



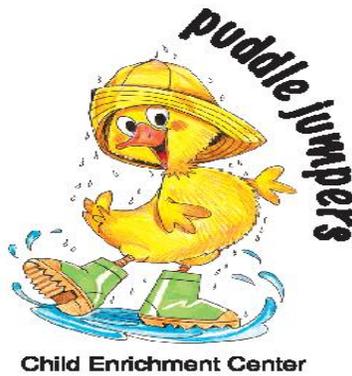
Child Enrichment Center

# PARENT HANDBOOK



## **MISSION STATEMENT**

At Puddle Jumpers Child Enrichment Center, we are committed to nurturing and educating your children in a faith-based environment through experienced and devoted teachers while still allowing children to be children.



## **Puddle Jumper's Philosophy**

Puddle Jumper Child Enrichment Center strives to create an environment that is dedicated to early learning & care for all young children and families. We provide an educational experience that is developmentally appropriate, based on proven research and best practices. An essential part of our program development is to support the child and family in a holistic manner. Therefore, we support advocacy, family health & development and academic enrichment. We ensure that qualified professionals guide our classrooms; supporting children in social and emotional development, school readiness and healthy lifestyle choices that will encourage lifelong learning. The framework to our program philosophy is grounded in our values that include family involvement, character building, education, and the development of community. We believe that if we foster an environment that enables our families to be empowered, accepted and secure; we will develop a community of engaged learners excited about success.



Dear Parents,

Thank you for selecting Puddle Jumpers Child Enrichment Center as the place for your child(ren) to learn and grow. We, at Puddle Jumpers, are committed to providing your child a safe and happy environment. Our well trained and devoted staff will nurture your children from six (6) weeks to twelve (12) years of age. We will provide an academic pre-school for two (2), three (3) and four (4) year old.

Your child's happiness, education and safety are our top priority. We intend to insure this by surrounding them with highly moral, well-trained, and enthusiastic people who genuinely love children. We have an open-door policy and invite you to stop by any time of the day to visit with your children and us.

The attached handbook will provide you with more detailed information about our program. If you have any questions or concerns regarding our program or your children, please feel free to contact Lydia Bush 706-507-3623 or the owner, Laurie Wolfe, at 706-321-0862 or 706-681-4012.

Thank you again for selecting Puddle Jumpers Child Enrichment Center to be your child's care provider.

Sincerely,  
Lydia Bush  
Director



## PUDDLE JUMPERS CHILD ENRICHMENT CENTER REGISTRATION

Registration is required annually for all Puddle Jumpers CEC students.

The registration fee is an annual fee that covers curriculum, equipment and supplies used by your child(ren) while at the center. This fee is due when your child's Enrollment Application is submitted to the center along with the first week of tuition, which are both non-refundable. Thereafter, the registration fee will be due January of each year that your child is enrolled.

All children must be pre-registered for each area. Puddle Jumpers CEC will not assume that your child(ren) will be returning. It is the parents' responsibility to notify the office of your intentions from year to year.

To hold a spot for your child for an upcoming school year, Pre K4 or the Before /After School Program you must advise the Center in writing, no later than July 15<sup>th</sup>. In addition, you must pay 1 (one) week tuition (non-refundable) to be applied to the 1<sup>st</sup> week of the school year.

## REQUIREMENTS FOR ENROLLMENT

1. Paid non-refundable registration fee and first week's tuition.
2. Completed and signed enrollment papers. No child(ren) may be left at the center without paperwork being completed.
3. Current Georgia Immunization Form (3231) including expiration date.
4. Completed HE0493 Health Form for 3-year old's (K3).
5. Copy of birth certificate.
6. Current photo of child(ren).
7. Copy of parent(s) Driver's License.
8. Copy of child's Social Security Card
9. Signed Policy and Procedure page from the Parent Handbook.

## HOURS OF OPERATION

Puddle Jumpers CEC provides childcare services and educational curriculum between the hours of 6:00 am to 6:30 pm, Monday thru Friday. Parents are required to check their children **IN and OUT** every day to ensure an accurate record of attendance is maintained. For any pickups **after 6:30 pm** a service fee of **two dollars (\$2.00) per minute, per child**, the parent is late will need to be paid immediately when the parent picks up the child(ren).

## ENROLLMENT

The forms listed below will be found in your parent handbook/package:

- Fee schedule (subject to annual increase)
- Infant feeding plan and information sheet
- Medication sheet (sample)
- Incident/Illness report form (sample)
- Parent Agreement forms (required for all children)

## CHILDREN'S FILES

A file is maintained on each child enrolled at Puddle Jumpers CEC. State law requires that the information in each child's file be always current. Please keep the office staff informed of any changes in your child's enrollment information.

