

# Jaguar Extended Care

(Child Care & Enrichment Program)

## Parent Handbook



### St. John's Lutheran School

12809 St. Rt. 736, Marysville, OH 43040

937.644.5540 Ext. 3005

[www.sjsmarysville.org](http://www.sjsmarysville.org)

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Please read handbook and print, sign, and return the agreement found on page 16.

Last revised; 4/30/2018

### Philosophy

The Jaguar Education Connection (JEC) operates in concurrence with St. John's Lutheran Church and School and, therefore holds to the same creeds, beliefs, and philosophy. The purpose of the program is to provide a safe, nurturing, and enriching environment for preschool and School aged children to learn and grow.

The **CUBS** class will provide Preschool aged children with enrichment activities and extended day care beyond preschool hours. (Care is available for scheduled school days and non-scheduled.)

**Yellow Cubs**- 3's and 4's

**Red Cubs**- Older 4's and 5's

The **JAGS** class will provide Kindergarten and school aged children with care before and after-school hours. JEC will also provide care during most school closings, breaks, and delays.

**White Jags**- K-1st Graders

**Blue Jags**- 2nd-6th Graders

The **SOAR** program will provide after-school care and activities for children in 7th and 8th grade.

### St. John's School Mission

Equipping the family of God to joyfully and boldly

Make Disciples of Christ as we

**KNOW** Jesus and one another

**GROW** to be more like Him

**SOW** His love in word and deed.

### St. John's School Purpose

St. John's Lutheran School exists in Christ to educate and equip students by developing the mind and engaging the heart to impact their communities through the Gospel.

## Goals and Objectives

For the Children:

- ★ Provide a safe and secure environment
- ★ Provide a flexible, developmentally appropriate, "play" and "success" oriented curriculum which complements the home and school by encouraging physical, social, emotional, spiritual, and intellectual growth, as well as positive feelings of self worth in a group setting.
- ★ Select a qualified staff that will create a loving and caring atmosphere where the children will feel secure.
- ★ Offer age appropriate and interesting programming
- ★ Provide assistance with school work when needed
- ★ Guide children in managing feelings and resolving conflict

For the Parents:

- ★ Provide out of school time child care where children their children will feel safe and happy attending.
- ★ Provide a link of communication between home and school.
- ★ Encourage participation for continual improvement of the program.
- ★ Provide information to adequately inform them of the activities and planning for JEC

For the Congregation

- ★ Create a sense of pride for having met the child care needs of families.
- ★ Create a sense of security in the knowledge that it is increasing the children's safety by providing supervised child care.

## Registration

JEC services are available to all families and does not discriminate against families on the basis of race, creed, color, ethnicity, national origin, sex, sexual orientation, age, height, weight, physical and mental abilities, veteran status, military obligations, or marital status.

The JEC program accepts registrations throughout the year. New students will be added to the program as space becomes available. All others will be added to a waitlist until space becomes available. To register, please follow the enrollment link on the St. John's website.

[www.sjsmarysville.org](http://www.sjsmarysville.org)

### Program Hours

The JEC program is open Monday-Friday.

6:30 am to 6:30 pm

- ★ AM care will be provided in the Yellow CUBS room for all preschool aged children and the JAGS will meet in the Cafeteria.
  - JAGS will be dismissed to their class at 8:00 am. CUBS will be walked to their class by a staff member at their class time.
- ★ The after school program hours are from 2:45pm to 6:30 pm.
- ★ A late pickup fee of \$5.00 per 5 minutes is applied 10 minutes after closing and every additional 5 minutes thereafter.

### Weather Delays

In the case of a school delay or snow emergency, JEC will use the following procedure:

- ★ JEC will keep JAGS students. The JAGS will utilize the cafeteria and/or gym to provide activities. Additional fees will be added to tuition to offset additional staffing costs.
- ★ JEC will remain open on school closing due to weather, UNLESS there is a level 2 or above snow emergency. If JEC is open and the level changes to a level 2 snow emergency, parents will be notified and expected to pick up their children within a 2 hour time frame.

