

Jams Athletics

# PARENT HANDBOOK

REVISED

03/29/17

Jams Athletics PARENT  
HANDBOOK  
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## FORMS

Authorization for Emergency Care of Children With  
Severe Allergies

Release and Waiver of Liability for Administering Emergency Care To  
Children with Severe Allergies

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### Jams Athletics MISSION STATEMENT

Bringing convenience, knowledge and life lessons to families...

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### Our Story

I started this business because as a mother of 4 very active children, I found that there was just simply not enough time in the day. I would pick each of my children up from different schools at different times, followed by having to find a suitable snack to hold them over until dinner. I would then have to take them to tutoring, to ensure they maintained good grades in school. After tutoring, I would rush to try to get them to either cheerleading, or basketball or even wrestling practice on time. This left me with barely enough time or energy to prepare dinner, get my children back home, showered and ready for bed. I knew that if there were parents out there having as hard of a time as I was, that something needed to be done. Today we have children from all over the community, including my own children, who have succeeded in the college level and beyond, not only as athletes, but as intellectual members of society.

[admin@jamathletics.com](mailto:admin@jamathletics.com)

Yours Truly,

Elizabeth Marsh  
Founder/CEO

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It is our philosophy that:

Children learn by doing

Respect must be given  
in order to be received

We all possess endless  
potential

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We are licensed by



We are accredited by



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Enrollment at Jams Athletics is open to children from 5 to 16 years old. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Jams Athletics by completing the Enrollment Application online and in house pages and paying the Registration Fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Jams Athletics Parental Agreement.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Jams Athletics reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Jams Athletics is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of Jams Athletics as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Jams Athletics immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit and/or fees paid.



All custodial parents and/or legal guardians are required to sign a Parental Agreement prior to enrollment of their child in Jams Athletics. Billing information can be discussed with anyone authorized to pick up children in our care. Fees are due for children enrolled in our preschool program whether your child attends the center or not. GACAPS recipients must pay the entire weekly fee amount if child is absent from the center the entire week. If the child is absent for an entire month, the child will be considered withdrawn from the program. Re-admission is free unless over a year out of the program and payment of any past due fees will be do. Family vacations, holidays, absences due to illnesses, weather related closings are expected to be paid for under the normal payment policy. Preschool families are eligible for 4 weeks of planned vacation and fees for those weeks will be waived with prior notification.

#### 6.1 Tuition Fees

ALL FEES ARE NON-REFUNDABLE

Registration Fee - \$75.00 Yearly

All Day Care -

School age 5 years and older - \$127 per week

After School Care - \$65 per week On Contract, \$75 per week Non Contract

Drop In Fee- \$37 per day (based on availability and requires confirmation)

Before School Care (where applicable)- \$45 per week

Take Home - \$20 plus other Program (Summer & Afterschool)

Before and Other Programs (Summer & Afterschool) - \$85 per week

On Contract, \$95 Non Contract

Late Payment Fee - \$5.00 Per day

Late Pick-up Fee - \$1.00 per minute after closing time

Cash, money order, or credit cards may be used to pay tuition. Printed receipts will be given for tuition payments made by cash only. All cash payments must

be handed directly to the Site Director or person designated to accept payments. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

## 6.2 Late Tuition Payments

All tuition payments are due on the Friday or the last business day before the week of service. A \$5 per day late fee will be applied to ALL payments made after close of business on Friday. No balances can be carried over to the following week. Children will not be accepted into the center if fees have not been paid. Payment plans are available the ask site director.

## 6.3 Subsidized Care

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Jams Athletics. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

## 6.4 Multiple Child Discounts

Jams Athletics offers a multiple child discount for three or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted \$5 per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.



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Within Jams Athletics, confidential and sensitive information will only be shared with employees of Jams Athletics who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Jams Athletics strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Jams Athletics.

Outside of Jams Athletics, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Jams Athletics, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Jams Athletics are strictly prohibited from discussing anything about another child with you.

