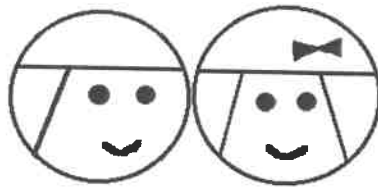
A decorative border of alternating black and white handprints surrounds the central text. The handprints are arranged in a rectangular frame, with some appearing as if they are stamped onto a light-colored background.

JUNIOR ACADEMY  
SMALL WONDERS  
PRESCHOOL

( A Junior Academy Children's Center )



Parent Handbook & Orientation

Phone (719) 598-2095

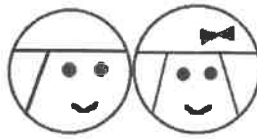
Address: 4750 El Camino Dr.

Colorado Springs, Co 80918

[www.jracademykids.com](http://www.jracademykids.com)

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# WELCOME TO JUNIOR ACADEMY SMALL WONDERS



## PHILOSOPHY and GOALS

Childhood is a time of delight, curiosity and exploration; a time for children to learn about themselves, their families, and friends, and the world around them. At Junior Academy, our goal is to provide children with the building blocks they will need to construct both a positive self-image and a sense of confidence. We accomplish this by providing a safe, loving environment where children can develop their optimum potential – intellectually, physically, socially, and emotionally. Junior Academy practices primary care giving practices. Which means children stay in their class with their primary teacher on a daily basis and throughout the year. We are aligned with NAEYC {National Association for the Education of Young Children} teacher/child ratios, which is lower than state ratios. For ex. State ratios for our 3 yr. old room is 1 to 10 we operate 1 to 8 and if needed additional teachers are added. Teacher to child ratios are posted in each classroom.

## OUR PROGRAM

A child has to become **involved** to learn. He has to see and feel, taste and smell. Becoming involved almost always means getting messy, or dirty, or wet, or rumped. It often means noise and much activity. A clean, quiet child may not be a learning child. Please show some understanding of our appearance at the end of the day!

**The Preschool Program:** We do not believe in sitting at a table, doing worksheets day in and day out. Much of your preschoolers learning will be achieved through art, cooking, science projects, etc.... Involvement and play in the interest centers is crucial to the learning process. This means that there may not be “papers” brought home every day; however, discussions with your child and his teacher will tell you how much he is learning.

We follow the **Creative Curriculum** – which encourages open-ended, child-directed activities with teachers scaffolding and expanding the child's learning in those “teachable moments.” Teachers use the curriculum to create weekly **lesson plans**. Each class' lesson plan is posted on their parent board. Each week's lesson plan, as well as the overall curriculum, reflect the core standards of learning and development in literacy, logic, math, science, social studies and the creative arts. We use the **Teaching Strategies Gold** for conducting children's observations to plan for each child's needs as well as providing the framework to set up an environment and plan experiences that support children's growth and learning.

Some of the activities we provide include, but are not limited to, blocks, dramatic play, manipulatives, art, music and movement, library, science, cooking, field trips, and outdoor play.

**BLOCKS:** Blocks are one of the most valuable learning materials in our classrooms. When they build with blocks, children learn about sizes and shapes, math concepts, and problem solving. When children lift, shove, stack, and move blocks, they learn about weight and size. Each time they use blocks, they are making decisions about how to build a structure or solve a construction problem.

**DRAMATIC PLAY:** The house corner is a very important part of our classroom. The work children do in the house corner is called dramatic play or pretend play. In home living, children take on a role and re-create real-life experiences. They use props and make-believe about a wide variety of topics. The ability to pretend is very important to children's later academic success in school. When children pretend, they have to recall experiences in their minds. For example, to play the role of a doctor, children have to remember what tools a doctor uses, how a doctor examines a patient, and what a doctor says. In playing the role of a doctor, children have to be able to cooperate with other children and defend their own ideas.

**MANIPULATIVES:** Manipulatives include puzzles, various table blocks, and other small construction materials such as Legos, Ring-a-Majigs, and collections of objects (including shells and buttons). When children use table toys, they learn many new skills and concepts including:

- \*sorting and classifying things according to their own categories,
- \*judging distance, direction, right and left, up and down, and,
- \*describing what they are thinking and doing.

