORM:**

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing up the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

### **EMERGENCY MEDICAL CONSENT FORM:**

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or nonfood allergy forms. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photocopy of these will be kept in the file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photocopy of it so that we can update your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

### **INFORMATION CHANGE**

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Blue Jay Academy 4 Kidz has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

### **IMMUNIZATION REQUIREMENTS:**

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent, and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parents wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If Blue Jay Academy 4 Kidz is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

### **MEDICATION:**

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including scripted and unscripted medications, must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medications must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). Blue Jay Academy 4 Kidz reserves the right not to give medicines if the dosage is questionable or not according to the label. Blue Jay Academy 4 Kidz reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form (example on page Z-23) along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication. **Blue Jay Academy 4 Kidz does not administer any form of medication. If your child requires medication, it must be given before arriving at the center, or a parent/guardian must come to administer it during the day.**

**ALLERGIES:**

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement" (form on page Z-21). This allows us to alert all of our staff to be on guard of their allergies. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" (form on page Z-22) which must be turned into our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form (Example on page Z-23) if your child requires an Epi-pen or other emergency treatment.

**ILLNESS AND CONTINUED HEALTH:**

These guidelines are for the welfare of all our children. To provide a safe and healthy we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

**ACCIDENT REPORTS:**

Safety is a top priority of Blue Jay Academy 4 Kidz. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things that are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause confrontation between our families. We will handle all behavior problems in a professional and appropriate way.



### CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Blue Jay Academy 4 Kidz complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodation for children who require such accommodation, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the children's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodation we have made for that child. Any questions about the accommodation of the child should be referred to the leadership staff.

### DISCIPLINE:

At Blue Jay Academy 4 Kidz the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. These policies begin on page E-18.

### TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty-Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation on your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Blue Jay Academy 4 Kidz. Several complete changes of clothes should be kept on-center during this process.

### TOYS:

Blue Jay Academy 4 Kidz has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Blue Jay Academy 4 Kidz is not responsible for stolen, lost or broken toys or clothing.

***Do not bring toy guns, war toys or other toys of destruction.***

### CLOTHING/UNIFORM POLICY

At Blue Jay Academy 4 Kidz we operate with the structure and discipline of an academy, and part of that includes a required uniform for all children enrolled. Uniforms help create a sense of community, equality, and school pride, and they also support our focus on learning.

#### Uniform Requirements:

- All children are required to wear either a center-approved **T-shirt** or **polo shirt** every day.
- **Polo shirts are \$25 each and T-shirts are \$15 each.** These items can be purchased directly from the center.
- Children may wear **any color pants, shorts, skirts, or leggings**, as long as they are appropriate for an active learning environment.
- **Closed-toe shoes** are required at all times for safety reasons. No sandals, flip-flops, or open-toed footwear are permitted.

Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or an accident. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

**DIAPERS:**

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them with a fee of \$2 per diaper. If you have any questions, please check with the office.

**SUPPLIES:**

Each child will be provided with all the instructional supplies necessary here at Blue Jay Academy 4 Kidz. An annual materials fee of \$75 will be added each June. Children who enter the center after June or prior to June of the following year will pay an initial supply fee upon registering and an additional supply fee added on June 1. No pro-rations will be given on this fee. ***Please mark all items clearly with your child's name.*** Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) A two-inch-thick mat which may be purchased at the center
- 3) A crib sheet for the mat
- 4) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at school.

**CURRICULUM:**

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum ***Experience Learning Mother Goose***. It is based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans, and your child's class flexible schedule are posted on the parent's board in your child's room and in Brightwheel. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

**INFANT CURRICULUM:**

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

**PRESCHOOL CURRICULUM:**

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

**DAILY SCHEDULE:**

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

**Activity Time:** Activities specific to the weekly themes are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

**Group Time:** Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

**Outdoor time:** The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

**Snacks and Meal Time:** Staff sit with children while they are eating, encouraging and participating in quiet conversation.

**Rest Time:** Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

**ACCREDITATION:**

Blue Jay Academy 4 Kidz has distinguished itself as one of the top childcare centers in the nation by seeking outside accreditation with Apple Accreditation.

**CLASS DIVISIONS AND CLASS SIZE:**

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

**STUDENT TO TEACHER RATIOS:**

Student to teacher ratios is based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	Group Max
Infants	4	1	8
Toddlers 12-30 months	6	1	12
2-Year-Olds	7	1	14
3-Year-Olds	9	1	18
4-Year-Olds	13	1	20
3-5's	13	1	22
5-Year-Olds not School Aged	16	1	20
4 & 5's	16	1	24
School-Age Children	20	1	No max

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

**MIXED-AGE GROUPING**

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

### **TRANSITION PLAN**

Blue Jay Academy 4 Kidz will create an individualized TRANSITION PLAN to help children are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

### **SUMMER CAMP**

A summer camp program is offered during the summer months for children of ages 6-10. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer program fee and schedule is generally charged to help cover transportation costs, and a summer camp T-shirt.