### **Puddle Jumpers CEC will be closed on the following holidays:**

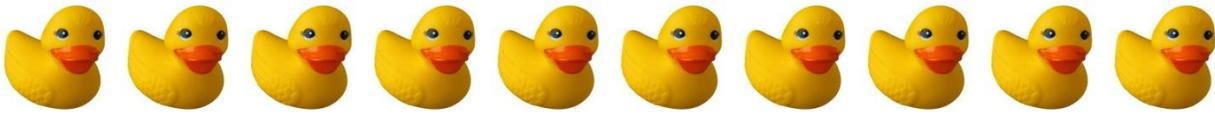
Close Early New Year's Eve (at the discretion of Owner & Director)	
New Year's Day	Labor Day
Memorial Day	Thanksgiving Day and the Friday after
July 4 <sup>th</sup>	Christmas Eve and Christmas Day

**If these holidays fall on a weekend, the previous Friday or following Monday may be considered a holiday at the discretion of the Owner and Director.**

**FULL FEES will be due in the weeks in which these holidays occur.** Tuition payments are applicable during such holidays as Thanksgiving Break, Christmas Break, Spring Break, etc..... **Only vacation/break times are allotted when the child(ren) has been enrolled for a consecutive year and a request form has been submitted by parent/guardian.**

Date nights are the third Friday of each month. **Once you have signed your child(ren) up for Date Night you must give a 24-hour notice to cancel.** If we do not receive a 24 hour notice you will still be charged, as we schedule employees to work date night according to the number of children on the date night sign up sheet.

**During Spring break and Christmas break for the before/after school children the full weeks tuition will apply (\$160.00). This increase is to cover the additional staff and the field trip(s) that we take the children on during the week of Spring Break.** This fee does apply whether your child(ren) is in attendance or not. The **only exception** to this regulation is if the parent/guardian has submitted a week off vacation, which they are entitled to after their child has been enrolled one year.



## Absences, Holidays and Vacations

When your child is going to be absent, we request that you notify the center as early in the day as possible. This helps us with food preparation and staffing the classrooms for the day. If your child(ren) is in the After School Program, please be sure to call the center ahead of time to let us know if the child is sick or going to be parent pick up for that day. This prevents the bus driver from waiting and trying to find out where the child is. **Regular fees remain due when your child is absent; this assures that your child's space will be retained.** If you are part of the GACAPS (Maximus) program each child is entitled to 2 weeks of pay by CAPS if they do not attend for an entire week. This includes foster children as well. **If a foster child misses a full week of childcare and the GACAPS entitled two weeks has been used the foster parent(s) will be responsible for the child(ren)'s tuition.**

All children who have been enrolled twelve (12) consecutive months will receive one free week credit per year. You may use this week with your child being absent all five (5) days or you may use it in half (1/2) week increments if your child is in the center two days or less. We require that you submit your vacation request two (2) weeks prior to the vacation. **Your account must have a zero (0) balance for a vacation request to be granted.** **No additional credits will be given due to holidays, vacations, or any other special circumstances. You may not use your vacation credit as one of the weeks in your two weeks notice of dis-enrollment.**

## Academic Curriculum and Theme-Based Centers

Our curriculum is Pinnacle. Pinnacle is based more on logistics (mathematics and science). Pinnacle is designed to provide developmentally appropriate activities for each child. The curriculum is faith based, teaching your children the word of our Lord. Your children will be taught a new Bible verse each week. They will have Bible stories read to them each day. We understand that young children learn best in an active environment that is planned to match their level of development. We recognize that young children are active learners. Not sitters. Infant curriculum is designed to meet individual development. You will see that there is a circle area where children participate in activities led by the teachers, such as listening to the reading of children's books, singing songs, and discussing age-appropriate interests. Children learn there are times for listening and sharing ideas.

Centers are an important part of the learning environment for young children and have a long history of use in early childhood education programs. These centers include math, dress up, music, blocks, art, library, and science. Lesson plans have a focus period of a week to a month on a particular theme depending on the age of the class. Children can choose centers they would like to work in each day. Centers are small and generally allow four to five children to work together. In this small group children learn to share, take turns, and value each other child's ideas. The theme is also introduced into the children's circle time.

## Adjustment Period

Starting to attend Puddle Jumpers CEC is an exciting experience for a young child, but initially it can be difficult. Whatever the personality of your child and however eager he/she may seem to be for the new experience, there will be a moment of realization that he/she will be staying without you. You may feel anxious about the separation. These feelings of apprehension are normal. **After your child's first day, if he/she is having difficulty, please say without hesitation, "Goodbye. I'll see you a little later." Then please leave without looking back.** Children seldom cry for more than a few minutes after the parents are out of sight. In most cases, after just a few days or in some cases a couple of weeks the routine of a daily schedule and the special care of his/her teacher will dispel all fears and complete the adjustment. Please know that your child is receiving much love, care, and comfort from the staff. If

your child does not adjust after a reasonable amount of time, the staff of Puddle Jumpers CEC will contact you to discuss a different approach to ensure a smooth transition.

