

Jackson Children's Academy Parent Handbook 2024-2025



Philosophy and Purpose

At Jackson Children's Academy,
it is our primary goal and purpose to create a partnership among home, school,
and community and a nurturing and positive environment so that the word
'school' will have only the most pleasant associations
and the students are excited about learning.

We promise to provide a loving and stimulating environment
which encourages participation, creativity,
problem solving and enthusiasm for learning.

Jackson Children's Academy

9687 Portage Street

Massillon, Ohio 44646

330-268-7377

Sherioboyd@sbcglobal.net

Dear Families,

Welcome to Jackson Children's Academy! It is our privilege and honor to have the opportunity to provide your child with a great start on their education. With the love and dedication of our qualified staff, as well as the positive feedback from our school families, Jackson Children's Academy provides quality part time Preschool education to children ages three to six. Our promise is to provide your child with the best quality care as we follow state licensing standards.

This handbook contains policies and procedures that have been written carefully, with you and your child in mind. We have included everything you may want to know about our school. Please read it thoroughly, and keep it handy for future reference. If you have any questions, please do not hesitate to ask.

Jackson Children's Academy has an open door policy. If at any time you have comments, questions, concerns, or constructive criticisms about any of our programs, please stop by or call the school. We hope that you will find that our program meets your needs, and exceeds your expectations.

Sincerely,
Sheri Boyd
Administrator/Director
330-268-7377
sheriboyd@sbcglobal.net

LICENSING OF THE CENTER

Jackson Children's Academy is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted on the school bulletin board for review. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the center. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. See the attached Center Parent Information regarding licensing from the Ohio Department of Job and Family Services.

INCLUSION STATEMENT

It is unlawful for Jackson Children's Academy to discriminate in the enrollment of children upon the basis of any race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. Children with special needs will be enrolled based upon their ability to be mainstreamed into the program. We plan to enroll children with special needs into the classroom with children of the child's developmental age, and plan to implement practices supportive of the child's developmental needs. All classes are based upon registration and must have 80% enrollment by August 30 of the school year or the session may be cancelled or classes may be combined.

PRESCHOOL OFFICE HOURS:

Hours for Jackson Children's Academy are Monday through Friday, 9:00 am to 1:00 pm, and follows the school calendar published to the families. The preschool day is from 9:00 am to 11:30 am morning classes and 12:15 pm to 2:45 pm afternoon classes. Summer office hours and additional office hours throughout the year can be scheduled as requested. The Preschool Director plans to be available to all families daily from 8:45 am-9:00 am and 11:45 am to 1:00 pm, or schedule an appointment with the Director at your convenience.

AFFILIATION

Jackson Children's Academy has been given the opportunity to house our program in Crosspoint Church. We appreciate all of the support we have received from Crosspoint, and are proud to call Crosspoint our home. Jackson Children's Academy has no affiliation with the Church, and therefore any comments, questions, concerns, or grievances about our program should be addressed to Sheri Boyd 330-268-7377.

STAFF/CHILD RATIOS AND GROUP SIZES

Below are the staff/child ratios and group sizes followed at Jackson Children's Academy

Threes 1:12, 2:13 Fours 1:14, 2:15 Transitional Kindergarten 1:14, 2:15

At Jackson Children's Academy, we have one teacher in each classroom with one group of children. A Teacher's Aide will be provided to assist the teacher as class size necessitates. During some activities such as Large Motor and Music and Movement, guest speakers, class parties, and special programs, classes may be combined. Ratios are always maintained.

ENROLLMENT/PROGRAM INFORMATION

The enrollment in each of our classes is for one year from September through May.

We offer the Three-Year-Old class with a choice of two or three days per week from 9:00-11:30 am and 12:15 -2:45 pm. Children enrolled in this class are required to be potty trained. We believe that play is a child's work. Children play to learn, to grow, and to experience the environment surrounding them. A structured schedule that balances group activities is followed with a combination of free exploration and teacher directed activities in a learn through play, exploration approach. Lessons are theme related and focus on learning colors and shapes, numbers, cutting with scissors, and adapting to separation from their primary caregivers. Children will work on recognizing their written names. While the children follow a structured daily schedule that is developmentally and age appropriate, they are building social skills, and learning to follow directions from a teacher. Outdoor (weather permitting) and indoor play are part of our large motor curriculum and are both used in our curriculum.