### Contact Information

St. John's Lutheran School and JEC  
12809 St. Rt. 736  
Marysville, Ohio 43040

Phone: 937-644-5540  
Fax: 937-644-1086

JEC Director  
Amy Balderson  
Direct Dial #: 937-240-3005  
[abalderson@sjsmarysville.org](mailto:abalderson@sjsmarysville.org)

To reach the classroom directly: 937-644-5540 Ext. 3109

After hours phone line: 937-243-0840

### Reporting Absences

To report an absence please leave a message on the after hours line or contact via email.

### School Closing and Breaks

The following dates, JEC will be OPEN for full day care:

- ★ Christmas Break
- ★ Martin Luther King Day
- ★ President's Day
- ★ Spring Break (Christian holidays observed)
  - Some days will be contingent based on need and when the holiday falls.

The following are school closing date that JEC will NOT provide care:

- ★ Labor Day
- ★ Thanksgiving Vacation (Wed. - Fri.)
- ★ Christmas Eve and Christmas Day
- ★ New Year's Eve and New Year's Day
- ★ Good Friday
- ★ Memorial Day
- ★ Good Friday
- ★ Short transition breaks between the school and summer camp times
- ★ 4th of July

For all planned school closings where care will be offered, a registration form will be sent out. Family rates will reflect how the family registers for each holiday.

### Confidentiality

The St. John's JEC staff makes every effort to respect each individual and to foster a strong community by recognizing the importance and need for confidentiality. We respect each family's privacy and encourage both staff and parents to communicate accordingly. Communications about children should be kept confidential unless there is a cause for concern for the child's well-being in which case the appropriate authority will be notified (i.e. program director, principal, pastor, Department of Job and Family Services, etc.) If a parent wishes to discuss a question or concern, we suggest first contacting the teacher via email or phone to arrange a time to discuss their child in private. (Please note that the teacher's responsibility at both arrival and dismissal should be focused on the students' needs/safety and conversations should be kept brief.)

### Financial Policy

JEC is a self-supporting program and student tuition must cover the cost of staff, facilities, activities, and food. Billing statements will be emailed on the Friday of the week care has been given and will be due by Monday of the following week. Payments may be made weekly, bi-weekly, weekly, or monthly as determined at the time of registration. If paying monthly, parents must prepay for the month. It is expected that payments are submitted by Monday, regardless of your child's attendance. A payment drop box is located in the CUBS classroom.

Parents may wish to enroll in our Tuition Express program. This allows parents the opportunity to pay by credit card or EFT from their checking or savings account.

**Accounts that are past due are subject to denial of JEC services.**

**Accounts that are habitually late or past due may be required to use the Tuition Express program.**

Please contact the Director should you have any trouble paying and we will set up a payment plan.

There will NOT be prorated weeks for children enrolled, but not attending all scheduled days. Weekly tuition will be billed unless a 2 week written notice is given for vacation/days off. Weeks that JEC is scheduled to be closed 1 day will not be prorated. Weeks for which JEC is scheduled to be closed 2 or more days will be billed according to the number of days present during that week: This does not apply to part-time or drop in families. This policy does not include unexpected or weather related closings.

Sick Days or unexpected absences will not be credited.

Current Tuition costs can be found on our website.

### Food Policy

JEC will serve a nutritious breakfast to each child attending the morning session. Breakfast will be served between 6:30 to 8:30 am. Please do not send breakfast with your child after 8:30 am.

Lunch will be available to the CUBS class, through the school lunch program for \$2.90 per lunch (subject to change). All packed lunches must include at least 1 serving from 3 of the 4 food groups. In accordance with State licensing, children must be provided with a lunch meeting the above requirements or one must be given to them and your account billed. Lunches served during normal school operation will be billed through the St. John's lunch fund. In the event of a school delay that turns into a school closing, lunches will be served by JEC and charged by JEC to your account. Parents can apply for free or reduced lunch if needed.