## **Transitioning**

Transitioning periods are those periods of time when children are getting too advanced for the classroom that they are currently in, such as when an infant is in baby room one and they start to sit up, hold their own bottle, roll around and even attempt to crawl. This is when we know it is beneficial for the infant to move up to the next room. It is also safer for the ones who are not attempting any of these feats quite yet. These transitioning phases take place throughout the child's enrollment period at Puddle Jumpers. The parents/guardians will be notified when the child is progressing and is being considered for a transition to the next class. The parent will then be given a "transitioning form" to complete, giving management permission to advance the child to the next class. In some cases, it has been appropriate to move a child to a younger, less advanced class to enable the child to feel more comfortable in their surroundings and to enable the child to progress at a slower pace, so they do not feel overwhelmed or shy away from more advanced activities. Some children enter the center when they are older, but do not have the emotional stability to be with peers of the same age because their experiences have not allowed them to be socially mature, yet, with their age group. Puddle Jumper's educators will work with the children to help them form and advance in a positive way allowing the child to join their age group when socially prepared. Children that are 3 years of age that want to enroll or that turn 3 while they are in the 2-year-old classrooms must be potty trained before starting in K3 or to be considered for transitioning to K3 from K2. When it comes to older classes such as K3 to K4, children will transition with the school year based on different contingencies such as following the Muscogee County school year timeline, educational development, and availability. The latter is based upon spots being reserved for your child ahead of time for the next school year and the child having the ability to complete an informal evaluation showing the areas that need more attention.

## **Potty Training**

Many parents are unsure about when to start toilet teaching or "potty training." Not all kids are ready at the same age, so it is important to watch your child for signs of readiness, such as stopping an activity for a few seconds or clutching his or her diaper.

Most children begin to show these signs between 18 and 24 months, although some may be ready earlier or later than that. And boys often start later and take longer to learn to use the potty than girls.

Instead of using age as a readiness indicator, look for other signs that your child may be ready to start heading for the potty, such as the ability to:

- follow simple instructions.
- understand words about the toileting process.
- control the muscles responsible for elimination.
- verbally express a need to go.
- keep a diaper dry for 2 hours or more.
- get to the potty, sit on it, and then get off the potty.
- pull down diapers, disposable training pants, or underpants.
- show an interest in using the potty or wearing underpants.

## **About Timing**

There are some stressful or difficult times when you may want to put off starting the toilet-teaching process — when traveling, around the birth of a sibling, changing from the crib to the bed, moving to a new house, or when your child is sick (especially if diarrhea is a factor). It may be better to postpone it until your child's environment is stable and secure.

Also, while some experts recommend starting the process during summer because kids wear less clothing, but it is **not** a good idea to wait if your child is ready.

## Child Abuse and Neglect

Puddle Jumpers CEC is required by law to report any SUSPECTED cases of child abuse or neglect to the Georgia Department of Human Resources (childcare division). It is necessary for you to notify your child's teacher of any bumps, bruises, or marks that your child acquired that may appear suspicious. We are MANDATED REPORTERS of the state, and we will report anything suspicious to DFCS and they take the case from us at that point. Each morning the teacher will conduct what we refer to as a "Boo Boo Check". The child will be looked over and any marks, bruises, bumps, or scratches will be written on the sheet daily. If there are any suspicious marks or wounds it will be turned over to the Director. The "Boo Boo Check" sheet will go home each Friday with the parent.

## Clothing

Children should wear comfortable clothing and shoes suitable for seasonal weather and activities. We request that rubber-sole shoes be worn to prevent injury to other children during playtime. Your child must have a change of clothes in the center for any "incidents". You will be notified if your child does not have a change of clothes to please bring one.

## Custody Issues

If a parent's name (other than your own) is listed on the enrollment application, we cannot prohibit that parent from picking up your child. However, if we have legal documentation on file, which either denies custody or specifically prohibits that parent from access to the child, we will refuse pick up. If the prohibited parent demands release of the child, our employees are instructed to tell the parent that the child cannot be released. We will notify you and the authorities immediately. This policy also applies to legal guardianship situations. **If visitation is granted to a parent, be it supervised or unsupervised, said parent is not allowed to use Puddle Jumpers CEC as a visitation site.** This is prohibited by Puddle Jumpers CEC because of the disruption that it causes in the child(ren)'s classroom. The teachers have a daily schedule that is strictly followed, and any disturbance will affect the teacher and the children. Any visitation granted to said parent by the courts will have to be off the center's premises.

## Confidentiality

Employees of Puddle Jumpers CEC are required to maintain strict confidentiality regarding information about all children and families that we serve.