We offer a Four-Year-Old class where children can attend class four or five days a week. Lessons focus on themes that are similar to those in the Three's class, with more detailed projects where children will have a bigger part in the preparation of the projects. The children develop critical thinking and reasoning skills through association, opposites, rhyming concepts and play activities. Children will study colors, shapes, and numbers and learn about holidays and seasons. Children will also work on recognizing their first and last names, as well as writing their names. Children will be introduced to the letters in the alphabet. In this program, as well as in our other classes, teachers are trained to individualize projects and lessons to challenge each child.

We offer a Transitional Kindergarten class where children must attend five days a week. In this classroom, most of the children have attended Preschool at least one year prior and are ready for more structured learning. Lessons focus on themes that correspond to the Letter of the Week, with more detailed projects where children will have a bigger part in the preparation of the

projects. Children will review colors, and shapes, and become familiar with their addresses, phone numbers, and birthdates. The children are introduced to upper- and lower-case letters, the phonetic sound of each and how to form each letter correctly. Children will study numbers and props will be used to introduce addition and subtraction. This program is a Kindergarten preparation program, and is designed with the intent for each child to be ready to attend Kindergarten the following year.

CURRICULUM

Jackson Children's Academy plans an anti-bias curriculum for all programs. Informal assessments are conducted and report cards are sent home once a year in the spring. Our basic curriculum is focused on one age and developmentally appropriate theme per week. We follow a structured daily schedule in all our classrooms in order to provide your child with a stimulating education. Our preschool environment is set up in interest learning centers to provide structured experiences to meet each child's individual needs. We encourage this by planning a daily schedule that includes a circle time, group activities/projects, free choice, music and movement, snack, and large motor activities. A copy of the daily schedule can be found in this handbook. In addition to art projects that enhance creativity and fine motor skills, we also plan math, science, language arts, social studies, and cooking activities as part of our small group projects. We will arrange for a variety of guest speakers to visit the school. Although most of these special guests do not require an extra charge, there may be a small fee to help cover the costs for some performances. If you know of someone in the community who would like to be a guest speaker at Jackson Children's Academy, please let us know!

In all of our programs, the curriculum is created to encourage children to develop and maintain a positive self-esteem, as they maintain a wholesome attitude towards themselves, their teachers, their peers, their school, and their learning experiences. Our curriculum gives children a thirst for knowledge by asking open ended and problem-solving questions, and encourages them to express themselves creatively through the materials surrounding them in our child centered environment. Projects are planned to provide adequate opportunities for children to develop independence, expand their sense of curiosity, and to develop their own personalities. The teachers will plan activities which build social relationships, physical development of gross and fine motor skills, and allow them to express their emotions in a positive way. While in our program will do not offer water activities, swimming, or napping. It is our goal to meet the needs of the children as individuals, and as a group. Jackson Children's Academy is a family-oriented program, which strives to build a tie between the home and the school. It is our overall pledge to plan a curriculum that will give children an enriched beginning that will prepare them for future learning.

PERSONAL BELONGINGS

Children will need to bring a book bag to school each day. Please check it for papers daily. Toys, money, candy, blankets, etc. should be left at home. Some classrooms may have special days designated for your child to bring in something from home. On these days, please be careful with your child's selections. Toy guns, swords, or other weapons are not permitted. Please make sure all personal belongings, including coats, hats, gloves, book bags, and extra clothing are labeled with your child's name. JCA does not assume responsibility for loss or damage to any items brought from home.

DAILY SCHEDULES

	<u>Three-Year-Old Class</u>
9:00-9:30	Arrival/Table Activities
9:30-9:45	Circle Time
9:45-9:50	Bathroom Break
9:50-10:05	Snack
10:05-10:20	Music/Movement
10:20-10:35	Circle Time
10:35-11:15	Project/Free Choice
11:15-11:30	Circle Time
11:30	Dismissal

	<u>Four-Year-Old Class</u>
9:00-9:20	Arrival/Free Choice
9:20-9:35	Circle Time
9:35-9:45	Music/Movement
9:45-9:50	Bathroom
9:50-10:05	Snack
10:05-10:25	Circle Time
10:25-11:15	Projects/Centers
11:15-11:30	Circle Time
11:30	Dismissal

