**General Information**

**Purpose and Philosophy:**

Jubilee is a ministry of the Salem United Methodist Church. We are committed to meeting the needs of families with young children. Our center is a community service for families from all social, religious and economic circumstances.

We promote the development of self-esteem, respect for others, responsibility and independence in children. Young children are curious and enjoy learning. They learn best through active exploration of their environment as well as through social interactions with their peers. They need to touch, smell, taste, hear and see. These experiences will be the foundation for future learning.

**Jubilee’s Schedule, holidays and closings:**

 Jubilee is open Monday through Friday, from 7:30 am until 5:00 pm. We have an early bird program that begins at 7:15am. On rare occasions, the church may need the building for funerals. There may be certain times where we need to close to accommodate them.

Jubilee will close for Christmas break through New Year’s. Please note that it will vary every year based on when Christmas falls. Parents are not charged tuition for these extra five days, only the ones listed below. A new days off calendar will be given to families every September.

Jubilee is closed for the following holidays each year. Families pay for their regular scheduled week even though the center is closed on these days:

 Labor Day

 Columbus Day

Veterans Day

 Thanksgiving Day and Day After

 ½ Christmas Eve

 Christmas Day

 New Year’s Day

 Martin Luther King, Jr. Day

 President’s Day

 Good Friday

 Memorial Day

 Juneteenth Day

 Independence Day

**Jubilee Inclement Weather Policy:**

 To ensure the safety of our students, staff, and families, Jubilee will follow the same status as the Averill Park Central School District for all inclement weather closings and delays. Once Averill Park CSD announces their decision, Jubilee’s Director will post it to The School Closing Network under “Jubilee Child Day Care Center,” and online at [www.schoolclosingnetwork.com](http://www.schoolclosingnetwork.com). In the event that inclement weather occurs when Averill Park CSD is not in session, or the district decides to have a remote learning day, the decision to close or delay Jubilee will be at the discretion of the Director. Please note that in addition to inclement weather, closings and delays, Jubilee may be closed for other unforeseen disasters throughout the year such as water issues, power outages, severe illnesses, etc.

If Averill Park CSD is to announce an inclement weather two-hour delayed opening, Jubilee will open at 9:30am, unless announced differently. This delayed opening allows the snow removal company enough time to clear and salt the walkways and parking lots.

 If Averill Park CSD is announcing they’re closing early due to snow or canceling all afternoon activities, the center may make the decision to close early based on road conditions and staffing availability for the children. Proper communication will take place to ensure parents are aware if this were to happen.

**Arrival Time and Departure:**

Please walk your child into their classroom upon arrival. Our snack time starts at 9:30am and our regular schedule starts at 9:00 am, so please allow enough time for goodbyes and always make sure center staff are aware of your departure.

Children will be released from the center only to their parents or those with prior written authorization on file with the center. In the event of an emergency, we will allow parents to phone in an oral request for pick up. If there is a change during the year, please notify us. If necessary, picture identification may be requested by staff if they do not know the individual picking up.

If a child is not picked up by 5:00pm, we will begin calling numbers on the pickup list. A late fee of $1.00 per minute will apply for students picked up after 5:00pm.

**Late Arrivals**

If your child is going to be absent or arrive after 9:30am, a phone call or message through Classtag helps us plan our day. We appreciate it.

**About Our Program**

**Curriculum:**

 Our program is an environment of learning centers. The major learning centers include: dramatic play, language arts, blocks, games and manipulative toys. Art and music activities are offered daily, as well as large muscle activities and outdoor play. In addition to classroom activities, occasional field trips are arranged to provide added learning experiences for the children.

As a church sponsored ministry, Bible stories from the Hebrew and Christian Scriptures will be shared with the children monthly. We encourage the children to have reverence for God and to live with love, care and justice for others.

**Diversity:**

 We encourage an acceptance of children’s individual backgrounds and cultures. We foster in each child awareness and appreciation for societal diversity by creating an inclusive environment keeping in mind the uniqueness of all families. We do not discriminate.

**Cubbies and Clothing:**

 Please dress your child for play. Your child will need to have sneakers for the playground that can either stay here or be brought in on days they wear alternate shoes. Each child will be assigned a cubby for holding his or her personal items. Parents should assure that each child has a complete change of clothing (underwear, socks, pants, shirt, etc.), which can be left at Jubilee and used if your child ever needs to change. Please check occasionally for size and season changes.