A snack will be provided after school around 3:00 pm. The breakfast, lunch, and snacks will be in compliance with the nutritional requirements of the USA Department of Agriculture, Food, and Nutrition Service Code of Federal regulations, title 7, (parts 210, 220, and 226). Menus will be planned on a monthly basis and posted in a conspicuous place where they can be reviewed by parents.

Preparing, handling, serving food, and washing food, utensils, and equipment will be in compliance with the Union County Health Department. Both staff and students will wash hands before and after eating. All program personnel involved with food preparation or service will be trained in sanitary procedures and best practices.

Parents are to provide and prescribed diet items that are not part of the programs menu plan, and also provide for a child's dietary needs as prescribed by the child's source of medical care.

A list of allergies suffered by children in attendance will be posted for all personnel. JEC will serve only peanut free snacks.

Safe drinking water will be provided throughout program hours of operation.

If parents wish to bring a snack, they must provide written nutritional information.

### HEALTH & SAFETY POLICY

The safety of the children is of greatest concern for the program. The following guidelines will help to ensure safety:

- ★ Written reports will be filed on accidents/incidents and a copy will be given to the parent.
- ★ Monthly fire drills will be conducted and tornado drills will be conducted in the spring. A plan will be posted in each area used by JEC explaining action to be taken in case of fire or severe weather alerts which includes a diagram of evacuation routes.
- ★ All staff members are to be trained in first aid, communicable diseases, and child abuse/neglect recognition and prevention.
- ★ Children will not be abused or neglected and will be protected from abuse and neglect while in the program.
- ★ The staff is required by law to report any suspicion or threat of child abuse or neglect under Section 2151.421 of the Ohio Revised Code.

The indoor environment shall be maintained. All sharp objects, medicines, plastic bags, cleaning supplies, poisonous plants, and chemicals shall be stored out of reach of the children. Furniture will be appropriate to the age and size of the children who are using them and in good condition. The facility will be cleaned daily, including disinfections of toilets and tabletops.

Medical examination and records of immunization will not be required of children who are enrolled in St. John's Lutheran School or any accredited public school. Each child will have on file with the Director, a completed Emergency Transportation Authorization form.

Non-prescription and prescription medication will be administered in accordance with program policy and procedures and only with written permission of a parent. All prescription medicine will be kept in its original container and a legal label containing the child's name and written instructions for use from a licensed physician. All medicines must be kept in a place inaccessible to children. Except in cases of emergency, parents shall give the first dose of any newly prescribed medicine.

The staff will treat superficial cuts and bruises. First aid supplies and directions for their use will be readily available at all times the program is in operation and taken on all field trips. The first aid kits will contain the appropriate supplies and be sufficient in number and be reviewed and replaced regularly by a staff member.

A staff will have training and annual reviews of that training for behavior in an emergency. When a medical problem which is beyond the care of our staff arises the following procedure will be followed:

- a. The Emergency Medical Squad will be called.
- b. Our staff will administer First Aid until help arrives.
- c. Attempts will be made to contact parents at numbers listed on the Medical Emergency forms.

### MANAGEMENT OF COMMUNICABLE DISEASES

A teacher or aide trained to recognize the common signs of communicable disease or other illness will observe each child daily as the child enters the group. If a child is suspected of having a communicable disease, a staff member will:

1. Notify the parent immediately of the child's condition
2. Isolate the child immediately and discharge to a parent if any of the following are evident:
  - a. Diarrhea (more than one loose stool in a 24 hr. period);
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - c. Difficult or rapid breathing;
  - d. Yellowish skin or eyes;
  - e. Conjunctivitis;
  - f. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
  - g. Untreated skin patches;
  - h. Unusually dark urine and/or gray or white stool; or
  - i. Stiff neck.

