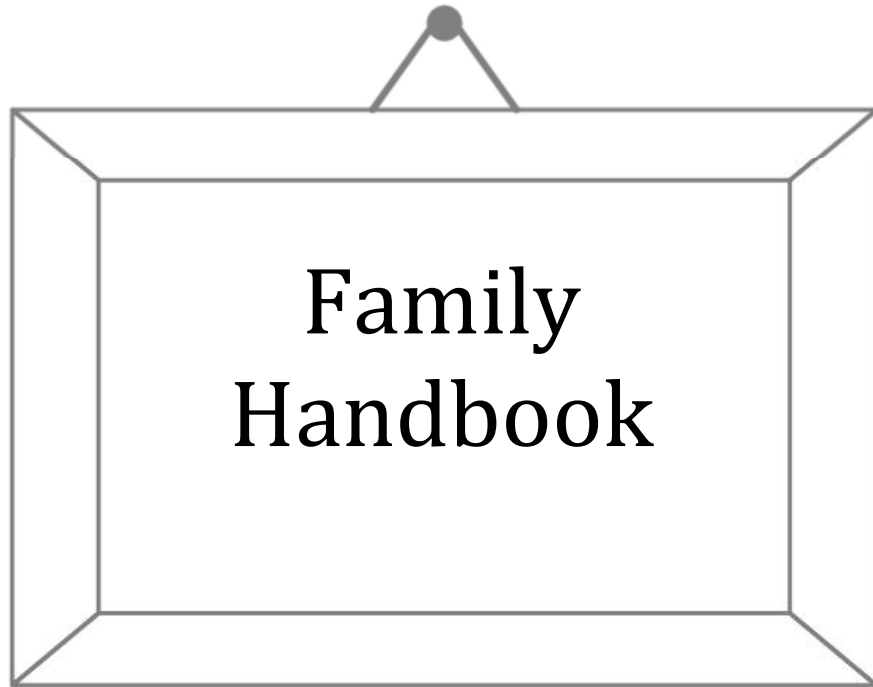


“Partnering with parents in raising  
outstanding, overachieving children”



**JACOB ACADEMY**  
developing physical, intellectual,  
and spiritual growth in preschool children

Welcome to Jacob Academy!

We are very excited to have you and your family join our preschool family. We are proud to offer the highest quality of care and education to your child. Our goal is to provide children with well-rounded development in a caring, secure, and enriched environment.

One of our main goals for parents is to provide you with excellent communication. We accomplish this by providing you daily outlining of your child's curriculum, along with observations related to their individual development. We also encourage you to meet with our staff at any time to discuss your child's progress, growth, and development.

We also have created this Family Handbook to provide you with the guidelines and policies of our school. Please take the time to become familiar with this handbook, as it will be helpful in answering questions that you may have about our center.

Thank you for trusting us to partner in raising your child. We look forward to getting to know you better.

Sincerely,

Penny Gautier  
Executive Director/Owner  
Jacob Academy



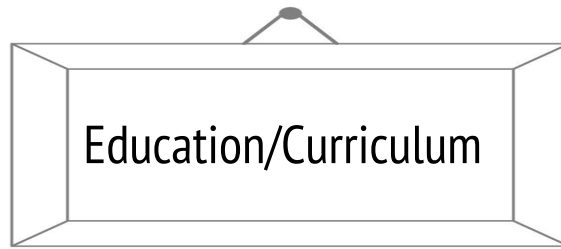
**Our Mission Statement:** Our mission is to provide your child with the best early-childhood education experience. We will accomplish this through Language, Cognitive, Social Emotional, Physical, and Spiritual Development. It is our goal to partner with parents in raising outstanding, overachieving children.

**Our Management:** **Jacob** Academy is owned by Derald and Penny Gautier. Penny is director qualified in the state of Colorado. She has 15 years of teaching experience along with 13 years of experience directing childcare centers. It is their goal to provide a quality preschool facility and program for your child. If you have any questions or concerns about our facility please feel free to contact our management at any time.