## ProCare Check In & Out

The ProCare system is the primary mechanism for ensuring the safety of the school. **Its strict adherence is to establish the procedures for your child's arrival and departure, including clocking in and out on the fingerprint identifier by the secured door.** The state requires that we know who is always in the building, so this is mandatory. Puddle Jumpers also requires **each** parent/guardian to use a fingerprint recognition for child check in/out. If you are not a parent/guardian who picks up the child(ren) on a regular basis, but you are approved for pick-up you will have to provide your ID, which a copy will be made of, and your name and relationship to the child(ren) will already be on file in the child(ren)'s account. They will not be provided with their own code but will be required as mandated by the state to sign the child(ren) in/out on the form provided at the front desk located in the lobby. Upon entering or exiting the center to check in or out **please do not hold the door open** assuming that it is another parent coming to get their child(ren). This could allow a stranger to enter the classroom area and endanger the children and staff. Please make sure the door closes behind you securely.

## Discipline

As a parent, it is important that you know the method of disciplinary guidance used to promote.

harmony and cooperation. The need for discipline can usually be avoided with proper instruction before a situation occurs; however, there may be times when disciplinary action is required. Re-direction and Time-Out are the methods we use, restoring the child back into the group as quickly as possible. If unacceptable behavior patterns continue it will be necessary to contact the parent for support and intervention. The amount of parental intervention necessary will depend on the severity of the problem. Intervention may range from talking to your child over the phone or to being required to pick your child up from the center for the remainder of the day. If behavioral issues continue when all methods are exhausted Puddle Jumpers CEC reserves the right to dis-enroll the child.

### **Biting**

One area that requires a different approach to discipline is biting. If your child bites another child or a teacher the child will be subjected to “shadowing”, this means that the child loses their freedom to roam and play with the other children. They will stay under closer observation by a teacher for the rest of the day. If your child bites again the following day, again the child will lose its freedom and stay under closer observation by a teacher for the rest of day. **If your child bites more than three (3) times in one day, you will be called to pick up your child immediately.** Courtesy calls will be placed to the parent(s) of the bitten child and to the parent(s) of the biter. Names of each child **cannot** be shared with the parent(s). If your child continues to be a threat to the health and safety of other children by continuing to bite over a period of several days, you will be called, and more severe actions may be taken.

### **Food and Nutrition**

Meals are included in the price of tuition. A nutritional breakfast, lunch and snack will be provided each day. A monthly menu is posted in the front office and each classroom for all to see. Breakfast will be served from 6:30 am – 7:00 am for our Before/After School age children and from **8:00 am – 8:30 am for the other children in the center.**

**If your child arrives after 8:30 am,** it will be necessary for you to feed your child prior to arriving at the center. We ask that you not bring in any outside food due to this posing a problem for the children in the classroom. **If outside food is brought into the center, you must take your child to an available classroom, if there is one available, and sit with your child until they are finished eating. Then they may return to their classroom.**

For safety reasons (i.e., severe allergies) and behavior reasons it is better if all children are served the same food. No other food is allowed in the Center. In the case of any allergies or religious beliefs that you and your child may have we will make every effort to accommodate your child.

If you miss your child’s scheduled mealtimes, we kindly request that you provide a meal for your child and please have him/her finish it prior to coming into the classroom.

### **Food Allergies**

Due to the HIPA Laws, we are asking all parents to sign a waiver allowing us to keep a posted sign of any allergies your child may have on the front side of the classroom cabinet door. We also place a picture of your child and type of allergy(ies) on their classroom table making all aware of situation. This is a safety precaution so that if a substitute or floater teacher is in the room she will know of any allergies and not to serve your child those foods.

### **Food and Birthdays**

Birthdays are important days for young children, and we share your desire to make your child’s day a special one. We celebrate birthdays during regular afternoon snack times. Parents may provide a special snack for all the children with advance notice and the approval of your child’s teacher and are encouraged to participate in the celebration. Since certain children have severe food allergies, please speak with your child’s teacher ahead of time about the appropriate type of snack. **We are a peanut**

**free center. Peanuts, peanut butter, and snacks with peanuts in them are prohibited due to the severity of the allergies associated with that food.** Balloons are also prohibited because they are declared as a choking hazard.

## **Health and Medication**

All policies on illness, medication, incidents, and injuries have been developed to protect the health, safety and wellbeing of all children and staff members.

Your child's general health status will be monitored informally each day upon arrival and throughout the day. ***If your child shows signs of illness (rash, listlessness, vomiting, elevated temperature, or diarrhea) you will be notified to decide for your child to be picked up within one hour of our initial call.*** Certain types of illness may necessitate the temporary removal and/or exclusion of your child from the Center for a period of time.