**ART:** Art is an important part of our curriculum. Every day, children find a variety of materials available on our shelves. Drawing, painting, cutting, pasting, and playing with play dough are not only enjoyable but also provide important opportunities for learning. Children express original ideas and feelings, improve their coordination, develop small muscle skills, learn to recognize colors and textures, and develop creativity and pride in their accomplishments by exploring and using art materials.

**MUSIC and MOVEMENT:** We do a lot of singing and creative movement in our programs. Singing and moving to music gives the children a chance to move freely, practice new skills, and feel good about what their bodies can do. The children love our daily time for singing together, and it helps them develop the ability to cooperate in a group.

**COOKING:** Cooking is an important part of our curriculum. When they cook, children have an opportunity to learn about food, to be creative, and prepare their own nutritional snacks. Lots of discoveries happen during cooking. When children see dough rise, they learn about science; when they measure flour, they learn about math. Following picture recipe cards, they learn skills that will prepare them for reading. And when we make and eat Mexican tacos, Chinese vegetables, or African peanut stew, the children learn to appreciate other peoples and cultures. Cooking offers a special treat for children – it allows them to do things adults do.

**LIBRARY:** The library area is an essential part of our program and of your child's life. It's where children gain the foundations for reading and writing. It's also a place where children can relax and enjoy the wonderful world of children's literature. We encourage children to use the library on their own. We invite them to look at books, and to scribble and "write" throughout the day. We also work with children one-on-one and in small groups. Every day we read stories to the children. We read books to introduce new ideas, to develop pre-reading skills, to help children deal with problems, and mostly to develop a love for books.

**OUTDOOR PLAY:** Outdoor play is an important part of our curriculum. When the children are outdoors, they like to run, jump, swing, climb, and use all the large muscles in their bodies. They can race around, breathe fresh air, look at the clouds, or catch a ball or bug. They not only satisfy their physical needs for large muscle activity, but also develop a sense of wonder about the miracles that take place in nature.

**The Toddler Program:** Toddlers are working on becoming autonomous. The educated teacher respects this and allows opportunities for the child to be responsible and to make choices. This teacher also understands why certain behaviors must be limited, and sets limits that are fair and consistent. Our teachers, with patience, warmth and respect, redirect toddlers to help guide them toward controlling their impulses and behaviors.

The teachers recognize that routine times are important moments to help children learn about themselves and others. An early childhood educator views play as valuable, and facilitates this so that children stay interested and move from simple to more complex aspects of their play. The environment allows for the children to choose activities and respects their need for ample time to use and reuse activities, because repeated experiences foster competence. The teachers create and adapt the environment and activities to meet the children's changing needs from day to day.

Perhaps the most important contribution you can make to your child's learning is to take an interest in what your child does, both at home and at school. **We welcome you to visit the classroom at any time** so you can see for yourself how much your child is learning and growing.

## **PARENT INVOLVEMENT & FAMILY RELATIONSHIPS**

At Junior Academy, we want parents and family members to be a part of their child's experience in child care. Teachers and staff are happy to meet with family members in a scheduled parent – teacher conference to discuss each child's accomplishments and learning plan, or to discuss ways to smooth transitions your child and family may be experiencing (such as moving, changing schools or teachers, parent-deployment, etc.).

In the event that a student or parent speaks a language other than English, we will make efforts to find someone to translate for that person. If there is no one available to translate, we will use Google Translator or Language Line.com, to do our best to communicate with that parent or child. In the event of a non-English speaking student joining our classroom, we will place words-in-print from their home language around their classroom. Materials will be sent home in their home language when needed (newsletters important messages etc.). If more than 51% of the children in the class are dominant in another language a new staff member will be hired that is fluent in that language.

Every family has its ups and downs, but families experiencing needs such as clothing, food, medical care, temporary housing, help paying bills, etc., will find a Parent Referral Binder and a Community Resource Directory at the front

entrance with phone numbers, addresses and websites of referral agencies that can help. We can make copies of this information, if you like! We also have lots of different pamphlets available there too for "grab and go."

We have two family nights each school year, in October and November. Families are encouraged to join us in celebrating their children, talking with teachers, but also to meet and connect with one another and create the support community of our center. Along with our family nights, we also periodically hold educational events that are held throughout the year to encourage interactions between staff and families. A parent task force will be held from September thru April to get parents input on curriculum, field trips etc....