### **OUR STAFF:**

At Blue Jay Academy 4 Kidz we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

### **STAFF AND CLIENT RELATIONSHIPS:**

Blue Jay Academy 4 Kidz considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Blue Jay Academy 4 Kidz. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Blue Jay Academy 4 Kidz while currently employed by Blue Jay Academy 4 Kidz or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

**WRITTEN COMMUNICATION:**

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board/brightwheel app – updated with current information about Blue Jay Academy 4 Kidz and curriculum
- Daily written communication in the form of “Daily Report” forms, “Incident/ouch” forms, and classroom memos will be place in the child's portal on brightwheel throughout the day.
- Parent/Teacher meetings twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

**VERBAL COMMUNICATION:**

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's “lead” or “primary” teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us through our web center at [Bluejay4kidz@gmail.com](mailto:Bluejay4kidz@gmail.com)

**PARENTAL INVOLVEMENT:**

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Blue Jay Academy 4 Kidz, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Blue Jay Academy 4 Kidz office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Summer Open House
3. 2 individual conferences/year
4. Programs and Special activities, such as the Christmas Program
5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Come and eat lunch with your child
8. Classroom Volunteer
9. Send special treats for snacks or meals (please notify the teacher a day or two in advance)
10. Help with center Fund Raiser
11. Participation in a parent's group
12. Reverse Field trips (When we bring a “field trip” type activity to our property)

**We also expect parental involvement in discipline and behavior intervention as outlined in these policies.**

**POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:**

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

**CHILDREN'S BIRTHDAYS**

Birthdays are special days for children. If you wish to celebrate your child's birthday at Blue Jay Academy 4 Kidz, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food from Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

**VISITING THE CENTER:**

You are welcome to visit your child at the center at any time. We do ask that you check in at the office or sign-in desk. It is the responsibility of each employee to make sure any visitor to a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

**CLASSIFICATIONS:**

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

**VOLUNTEERS:**

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

**INTRUDERS:**

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

**MEALS AND SNACKS:**

Our meal and snack service consists of breakfast, a hot lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

**FOOD FOR INFANTS AND CRAWLERS:**

Parents must provide food/ formula/ liquid/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with crock pots and refrigerators. All bottles are required to have a sticker with the child's name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

**BRINGING FOOD FROM HOME:**

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats.) The center cannot warm or cook food sent from home such as soup, mac & cheese etc. food is required to be cooked and ready to serve.



**PORTRAITS AND PICTURES:**

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proof before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" (page Z-14) with your paperwork giving us permission to take your child's picture or include them in short video footage.

**REGISTRATION AND MATERIALS FEES:**

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee and **materials fee** that are due prior to the child's first day at Blue Jay Academy 4 Kidz. These fees are due upon initial enrollment annually each June. These fees shall suffice for that "School Year's" materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program. Children who attend in a "Drop In" fashion who pay the "Drop In" rate will be considered as continuously enrolled for that school year and will only be required to pay one registration and one material fee provided; they continue to fit the definition of this program.

**WEEKLY TUITION FEES:**

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with two weeks' notice of intent to change services. This is to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of June. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. A monthly statement of activity will be sent out usually prior to the 15<sup>th</sup> of each month. Add on fees may occur such as in the case of School aged children who are in need of additional services due to an irregularity in the school schedule such as an early dismissal, schools out day or school break. In the case of summer break, a new contract will be entered into by the parents specifying the charges for this period.

**PAYMENT POLICIES AND PROCEDURES:**

Weekly fees are due in advance on Friday. There will be a \$50.00 late payment convenience fee added if the account is not paid by the close of business on Monday. An additional \$5 maintenance and collection fee will be added each day the account is not paid in full. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$50.00 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cashiers check or money order.

Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Clients may pay by cash, cashier's check, credit card or Money Order. All payments will be **payable to: BLUE JAY ACADEMY 4 KIDZ. Payments may be given directly to the Director.**

All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. All clients will pay the last week's fees in advance. This will also be adjusted annually as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. Blue Jay Academy 4 Kidz may seek collection fees due and clients may be required to pay a two-week termination fee, and any collection costs and attorney's fees incurred by Blue Jay Academy 4 Kidz to collect this amount. If Blue Jay Academy 4 Kidz elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

**DES/ STATE PAID TUITION CLIENTS:**

Blue Jay Academy 4 Kidz is authorized to receive payments from DES and other Federal/State daycare assistance programs. If you qualify for free or reduced meals at a public school you might be eligible to receive help through DES. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use DES assistance must make these arrangements on their own and list us as their DES Childcare provider. You may enroll in the program as a DES client once the office has received a letter of authorization from DES or a phone call from the Des case worker, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a DES client must come to the office and fill out a DES Start Agreement. The annual registration fee and material fee is generally the responsibility of the client and not that of DES. All DES clients are also required to pay the last week's fees in advance. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the director.

Blue Jay Academy 4 Kidz also requires that all DES clients pay for any absence above 2 per month. DES clients will be allowed to be absent for one vacation week each year (September through August) without being charged the weekly fee provided that it is pre-approved through the office at least one week prior. DES clients may also be required to pay the difference between our private pay rates and the rates that DES has established. Refer to the DES Start Agreement for clarification concerning these issues.

DES clients may also have a daily co-payment that is set by DES. This is based upon family income. Blue Jay Academy 4 Kidz requires that all DES co-payments be made weekly on Friday in advance of service. Blue Jay Academy 4 Kidz does the bookkeeping on DES accounts once per month after the service has occurred. All PAYMENT POLICIES AND PROCEDURES listed above for self-billed clients will also apply to DES clients. It is the responsibility of each DES Client to insure that they have no balance when the previous months fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with DES whether you stay at Blue Jay Academy 4 Kidz or move on to another center.

**DISCOUNTS:**

Blue Jay Academy 4 Kidz is pleased to offer the following discounts: 1) 2% discount for accounts that pay for the entire month in advance by the 3<sup>rd</sup> of each month. 2) 5% discount to all clients who work for companies that have 5 or more families currently enrolled in our program with up-to-date accounts. 3) \$5.00 per week discount for each additional sibling currently enrolled full time in the program and are being charged weekly fees.

**REFUNDS:**

We do not issue refunds. In the event you have overpaid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

**RECEIPTS AND STATEMENTS:**

Receipts are available in brightwheel account. Annual statements for tax and accounting purposes are available as well in the brightwheel account.

**LATE PICK-UP FEE:**

There will be a \$5.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

**VACATIONS, ABSENCES AND LEAVING THE CENTER:**

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Blue Jay Academy 4 Kidz office prior to or the day of absence. We require a two-week written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When the notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two-week written notice of leaving the center (page Z-27). The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

**QUIET TIME:**

It is our philosophy that children under 5 years of age need adequate quiet time and rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include a large motor and active play as well as structured quiet time. Our program includes a quiet time for all children in Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

**CHILD ABUSE REPORTING POLICY:**

The State of STATE requires that Blue Jay Academy 4 Kidz and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Blue Jay Academy 4 Kidz our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruise or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff members in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is found in case of child abuse, we will take the following steps:

- We will allow the staff members to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has founded child abuse on record. We will also let the parents know what the charge was.

**TRANSPORTATION POLICY:**

Parents are responsible for their children's transportation to the center and for arranging their own carpools. Blue Jay Academy 4 Kidz will provide transportation for school-aged children to and from school at the locations where this service is offered. Blue Jay Academy 4 Kidz will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare center. The transportation policy in its entirety is found in section K of this Handbook. Parents will also need to fill out the form on Page Z-13. This form should be re-done annually.

**INSURANCE REQUIREMENTS:**

Blue Jay Academy 4 Kidz complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability see management.

**ADDITIONS AND CHANGES:**

Blue Jay Academy 4 Kidz reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

# **First Aid/Medication Policy**

# **BLUE JAY ACADEMY 4 KIDZ**

## **FIRST AID/MEDS POLICY**

Blue Jay Academy 4 Kidz daily designates someone to be the “First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

### **Sending a Child Home**

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30-minute time frame is exceeded, the late pick-up charge may go into effect.

### **Sick Child**

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child’s temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

### **Injury w/ Blood**

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child’s parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood-soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

### **Injury w/o Blood, Head Injury**

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child’s parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

### **Broken Bones**

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child’s parent as soon as possible.

### **Bite Marks**

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

### **In an emergency**

1. Contact the on-site supervisor.
  2. Instruct a team member to call 911, as well as the child's parents.
- Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

### **Head Lice**

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

### **Contagious Disease**

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5<sup>th</sup> disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

## **MEDICATION:**

### **Receiving and Storing Medication**

1. An “Authorization to Give Medication” form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child’s first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than one week must have a doctor’s note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an “Authorization to Give Medication” form. This form must be updated every 30 days. We must have a doctor’s note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

### **Administering Medications**

When medication is authorized to be administered, five “rights” must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the “Authorization to Give Medication” form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor’s note is present verifying the dosage amount.
4. Right Time – Refer to the “Authorization to Give Medication” form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e., eye drops to eye, ear drops to ear.