When a child has been absent because of a communicable disease such as, but not limited to, pink eye, chicken pox, uncontained diarrhea, undetermined rash or spots, non-clear runny noses, lice or strep throat, a notice of what illness and what room your child is in will be listed on the illness log in the lobby. **Please notify the Center of any and all communicable diseases so we can notify the other parents in your child's room. Before the child is allowed to return to school, they must have a medical release.**

1. ***Communicable Diseases:*** When any suspected case of contagious disease is determined. you will be contacted immediately to pick up your child. If the physician determines that your child has a contagious disease you are requested to contact the Center to notify other families, if necessary. The Center reserves the right to request a physician's written release. for your child's re-admission following a communicable disease or serious illness.
2. ***Congestion and Discharge:*** Serious lung congestion or discharge from the eyes or nose will necessitate your child's absence. If your child is present at the Center when the symptoms are noticed you will be contacted to pick up your child immediately.
3. ***Diarrhea:*** If your child has uncontained diarrhea or three diarrhea like stools you will be notified to pick up your child immediately. **Your child may not return to the center until he/she has been diarrhea free for twenty-four (24) hours.**
4. ***Lice:*** If it is suspected that your child is infested, he/she will be removed from the group, and you will be notified to pick up your child immediately. Treatment will be required, and all eggs (nits) will have to be removed from the hair before your child will be allowed to return to the Center. If your child returns to the Center and eggs are found in his/her hair you will be required to pick up your child again and bring in a note from your child's physician stating that he/she is not contagious and may return to day care.
5. ***Pink Eye (conjunctivitis):*** This condition is extremely contagious and if it is suspected. that your child is infected he/she will be removed from the group, and you will be notified to pick him/her up. **Your child can return to the center after being on medication for twenty-four (24) hours.**
6. ***Rashes:*** Suspicious rashes are considered contagious until a physician indicates in writing otherwise. If a rash is noticed your child's temperature will be checked and you will be contacted to pick up child immediately.
7. ***Skin Infections and Lesions:*** If your child has impetigo, staph, or pinworms he/she will not be allowed to attend the Center until the condition is cleared up. If your child has ringworm, **it needs to be treated twenty-four (24) hours prior to returning to the Center.**
8. ***Temperature Elevations:*** If your child's temperature is **over 100** you will be notified to pick up your child immediately. A dose of fever reducer may be dispensed to your child. during the time, the parent has been called and waiting for the parent to pick up the child

within the hour allotted. A medicine form must be signed immediately when the parent arrives acknowledging that the child had been given the fever reducer. **Your child may return to the Center when he/she has been fevering free for twenty-four (24) hours without medication.**

9. **Thrush:** The symptoms are white patches that coat the inside of the mouth and lips and sometimes the tongue. If thrush is present adequate treatment is required for your child to stay in the Center.
10. **Vomiting:** If your child experiences frequent vomiting you will be notified to pick up your child within the hour. **Your child may return to the Center when he/she has been fever free for twenty-four (24) hours without medication.**
11. **Incidents:** In the event of an incident that causes minor cuts and scrapes the Center will provide kisses and hugs, as well as first aid, comfort, and a courtesy call to the parents. The circumstances of the incident will be written on an incident report and you will be asked to sign the report stating that you were notified. In the event of a serious illness or injury requiring medical attention you will be notified to pick up your child immediately. If it is determined that your child's injury is life-threatening an ambulance will be called, and you will be instructed to meet us at the hospital.
12. **Medication:** **Puddle Jumpers is NOT required to dispense medication to the children.** We dispense medication to children that are in need as a courtesy. Medication forms are available in the front office. For our staff to administer medications to your child the form must be COMPLETELY filled out, including your signature. Written authorization to dispense medications shall be limited to **two (2) weeks unless** otherwise prescribed by a physician. **Medication shall only be dispensed out of its original container, which must be labeled with the child's name.** Medication **MUST** be **age appropriate unless** physicians note is given stating that the child is able to receive suggested medication for diagnosed symptoms. Puddle Jumpers requires original paperwork/orders from your physician to be attached to the medication form. Medications are only given at 10:00 am and 2:00 pm, but we will assist you with getting your child on our schedule. **If your child is on a TWICE a day medication, we prefer you give your child the dose before coming to the center and after you pick up your child from the center.** Directions must be specific. For example, you cannot say that a medication is to be given as needed. There must be a specific time and amount to be given otherwise the medication will not be administered. Non-prescription medications must have your child's full name on the bottle. **State law prohibits mixing any medication with milk or formula in baby bottles.** Medicines which are no longer to be dispensed shall be returned to the child's parents immediately. If these medications are not picked up after scheduled doses the medicine will be disposed of appropriately.