Each year, we send out a parent survey regarding the child care at Junior Academy child care center. This is an excellent opportunity for our families to tell us what they think! We use the responses to guide the center through the year; to make changes where we can, and to better serve our families.

If parents have concerns or need assistance with problems related to the child development center, they may discuss the issue, if applicable, with the staff involved. If they are not satisfied, they may discuss their concerns with the directors.

Parents are welcome and encouraged to volunteer in the classroom and/or attend field trips.

Junior Academy is licensed by the Colorado Department of Human Services. Our licenses are posted on the wall across from the desk, and our compliance with all licensing requirements is monitored regularly. To receive a copy of current state child care center laws and rules, contact the Colorado Department of Human Services' office, 1-303-866-5948.

## **AGES ACCEPTED**

Junior Academy accepts children ages two and half through twelve. It is our policy to evaluate each child individually for his/her specific needs at the time of enrollment. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition will be in compliance with the Americans with Disabilities Act. If at any time a child becomes a danger to himself or the other children, Junior Academy will request that the family make other arrangements for the child. If after evaluation it is determined that Junior Academy cannot meet the needs of the child, where the child can develop his/her optimum potential, Junior Academy will request the child be placed in an environment that would most benefit the child.

## **HOURS IN OPERATION**

Junior Academy will offer preschool classes and child care Monday through Friday. The hours of operation will be 5:45a.m.until 6:15p.m. We will be closed on the six major holidays – New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. In addition, we will close at

1:00pm on Christmas Eve and New Year's Eve. If a holiday falls on a Saturday or Sunday, Junior Academy will celebrate the holiday on Friday or Monday.

## **RULES FOR ENROLLMENT**

Parents must visit the program with their child before enrollment and are urged to visit often and meet with the teachers for conferences. Conferences will be held in December and May. Each new parent must complete an enrollment form and pay the required registration fee, which is **non-refundable**. Junior Academy offers parents two sessions per year, fall and summer. **Enrollment fees are due each session**. Upon enrollment, each child must have an up-to-date immunization record. Within thirty days each child must have a current health form on file. Toddlers must have a current health form on file **upon enrollment**. Physicals for all children must be updated annually.

## **FINANCIAL OBLIGATIONS**

All payments are to be paid weekly, bi-weekly, or monthly **in advance**. A thirty-day notice is required before a toddler or preschool child can be withdrawn from the program. A two-week notice is required for the before/after school program. Full payment is required in lieu of notice. Illness and vacation time is not considered notice for withdrawal. **Any child who has not attended in thirty days will be charged a new registration fee.**

There will be a \$25.00 service charge on all returned checks.

**If the child's account is not paid by Monday of the current week, a \$25.00 penalty fee will be assessed.** A finance charge at the rate of one and three-fourths (1 3/4%) per month will be added on past due accounts. All bills must be settled before the child leaves the school. **In the event your account is redirected to a collection agency, you agree to pay for attorney fees, interest and 35% collections cost incurred for any past due or unpaid accounts.**

If there is a financial problem, please contact the director as soon as the problem arises.

## **LATE CHARGE**

Our program is open until 6:15pm. There is late charge of \$5.00 at 6:15p.m. and \$1.00 for each minute thereafter, to be paid to the staff member on duty. **This charge begins promptly at 6:16pm.** In the event that no one has arrived to pick up a child by 6:30pm the staff will begin calling all numbers to reach a parent or authorized person to pick up the child. If no one has arrived by 7:00pm to pick the child up, proper authorities will be notified.

## **OUR STAFF**

We select our staff carefully in order to provide the best possible care and education for the children. We employ people who are warm and nurturing, who

understand child development, who can apply their knowledge in the classroom, and who respects each child as an individual. We seek employees who value working as a team with parents, colleagues, and volunteers.

Each staff person has on file three written references pertaining to their character. In addition, we require a background check, a physical examination, and college course transcripts for our Early Childhood Teachers and written verification of previous experience.

Continuing education is an important part of working at Junior Academy. Each staff person is required to receive 15 hours of training per year, to include such topics as CPR/First Aid; communicable disease recognition, child abuse prevention and recognition, child development, and training in our curriculum and teaching methods. We create a Quality Improvement Plan which is updated annually based on the needs of the children, staff, and center. This is located near the front entrance labeled current inspection and reports

The Center Directors who report to the Executive Director supervise all staff members.