**Our Staff:** Our teachers and staff are held to the highest standards when selected as employees to care for your child. A process is used for confirming professional references and criminal background screenings. Each staff member meets the qualifications set by Colorado Division of Child Care. They also complete a full orientation and training process.

**Professional Development:** Our goal is to provide the best early-childhood education experience to each child we serve. Our curriculum allows for individuality in teaching and is a very helpful resource for professional development. Our teachers are required to complete 15 hours a year of professional development.

**Education Philosophy:** Our philosophy and educational goal is for children to become competent, eager learners with a focus on having all the necessary tools for school. We believe children construct knowledge and understanding through their interactions with the environment, adults, and peers. We provide many opportunities for active exploration creating powerful and positive interactions for learning.



**Learning Development:** We believe that children learn through the following types of development: language, social emotional, physical, and spiritual development. We use various curriculum strategies for infants through 5 year old children. Our curriculums are based:

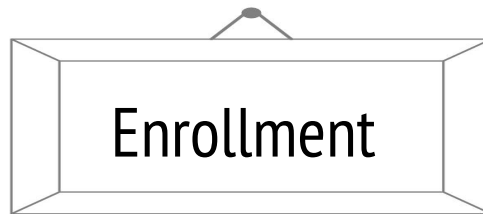
- Relationship-based learning
- Sound early childhood research and theory
- Emergent curriculum development
- Project-focused play investigations
- Intentional planning and teaching strategies

**Americans with Disabilities Act:** Our policy is to accept children in compliance with the Americans with Disabilities Act. We will also be compliant with local, state, or federal laws pertaining to the provision of services to individuals with disabilities. It is our goal to accept a child and meet the individual needs of all children within the structure of our program. We also will maintain a healthy and safe environment for other children and staff in our care.

**Nondiscrimination:** Jacob Academy does not discriminate on the basis of a person's religion, color, race, gender, sexual orientation, age, national origin, disability, veteran status, or any other characteristic by law.

**Religion:** We are a Christian based preschool. We are not teaching a specific religion, but we are teaching Christianity. Classrooms will be singing a song or saying a word of prayer before meals. Children will be singing Christian songs and learning Bible stories. We will be celebrating Christmas and Easter holidays, along with other holidays throughout the year.

**Discipline:** We use encouragement, reminders of behavior expectations, and redirection of positive behavior by using positive statements. We will use brief supervised separation from a group, when appropriate for the child's correction of behavior. This is limited to one minute per year of the child's age.



**Enrolling Your Child:** We ask that you complete the required enrollment registration information packet before your child may begin their first day of school with us. These forms give us vital information about your child, allowing us to offer the best possible care.

Within this enrollment packet you will be asked to list telephone numbers that will be the best possible contacts for an emergency. We are also asking for additional telephone numbers of people that are authorized to pick up your child. Please inform these people that they will need to check in with the front office/desk and show ID before picking up your child. Please notify us as soon as any of these important telephone numbers change.

**Tuition:** Tuition fees vary depending on the age of your child. A tuition fee schedule is available at the front office/desk for your convenience. While completing the enrollment registration information packet for your child, you will be asked to sign an enrollment agreement. This will explain the terms and conditions of enrollment and our fees. We do require a non-refundable annual registration fee. This fee is used for curriculum, various supplies, and general improvements to our classrooms each fall.

**Additional Fees:**

**Late Fees:** Late fees will be assessed if your tuition payment is not received by the 2<sup>nd</sup> day of your child's attendance each week.

**Returned Check Fees:** If you write a check to us that is returned for non-sufficient funds, we will charge your account \$25.00.

**Sunscreen Fees:** Each Spring your child's account will be charged \$10.00 for sunscreen. You will receive notice of this charge. We will use our sunscreen for every child at the preschool.

**Absence/Vacation Policy:**

**Absences:** If your child is going to be absent from school, please notify us. If your child is absent due to an illness, we need to know so that we can inform parents if the illness is contagious. There are no allowances, credits, refunds, or make-up days for absences.