### Immunizations

State law requires that a certificate of immunization "**Georgia Form 3231**" be provided to the center at the time of enrollment. The Department of Health completes an inspection of ALL enrolled students on an annual basis. These regulations are strictly enforced by Puddle Jumpers as this is a safety issue for all our children. A new certificate is required prior to the expiration of the current certification and/or on the day the child has received updated immunizations.

All children must have on file a current immunization certificate (3231 Form) completed and signed by a medical professional within 30 days of enrollment. Children will not be allowed to continue in the program if current immunization certificate(s) are not on file or up to date. The assistant director will track immunization forms of each child to ensure that the family submits a new form before the

expiration date. If a child returns to the center without meeting the immunization deadline, the child will be sent home until the immunizations are completed and up-to-date forms are turned in by the family.

On the day that your child receives immunizations Puddle Jumpers CEC will administer a fever reducing medication with a medication form filled out and if his/her temperature remains elevated you will be contacted to pick him/her up.

If a parent(s) refuse to have their children vaccinated they will not be enrolled into the Puddle Jumpers' program. All children enrolled at Puddle Jumpers will be vaccinated. This is a safety regulation that is in place for the health of all children and staff at Puddle Jumpers.

### Infants

A completed Infant Feeding Plan and Infant Information Sheet are required for each child under one year of age. This plan must include information specific to the amounts and frequency of foods and beverages to be offered to your child. Bottles must be marked with the child's full name and current date on each one, each day. Pacifiers must be marked with the child's full name. **Infant Feeding Plans are required by the state to be updated every three months.**

### Health & Safety Policy for Infant Rooms

Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. **(BFTS 591-1-1.15 3, pg. 30).**

Safe Sleep Practices are as follows **(BFTS 591-1-1.15 q, pg. 44):**

- 1.) The initial placement of infants on their backs to sleep.
- 2.) Teachers shall not place objects or allow objects to be placed in or on the crib with an infant, such as, but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items **(BFTS 591-1-1.30 b, pg. 58).**
- 3.) Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep.
- 4.) Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant **(BFTS 591-1-1.30 d, pg. 58).**
- 5.) Teachers shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors, and mobiles **(BFTS 591-1-1.30 c, pg. 58).**

**No diapers bags are permitted in the Infant Rooms.** This is strictly prohibited. This Puddle Jumpers policy protects the infants and the center from having medications or any other undesirables brought into the Infant Rooms. Diapers bags are not consistently laundered to free them of germs that can be spread to the Infant Rooms. Parents are required to bring in a simple bottle bag for the daily bottles, which are to be labeled and dated DAILY. The infants will have their own designated area for their belongings that are provided by the parent.

### **Daily Sheets**

From the infant rooms to the two-year-old rooms a daily sheet will go home with your child that includes information on how and what they ate, how long they slept, what they played, if they went potty on their own, what they learned and **what supplies need to be replenished**. For the infants we also include all diaper changes and there are separate sheets attached at the end of each week to keep you up to date with your child(ren)'s progress.

### **Health Requirement Policy**

All children enrolled in the pre-K3 program must have a well visit check with a pediatrician or local health department and a completed Form HE0493 on file within 90 calendar days of program entry. Puddle Jumpers CEC will provide a Form HE0493, Bright Futures Pre-visit Questionnaire, Bright Futures Medical Screening Questionnaire, and a Bright Futures Parent Information Handout to all families enrolling in Pre – K3.

### **Parent Involvement and Conferences**

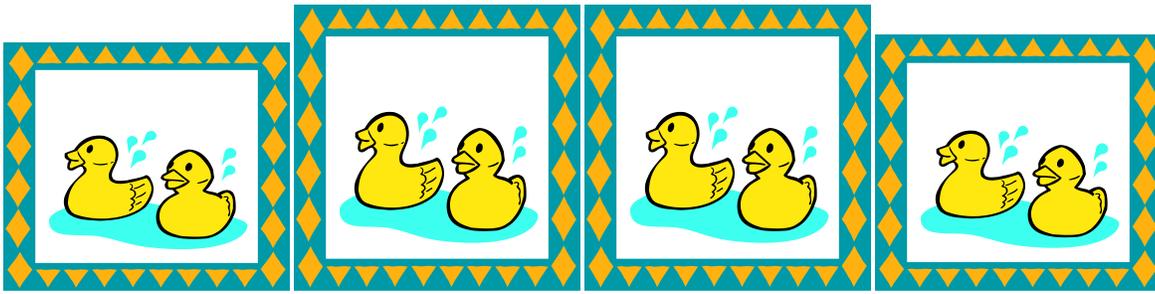
Parents are encouraged and permitted access to visit our Center at any time their children are in attendance. Special events and seasonal activities are scheduled throughout the year, and we urge parents to participate as frequently as they can.

At Puddle Jumpers CEC, we recognize that each child is an individual in their growth, development, and behaviors. Teachers will have conferences at least twice a year with parents so that we work in partnership to support their child's needs to reach their full potential.