 Parents provide diapers and wipes, or an ample supply of underpants for children who are potty training. A separate storage area will be designated for diapering supplies.

**Outdoor Play:**

 Children go outdoors every day except when it is wet or extremely hot or cold. Please be sure your child has appropriate clothing for each season. In the winter, this includes a coat, hat, mittens, snow pants and boots. We want all children to participate fully in the center’s program and having the proper clothing available will facilitate this goal. Please mark all of your child’s outerwear with his or her name.

**Meals:**

 Parents are required to pack a lunch each day and Jubilee will provide two snacks daily. Copies of the snack calendar are posted and provided to parents monthly. Please make us aware of any dietary restrictions or concerns you have regarding your child.

If your child arrives early, you may choose to send them with breakfast. We find this helps some children adjust to their parent’s departure better. If you choose to do this, we ask that breakfast be finished by 8:30 am.

**Rest time:**

Children are encouraged to nap or rest between 12:30 p.m. and 2:30 p.m. daily. If a child does not nap, our program promotes them to rest quietly for the first twenty-five minutes, then they can continue to rest quietly or participate in a separate quiet activity. At 2:15 p.m., we start to turn lights on. Each child is provided with a mat and parents must provide a blanket and a sheet. Toddlers will need a crib sized sheet, while preschooler’s mats are bigger and a twin works best for them. Rest time items will be sent home and laundered weekly. Please label all rest time items with your child’s name.

**Birthdays:**

 We celebrate birthdays in a family style. All Jubilee staff and children gather to sing and pray for the birthday child to celebrate. Families can send a snack to share. Please ask about allergies ahead of time.

**Field Trips:**

Field trips are a part of our curriculum. They contribute to your child’s learning by providing interesting experiences and information that they can use in the future. A parent or family appointed adult will need to accompany your child.

**HOLIDAY VIEWPOINT**

 We celebrate holidays at Jubilee. We will ask parents to participate with us for some of them. Please be advised, we will post notices and information about these events in advance for everyone to be aware and attend if necessary.

 **About our Staff**

**Staff Qualifications:**

 Our teachers are qualified, nurturing professionals ranging from a minimum of a Child Development Associate credential or 9 college credits in Early Childhood with a 2-year degree and two years experience working with children up to Bachelor’s degrees. All staff have been cleared through the State Central Registry and fingerprinted as mandated by the state. Some teachers have been trained and certified in CPR, First Aid and Medication Administration Training. All Staff (both full and part time) attend 30 hours of various trainings in every 2-year relicensing period.

**Staff Orientation and Staff Development:**

 Senior staff orients new staff. We provide new staff with support until they are comfortable with being the head of small groups of children. We meet and exceed training for all staff as per the guidelines provided by NY State. Staff receive a variety of training covering health and safety, program development and child development. We participate in regular monthly staff meetings where we work on staff development and working together on center related issues.

**Substitutes and Volunteers:**

 Our substitutes and volunteers also have to receive clearance from the state, as well as attend 30 hours of training. Regular center staff always supervise them.

 **Parental Involvement**

**Parent/Teacher Communication and Conferences:**

Meaningful communication with parents is essential for quality childcare. You are your child’s primary teacher. We support the love, nurturing and upbringing of your child, but we cannot substitute home. At Jubilee, we foster communication in a variety of ways. Staff and parents can have conversations at drop off and pick up. We welcome phone calls with any questions or concerns. We also share reminders and photos through ClassTag. Annual parent teacher conferences are held to discuss your child’s growth and development. Moreover, conferences can be arranged at any time during the year upon request. We always welcome conferences, we accommodate them by offering various dates and times available for families to choose from to ensure center staffing compliance. If you’d like your child to have a free screening, you can contact your local school district. We can assist in that process if needed.

 Notices and other information are placed on the Jubilee Bulletin Board and in each child’s mailbox. Be sure to check your child’s mailbox each day. The bulletin board is located across from the preschool room. You will also receive monthly newsletters, which include information on curriculum, the current snack calendar, field trips and other special events. Holidays and birthdays are also acknowledged.

 Jubilee staff communicate to parents any concerning event or mishap that occurred during the day. Please let staff know of anything happening at home that is important to your child or may be affecting his or her behavior. This type of communication will help staff better care for your child.