A child with any of the following signs or symptoms of illness will be isolated immediately. Decisions regarding exclusion of the program either immediately or at some time later in the day will be determined by the program director or teacher and the parents. While isolated, the child shall be observed for the following symptoms as well as those listed above:

- a. Unusual spots or rashes;
- b. Sore throat or difficulty swallowing;
- c. Elevated temperature;
- d. Vomiting; or
- e. Evidence of lice, scabies, or other parasitic infestation.

If a child is suspected of having a communicable disease, he/she will be:

1. Isolated in a room or portion of the room not being used in the program;
2. Within sight or hearing of a staff member;
3. Made comfortable in a warm, safe environment. All linen blankets used by an ill child will be laundered before use by another child, and cots, if used, will be disinfected, and;
4. Observed carefully for worsening condition.

The following policies and procedures for managing communicable diseases will be included, but not necessarily limited to the following:

1. Training of staff members on signs and symptoms, hand washing, and disinfecting equipment and materials
2. Isolating and excluding an ill child;
3. Caring for the mildly ill child;
4. Providing notification to the parents when a child has been excluded from the program because the child is suspected of having a communicable disease; and
5. Placing the Ohio Department of Health's School's Communicable Disease chart poster in a conspicuous place for staff's reference.

### **CHILD GUIDANCE & DISCIPLINE:**

Constructive and educational in nature, developmentally appropriate child guidance and management techniques will be used at all times. They will include redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

- \* All staff members will receive a copy of the program's discipline policy for review upon employment. In-service training will be provided to staff regarding the written discipline policies and procedures before the program begins and/or before staff members begin working with children.
- \* The parents of all children enrolled in the program shall receive copies of the written discipline policy.
- \* Each staff member shall be responsible for the discipline of all children in his or her care.
- \* The program will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the program.
- \* JEC's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - o There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting;
  - o No discipline shall be delegated to any other child;
  - o No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control;
  - o No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle;
  - o No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;
  - o Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents;

- o Discipline shall not include withholding food, rest, or toilet use;
  - o Techniques of discipline shall not humiliate, shame, or frighten a child; and
  - o Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability.
- The child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.

### PERSONAL BELONGINGS

Children are not permitted to bring items (toys) from home. Personal items brought to school frequently cause conflict and distraction and are better left at home. Occasionally, JEC staff may request children to bring items from home for an activity or to share with the class. Naptime items are still permitted, such as stuffed animal, blanket and pillow.

### PROGRAM & CURRICULUM

Jaguar Education Connection will encourage personal discipline; strengthen social development and emotional well-being; initiate recreational skills and reward good health and safety skills.

Our curriculum will be adapted for personal interests and developmental levels. Personal choice and self-initiated learning experiences will be encouraged and supported in all curriculum planning. The program will offer, but not limited to the following activities and projects:

1. Creative construction,
2. Group and individual reading of literature,
3. Building and imaginative play,
4. Fine arts,
5. Individual quiet space,
6. Puzzles and table games,
7. Science, math, and exploration,
8. Dramatic play,
9. Health, safety, and care of self,
10. Clubs, scouting group sports, lessons, special activities, and
11. Field trips

JEC staff believes that mutual respect, cooperation, and communication between themselves, St. John's Lutheran School Faculty, parents and their children is essential to providing quality child care. Any confidential material will be treated as such. Child data privacy provisions will be followed.

JEC will provide activities, equipment, and materials that are developmentally and age appropriate and reflect heterogeneous, racial, gender, and cultural attributes.

Different curriculum will be planned for each age group to foster each child's needs.

JEC will be adapted to the needs of children with disabilities.

Adequate equipment, materials, and furnishings will be available for the number of children enrolled. Equipment and materials will support the program goals, objectives, and activities identified in the daily plans.