### **Disposing of Medication**

1. When the duration for administration of medication is up, as noted on the “Authorization to Give Medication” form, the empty bottle (after being washed out) should be placed in the child’s bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

### **Recording Information**

1. All incidents must be recorded the correct forms as needed, i.e. “Authorization to Give Medication”, “Incident Report”.
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e.  $\frac{3}{4}$  inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child’s bucket and the original to the child’s file.



## **Guidelines: When a Child Can Return**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

<b><u>Fever Free:</u></b>	Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<b><u>Vomit Free:</u></b>	Must not have vomited for 24 hours.
<b><u>Uncontrolled Diarrhea:</u></b>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
<b><u>Conjunctivitis (Pink Eye):</u></b>	24 hours after documented treatment for conjunctivitis has begun.
<b><u>Mouth Sores:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Rash:</u></b>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<b><u>Infestations (e.g. head lice, scabies):</u></b>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<b><u>Tuberculosis:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Impetigo:</u></b>	Cannot return until 48 hours after treatment has begun.
<b><u>Strep Throat:</u></b>	24 hours after documented treatment has been initiated.
<b><u>Varicella (Chicken Pox):</u></b>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<b><u>Shingles:</u></b>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<b><u>Whooping Cough:</u></b>	Cannot return until 5 days of appropriate treatment has been started.
<b><u>Mumps:</u></b>	Cannot return until 9 days after onset of swelling of glands near the ear.
<b><u>Hepatitis A:</u></b>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<b><u>Measles:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Rubella:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Ringworm:</u></b>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

# **MANDATORY REPORTING OF CHILD ABUSE**

## **BLUE JAY ACADEMY 4 KIDZ MANDATORY REPORTING OF CHILD ABUSE**

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

**FLORIDA CHILD  
ABUSE HOTLINE**

**800-962-2873.**

# **Licensing Standards AND PROCEDURES**

## **CHLD CARE CENTERS AND PRESCHOOLS LICENSING STANDARDS AND PROCEDURES**

This facility is regulated by the STATE Department of Human Services; Adult and Family Services Division.

Our Child Care Facilities Licensing Coordinator can be reached at:

Child Care Licensing Coordinator

***Sandrae Allen***

***Licensing Specialist***

Office Of Licensing

Department of Children and Families

400 W. Robinson Street, N-202

Orlando, FL 32801

Cell: (407) 873-1521

All of our recent inspection reports are available, upon request.

# **FIELD TRIP POLICY**

# **BLUE JAY ACADEMY 4 KIDZ**

## **FIELD TRIP POLICY**

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

### **I. Permission Slips**

Parents must fill out permission slips in order for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip; the times of departure from and return to the facility; the name, street address and telephone number of the field trip destination; and, if applicable, the cost.

### **II. Written Field Trip Plan**

The staff member in charge of planning the field trip will write a field trip plan that will include the name of each participating child, staff member, and other individuals on the field trip; the times of departure from and return to the facility; the license plate number of any motor vehicle used on the field trip; and the name, street address and telephone number of the field trip destination.

### **III. Ratios**

Each lead teacher shall contact the office two weeks prior to their field trip to ensure extra team members are scheduled to aid in the ratios. The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of each lead teacher. Each teacher and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.

### **III. Containment Areas**

In some limited types of field trip outings, it may be advantageous to set up a "zone-defense" type of containment area rather than to continue "man to man" ratio style containment. "Zone-defense" is defined as a pre-determined area which each teacher will be responsible for. We use a team concept, where the team leaders are responsible to set up containment areas. The lead teacher, or team leader, is required to assign "zone-defense" positions and parameters such as: no grouping of teachers and no sitting on picnic tables. The lead teacher, or team leader, will decide which system will provide adequate safety for the children. This containment area shall be specific and each team member is to be given a specific assignment similar to the method used during the evening playground time. When the containment area is closed down, each child shall return to the team member's care that was assigned to each of them prior to leaving our facility.

#### **IV. Emergency Plans**

In case of an emergency while on a field trip:

- A. We will make sure that all of the children are kept together in a safe place.
- B. We will take a head count and keep all of the children calm.
- B. Staff members will use their cell phone or radio to contact the center, and then 911 if necessary. They will also contact the child(ren)'s parent if necessary.
- C. Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

#### **V. Parental/Volunteer help**

All parents or volunteers must be screened according to the process outlined in the Volunteer Policy.