**Participation:**

Parents are always free to visit and observe. Each year Jubilee hosts a Parent’s Night Orientation, Christmas Pageant & Pot Luck Dinner, fundraisers and Graduation & Family Day. Additional events are held throughout the year, as well.

 Jubilee depends on parents’ help with field trips and values your participation in special projects and fundraisers. Your attendance at these events and participation in our special programs help make Jubilee a family center and a more meaningful experience for your child.

**Concerns:**

Parents should discuss their concerns with the Director of Jubilee. The Director will advise the Jubilee Board of Directors of a parent’s concerns and recommend solutions as appropriate. If a parent feels that a matter has not been satisfactorily resolved, he or she may contact the Board Chair directly. We welcome parents who are interested in becoming a board member to help support the families and staff.

**Discipline:**

Our center provides an environment that encourages positive behaviors. The staff and volunteers work hard to provide positive role models and praise good behaviors. In the event that we need to provide discipline, we first try to get the children to discuss their differences by “using their words,” or we may also try to redirect their activity. In the event that the child’s behavior could harm himself, herself or another child, we may move them away from the group for a short period of time and then discuss their behavior with them. We work together with families to ensure consistency at home and school. If deemed necessary, the director will seek guidance from the board to further evaluate the situation.

**Confidentiality:**

Any information about your child is confidential. Our staff are professionals and will maintain your confidentiality at all times.

**Photographs/Publicity:**

Your child will be photographed on a regular basis by our center staff. Children enjoy seeing pictures of themselves, and we use their pictures in art projects. We also use photos to promote our center. In the event that you do not want you child photographed, please notify the staff.

**Rights of Non-Custodial Parents:**

 To ensure the safety, security and continued comfort of your child, we ask that in cases of joint custody, you provide us with legal documents specifying custodial rights and visitations. We can only deny a parent access to a child if we have a legal document on file.

**Toys from Home:**

 Children often like to bring toys from home. We suggest keeping these items in the car or at home to refrain from other children touching them, having them broken or lost. If your child does bring them in, our teachers will help them put them away for safety.

 **Health and Safety**

**Health Regulations:**

 Each child must have a complete physical examination within 90 days prior to admission. Thereafter, all children are required to have a thorough physical check-up each year. Parents must return a completed medical health form to the Director upon admission to the center and at the beginning of each school year. Proof of all immunizations must be current for the child’s age and included on a DSS-4433-Medical Report of Child in Day Care.

**Immunizations and Medical Records:**

Children attending day care centers are required by law to be fully immunized. A yearly immunization print out is necessary.

**Health Checks and Becoming Ill at the Center:**

Staff conduct a daily health check of the children in attendance at the center for an indication of illness, injury or abuse. Staff will look for signs of illness, the child’s activity level, as well as skin rashes or itchy skin or scalp. If they have a question or concern, they will immediately notify the parent. For some conditions, a physician’s note may be requires before a child returns to Jubilee. Children may be sent home at the director’s discretion due to other illnesses not listed on this policy below.

 *Key criteria for exclusion of children who are ill*

* The child is too ill to participate in program activities.
* The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
* An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing or having a quickly spreading rash;
* Fever:
	+ Temperature above 101° {38.3° C] orally, or 100° F [37.8° C] or higher taken axillary (armpit) or measured by an equivalent method, **AND** accompanied by behavior change or other signs and symptoms *(e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty, cough).*
	+ Under 6 months of age: Unexplained temperature above100°F [37.8°C] axillary (armpit) or 101°F [38.3°C] rectally (caregivers are prohibited from taking a child’s temperature rectally) should be medically evaluated.
	+ Under 2 months of age: Any fever should get urgent medical attention.
* Diarrhea:
	+ Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two more stools above normal for the child.
	+ Toilet-trained children if the diarrhea is causing soiled pants or clothing
	+ Blood or mucous in the stools not explained by dietary change, medications or hard stools.
	+ Confirmed medical diagnosis of salmonella, E. coli or Shigella infection, until cleared by the child’s health care provider to return to the program.
* Vomiting two times in a previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
* Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
* Mouth sores with drooling unless the child’s health care provider states that the child is not infectious.
* Active tuberculosis, until the child’s primary care provider or local health department states child is on appropriate treatment and can return.
* Streptococcal pharyngitis (strep throat or other streptococcal infection), until 24 hours after treatment started.
* Head lice, until after the first treatment and NO nits are present.
* Scabies, until treatment has been given.
* Chickenpox (varicella), until all lesions have dried or crusted *(usually six days after onset of rash)*.
* Rubella, until six days after rash appears.
* Pertussis, until five days of appropriate antibiotic treatment.
* Mumps, until five days after onset of parotid gland swelling.
* Measles, until four days after onset of rash.
* Hepatitis A virus infection, until the child is approved by the health care provider to return to the program.
* Any child determined by local health department to be contributing to the transmission of illness during an outbreak.
* Impetigo until treatment has started.