## **REPORTING OF SUSPECTED CHILD ABUSE OR CONCERNS ABOUT THE CHILD CARE FACILITY**

Under the "Child Protection Act of 1987" (C.R.S 19-3-301) in the Colorado Children's Code, childcare center workers are required to report suspected child abuse or neglect. If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at **444-5700**. It is not the staff's role to investigate suspected abuse, **only to report it**. If a parent suspects child abuse or neglect then they should call the same number. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party. **For additional information regarding licensing**, or if you have concerns about Junior Academy, consult the Colorado Office of Child Care Services at **(303) 866-5958** or **1-800-799-5876, 1575 Sherman St., Denver, CO 80203**.

## **ATTENDANCE, ILLNESS AND INJURY**

Parents must enroll for either the daily rate or the weekly (5 day) rate. **If a preschool child enrolls for the daily rate, they must attend a minimum of three days**. Full and half day programs are available Toddler spaces are limited to 5 full days per week. Half days are either morning (anytime between 5:45a.m. until 12:30p.m.) or afternoon (anytime between 11:00a.m. and 11:30a.m. for preschool until 6:15p.m.). Each child will receive two weeks of vacation to be used during the fall session and two weeks for the summer session. These days may be used for either sick days or vacation days. School age children are required to attend a minimum of one day a week if they are enrolled daily vs. weekly. **Also, please see the attached financial policy.**

In the event of illness, the parent will be notified immediately and the child will be isolated and made as comfortable as possible until the parent arrives. If the illness is contagious, then the other children will be monitored and all parents will be notified. (A note will be posted with all current illnesses in each of the

classrooms or at the school age facility.) **Also, please see the attached health policy.**

In the event of an injury the child will be treated immediately and accident reports will be written. In the case of all head injuries the parent will be notified. All Junior Academy staff members hold current First Aid and CPR certifications. Junior Academy will activate EMS if needed. Examples of when 911 will be called are: choking, severe breathing problems, shock, severe allergic reactions, lowered levels of responsiveness, multiple injuries, suspected neck or head injury, or open fractures. Accident reports are written up after every accident. These should be signed by the parent and are to remain at the center in the child's master file. If you would like a copy of the report please do not hesitate to ask.

## **SAFETY**

We ask that parents closely supervise their children in the parking lot, lobbies, and elsewhere in the center. It is recommended that children are given a hand to hold when walking in the parking lot. When departing from the center, please resist having the children run to the car while the parent signs them out.

Parents are required to sign their child in and out. If not known positively by the staff member on duty, the parent will be required to show proper identification. **CHILDREN WILL BE ALLOWED TO LEAVE THE PROGRAM WITH A PARENT OR AUTHORIZED ADULT ONLY.**

No child is ever left alone or unsupervised. At arrival, parents are expected to help the child settle into play, which may require a few minutes. Parents are permitted access to all parts of the center at any time, including nap times and pre-admission tours or observations.

There is always immediate access to a phone at the center. Telephones are located in the offices, and in most classrooms.

Aerosol sprays are not used when children are present. Smoking is prohibited in and around the building.

A private contractor provides maintenance. Most cleaning is done after 6 p.m.

## **MEDICINE**

Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label, which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. Parents need to fill out a permission slip giving Junior Academy permission to administer such medicine to the child. Over the counter medications may only be given with a doctor's permission and must be provided by the parent. Medication will be stored in a container inaccessible to the children. (For further details, please see the Medication Administration Policy.)



## MEDICATION

***\*All prescription and non-prescription (over the counter) medication*** given in child care center require a written authorization form from your health care provider, as well as parent written consent. You will be asked to provide this information each time your child is required to receive medication during childcare hours.

\*The instruction from your health care provider must include information regarding the prescribed medication: reason for the medication, the specific time of administration and the length of time the medication needs to be given. All medication must be brought in the original labeled container.

\* Program staff are not authorized to determine when an “**as needed**” medication is to be given. Specific instructions are necessary.