#### **VI. Expenses**

All field trips should be kept to a minimal expense. For the most part, parents will cover the expense of their child attending the field trip. Teachers shall endeavor to round the cost of the outing to the nearest even dollar. In the planning stage they shall endeavor to ensure the funds charged to the parents cover the cost of the team members accompanying the students on the trip. Teachers need to complete the proper paperwork if the field trip requires an activity fee. If staff members are paying by check, (or need cash in advance) a check requisition form must be filled out and turned in to the Director by Wednesday of the week before the event. If staff members want to be reimbursed for the field trip, they must fill out an expense reimbursement form and turn it in with their receipt after the event is concluded

#### **VII. Leaving the Facility**

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, meds (if needed), a copy of each child's emergency card and a cell phone or radio. Staff members are required to make sure the office knows which form of communication they have. Water in an amount sufficient for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch time staff members are responsible to take the snack/lunch with them. If something special is needed in the way of supplies or food, the staff member planning the field trip must notify the office team at least one week prior to the field trip. Children must be wearing in plain view a written identification stating the facility's name, address, and telephone number. Children must also be wearing a written identification stating the child's first and last name. This identification must be out of view.



# **EMERGENCY PLANS**

# **BLUE JAY ACADEMY 4 KIDZ EMERGENCY PLANS**

## **FIRE AND BOMB THREAT EVACUATION PROCEDURE:**

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, Fire department in Apopka, FL [175 E 5th St, Apopka, FL 32703-5313](#).

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify through the brightwheel app. Parents should be on the look out for messages for information. An attempt will be made to call and inform parents if this is possible.

## **TORNADO AND EARTHQUAKE PROCEDURE:**

Notification of a tornado or earthquake will be made through the intercom. The center keeps a weather radio on alert at all times. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, First Baptist Church on Highland. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

## **BLIZZARD AND POWER FAILURE PROCEDURE:**

If the cities Public Schools are closed for the day due to inclement weather Blue Jay Academy 4 Kidz may or may not also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to a blizzard, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, Blue Jay Academy 4 Kidz will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, Blue Jay Academy 4 Kidz will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, , Fire department in Apopka, FL [175 E 5th St, Apopka, FL 32703-5313](#).

## **CHEMICAL SPILL EVACUATION PROCEDURE:**

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center bus and in staff members vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then messages will be sent through brightwheel to have them notify the parents of our location. An attempt will be made to call and inform parents if this is possible.

### INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick-up plan. If the center staff are unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

### INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all-staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

### LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

**The children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed at the receptionist's computer.**

**IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-AMBULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STROLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.**

# **Transportation Policy**

## **BLUE JAY ACADEMY 4 KIDZ TRANSPORTATION POLICY**

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

### **WE WILL INSURE THAT:**

#### **OUR VEHICLES**

- 1) All vehicles used to transport children are registered by the STATE Department of Transportation and have been approved by the state for transportation.
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60° F and 86° F.
- 4) The motor vehicle will include a fire extinguisher, emergency reflective triangles, a first aid kit, a blood-borne pathogenic clean-up kit 2 towels or blankets and water sufficient for the needs of each enrolled child.
- 5) Our vehicles shall be kept clean and mechanically safe.
- 6) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

#### **OUR STAFF**

- 1) All drivers shall be at least 18 years of age and shall hold a valid STATE driver's license; they shall also meet all standards set by STATE law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training every six (6) months in use of the passenger log and all transportation rules of the center and the state of STATE. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
- 3) All drivers shall comply with all state of STATE health requirements for Child Care workers.
- 4) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

#### **SAFETY**

- 1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
- 2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
- 3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.

- 5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
- 6) All children shall not be allowed to open or close any door or window of the vehicle.
- 7) The emergency parking brake shall be set and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- 8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
- 10) In the case of an accident while transporting children, the STATE Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

## **PROCEDURES**

- 1) A copy of each child's emergency information and immunization record cards shall be carried in the vehicle in addition to a **Passenger Log** stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The **Passenger Log** shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the **Passenger Log** shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All **Passenger Logs** shall include the names of the persons who complete the **Passenger Log** and a separate attendance record of that event. These records shall be kept at the center for one (1) year with or until the next annual license re-evaluation
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- 7) All Children who are picked up by parent's during field trips or while be transported shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All Children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (Exception: If we choose to attend a field trip that exceeds this, we will get prior written permission for each instance)
- 11) We will, at a minimum, double our adult to children ratio on all field trips.
- 12) We will maintain acceptable adult to children ratios when transporting children who are school age. This will include the bus driver and an adult monitor.