Teachers, using the information they have gathered through observations, will share the Developmental Checklists with each parent. During the conferences, parents and teachers will have the opportunity to discuss any concerns they may have about any of the developmental milestones. If further assessment or assistance is needed outside the realm of services that Puddle Jumpers CEC provides, the parent will be asked for written permission to refer their child to an outside agency. These community agencies may include, but will not be limited to, Babies Can't Wait, Child Care Resource and Referral Agency Inclusion Coordinator, Department of Care and Early Learning or community health department. Parents may also request opportunities to discuss issues with the Director at a mutually agreeable time. Open and honest communication while using tact and discretion is desirable.

### **Babysitting**

If you arrange with a staff member for off-premises care of your child that staff member undertakes such a service on her own behalf and not as a staff member of Puddle Jumpers CEC. Puddle Jumpers CEC is not liable for any staff member performing these services.



### **Transportation and Field Trips**

All field trips are approved in advance by the Owner / Director and are scheduled periodically throughout the year for children in K4. You are required to sign a “Field Trip Permission Form” each time your child goes on a trip. There may be a small charge for some of the field trips, but you will be notified of the exact cost well in advance. You have the option of not allowing your child to participate and, if that is the case, provisions will be made at the Center for your child. During the summer, the K4 class and older Summer Day Camp children will go on field trips every week, which incurs a Summer Activity Fee to cover all the field trips. **Parents are not permitted to go on the field trips with the children. This causes disruption and anxiety amongst the other children.** If the children have water play day at the center and it is outside of center’s fence there is a permission form for parents to sign for each date that this type of water play occurs.

### **Parking Lot Safety**

Please drive slowly and cautiously in our parking lot for the safety of our children and parents. It is recommended that you hold your child’s hand or carry them as you walk to and from the Center. Please do not block the Fire Lane or handicap parking spots. Please do not park in the handicap parking spaces if you are not entitled to them. **If you plan to be in the school for a while, please park in a designated space to keep traffic flowing smoothly.**

### **Personal Belongings**

Toys, Nintendos, Game Boys, money and jewelry should not be brought into the Center. They are often lost or may cause safety hazards. Exceptions are books, audiotapes, DVDs, movies (all rated G) or soft animals to cuddle at rest time. All items brought to the center must have your child’s full name on the item. Puddle Jumpers CEC is not responsible for lost, damaged or broken items.

### **Rest and Nap Times**

All active preschoolers require a time of rest from busy activities. State law requires a regular one-hour rest/nap time for all children one year of age or older that is scheduled each day after lunch. A two-hour span is set aside after lunch for this purpose. Mats are provided to ensure the comfort and safety of each child. State laws prohibit the use of pillows being used at nap/rest time for any child under the age of two.



### **Safety**

By State law all children are to be escorted to and from their designated areas to a staff member each morning and afternoon by their parents or another responsible adult designated by the parent (other than Puddle Jumpers Staff). We ask that any siblings picking up a child from the Center be at least sixteen (16) years of age.

If someone other than the adult who routinely picks up the child is to do so, proper ID is required. A copy of the ID will be made to be placed in the child's file and the sign out sheet at the front desk is to be completed. Written notification is required before anyone other than a parent or other adult designated on the pick-up list is allowed to pick up any child. A note must be brought in by parent or faxed by the parent/guardian granting permission for pick up.

### **Emergency Preparedness Plan**

Puddle Jumpers staff is trained in emergency preparedness. This covers disasters that can occur in our area, fire drills, tornado drills, lock downs and terrorist attacks. Columbus Fire Department prepared evacuation routes that are posted in each room at the exits. This also includes any power outages, climate control issues or structural or water damage to the building.

Tornado drills are practiced every 6 months, fire drills are practiced once a month and lockdowns are practiced every 6 months. Puddle Jumpers has annual inspections conducted by the Fire Marshal.

Inspections of playground and other equipment (toys, furniture, and other furnishings) are conducted on a routine basis to ensure the safety and health of our children.

### **Account Statements**

Annual account statements will be provided to all parents for tax purposes. The "end-of-the-year" statements will include our federal identification number and the complete address of said center. If a parent/guardian loses the original document provided by Puddle Jumpers CEC additional copies will require a ten-dollar (\$10) processing fee. For preparation and copies of all currently enrolled child records the cost is one dollar (\$1) per page. Copies for non-active children's records are three dollars (\$3) per page.

### **Withdrawing a Child from the Program**

If it is determined that your child cannot benefit from the group experiences or if your **child does not portray the skills necessary to function in a structured environment**, you may be asked to withdraw your child from our program. The Center reserves the right to drop any child from our program. If you need to withdraw your child from our program, **a two-week written notice is required in advance**. Vacation credits may **NOT** be used within a two-week notice period. If a notice is **not received**, your account **will** be charged with the weekly tuition amount, as well as any late fees that apply.



