



Your Family Child Care!



Jumped Up Jellybeans

Parent Handbook

Welcome to Jumped Up Jellybeans, INC. where we strive to provide high quality child care with the comforts of "home". The purpose of this Parent Handbook is to outline the policies and procedures under which we operate.

Operation

Jumped Up Jellybeans, INC. is open Monday through Friday from 6:00 am to 6:00 pm and accepts children ages 6 weeks to 12 years. We are closed on most major holidays. Specific holidays can be found in the contract in the Enrollment Packet. Notification will be posted as a reminder.

New York State Licensing

Jumped Up Jellybeans, INC. is licensed and complies with all applicable licensing regulations as required by the New York State Office of Child and Family Services. This home is subject to inspection by state and city health, fire, and licensing officials. A copy of the New York State Regulations are available for you review upon request.

Admission/Disenrollment

To enroll at Jumped Up Jellybeans, INC. you will be need to complete forms as required by the New York State Office of Child and Family Services, Blue Card, current medical statement of clearance and shot record for any child not enrolled in kindergarten or higher and a signed contract. Disenrollment/Termination is laid out in the contract.

Payment

Payment is due in advance of child care service. PAYMENT IS DUE REGARDLESS OF THE CHILD'S ATTENDANCE. (See Contract)

Late Pick Up

Jumped Up Jellybeans, INC. is licensed until 6:00PM therefore must close at 6:00PM. Please make arraignments to ensure that your child is picked up by that time. In the even that you are not able to make it on time, you MUST CALL IMEDIATLEY. If we have not been notified of a situation, we will begin to reach out to the Emergency Contacts to pick up your child. Fees will apply. See Rate Sheet in the Enrollment Packet.

Infants

Parents are required to supply infant with all necessary needs, such as: Formula, Diaper, Wipes, Bottles and Food. Meals will be provided once infant is able to eat meals offered by the center.



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Meals

Jumped up Jellybeans, INC. provides a nutritious Breakfast, Lunch and PM Snack each day. Jumped Up Jellybeans, INC. is a participating member Child And Adult Care Food Program (CACFP). All meals are served in accordance to the nutritional guidelines set forth. A menu is posted monthly and a copy is available upon request. If there is something you child does not like or has an allergy to, you may provide your child with another option. No child will be denied any meal.

Program Activities

A written Daily Schedule is displayed in each classroom for parents view. This includes meal times and nap times as well as a variety of activities that are theme based and tailored towards the child's age and ability.

Evacuation Plan

Jumped Up Jellybeans, INC. has a written procedure for dealing with emergencies and natural disasters. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified by phone and/or text message as soon as possible. A copy of the evacuation plan is posted and available upon request.

Shelter In Place

Jumped Up Jellybeans, INC. has a written procedure for dealing with emergencies and natural disasters. Shelter in place is when the children are unable to leave the child care location (i.e., snow storm) In the unlikely event, the children will be cared for continuously until such time as you can safely arrive to get your child. We are required to be prepared for an extended period of care without necessities such as water, electric or gas. Additional supplies, such as food, water, blankets, flash lights will be kept on site.

Accident/Injury

Children are active and love to explore and as a result sometimes get hurt. If your child receives a minor injury (i.e.: scratch, small bump) your will be notified at pick up of the injury. In the event that it is a more serious injury (i.e.: head injury, deep cut, broken bone) you will be notified by phone and/or text message. In all cases an Accident Report is to be completed. A copy is to be given to the parent and one for the child's file. If a child requires hospitalization, you will also be notified by phone and/or text message. If you cannot be reached in any of these cases, emergency contacts will be notified. If your child received an injury while at daycare and later requires any type of medical follow up, please inform Jumped Up Jellybeans, INC., as we are required by New York State Law to report the incident to the New York State Office of Children and Family Services.



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Health Policy

For the health of your child and that of the other children and staff, please do not bring your child to daycare sick. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and no fever. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact will be contacted. If the child is sent home from daycare due to illness, they may not return to daycare until they are symptom free for a minimum of 24 hours. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious.

Toilet Training Policy

We are excited to work together as a team with the parents to help your child conquer this developmental milestone. This can be a stressful time for the parent as well as the child. Just be patient. It will happen.

Behavior Management & Discipline

We believe that the discipline of a child is done with patience, consistency, and positive reinforcement. The children are told the rules frequently, so they know what's expected of them. If the child is exhibiting inappropriate behaviors they will be redirected to another activity to start. If that does not work the child may be asked to sit out from a certain activity to think about their actions. As a last resort, if the child is uncontrollable or poses a harm to themselves, staff, or another child; the parent will be contacted to pick the child up. A parent teacher conference will be REQUIRED before your child can return to daycare. Remember that we are a team. If there is something that may be affecting your child's behavior, please let me know so that the proper actions can be taken as every situation, every child is different.

Reporting Child Abuse:

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent. If you believe that your child is being abused or you want to make a complaint, you can contact the Office of Child and Family Services complaint line at 1-800-732-5207 or 716-847-3828. They are located at 295 Main Street, Buffalo, New York 14203, Room 545.



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Thank you taking the time to read the provided information. If you have any questions, please do not hesitate to ask. I look forward to having the opportunity to work together with you as a team to provide the best care for your child; as well as fostering their social and emotional growth.

JUMPED UP JELLYBEANS, INC. PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____ AND/OR _____

ACKNOWLEDGE THAT I HAVE RECEIVED, READ, UNDERSTAND AND AGREE WITH ALL POLICIES AND PROCEDURES UNDER WHICH JUMPED UP JELLYBEANS, INC. OPERATES.

Parent/Gaurdian Signature

Date

Parent/Gaurdian Signature

Date