	<u>Transitional Kindergarten Class AM</u>
9:00-9:15	Arrival/Flag/Calendar
9:15-9:30	Music and Movement
9:30-9:45	Math Activities
9:45-10:15	Phonics Activities
10:15-10:30	Handwriting
10:30-11:00	Centers and Free Play
11:00-11:05	Bathroom

	<u>Three & Four Year Old Class Afternoon</u>
12:15-12:35	Arrival/Free Choice
12:35-12:50	Circle Time
12:50-1:00	Music/Movement
1:00-1:05	Bathroom Break
1:05-1:20	Snack
1:20-1:35	Circle Time
1:35-2:30	Projects/Centers

11:05-11:20	Snack	2:30-2:45	Closing Circle Time
11:20-11:30	Closing Circle Time and Dismissal	2:45	Dismissal

Enrichment Class PM

1:00-1:30	Arrival routine/Journals/Question of the day
1:30-1:45	Circle time/Music & movement
1:45-2:15	Heggerty/Read Aloud/Center
2:15-2:30	Outside/Gross Motor
2:30-2:45	Ending Circle/Dismissal

Circle Time will be adapted to be age and developmentally appropriate for each program. Circle time includes taking attendance, group discussions, reading a story, studying the calendar, weather, reciting the Pledge of Allegiance, and assigning jobs on the Helper Chart.

Free Choice Time invites children to freely choose which activity or learning center they would like to get involved in. This is a great time for children to explore the classroom centers, block, or art centers, as well as explore the many materials on the shelves throughout the classrooms.

Outdoor (weather permitting) and indoor play are part of our music and movement activities. Children should be dressed appropriately with coats, hats, gloves etc. everyday. (Weather permitting is defined but not limited to the actual temperature and or wind chill below 20 degrees or above 90 degrees Fahrenheit, rain, excessive wind, and weather warnings.)

During Small Group Activities and Projects, children will meet in small groups to work on art, math, science, cooking, social studies, or language art activities. Activities are developmentally and age appropriate, and adapted to challenge the children. When transitioning occurs, children will have the opportunity to meet the new teacher and assistant in the new classroom before completely transitioning into the new room.

*The daily schedule is tentative, and may change with little or no notice. Daily schedules may be changed when we have Guest Speakers, Class Parties, or other special events.

TUITION & FEES

2 days per week	\$195.00	3 days per week	\$225.00	4 days per week	\$255.00	5 days per week	\$285.00
Annual	\$1755.00		\$2025.00		\$2295.00		\$2565.00
Prek enrichment	\$120.00						
	\$1080.00						

* Tuition can be paid monthly or annually.

* Tuition rates are subject to increase by January for the next school year.

* We charge a yearly rate and divide by nine, so you pay the same amount each month regardless of the number of days that school is in session. You can also pay tuition upfront. There is no tuition reduction for absences, vacations, early withdraw, School closings or snow days.

* In the event of early withdrawal, we require one month's notice, in writing. The last tuition payment may be prorated to include one month's notice. There is no refund given for tuition payments paid in advance. Jackson Children's Academy reserves the right to disenroll any child with little or no notice.

* An annual non-refundable registration fee of \$75.00 per preschool student will be collected at the time of registration. Registrations will not be accepted for families whose accounts are delinquent. (For a family that registers after December for the current school year, a non-refundable registration fee of \$40.00 per child will be charged.)

*Materials fees are as follows: Transitional Kindergarten \$25.00, Four-Year-Old Class \$25.00

* Tuition is due by the 1st of each month with the exception of the first month's tuition which must be paid by the parent meeting on August 13th. Checks are made payable to: Jackson Children's Academy. Tuition is non-refundable.

* Your monthly statement will be sent via email. **These are the only receipts you will receive.** Please keep them for your tax purposes. There is a \$25.00 charge if you require something other than the monthly receipts. The tax ID number is 85-1291259.

* A late fee of \$25.00 will be charged for tuition paid after the 5th of the month. If a different payment schedule is needed, please discuss your needs with Sheri Boyd. There is a \$35.00 fee for returned checks. After two returned checks, cash or money orders may be requested. (If tuition is not paid for two consecutive months, tuition accounts will be forwarded to a collection agency and the student(s) may be disenrolled at the discretion of the administrator. A 20% collection fee, along with any other NSF, late fees, or other applicable fees may be added.