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Jams Athletics are considered mandated reporters, under this law. The employees of Jams Athletics are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Jams Athletics take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Jams Athletics cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
  - Children who exhibit behavior consistent with an abusive situation

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Jams Athletics requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Jams Athletics is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Jams Athletics but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

#### 9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

#### 9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH JAMS ATHLETICS:

Threats of any kind will not be tolerated. In today's society Jams Athletics cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

#### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Jams Athletics:

While Jams Athletics does support an condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### 9.4 SMOKING:

For the health of all Jams Athletics employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Jams Athletics. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Jams Athletics. Please be particularly mindful of Jams Athletics entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises.

Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Jams Athletics:

While it is understood that parents will not always agree with the employees of Jams Athletics or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational

interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Jams Athletics takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Jams Athletics. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.



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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Jams Athletics, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Jams Athletics must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Jams Athletics, both parents shall be afforded equal access to their child as stipulated by law. Jams Athletics cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Jams Athletics suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Jams Athletics staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Jams Athletics will accompany visitors at all times, throughout the center.

Jams Athletics will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Jams Athletics cannot have a child at the agency when the child's parent is prohibited access. Jams Athletics will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

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Jams Athletics reserves the right to dismiss any child at any time, with or without cause.

Parents of children dismissed without cause, will be refunded any unused tuition within 30 days of the dismissal. Any past due balances must be paid within 30 days of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Jams Athletics will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Jams Athletics.

POLICY: WITHDRAW

POLICY NO.: 12

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Two weeks written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for two additional weeks for non contract only.

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In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Jams Athletics must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Jams Athletics administration, both parents shall be afforded equal access to their child as stipulated by law. Jams Athletics cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Jams Athletics suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Jams Athletics is obligated to follow the order for the entire period it is in effect. Employees of Jams Athletics cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Jams Athletics will report any violations of these orders to the court.

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Upon arrival at Jams Athletics, the parents or the adult dropping the child off must sign the child into care on a sign-in sheet or check in computer located at the front desk. Children are required by law to be supervised at all times while in the child care facility.

Jams Athletics discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Jams Athletics believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Jams Athletics are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

#### 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 12:00PM if a child will not be at the center on a scheduled day (Afterschool Only). This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a

communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Jams Athletics will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### 14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Jams Athletics reserves the right to refuse admission to any child at any time with or without cause.

Jams Athletics strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Jams Athletics if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

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Parents or other authorized adult are required to sign their child out of care on a sign-out sheet or check in/out computer located at the front desk. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child’s cubby or school bag each day.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP:

A \$1 per minute late pick up fee will be assessed to all children not pickup by the designated close of business. This late pick-up fee and all other fees must be paid before the child can return to the center.

A child’s services will be terminated should the child be picked-up late. It is the parent’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Jams Athletics will contact local police and/or the other custodial parent should a parent appear to the staff of Jams Athletics to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Jams Athletics staff will delay the impaired

parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Jams Athletics to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Jams Athletics will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will submit names of people authorized to pick up their children. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Jams Athletics. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

All people listed as authorized pick up have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues and account balances.

The persons on the Emergency/Alternate pick-up form will be required to provide valid, Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Jams Athletics reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to



violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

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At our off-site programs Jams Athletics provides transportation from school to our facility. At our on-site programs Jams Athletics provides transportation for field trips. Children are transported on Jams Athletics school buses or vans that have been annually inspected and approved for transporting children. Jams Athletics reserved the right to outsource transportation services as needed.

All children being transported by Jams Athletics must have a completed Vehicle Emergency Form on file at the center and a copy must be transported on the vehicle. Parents must also sign a field trip form permitting Jams Athletics to transport their child.

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Jams Athletics All day care programs generally follow the following closing day pattern:

- Independence Day
- Thanksgiving Day and the day after
- Christmas Day

Jams Athletics may designate additional days to close and those dates will be posted at least 2 week prior to closing.

Jams Athletics on site after school programs follow the calendar of the schools they service.

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In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone and email if possible.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures.