*Adapted from Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs 3rd Edition.*

**Medication:**

 In order to give out medications, both over-the counter and prescriptions, we must have written instructions from a health care provider. In both cases medication must be in its original container and labeled with the child’s name and kept out of reach of children. All medication must be kept in the original container with all information required by regulations.

**Accidents, Injuries and Emergencies:**

The center does everything possible to make Jubilee a safe place for our children. Staff are trained in both CPR and First Aid. Some Head Teachers have also attended nine hours of medication administration training. A first-aid kit is in every room and each class’s outdoor bag. However, we can’t prevent every accident, so we try to be prepared to handle any situation that arises. Parents are always informed of an incident in the event that one occurs.

 In case of serious injury or illness requiring immediate attention, every effort is made to contact the parents or guardian immediately. However, permission is given to the Director and staff to seek emergency medical care for the child if needed.

 If a child must be hospitalized, the parents or guardian will be notified immediately. A staff person will accompany the child and staff will stay with him or her until a parent or other responsible adult arrives.

**Allergy and Anaphylaxis Policy:**

1. Anaphylaxis Prevention:
	1. Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up to date information regarding their child’s medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child’s physician to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program’s healthcare plan and will ask for updated paperwork when necessary.
2. Documents
	1. Any child with a known allergy will have the following documents on file when applicable:
		1. NYS OCFS form 7006 - Individual Health Care Plan for a Child With Special Healthcare Needs or approved equivalent
		2. NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
		3. NYS OCFS form 7002 – Medication Consent Form or approved equivalent.

 These forms will be completed by the child’s parents in conjunction with the program and the child’s physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

1. Staff Training
	1. All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis. A number of staff will also maintain certifications in CPR & First Aid and medication administration. If a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on the administration of the prescribed medication.
2. Strategies to Reduce the Risk of Exposure to Allergic Triggers
	1. Each classroom will have a posting with a list of individual children’s allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child’s known allergy, including but not limited to reading food labels. Handwashing, cleaning and all other regulations related to allergies and anaphylaxis as outlined in the OCFS Childcare Regulations will be followed by all staff and volunteers.
3. Communication
	1. Upon enrollment of a child with a known allergy, all staff and volunteers will be made aware of the child’s allergy and associated medication needs, as well as ways to reduce the risk of exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom, as well as actions being taken to reduce exposure. Confidentiality will be maintained when discussing any child’s allergy with parents and other children.
4. Annual Notification to Families
	1. Families will be given a copy of the program’s Allergy and Anaphylaxis Policy upon enrollment. This policy will be reviewed and updated annually. Families will receive an updated copy of this policy annually and whenever changes are made.

**Fire Drills and Evacuations:**

 We practice fire drills on a monthly basis. We also conduct two shelter in place drills a year. In the event that the building couldn’t be re-entered in a true emergency, we would walk the children to West Sand Lake Elementary School.

**Child Abuse and Maltreatment:**

Childcare workers are required by New York State Law to report known or suspected cases of abuse or neglect to the State Central Register of Child Abuse and Maltreatment. If a staff person has reason to believe a child in their care is being abused or neglected, the staff person who has direct knowledge of the allegation(s) of suspected abuse or maltreatment will report the situation to the hotline. The director or designee is then responsible for all subsequent internal administration necessitated by the report, including completion of paperwork.

**Financial Policies**

**Registration and Security Deposit:**

 To secure a space in the Jubilee Child Day Care Center, parents are required to complete a registration form and pay a non-refundable $30.00 registration fee. This will secure your placement on our waiting list. When a spot becomes available for your child, a two-week deposit is required. This retainer will be held without interest to pay for your child’s last two weeks of enrollment. If two weeks notice is not provided before your child’s last day, the tuition retainer is forfeited. When your child’s tuition changes, the difference in retainer fee will be required.