* Lunch Bunch is available until 1:00 at a rate of \$12.00 per hour. If your child will be staying, please let us know a day or so in advance if possible. There is a sign-up sheet in the office. Be sure to send a healthy lunch when your child is staying for Lunch

Bunch. We are licensed as a part-time facility which means we are not permitted to have children stay in LunchBunch past 1:00 PM. For this reason, LunchBunch increases to \$5.00 *per minute* after 1:00 PM.

MEALS AND SNACKS

A snack is served to the children each day. We offer a parent participation snack policy. This requires each child to bring a healthy snack and 100% juice as scheduled for their classroom. Each child will be assigned times throughout the school year to bring snack for their entire class. (Please note, if you forget to bring snack on your child's assigned day, we will provide a supplement. Please bring a non-perishable snack on your child's next school day to replenish our supply.) Involve your child in the process of picking out and making the snack. We encourage you to bring nutritious snacks.

Lunches will be provided by parents and the content of meals and snacks should be selected from the following four basic food groups. They should include a minimum of

1. 1 ½ ounce Meat or Meat Alternative
2. ½ slice or ¼ cup (cooked) Breads/Grains/Pasta/Noodles
3. ½ cup Fruit or Vegetable (juices may be used if 100% and undiluted)
4. ¾ cup Milk, 1% or skim homogenized vitamin A and D fortified

All lunches must contain an ice pack. Soft drinks are not permitted. Please inform the teacher of any food allergies or in need of a modified diet for your child. In this case we ask that you bring in a supply of snacks to keep at school that your child may choose from.

CONFIDENTIALITY

At Jackson Children's Academy, confidentiality is valued and maintained. Discussion of students, classroom situations, or staff outside the School setting is not allowed. Please note that any evaluations, conference notes, or observation records for your child will be kept in your child's file. This will serve as a communication and reference tool for teachers. Sometimes it may be necessary for teachers or the Director to discuss concerns about your child with your child's transporter, alternate teacher/daycare caregiver, classroom volunteer, or substitute staff. In the case of children with special needs, it may be necessary for the Preschool to coordinate with the child's special service providers. In some cases, written parental consent may be required. In addition, teachers may discuss children or situations amongst each other or with the Director for guidance and advice. The Director and each employee of Jackson Children's Academy is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of children abuse or child neglect to the local public children's services agency. Confidentiality will be maintained at all times.

ARRIVAL/DEPARTURE POLICY

* An adult family member must accompany each child into the building each morning. After helping your child with their book bag and coat, please accompany your child to the restroom. All children **must wash their hands before entering the classroom**. You must walk into the classroom with your child to ensure that the teacher knows your child has arrived. If the teacher is not in the classroom, please stay with your child until a teacher comes into the classroom. Families are responsible for their child until the teacher is made aware of the child's arrival. It is not acceptable for the child to be dropped off at the door and sent into the building alone. Siblings may not be left in the car unsupervised. If a child is due to arrive from another family member, or program and they have not arrived by 9:15 the director will call the parent. Due to State regulations, children are not permitted in the building before 8:45 AM or after 1:00 for morning students or 2:45 pm for afternoon students.

* Arrival time is 9:00 am and 12:15 pm. It is important that children arrive on time. Preschool dismissal time is 11:30 am. and 2:45 pm. Families should follow the pick up lane assigned to their classroom and wait until a teacher has waved them up to the appropriate door outside of their child's classroom. If you need to meet briefly with your child's teacher after school, please let us know. Please do not interrupt class time. If you will be unavoidably detained, please call or text 330-268-7377 or your child's teacher to inform us of your situation.

* We will only release a child to his/her parents, or to others specifically designated in writing by the families. Those allowed to pick up your child must be listed on the Child Release Form on file in the office. You must give your child's teacher a note or inform them orally each time someone other than the primary person will be picking them up. This is encouraged even if the person picking up is on the authorized list. Parents can also call or text the School; 330-268-7377, stating the name of person to pick up the child. Please notify the alternate transporter that we may ask for their picture identification if we do not recognize them. This is for the safety of your child. Giving authorization for an alternate person or emergency contact to pick up your child gives us authorization to release important information to this person about your child that we feel cannot wait until we see you next time. Some of this information may include incident reports, behavioral or developmental concerns, restroom issues, etc. Please keep in mind that we will only release this information to these alternate transporters if it is absolutely necessary, otherwise we will make every effort to contact a parent with any of these issues.

