



# Jump 2 Learning

## Parent Handbook

Dear Parents,

Welcome to Powersports Jump 2 Learning Preschool!

We are glad your child is enrolled in our Preschool Program. It is our hope that together we can make this a positive and enriching experience for everyone involved. This handbook was developed to inform parents of the Preschool policies and programs. Parents will be given a new copy each year as well as be informed of any policy changes in writing as they occur throughout the year. Parents are expected to read and be familiar with the information contained within this packet. Note that this document serves as a contract between you, the parent, and Powersports stating that you are aware and agree to abide by our policies and procedures.

**The “Acknowledgement of handbook,” is located on the Emergency Contact form, and must be acknowledged before your child may attend our Jump 2 Learning Preschool program.**

### Our Mission

It is our mission to meet the needs of the community by providing a safe and fun Preschool program for kids ages 2 to 5 years old.

### Our Staff

The Powersports Jump 2 Learning teachers are carefully selected from a variety of applicants who have a background in early education or a future in teaching. We maintain a low student to teacher ratio ensuring that your child is always adequately supervised, enabling our teachers to better get to know the children.

You can find an up-to-date staff list posted in the parent check-in and check-out areas of Powersports.

## **Hours of Operation:**

**Front Desk** : Monday – Friday, 10:00am - 7:00pm

**Jump 2 Learn Preschool School Semester:** Monday – Friday, 7:30am – 6:45pm

**Jump 2 Learning Summer Semester:** Monday-Friday 7:30am -6:00pm

\* Drop off is between 7:30am and 8:00am. Class begins at 8:00am. Please have your children here no later than 9:00am. This will allow your child all the advantages of the program as well as decrease the number of classroom disruptions caused by late drop offs. \*

\*Should you have to pick up your child late, please contact the front office as soon as possible. **A late pick-up fee of \$1 per minute will be applied after the program pick-up time.** Note that exceptions can and will be made as to whether or not the late fee is applied. One-time offenders may or may not be charged the late fee, but persistent tardiness will result in late charges to be paid before your child can attend another day of care. Repeated offenses of late pick up can result in removal from the Jump 2 Learning Program.

## **Drop Off:**

Each morning children must be accompanied by a parent or authorized adult. When signing in your child we ask that you please follow these steps:

1. Sign your first & last name, time you arrived, on the sign-in sheet.
2. If your child is attending a Powersports class during the J2L or Extended Care hours YOU MUST EMAIL THE DIRECTOR at [J2L@powersportskids.com](mailto:J2L@powersportskids.com)
3. If your child has a make-up class during the J2L or Extended Care hours YOU MUST EMAIL THE DIRECTOR at [J2L@powersportskids.com](mailto:J2L@powersportskids.com)
4. Make sure all your child's belongings are together and their names or initials are clearly labeled on them.
5. Accompany your child to their classroom and let the teacher know you have arrived.
6. By State Law, children must be signed in/out on the attendance record.

## Pick-up:

When picking up your child we ask that you please follow these steps:

1. Sign your first and last name in the appropriate space provided on the sign-out sheet. If someone is picking up your child who is not authorized on their registration form then a notification from the parent/guardian must be provided to Powersports. All persons picking up children must have a valid photo ID. **We will not release your child to anyone not authorized on his/her registration form.**
2. Make sure all your child's belongings are together and accounted for, and most importantly are **their** belongings. Although our staff will help each child gather up their belongings, please note that you as the parent are allowed to step back into our facility and assist your child in packing up their belongings as well as helping our staff find anything they may have misplaced throughout the day.
3. By state law children must be signed in/out on the attendance record.

## Illness & Exclusion Criteria

We ask that parents please keep your child home if he/she has:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to school.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting, must not have vomited in the last 24 hours before returning to school.
7. A severe cold with fever, sneezing, and/or a runny nose.
8. A contagious disease (measles, chicken pox, Mumps, etc.). Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our school. Privacy will be kept.
9. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to the camp.
10. Head lice; a child must be free of **head lice/eggs** before returning to class. A doctor's note and assessment by the Jump 2 Learning director will be required upon your child's return. This also applies to **ringworm**.
11. Covid 19; If your child has been exposed to a positive Covid-19 case, or has been diagnosed with Covid-19, you must provide a doctors note stating that your child is cleared to return to school.

\*If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible. A sick child will be attended to and kept comfortable in the counselor's office until the parent arrives. **It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours.**

\*Only prescription medications and "emergency medications" prescribed by a doctor (i.e., asthma, insulin, Epi-pen, etc.) will be administered by Powersports employees. You must fill out and return a "Permission to administer medication" form before any Powersports employee can administer medication to your child.