**Vacation Time:** We do allow use of vacation time for scheduled time that your child is not going to be at the center. After one year of attendance, your child receives 1 day a year for each day a week that he/she attends. If your child attends 5 days a week, they receive 5 vacation days on their anniversary date. You may take

your days all at once or you may take them one at a time, as long as you let your director know in advance of those days.

### **Termination and Withdrawal:**

**Termination:** We provide education in a group setting; therefore we must consider the welfare and safety of all children and staff. When a child or parent's behavior becomes out of our control, we reserve the right to dis-enroll the child with or without notice. Every effort will be made to correct a situation before a final decision is made.

**Withdrawal:** If you decide to withdraw your child from our program, we require that you give Jacob Academy a two-week notice. This tuition is due whether your child is in attendance those two weeks or not.

### **Referrals & Discounts:**

**Referrals:** We know the value of our families referring their friends and family to our academy. We would like to show you our appreciation by giving you a free week for your child when you refer a new family to us. After the referred child has attended for 4 weeks, we will give your account a free week of tuition.

**Multi-Child Discounts:** When multiple children from the same family attend our academy, a family discount will apply. The second child and each child thereafter will receive a 10% discount off the regular tuition rate. This discount will apply to the older child or children.

**Ages of Children:** We accept children based on availability. We offer care for children between the ages of 6 weeks old through 6 years old.

**Hours of Operation:** We are a preschool that provides extended hours for working parents. We are open from 6:30 a.m. until 6:00 p.m. Monday through Friday. We are closed 10 days a year- they are as follows: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Eve and Christmas Day.

If any of the above observed holidays fall on a Saturday, we will be closed the preceding Friday. If any observed holidays fall on a Sunday, we will be closed the following Monday.

Jacob Academy closes at 3:00 p.m. on Christmas Eve and New Year's Eve.

You may use vacation days for any of these holidays- if you have vacation days available. Otherwise, tuitions will need to be paid in full for the above days that the center is closed.

**Emergency Closing and Inclement Weather:** We will be open and provide care for your child every weekday of the year, excluding the above listed holidays. However, situations may disrupt service that are out of our control, such as inclement weather, major building issues, or natural/national disasters.

In the event of an emergency closing or inclement weather, we will notify the local channel 9 news station- so that you can determine the status of the school.

If the school must close after you have dropped off your child, you or your designated emergency contacts will be notified by the school so that you can make appropriate arrangements for picking up your child.

In the event that the school is unable to open or must close early, you are responsible for tuition payments for up to three business days.

In the event of excessive heat, we will reduce our outdoor time to 10-minute time frames.

**Late Pickup:** We ask that you make every effort to pick up your child before closing. Please call our office if you know that you are going to be late picking up your child. A late fee of \$15.00 for every 15 minutes will be added to your account for picking up your child after regular business hours. If we cannot locate you or your emergency contacts, and we have your child in our care for more than 30 minutes after business hours, we will need to call the police department and social services.



**Medications & Delegation:** Medications may be administered to your child in accordance with state childcare licensing regulations.

- Prescription and non-prescription medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent.
- The written order by the licensed prescribing practitioner must include:
  - Child's name
  - Licensed prescribing practitioner name, telephone number, and signature
  - Date authorized
  - Name of medication and dosage
  - Time of day medication is to be given
  - Route of medication
  - Length of time the medication is to be given
  - Reason for medication
  - Side effects or reactions to watch for
  - Special instructions
- Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label that lists the following:
  - Child's name
  - Prescribing practitioner's name
  - Date prescription was filled
  - Name of the medication
  - Dosage
  - How often to give the medication
  - Length of time the medication is to be given.

Over the counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

- Medications are given under the direction of a licensed health consultant. This consultant delegates to one or more staff the task of medication administration. Training is provided and ongoing supervision.
- Medications are always stored in a locked area that is inaccessible to children.