* Children shall be supervised at all times. Children shall not be left unattended in the hallways.

TRANSPORTATION POLICY

Families will be responsible for transportation to and from school. For more information, please refer to the Arrival and Dismissal Policy.

CUSTODY AGREEMENTS

If there is a custody situation and someone is not allowed to remove your child from the premises, please inform us and provide us with a certified copy of the custody papers. In the case of shared parenting, or joint custody, we may require a notarized or certified statement, signed by both parents, detailing schedules. If the schedule changes, we require a notarized letter signed by both parents. If we do not receive this important information, we may release the child to either parent listed on the emergency transportation form at any time. Please keep in mind that nonresidential parents are permitted unlimited access to their child at the Preschool unless a court order is one file with the center limiting access. We may require the custodial parent to provide us with instructions as to what action the staff should take if a non-custodial parent attempts to remove a child from the center. We may require this letter to be notarized, or signed by a Judge or Attorney. If at any time the Preschool feels our safety is in jeopardy, we will contact the Jackson Township Police Department. If this policy is not followed, we may feel it is in the School's best interest to disenroll the child from our program.

SCHOOL CALENDAR/INCLEMENT WEATHER DAYS

A list of days JCA will be closed during the year is attached. During inclement weather, JCA follows the Jackson Local Schools decision to close due to weather or road conditions. Please watch your email and remind app for JCA information along with WHBC radio or your local television news for this information for Jackson Local school closing. If Jackson Local Schools close, or operates on a delay due to weather/road conditions, Jackson Children's Academy will be closed. The days are not made up.

CHILDREN'S FILES

You must bring your child's completed file to the Parent Meeting. The following items are needed to make your child's file complete:

- * Completed registration form
- * Current medical statement (on file on child's first day, and updated every 12 months)
- * Completed Child Enrollment and Health Information/Emergency Transportation Form
- * Signed Policy Agreement Form (at the back of this handbook)
- * Custody Agreements (* if applicable)
- * Other items as requested.

To Open House or on your child's first day, please bring the supplies requested, and anything else needed to make your child's file complete. Forms **MUST** be completed including consent for transportation in emergency situations. If any child is exempt from receiving immunizations for any reason, the medical statement must be noted by a physician, and signed by the parent. For the health and safety of all students at Jackson Children's Academy, we reserve the right to exclude any child who is not current on their immunizations from enrolling in our program.

If these forms are not in place child may not attend school until the file is completed.

Children's files must be updated annually. The family is responsible for letting the Director know when any changes must be made in the child's file, including but not limited to, custody, address, telephone, work information, or persons authorized to pick up your child. All changes must be made in writing by parent or legal guardian.

MEDICATION POLICY

Jackson Children's Academy does not dispense medicine except in emergency situations with a written doctor's orders and completed medical statements on file. * Epipen must be kept at school in a designated location out of the reach of children labeled medication.

PHOTOGRAPH CONSENT

Photographs and videos may be taken of the children and posted throughout the rooms, hallways, and placed in albums or books available to the children and families to view. These videos and pictures may be taken from time to time without compensation.

EMAIL

Thank you for providing us with your email address. You will receive your monthly statements by email. In addition, to save postage costs, we may email information such as Family Orientation Letters, Registration Confirmation Letters, etc.

FAMILY PARTICIPATION

* Jackson Children's Academy is a family oriented program. We will strive to continuously build a tie between your home and our school. Parent Teacher Conferences will be scheduled during the year but informal conferences, in person or by telephone, can be scheduled at the request of the parent at any time. Developmental and behavioral progress will be discussed in depth during Parent Teacher Conferences. Here at Jackson Children's Academy we do not conduct formal assessment on enrolled students and the program does not report child level data to the ODJFS pursuant to 5101:2-17-20 of the Administrative code.

*It is important that parents check their child's book bag each day. A variety of important information will be sent home via the child's mailbox-monthly newsletters and calendars, enrichment class information, snack assignments, and the child's daily work.

* JCA has an open door policy. Families are welcome to visit at any time. Any parent, custodian, or guardian of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the teacher of his/her presence. We appreciate the honesty of the families, and invite you to offer your comments, questions, concerns, and constructive criticisms to aid in the enhancement of our programs.