### **Date Night**

Every third Friday of each month we provide a “date night” from 6:30 pm – 11:30 pm. The teachers are rotated out to watch the children signed up for date night. We provide dinner for them and they are entertained by a movie, games, or crafts. The fee for date night is \$40.00 for the first child and \$20.00 for each additional child. We do watch children that are not enrolled for a fee of \$50.00 for the first child and \$25.00 for each additional child. The enrollment packet must be filled out completely and all documentation for each child not enrolled is required. If a child(ren) is signed up for date night and DO NOT attend the fee is still required to be paid. We plan for food and staff requirements by the number of children signed up. The fee is to be paid the night of date night.

### **Payment of Fees and Late Charges/Returned Check Fee**

Acceptable tender for all fees is *check, money order, Visa, Mastercard, Discover and American Express*. Weekly fees are considered late if not received by 6:30 pm on Tuesday of the current week. Any returned checks will have a \$36.00 return fee applied to the account, and a \$20.00 late fee: hence the check being returned made the tuition late.

The following late fees will be charged as indicated below:

#### **\$20.00 if not paid before Tuesday by 6:30 pm.**

If account is still not paid by that Friday at 6:30 pm you will incur an additional \$30.00 late charge.

*Tuition and other fees are to be paid in full without deduction for absences of any duration or for any reason and without substitution of other days of attendance as “make up” days. This is enforced because of staffing and other operational costs that are incurred based on fixed levels of children enrolled. Also, these costs are not eliminated when a child is temporarily absent.*

*Childcare services will be discontinued, and your code deactivated if your child’s account is not paid in full by the end of the second week. For your child to return your account must be paid in full. Past due amounts will be assigned to a professional collection agency within ten (10) days of your child’s disenrollment.*

### **Collection Process and Procedure**

Tuition accounts that are referred to a private collection agency will incur the expenses of the the collection agency on their account balance. If the balance is disputed and results in litigation the attorney expenses will be added to the tuition account.

### **Organizational Structures**

To have continuity and structure in our program, Puddle Jumpers CEC uses  
The following framework of administration and staffing:

Owner – Laurie Wolfe

Director – Lydia Bush

Assistant Director – Cindinett Colon

# PARENT HANDBOOK

I have received, read, understand, and agree.  
to abide and adhere to the policies and  
procedures listed in the Puddle Jumpers  
parent handbook.

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Parent/Legal Guardian Signature (L.S.)

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Parent/Legal Guardian Signature (L.S.)

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Print name of Parent/Legal Guardian

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Print name of Parent/Legal Guardian

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Date

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Date

My (our) signature(s) indicates my (our)  
agreement to abide and adhere to all business and parent  
handbook policies and this agreement.

This page must be returned with signature(s) to the center upon your  
child(ren) enrollment.



Our hours are from **6:00 am to 6:30 pm**. Registration Fee for the first child is \$100.00 and \$75.00 for each additional child, which is due at time of enrollment along with first week's tuition. The fee is annual, due each January. We provide discounts to the Military and multi-child Families and the following companies:

Government/Civil Service Employees, Law Enforcement, Fireman  
 Hospital Employees  
 Columbus State University **Employees**  
 Muscogee & Harris County School Districts

Please note only **ONE** discount available per family.

**Before School only or After School only children DO NOT receive a discount.**

Our **2021/2022** weekly rates are as follows:

Baby Room 1&2:	\$170.00	
One-year old:	\$165.00	
Two-year old:	\$165.00	
Three-year old:	\$160.00	
Four-year old:	\$160.00	
Before-After School	\$110.00	
Before School Only	\$ 80.00	Discount does not apply
After School Only	\$ 85.00	Discount does not apply
Summer Day Camp	\$160.00	
Drop In, per Day	\$ 60.00	
Summer Activity Fee	\$185.00	

We are affiliated with Child Care Aware of America (CCAoA), which is a government subsidy that helps military families. We also accept GACAPS & TAS (Alabama Childcare Resource).

**Tuition is due Monday of EACH week. If payment is not received by 6:30 pm Tuesday, you will incur a late fee of \$20. If payment is still not received by 6:30 pm on Friday, there will be an additional fee of \$30.**

**These rates are subject to change with a two (2) week written notice.**

We drop off/pick up to/from North Columbus Elementary, Matthews Elementary, Blanchard Elementary, Double Churches Elementary, Britt David Magnet Academy and Eagle Ridge Elementary.

We also provide a **monthly Date Night service** for all our parents. It is the **third Friday of each month** from 6:30 pm – 11:30 pm. The cost is \$40.00 for the first child and \$20.00 for each additional child.