**Illness:** In order to keep everyone healthy, we need your child to be in good health to attend preschool each day. If your child is not feeling well, it is best for everyone if you would keep your child home until the symptoms have gone away. If your child becomes ill while at the center, we will contact you and you will need to pick up your child as soon as possible. We will need your child picked up by parents or an emergency contact within an hour of our telephone call. We will ask that your child not return until they are symptom/fever free for 24 hours, or we receive a doctor's note telling us that your child is not contagious.

The following is a list of illnesses that would prevent your child from being able to stay in our care:

- Appears to be severely ill, lethargic, lack of responsiveness, irritability, persistent crying, difficulty breathing, having an unexplained rash.
- A fever of 100 degrees or higher
- Diarrhea- more than one incident
- Vomiting
- Mouth Sores
- Head lice, nits, or scabies (until treatment has begun)
- Chicken pox, Impetigo, Measles, Mumps, Rubella, Tuberculosis, Hepatitis A and Pertussis (whooping cough)

If your child has a communicable disease, please inform the school immediately so that we can take the necessary precautions. We will protect your child's identity and will only share the information with those who need to know.

**Immunizations:** Jacob Academy requires all students and staff to be properly immunized. We follow the recommended immunization schedule of the American Academy of Pediatrics.

We do not accept any students that claim religious/social exemptions. All students who attend are required to be immunized.

**Accidents/Injuries:** We will daily take every precaution to make sure your child is safe. In spite of our efforts, accidents do happen. If your child is injured or involved in an accident at school, we will fill out a report and have you sign it when you pick up your child that day. In the event that your child has a head injury of any type, we will call you and make you aware. In the event of an emergency, we will call you after calling 911, and make you aware of the situation. Our student accident insurance is a supplemental insurance policy. Your health insurance is the primary responsible party for payment for the cost of treatment for your child.

### **Emergency Situations:**

**Fire/Emergency Drills:** We will practice fire and emergency drills monthly. We also have evacuation plans posted in each classroom. In the event that you arrive to pick up your child during this drill, we ask that you wait until we have finished our drill and then sign your child out of the preschool.

**Tornado Drill/Warning:** In the event of a tornado warning, teachers will assist students in entering areas posted on graphic map in each classroom.

**Drop-off and Pick-up:** Our school is equipped with a security entry system to protect the children in our care. Upon enrollment, you will be given access to the school during business hours by using your code. This system ensures that only people with codes will be allowed to enter the school. Please do not allow others to enter with you as you gain access to the building. Anyone without a code needs to ring the doorbell.

You will also need to sign your child into our computer system as you enter the building. We ask that only adults sign your child in. After signing your child in, please accompany them to their classroom, and let the teacher know that you have arrived.

When you arrive at the center to pick up your child, please sign them out at our computer at the front desk/office before picking them up in the classroom. Please make sure that the teacher is aware that you have arrived and that you are taking your child.

We will only release your child to his or her parents/guardians and authorized persons listed in your child's registration packet. If you have someone picking up your child that is not on the paperwork for your child, please call and let us know. We will ask to see this person's ID. Please do not give this person your access code to the front door or computer system. We will sign your child out of the computer.

**Identification of Children in Our Care:** Our teachers are continually counting the children in their care. They will always have their attendance charts with them to check the number of children in their care for the day. Children are always supervised by their teacher. They are never left unattended. In the event that a child is lost in our care, we would search for the child and call city authorities immediately.

**Visitors:** We require that visitors sign in at the front office in our visitor sign in book. You are welcome to visit your child's classroom at any time. We may have special days and times that we invite grandparents or parents into the preschool. We encourage you to join us during these special times.

**Parent/Teacher Conferences:** We encourage you to make an appointment with your child's teacher at any time that you feel it necessary. We also provide you with updated information concerning your child's behavior, progress, and social, physical, and spiritual needs within our curriculum guidelines.

**Television and Video Viewing:** T.V. and movie viewing is used regularly for educational purposes. However, we do allow limited viewing of movies/cartoons for special times and occasions.