* Rosters will be available to the families. The roster will contain the parents and children's names, phone numbers, and addresses, of all the children currently enrolled at JCA. The roster will be given to all families who request them. (The roster will not contain the name or telephone number of any parent that requests their information not be listed.)

* Families may bring in birthday snacks if they choose, and birthday snacks may be sent home with the children. Birthday invitations may be passed out at school only if all of the children in the class are invited. Otherwise, you may request a roster with addresses for home mailings.

* Grievance Policy: If a parent or guardian has an issue that they would like to discuss confidentially, we encourage you to contact the Director or Administrator as soon as possible. We will also accept anonymous letters detailing the concern. Any grievances may be discussed with the. Concerns will be attended to in a timely manner. Please understand that if an issue is not brought to the attention of the Director, there is no way to rectify the situation. If a visitor or employee feels licensing laws have been violated, please contact the Ohio Department of Job and Family Services using the toll free number listed on the State License posted in the School office. The licensing laws and rules governing child care are available for review in the School office.

EMERGENCY CONTACTS

Please be aware of our policy regarding the Child Enrollment and Health Information/ Emergency Transportation Form. This is a form prescribed by the State of Ohio Department of Job and Family Services Child Care Licensing Division. This form must be completed and on file on your child's first day of school, and we will require the form be updated at the beginning of each school year. No child will be permitted to be enrolled in preschool without granting Jackson Children's Academy permission to transport. On this form, it asks for two local emergency contacts. This is where you are required to list two separate people, at separate addresses and phone numbers (who do not live in child's house) that we can contact in case of emergency. The persons listed will be authorized to remove your child from the school in case of emergency. We will only contact these persons listed in case of emergency when we cannot reach either parent/guardian listed.

Even if you have a cell phone or feel you will always be available when we would need to call you, the completion of this section of the form is mandatory for your child to be enrolled at Jackson Children's Academy. In regards to the transportation authorization, please keep in mind that Jackson Children's Academy staff will never use their personal vehicles to remove your child from the school. This is the section that gives the School permission to call 911 and have the local EMS remove your child from the center and take them to the hospital, doctor, dentist, or clinic that you have listed. In the event that we must call 911 and have your child removed from the center, the parent will be notified simultaneously, and the Director or other designated staff member will ride with your child. If these forms are not on file the child will not be able to attend until these documents are submitted.

GUIDANCE AND MANAGEMENT POLICY

It is our primary goal and purpose to provide a school environment in which teachers and students experience successes and an enthusiasm for learning. We promise to provide the children with ample opportunities to grow socially, emotionally, physically, intellectually, and creatively in a child centered environment. With that in mind, we have developed the following Guidance and Management Policy. All center staff will abide by this Guidance and Management Policy. This Guidance and Management Policy applies to all persons on the school premises.

The school staff will approach any situations requiring guidance and management positively. They will guide and redirect children so that the children will learn appropriate and acceptable behaviors in the classroom. Positive language and encouraging statements will be used to assist children in defining limits and boundaries, observing logical consequences, managing emotions, and coping with stress or frustration. It is important to preserve, build, and maintain the child's self-esteem.

The values of sharing, working cooperatively, helping one another, and extending love and courtesy will be modeled by staff and reinforced in teaching throughout our curriculum. Although we do not have a religious based curriculum, our teachers' model Christian morals and values throughout their day to day actions.

The School's method of discipline is

- * positive redirection within the area or to another area
- * separation from the situation to regain control of emotions
- * discussion and encouragement for appropriate behavior is used at all times during each step
- * Persistent, improper behavior may be handled by the Teacher, Director, and family in a conference.
- * If after conference the child has a total disregard for classroom discipline, lack of improvement in a child's behavior or endangering safety or well being of other student many result in suspension/disenrollment from school for a period of time to be determined by the director. A suspended student loses all rights and privileges of enrollment during the period of suspension. No tuition will be refunded for school time missed due to suspension. Referral to guidance counseling, psychological or social agencies may be suggested.