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Our staff consists of a committed group of professionals. They receive orientation in and on-going staff development in Guidance and Discipline techniques as set forth by the Child Care Provider Rule and Regulations. The Discipline Policy states that disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at our center, shall not be detrimental to the physical or mental health of any child. Positive guidance methods will be used, including but not limited to:

“DRIP”

- Distraction- changing a child's focus to an acceptable behavior; Switch it, Change it, Rearrange it
- Re-direction- anticipating problems and intervening before a problem occurs; ex. Assign student as a teacher helper
- Ignoring- Keep activities moving; making sure the behavior does not hurt the child, other children, or destroy property
- Positive Reinforcement- focus placed on appropriate behaviors which Are recognized and rewarded with incentives i.e. Tickets, treasure box, etc

“You make me SICK!”

- S- See, observe and reflect  I- Identify the emotion
- C- Connect to the source by asking questions- Who, What, Where, How (never Why)
- K-Kick off an Action plan; What do you want to happen? What have you tried to solve this? What are you willing to try?

Appropriately aged children may be asked to write the Jams Athletics Code of Conduct and/or complete a Student Problem Solving Model. All serious disciplinary actions will be reported to the parent/guardian. If the behavior continues, a mandatory parent/teacher conference will be scheduled. A behavior modification plan will be devised at this time. If the behavior modification plan is not effective, the child may be removed from the center temporarily or permanently.

## **CODE OF CONDUCT**

### **At Jams Athletics Learning Center we do:**

- Enter the building quietly
- Walk, not run so we do not hurt ourselves
- Play and have fun without touching each other, horse playing, wrestling or fighting
- Use our inside voices and our listening ears
- Remain silent during homework/academic time even if we have finished
  - Raise our hands when we need help
  - Use good words, not bad words
  - Respect ourselves and others
  - Treat people the way we want to be treated
- Keep our areas clean and use our equipment properly
  - Act in a way that shows our “Personal Best”
  - Uplift, not put down our peers because we are

**One Family**  
**Only as Good as the worst of us!**

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Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item.

Jams Athletics is not responsible for items brought into the center or left in the center by children or parents i.e. ipods, hand held games, cell phones, cd's, dvd's, etc. We do not recommend sending expensive items with children. Don't be any electronics to the center. If staff sees a child with a electronic device, it will placed at the front desk for the parent to retrieve it.

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22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Jams Athletics is not responsible for lost or damaged items of clothing.



### Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Jams Athletics will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Jams Athletics.

Jams Athletics is not responsible for damage to or loss of and articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at Jams Athletics, or involved in any Jams Athletics sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

### Jewelry:

While volunteering in the classroom or at any Jams Athletics sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

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Jams Athletics frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Jams Athletics provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Jams Athletics sponsored trip.

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Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Jams Athletics reserves the right to make Volunteer assignments. Jams Athletics does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present. And remember we have an open classroom policy!

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25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete an enrollment packet of information. This packet is to be returned to the center’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at Jams Athletics. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the site director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Jams Athletics from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Jams Athletics exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Jams Athletics reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Jams Athletics will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be

based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## 25.5 DISPENSING MEDICATION

Jams Athletics does not administer medication. If your child has to be given medication within the time frame he/she is attending Jams Athletics, parent or designee must come to the center to administer that medication.

## 25.6 FIRE/EMERGENCY DRILLS

Jams Athletics conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of Jams Athletics or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the closest emergency shelter or fire or police station. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

#### 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided by the teacher or director.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day.

Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

#### 25.9 FOODS

Jams Athletics provides Breakfast, Lunch, PM Snack during the year according to the CACFP menu guidelines.

All age groups:

All food items must be labeled with your child’s name. Jams Athletics does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Jams Athletics never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be eaten at snack or lunch.

#### Meals

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

Jams Athletics curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents sending meals from home are required to provide a full, healthy meal for their children each day they are in attendance. Meals must include all CACFP components. Jams Athletics will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. When preparing your child's lunch please refer to the Peanut Free Policy that follows. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Jams Athletics does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat. However, Jams Athletics staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

Jams Athletics prohibits any food item in glass containers. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration are not allowed.

Lunches cannot be heated for children due to risk of cross-contamination.



All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

## 25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

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The staff of Jams Athletics is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Jams Athletics staff will have their services terminated and any payments will be forfeited. Staff who become employed by current or former clients of Jams Athletics will have their employment with Jams Athletics terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Jams Athletics to interact with a current or former client's of Jams Athletics. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