**Personal Belongings and Money:** We ask that you have your child leave personal belongings and money away from the center. We do not wish to be responsible for your child's toy, money, or personal items being lost or stolen. The exception to this rule would be for show-n-tell times. We will help monitor your child's item and have them keep it in their cubby. We will try our best to keep this item from getting broken while in our care.

**Change of Clothing:** We ask that you bring a change of clothing for your child. Accidents do happen, and we may get wet during a water table activity as well as a spill at meal times. We ask that you label your child's clothing with first and last name.

**Crib Sheet and Blanket:** We would like for your child to be comfortable during their naptime with us. We ask that you bring in a crib sheet and blanket each Monday for the week. Please label these items with your child's first and last name. If your child would like a small pillow, we would be fine with that- it needs to fit inside your child's cubby space.

**Jewelry:** We ask that children under the age of 3 years old not wear jewelry while at Jacob Academy. This includes rings, earrings, bracelets, necklaces, costume jewelry and teething necklaces. If your child comes in with jewelry on, we will ask you to remove the jewelry and take it with you for the day.

### **Diapering and Toilet Training:**

**Diapering:** Families with children wearing diapers must provide diapers and baby wipes to accommodate their child's needs. Any ointments or topical products need to be labeled with the child's first and last names.

**Toilet Training:** We begin toilet training in our two-year-old classroom. We will work with each individual child and their parents to determine when a child is

ready for toilet training. Successful toilet learning depends upon the physical, cognitive, and language development of each individual child. Usually children learn toilet training between the ages of 2 and 3 years old. Children will be assisted, as needed, when using the bathroom. Children will flush the toilet and be assisted in washing their hands with soap and water. We will also positively encourage and acknowledge your child's training accomplishments.

**Nutrition:** We pride ourselves in serving nutritious breakfast, lunch, and snacks each day. Our menu is posted weekly for your view. We encourage children to sample new foods and to taste what is being served. If your child has special dietary needs or allergy concerns that would prohibit them from eating what is served, please discuss arrangements with our director.

**Infants:** For children not eating table food, please bring your child's baby food and cereal labeled with your child's first and last name. We also ask that you bring prepared bottles that are labeled with the child's first and last name. We will use a crock-pot to heat your child's bottles to the desired temperature.

**Customer Satisfaction/Complaints:** It is our goal at Jacob Academy to keep the well being of your child as our highest priority. We are fully committed to having a positive relationship and a partnering with each parent on raising outstanding, overachieving preschool children. As we focus on these things, we do realize that there may come a time when you are not completely satisfied with something that has happened at our school. We have an open door policy and wish to hear your concerns and suggestions at any time.

**Mandatory Reporting:** We are required by the state to report any evidence of child neglect or abuse. Our staff each sign a mandatory statement upon being hired that they will report any recognition of abuse and neglect. We take this very seriously, and have been trained to recognize the signs and symptoms of abuse and neglect. Those who fail to report according to state childcare licensing regulations can be held accountable under the law. Please contact our director if you have any questions regarding these mandatory requirements. If you have any complaints concerning our facility, you may call Division of Childcare at 303.866.5958.

**Handbook Guide:** This handbook is a tool to help parents understand our policies and procedures. If at any time you have a question or concern, please do not hesitate to call or stop by our front office/desk. We would be more than happy to assist you in any way that we can.

**End of Day Closing Procedure:** Children are signed out in the classroom as they are picked up each day. Children are also signed out in the computer keypad at the front door. These 2 processes are checked by staff to make sure no child is still in attendance before leaving for the evening.

**Unauthorized Pick-Up:** If someone comes to our facility to pick up a child and they are not authorized to do so, we will ask that they wait in the waiting room while we call and confirm with the parent that they are authorized to pick up the child. If we cannot get in touch with the parent/guardian, we will not release the child to this person.

**Transportation:** We do not provide any transportation, we do not do field trips, or transport to and from schools. We will bring people in for special days such as gymnastics or science guys. Our staff will supervise children during these times. There may be an additional fee and parent permission needed for these.