\* **Topical preparations** such as petroleum jelly, diaper rash ointments, sunscreen, bug sprays, and other ointments may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

## MEALS AND SNACKS

We provide nutritionally balanced snacks, meals, and cooking activities. Children who attend our preschool program will be provided two snacks each day and a lunch. However, during the summer session, sack lunches must be provided on Wednesdays for field trips. We encourage the children to take a “hello” bite, that is – to try a taste of everything. We provide approximately two-thirds of the child’s daily nutritional needs. Seconds are offered to the children. Adults eat seated with the children. Meal times are relaxed times, rich with conversation and fellowship. Parents may join us for lunch if the cook is made aware by 9:00 a.m. A weekly lunch and snack calendar will be available at the desk every week. No outside food is allowed unless you have a doctor’s note only exception is a field trip or class party.

## CONCERNING PERSONAL BELONGINGS

We strongly recommend a backpack or other suitable bag to keep all personal belongings together in. **PLEASE MARK ALL PERSONAL PROPERTY WITH YOUR CHILD’S NAME.** All preschool and toddler children should bring in a change of clothing, a small blanket and a crib sheet for nap time.

## FIELD TRIPS

From time to time, special field trips will be planned. Parents will be notified in advance of such trips. The director will be aware of the location of all children at all times. If it is necessary for a parent to pick up their child during a field trip, arrangements need to be made with the director. Junior Academy buses, with Junior Academy drivers maintaining a Commercial Driver’s License, will be used for transportation. If a child arrives late for a trip, the parent has the option of taking the child directly to the activity or leaving the child at the center. If the child is left at the center, then he/she will be under the supervision of the staff at the center. When transporting the children, the staff will help to ensure the passenger’s safety by following the Junior Academy procedures for transportation of children, which is located in the staff handbook. **Children**

**attending public school will go on field trips when school is not in session. The cost for these field trips is generally included in the day camp tuition.**

## **TELEVISION / VIDEO VIEWING / SPECIAL ACTIVITIES**

Movie viewing is limited to developmentally appropriate programming and is used as special event. All movies are viewed by adults prior to use. The children will also have an optional activity available. After the program, staff will discuss what is viewed with the children to develop critical viewing skills. Children attending before and after public school are given an opportunity to see a movie once every other week. The movie titles will be posted and alternative activities will be available.

## **DIAPERING AND TOILET TRAINING**

Children are not all alike; therefore, training will be different for each child. (The toddler rooms maintain copies of the training guidelines for your reference.) We believe that each child should be allowed to progress as an individual. We will work with the families to ensure that all needs are met. Diapers are checked and changed routinely. Gloves are used by all staff during diaper changes and hands are washed to help ensure healthy children.

## **GUIDANCE**

At Junior Academy we use guidance not punishment. Guidance is used for **teaching correct behaviors**. It is our belief that children learn through being firmly, lovingly, patiently, and calmly taught by the adult. The focus of Junior Academy is not on the misbehavior of the present, but of ensuring that the child understands that this behavior cannot reoccur in the future. We believe in setting boundaries, not building fences.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premises or during field trips.

## **PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES**

At Junior Academy our goal is to ensure the safety of all our children. The staff members keep a current roll for their class and at each transition time counts are taken. When field trips are taken the staff counts children before they leave the center and often while on the trip. Before the bus leaves to return to the center each and every child is accounted for. Once the bus returns to the center the driver is responsible for making sure each child got off of the bus and returned to their class. When children are picked up at area elementary schools the driver does not leave the school until each child is accounted for. Drivers carry a roll book and cell phone with them at all times. In the event that a child is missing, the director and parents are notified immediately and proper authorities will be notified.

## **IN CASE OF EMERGENCY**

Although we would prefer to think that an emergency would never arise, we will follow the Junior Academy natural disaster policies. All staff members are

trained on emergency procedures. As soon as the immediate danger is over, all parents will be contacted with instructions as to the location and well-being of their children. If transportation from school is necessary, all children will be transported to our closest location.

## **IN CASE OF MISSING PERSON**

In the event of a missing person the following steps will be taken. First a quick search will determine if the person is really missing. Arrangements will be made to continue the search while at the same time ensuring the safety of the other children. The parents and Junior Academy administration will be notified along with the proper authorities.