SAFETY POLICY

- *Teachers or other adults only are permitted to open or close doors.
- * *Children will be escorted into the school by their caregiver, and will not be dismissed until their caregiver picks the child up. Picture ID's may be verified when an alternate caregiver picks up a child. All persons picking up children must be listed on the enrollment forms as authorized to pick up that child. If a non-custodial parent attempts to pick up a child, we will follow policies outlined in the Custody Agreement section of the Parent Handbook.
- *Jackson Children's Academy is a non-smoking facility. Smoking is prohibited on or near the grounds.
- * Weapons, firearms and ammunition materials shall not be on the premises
- *Families will enter the school primarily by way of the front entrance doors. All other doors of the church remain locked throughout the day.
- ***Children must be supervised at all times!**

PROCEDURES FOR EMERGENCIES/ACCIDENTS

Jackson Children's Academy conducts drills for emergencies and disasters. An Emergency/Disaster Preparedness Handbook is located in the school closet and is available to the parents for viewing. In the event of a disaster or large scale emergency, staff would follow the written instructions posted in the Emergency/Disaster Handbook. In the event of a disaster or emergency, teachers should not be contacted as phones should be kept clear. Sheri Boyd will be your contact. Parents will be contacted by email with details. Sheri Boyd, 330-268-7377, sheriboyd@jacksonchildrensacademy.com.

The GARAGE at the end of the parking lot is the meeting place in the event the school must be evacuated. A sign will be posted on the front door if it is safe to do so.

Should we need to evacuate due to an emergency or disasters, our emergency destination is the garage at the end of the parking lot. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

A complete First Aid box is available in the school closet. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

MANAGEMENT OF ILLNESS

If you suspect that your child may be ill in the morning, please keep him/her at home. Germs spread so quickly. Please call or text (330) 268-7377 if your child will be absent. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact

- *Temperature of 100 degrees F-in combination with any other signs of illness
- *Diarrhea (more than three abnormally loose stools within 24 hours)
- *Severe coughing (causing the child to become red in the face or to make a whopping sound)
- *Difficult or rapid breathing
- *Yellowish skin or eyes
- *Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- *Untreated skin patches, unusual spots or rashes
- *Unusually dark urine or gray or white stools
- *Stiff neck with an elevated temperature
- *Evidence of untreated lice, scabies or other parasitic infestation
- *Vomiting
- *Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick-up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again. A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medications may NOT be stored in child's backpack or other belongings. This includes lotions, hand sanitizers, and chapsticks. Hand sanitizer will remain out of the reach of children at all times, and will only be administered by a staff member. Please refrain from attaching mini hand sanitizers, lotions, or chapsticks to your child's backpack or snack boxes.

For more information about child care licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm> .

Ohio Department of Job and Family Services
ROUTINE TRIP PERMISSION FOR CHILD CARE

Routine Trip Information

Routine Trip Destination(s)
Crosspoint church building in foyer area, stage, remaining area of gym, and outside of the church building.

Date of Permission (*valid for one year*)
09/9/24

Mode of Transportation (*walking, school bus, public transportation, parent vehicles, provider vehicle and driver*)
Walking

During this trip children will have access to water that is 18 inches or more in depth.
☐ Yes ☒ No

Are water activities planned in water that is 18 inches or more in depth? ☐ Yes ☒ No
(if yes, a swimming permission slip is required)

Child's Information

Child's Name

My child is
☐ not over 4 years and/or 40 lbs ☐ over 4 years and 40 lbs ☐ 8 years and/or over 4' 9"

Signature

I grant permission for my child to participate in the routine trips described above.

Parent's Signature

Date

Jackson Children's Academy Policy Agreement

I have received and read the Parent Handbook and I am fully aware of the philosophy, goals, policies, and procedures of Jackson Children's Academy. I am in agreement with such conditions and will abide by them. Throughout the school year, policies and procedures may need to be updated. I will receive a copy of any revised policies, and I agree to support them.

My child, _____, will be registered at Jackson Children's Academy. The monthly charge for preschool is \$195.00 for two days per week, \$225.00 for three days per week, \$255.00 for four days per week, \$285.00 for five days per week \$120 for Prek enrichment. Tuition is considered late after the 5th of the month. A \$25.00 late fee will be charged for any payment received after the 5th of the month. Tuition can be paid upfront.