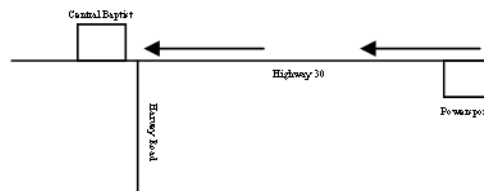
## **Medical Emergency Procedures:**

\*Powersports is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

**Medical Emergency:** In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

**EMERGENCY PREPAREDNESS:** In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. All children left after one hour will be transported to our emergency shelter located at Central Baptist Church in one of our school buses. Once at Central Baptist Church, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or a land line provided by the church. In addition, all parent emergency contact numbers, authorizations for emergency medical care and registration forms will be transported and available for use.

**Central Baptist Church  
1991 FM 158 Rd.  
College Station, Tx. 77845  
(979) 776-9977**



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

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

### **Parental Notification Procedures:**

**Medical Notification:** Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or supervisor. Parents are also asked to sign the accident report as proof that they were notified. Although accidents do unfortunately occur, safety is our number one priority in all of our activities.

**Notification of Policy Changes:** Parents will be notified in writing of any change to our operational policies and enrollment agreement. Once changes have been enacted parents will need to sign a form indicating they are aware of the changes that were made.

### **Discipline and Guidance Practices:**

**Redirection/Discipline:** One of our goals at the Powersports Jump 2 Learning programs is to help develop and build a child's self-esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting.

Our staff follow a 3-step process when disciplining a child.

1. A verbal correction is given followed by verbally telling the child the correct behavior.
2. A second verbal correction is given by the staff and the child will sit out from the activity for 1-minute times the age of the child (i.e. a 5 year old would sit out for 5 minutes). When the time is up, the staff will communicate to the child why they were sitting out from the activity, what the right choice should have been, and what they can do next time to prevent acting in the wrong behavior.
3. A third verbal correction is given by the staff, the child will be placed in the director's office and sit out for 1-minute times their age, and a discipline write up will be issued. When the parents arrive to pick up their child a parent conference will be held with the child present to ensure that they understand the behavior for

which they are being disciplined, as well as be warned of the more serious consequences for further misbehavior.

**Dismissal:** While it is always regrettable to dismiss a child from the Jump 2 Learning program, there are times when such an action is necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

1. Second write-up; verbal communication between the parents and director or teacher.
2. Third write-up, verbal communication between the parents and director or teacher.
3. Fourth write-up, a parent conference is held, accompanied by a 1-week suspension.
4. Fifth write-up, a parent conference is held and the child is expelled from the program.

\*During each parent conference the parent is expected to work with the director and other teachers in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Powersports is deeply committed to seeing your child grow in their time here and we want to greatly avoid having to use these more serious discipline actions. Please be aware though that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as suspension and expulsion.

## **Meals and Food Practices**

**Lunch:** Powersports Jump 2 Learning **does not provide a meal during lunch time.** Parents are responsible for providing a nutritional lunch for their child.

- We ask that you please try to pack easy-to-eat foods such as finger foods. We ask that you do not send your child with any food that requires the use of a microwave
- Food should be cut and ready to serve. Please send grapes, hot dogs, etc. cut up especially for our younger children to minimize the chances of choking.
- For your child's safety we also ask that you **DO NOT SEND GUM**, hard candy, or any other foods they may have trouble eating.
- You may pack a drink in their lunch or your child can use their water cup you provided for use throughout the day. We will help them refill it if needed. **Please note: Tea, Sodas, and Coffee drinks are prohibited while at Powersports. Please only send water or a juice box with your child's lunch.**
- Teachers will encourage children to eat the healthy foods first and then dessert foods. Children will not be allowed to share lunches or items.
- You can find a posting of your child's lunch time on the bulletin board located in the parent pick-up area.
- Please label your child's lunch kits and items with their full name.

**We are a peanut product free school. Please do not pack items that contain peanuts or peanut butter.**

**Snack:** Powersports Jump 2 Learning Preschool will serve a small snack during our midmorning activities and after naps. Our snacks include a variety of items. Please see the bulletin board for a complete weekly menu and listing of snack times.

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

### **Food Allergies**

The safety and well-being of our participants is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before/after each and every meal time. **If your child has a food allergy, please make sure to note it on their registration form as well as provide Powersports with any medication meant to treat a reaction (i.e., Benadryl, Epi-Pen).**

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

## **Powersports Enrollment**

**Enrollment Information:** During the enrollment process parents **must completely fill out their child's registration form.** If you have any questions, you may ask the front desk or program director. The parent handbook must be read and the "Acknowledgment of Hand-Book" must be acknowledged on the Emergency contact form. Along with these two items, all other registration fees and paperwork **must be completely filled out and turned in to the front office before your child may attend any of our programs.**

\*It is extremely important that you list any medical issues your child has or does have so as to better keep our staff informed about any potential complications.

All registration fees and paperwork must be completely filled out and turned in to the front office before your child may attend any of our programs.

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

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

**You must submit a new updated Emergency Contact form for the beginning of each new school year.**

It is required by law that all students must show a current shot record indicating that they have received their immunization shots, and hearing and vision tests (ages 4+). If your child is unable to take these tests then we ask that you have a signed form from the department of health stating that your child was unable to take these tests.