### **MEDIA POLICY**

Due to the nature of our program, occasionally media will be used as part of the curriculum or in the event that regularly scheduled activities can not be performed. It is the policy of this program that all movies are filtered through the Dove movie review site. We understand that all children have different sensibilities and sensitivities and therefore an alternative option is always offered. Please keep in mind that the vast majority of children's movies fall under the rating of PG.

### **STAFFING**

When 1 to 18 children are in attendance in the Jags group, one staff member who is at least 18 years of age will be in attendance and, at a minimum, at least one other responsible individual will be accessible in the building.

In the Cubs class, when 1 to 10 children are in attendance, one staff member who is at least 18 years of age will be in attendance.

These procedures will be followed:

1. School-aged children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times.
2. Children fourth grade and higher in groups of two or more, may be without direct adult supervision in the area designated for the program's use by the site plan if the children are within sight or hearing of a staff member in an adjoining or adjacent space, a staff member knows the whereabouts of the children at all times.
3. When a group of children are outdoors, a staff member will be able to summon another adult without leaving the group alone or unsupervised. A school child, fourth grade or older, may leave the group to summon an adult.

With mutual written agreement of the parents or guardian and the JEC staff, school children may be permitted to leave the JEC site for specific activities. A staff member with current first aid certification will be on site at all times when children are in attendance, including field trips.

### PICK UP and DROP OFF POLICY

Children enrolled in the morning and/or full day program MUST be brought into their morning classroom. (Preschool students will meet in the Yellow Cubs room and Jags Children in K-6th will meet in the cafeteria.) Each family will be issued a personal security code to access the building. All children are to be signed in and out by a parent or guardian. Please ensure that JEC personnel are aware of the child's arrival before leaving.

Children will not be permitted to leave the program without being signed out by a parent or an adult on their authorization form. The release of a child from the program to anyone other than the parent or guardian will be by written permission only. Visitors should expect to show a photo id, before a child is released.

Our campus is large and we move frequently through the day. You can find where your child's class is, by the location signs located by the glass cafeteria doors.

Children may be released to and from the program for on-site programming. Parents will give written consent with specific instructions for childrens leaving and re-entering the program. JEC staff will not be responsible for your child during these scheduled absences from the program.

### Parent Volunteers

Parents are welcome to drop by and visit us anytime. If you wish to volunteer in the classroom or attend a field trip, we ask that you please complete the background check

A background must be completed for any family member or friend that would be attending a class or school event that would be participating or assigned the responsible of caring for or the transportation of students not directly in the care of the teacher. (Field Trips)

- A background check will only be conducted every three years on an individual who has already had a check completed. This fits with policies established with other volunteer organizations.
- All new enrolled preschool and day school chaperones must complete a background check before their first event.
- The fee to cover this expense is paid by the school as part of your commitment fee.

To complete the background check please go to the school website.

1. Check the admissions tab on the main page
2. Click on Field trip background check

3. Follow instructions given on the page.

### Communication

We believe that communication between home and school is vital to a child's success within our St. John's JEC Program. St. John's JEC staff communicates with parents/guardians in a number of ways, but not limited to:

- ★ Email
- ★ Phone
- ★ Texts
- ★ Bulletin boards
- ★ Procure
- ★ Gradelink

### Concerns

We hope you and your children enjoy your time with us at JEC and we will do our best to serve you in the highest capacity. Should you have any concerns while you are with us, please make sure and let us know. It is our desire to find resolution and immediately address any problems. Please use the following chain of command when needed.

Teacher                      Director                      Principal                      Board of Christian Education

## JEC Handbook Parent Agreement

By signing below, I acknowledge that I have received a copy of the St. John's Lutheran JEC Handbook. I have read and understand the policies of St. John's Lutheran JEC Program.

Name of Child(ren): \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Additional Parent: \_\_\_\_\_

Date signed: \_\_\_\_\_

## Financial Responsibility

I agree to full payment of registration fees and tuition as stated in the financial commitment section.

My child is enrolled in the JEC program:

Full time                  Part-time                  Daily                  Drop-In

My normal agreed upon rate is: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_