2 days = \$1755 3 days = \$2025 4 days = \$2295 5 days = \$2565 Prek enrichment = \$1080

We charge a yearly rate and divide by nine, so you pay the same amount each month regardless of the number of days school is in session. There are no tuition reductions for absences, vacations, early withdraw, school closings or snow days. Tuition is due by the 1st of the month. A late fee will be assessed on the 5th of the month. This signed agreement along with the return of the paperwork needed for my child's file will complete the enrollment process.

Parent or Legal Guardian Signature

Date

Media Release

Photographs and videos may be taken of the children and posted throughout the rooms, hallways, and placed in albums or books available to the children and families to view. They may also appear in newspapers, magazines, web pages, or brochures, or other media. These videos and pictures may be taken from time to time without compensation. I hereby give the express consent for my child to participate in activities that require media release. I further agree to exonerate Jackson Children's Academy and its employees from all claims, actions and judgments, which may arise from this media release. Media Release constitutes any photographs and/or interviews taken while your child attends Jackson Children's Academy. This may include newspaper, website, pamphlets, etc.

- ☐ Yes, I give permission for Media Release
☐ No, I do not give permission for Media Release

Parent Roster

A parent roster will be available to the families. The parent roster will contain the parent's and children's names, phone numbers, and addresses, of all the children currently enrolled at Jackson Children's Academy. The roster will be given to all families who request them, and additional copies will be available in the office. (The roster will not contain the name or telephone number of any parent that requests their information not be listed.)

- ☐ Yes, I give permission to include my name, phone number, and address, and my child's name, phone number, and address on the parent roster
☐ No, I do not give permission to include my name, phone number, and address or my child's name, phone number, and address on the parent roster

Email statements are the only statements you will receive. Please provide an email address to receive your monthly statement.

It is your responsibility to check your email for these statements.

Center Parent Information
(Required to be shared with parents from the ODJFS)

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin or ~~disability~~ in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.



Jackson Children's Academy
School Calendar
2024-2025

August

13 Parent meetings

September

5 Open House

9 First day of school

20 Lunch Bunch Party

October

8,9 School Pictures

14 Columbus Day - No School

18 Lunch Bunch Party

30 Boyd/O'Neill Halloween party

31 Piotrowski/Russ/Hoehne Halloween party

November

1 Monaco Halloween party

5 Election Day – No School Field trip information TBD

15 Lunch Bunch Party

27-2 Thanksgiving Break – No School

December

3 Return from Thanksgiving break

13 Lunch Bunch Party

19 Holiday Program 9:30

20-31 Winter Break - No School

January

1-5 Winter Break – No School

6 School resumes

6 Registration – current students

13 Registration – previous families

20 Martin Luther King Day – No school

21 Registration – friends & family

24 Lunch bunch party

February

- 12 Valentine parties Boyd/Russ/Hoehne
- 13 Valentine party Piotrowski/O'Neill/Monaco/Yost
- 17 President's Day - No School
- 21 Lunch Bunch Party
- 28 No school conferences

March

Wacky week

- 3 Crazy sock Day
- 4 Hat Day
- 5 Wacky Wednesday
- 6 Head to toe favorite color
- 7 Favorite Dr. Suess character
- 7 Lunch Bunch Party
- 24-28 Spring Break – No School
- 31 Return from spring break

April

- 7 Grandparents Day Russ/Hoehne
- 8 Grandparents Day O'Neill
- 9 Grandparents Day Yost
- 10 Grandparents Day Monaco
- 11 Lunch Bunch Party
- 16 Egg hunt Boyd
- 17 Egg hunt Piotrowski/O'Neill/Russ/Monaco/Hoehne/Yost
- 18-21 No school Easter break
- 22 Return from Easter break
- 23 Donuts with Dad's Boyd
- 24 Donuts with Dad's Piotrowski

May

- 2 Mother's tea Boyd/Piotrowski
- 6 No school – Election day Field trip TBD
- 7 Mother's tea Russ/Hoehne
- 8 Mother's tea O'Neill
- 9 Mother's tea Yost/Monaco
- 16 Lunch bunch party
- 20 Bike day/Last day of classes Piotrowski
- 20 Bike day O'Neill/Russ/Hoehne/Monaco/Yost
- 21 Bike day/Last day of classes Boyd
- 21 Last day of classes O'Neill/Russ/Hoehne/Monaco/Yost
- 22 Carnival
- 23 Graduation ceremony for students entering Kindergarten in fall