**Tuition:**

 Tuition is paid weekly at a rate based on 5 full days or at the daily rate. The rate for toddlers is slightly higher than the rate for preschoolers. Payments are due on the first day of each week your child attends the center. Please make checks payable to Jubilee Child Day Care Center. If your payment is not received, we will give a grace period and you can submit your payment the following week. After that, there will be a late fee applied.

 Tuition must be paid for every day the child is scheduled to attend. In the event of a prolonged illness (2 weeks or more) tuition adjustments may be arranged. If a child is withdrawn without the proper notification (see Withdrawal Policy), parents will be responsible for the tuition for the two-week period following withdrawal.

 The Jubilee Board has adopted procedures for addressing nonpayment of tuition and the issues of a child whose needs cannot be adequately met by the center or whose presence poses a safety risk to the classroom. These matters may result in the withdrawal of a child from Jubilee. A copy of the policy may be obtained from the Director.

 The Jubilee Board reserves the right to evaluate tuition costs any time throughout the year, and to increase tuition if deemed necessary.

**Sibling Discount:**

 Jubilee offers a sibling discount to families. Families receive a 20% discount on the tuition of the second child enrolled in the program; 10% on the third child. The discount is applied to the lower tuition rate, if applicable.

**Summer Enrollment Policy:**

For those familieswho need fewer days of care during the summer than their regular schedule for the year, we will work with you to schedule part-time care through the summer. To help us maintain enrollment and provide adequate staffing, we will require families who reduce their schedule to enroll each child at least two days per week throughout the entire summer. Those days must be the same days each week. Although we will do our best to accommodate your preferred days, the actual schedule will be subject to availability. Tuition for the reduced summer schedule must be paid at the daily rate.

 For those families who wish to withdraw their child(ren) from Jubilee for the entire summer but return for regular care in September, we will charge a $700.00 fee per child. This fee does not provide any care but will allow us to simply hold a spot for your child. If you decide to not send your child back for the Fall program, the tuition retainer will not be reimbursed.

Please understand that this policy allows us to maintain financial stability while meeting the needs of families with alternative schedules during the summer.

**Vacation Policy**

 Jubilee offers a one-week vacation credit, which allows families to enjoy time together without paying tuition. Families earn the vacation credit after they have paid for at least 12 weeks of care. The credit is pro-rated so that families who regularly pay for full-time care receive 5 days credit, and part-time families receive credit for the number of days for which they regularly pay. The vacation credit is available once each fiscal calendar year (September - August) and must be used at one time, the days cannot be split throughout the year. Please note that the vacation credit cannot be applied to the same weeks as your child's retainer credit. To use the vacation credit, families must submit a written notice two weeks prior to the time the vacation week is to be used. Please understand that these conditions allow us to schedule staff hours more efficiently.

**Additional Fees:**

 You will be charged a bank fee for any returned checks if a fee was acquired.

**Late Pick-Up Fee:**

 The charge for children picked up after 5:00 PM will be $1.00 for each minute until the child is picked up.

**Early bird:**

 We have an early bird program beginning at 7:15 am. The cost is $15.00 additional per week for full time, $3.00 per day for part time or $5.00 per day on an as needed basis (please call day before to use).

**Withdrawing from Center:**

 Written notice must be given to the Director two weeks prior to a child’s withdrawal from the program. If the required two-week withdrawal notice is given and tuition is current, the deposit will be applied toward the child’s last two weeks at the center, as stated in your contract. Failure to do so will result in forfeiture of the two-week deposit.

**Jubilee’s Commitment to You**

Jubilee was founded in 1996 by families committed to continuing a day care ministry after a local church decided to close its center. Parents, staff, church members and extended families worked together day and night throughout that summer. They made the necessary renovations to our church building allowing Jubilee to open just after Labor Day. Children have been flourishing here ever since. Parents continue to work with staff and the church to make Jubilee a very special place to learn about caring, sharing and the love of the Lord.

**Parent Handbook Agreement Form**

By signing this document, I agree that I have read the parent handbook, agree to the policies and would like to enroll my child in Jubilee Child Day Care Center.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As Director of Jubilee Child Day Care, I acknowledge this parent to be familiar with these policies and welcome them and their family to our center.

Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_