Exemptions from shots:

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contradicted or poses a significant risk to the health or wellbeing of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and childcare facilities should maintain an up-to-date list of students with exceptions, so they can be excluded from attending school if an outbreak occurs. Instructions for the affidavit to be signed by parents /guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)

## **Program Cost**

### **Jump 2 Learning**

Registration Fee: \$30 per year (\$15 for summer only)

Supply Fee: \$50 per semester (School year only)

Monthly Tuition: All tuition is to be paid by the 1st of the month. Any tuition not paid by the 5th will result in your card being charged automatically.

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

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

**A 30-day written notice must be sent to [office@powersportskids.com](mailto:office@powersportskids.com) to withdraw your child from any Powersports program and will be effective at the end of the 30 days.**

**Powersports Tax/EIN #: 74-2883497**



## Holiday Closures 2022-2023:

|  |                       |
|--|-----------------------|
| September 5th  | Labor Day             |
| November 24 <sup>th</sup> and 25 <sup>th</sup>       | Thanksgiving          |
| December 19 <sup>th</sup> to January 1 <sup>st</sup> | Christmas & New Years |
| March 13 <sup>th</sup> to 17 <sup>th</sup>           | Spring Break          |
| April 7 <sup>th</sup>                                | Good Friday           |
| May 29 <sup>th</sup>                                 | Memorial Day          |
| May 29 <sup>th</sup> to June 2 <sup>nd</sup>         | Summer Break          |
| Graduation & Program                                 | TBD- Friday in May    |
| July 4 <sup>th</sup>                                 | Independence Day      |

## Parental Visitation

Powersports offers an open-door policy for parents to come in and visit their child throughout the day.

\*If visiting while at the Powersports facility, you must sign in at the front office. We do ask that while visiting your child you do not distract from any activities going on. **Our best times to come for visitation are during the snack and/or lunch times.**

\*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event, you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins.

\*We do have to state though that excessive visitation within a period of time is not allowed (more than 30 minutes), unless you fill out and pass a criminal background check. We strive to provide a safe and secure environment for your children, this is why our staff are thoroughly screened and trained. If you would like more information on filling out paper work please see the Childcare Director.

## Miscellaneous Information

**Field Trips:** Jump 2 Learning does not take field trips.

**Preschool Gymnastics:** All of our preschool students will have the opportunity to participate in Preschool gymnastics. Classes will be weekly, and will be posted on the rotation schedule located on the parent bulletin board.

**Diapers:** If your child is still in diapers or is still potty training you are required to provide two changes of clothes and a supply of diapers and wipes with their full name clearly marked on the outside. By law we are not allowed to apply any ointment during changing without a written consent from the parent. (Please see the sign-in desk if this form is needed and then notify your child's teacher).

### **Potty Training:**

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

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

4-year-old class – must be fully potty trained

**What to wear:** Keep in mind that we are always on the move at Jump 2 Learning, that is what we do. We play in sand, mud, and clay. We paint, glue, and make marvelous things of goop. Please remember not to dress your child in anything that you won't mind getting messy. Also, remember that since we are a fitness-based program we ask that you send your child in clothing that they can flip and move in easily. Clothing that would require little assistance is best. Shorts **MUST** be worn under dresses and skirts. Fitness workout clothes work the best. Shoes and socks to play outside. Children **MUST** wear closed-toed shoes. No sandals, thongs, flip-flops, soccer shoes, cleats, boots or shoes that have slick soles will be allowed. These kinds of shoes/sandals/boots may cause twisted ankles, stubbed toes, and lots and lots of trips and falls. Outside time is just another activity that the children really enjoy. We recommend that all children have:

1. Sun screen and bug spray in their bag with the child's full name on it.
2. Jacket when cold outside (please put your child's full name on the tag of the jacket).
3. A change of clothes including a shirt, shorts/pants, undergarments and socks, all labeled with the child's name.

**\*IMPORTANT: When picking up your child, please make sure that all items are accounted for and are theirs. All contents within the lost and found bend will be discarded every other Friday.**

**Questions/Concerns:** One thing we value is the feedback from parents.

\*If you have any questions or concerns regarding your child's experience in our Jump 2 Learning program, please contact the Jump 2 Learning director at (979) 776-0018. If you have any questions about tuition or payments, please contact the front office staff at (979) 776-0018.

### **State Licensing Contact:**

\* **It is our top priority to keep your child free from harm.** In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is 979-774-6779, and the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violates policy; please bring it to the attention of the Jump 2 Learning director.

**Notification of Policy Changes:** Parents will be notified in writing of any changes to our operational policies and enrollment agreement. Notifications will also be clearly displayed for all parents to see view within the parent check-in and check-out area.

**Viewing of the Minimum Standards Rules and Licensing Reports:** A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is displayed for view of bulletin board located in the hall close to the main entry. A copy of either document can be provided upon request. Additional copies of the Minimum Standards are kept with the director and owner.