## **INCLEMENT AND EXCESSIVELY HOT WEATHER**

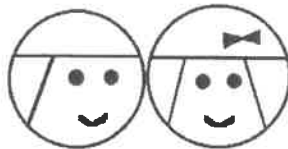
Weather in Colorado can change rapidly, so we recommend that the children be prepared for weather changes. A jacket is needed almost daily. The children have access to a shaded, sheltered or inside building areas at all times to guard against the hazards of Colorado weather. **No-Ad Sunscreen is kept on hand (unless provided by the parent) and will be used on all children on appropriate days.**

## **REMOVAL OF A CHILD FROM THE PROGRAM**

Any child who is a constant behavior problem for the staff of the program is subject to removal from the program. In the event that a child becomes a discipline problem, the parents will be notified and a plan will be developed between the staff, child and parents. If behavior does not improve, the parents will be asked to find other arrangements for the child within one week.

## **VISITORS**

Visitors are always welcome. All visitors must sign in at the front desk and show proper identification.



## **PARENT TIPS**

- 1. Please provide** an immunization record and a current physical signed by your physician.

2. **For all children**, please send a backpack with an extra set of clothes and appropriate outdoor gear.
3. **Send** a blanket and a crib sheet with your preschooler for naptime. Please take it home every Friday to be washed.
4. **Send** your child to school in clothes for learning. Wash and wear items are best. Please do not send your child in clothes that say, "do not get dirty."
5. **Every** Friday morning is "Show & Tell". We encourage your child to bring small objects from home for this activity. Some classes send home a list for "show & tell." This activity develops poise, good self-concept, and language skills. Due to loss, breakages, and fighting over toys, please do **not bring any toys to school except on Friday**.
6. **Birthdays** – Parents are welcome to bring in a special cake or treats, or can arrange a party with the teachers if desired.
7. **Please call** if your child is ill or absent for some reason. **If your child does not need to be picked up from public school, please call us by 2:00pm. If you fail \$5.00 charge will be added to your account.**
8. **Parents** and guardians are wanted and welcome to visit our classes, go on field trips, and join us for lunch and holiday and birthday parties! Please feel free to stop by when you have a spare moment.
9. **Assessments** are completed 2 times a year, during October and May. Conferences will be scheduled in October and May to discuss these. If you desire a conference at any other time, please let us know and we will be glad to schedule one.
10. **Lesson plans** for your child's weekly activities are posted in their room on the parent board. Get involved in what your child is doing each week! Field trips will be posted near the front desk and in the newsletter, along with the monthly lunch menu.
11. **Charges**-A late charge will be in effect at 6:16pm. \$5.00 will be charged for the first minute and \$1.00 for every minute thereafter. This will be paid directly to the teacher on duty, not to the school. \$5.00 a day will be added to your account for everyday your child does not bring a sheet and blanket for rest time. Also, a \$5.00 charge will be added for a no call- no show pick up at public school.
12. **Regarding communication** – We do not send individual notes at the end of the day. We prefer the "personal touch". It is our feeling that notes at the end of the day tend to be very generic! However, if you ever have any specific concerns, we will be glad to keep an eye out and let you know how your child is doing. We can write notes, make phone calls, or converse with you daily. Just let us know...open communication between parents and staff is the most important factor in meeting the needs of the individual child. *If your child's teacher is not here when you pick up or drop off, you can leave a note in their Parent-Teacher Communication Log, and your child's teacher will answer it.*

**13. Referrals-** When the child has been assessed through our teaching strategies gold or ASQ-3 and we feel further evaluation may be needed, we will have a parent teacher conference to complete the referral paperwork and refer to our Community Resource Directory for service agencies that would best fit the situation and whom can assist accordingly. {Both are located by the front door entrance of the building} Junior Academy offers hearing screenings once a year through Assistance League of Colorado Springs (405 S. Nevada Ave.). We also provide speech and language screenings though Therapy of the Rockies once a year, they are located at 3595 E. Fountain Blvd. We also collaborate with the Ronald McDonald Care Mobile to come out once a year to do physicals and or dental. Each agency will contact parents directly if the testing shows any delays or further needs.

**14. Transitions** -When your child is going through a transition, perhaps from classroom to classroom, from home to school, or from preschool to elementary school, it's important to help them be as practically and mentally prepared as possible. Whenever possible, ease into the transition by spending larger and larger increments of time in the new setting before spending the whole day there. Talk openly with them about their worries. Help them make a plan for the day that includes getting picked up, having dinner and family time after school & work. Pack extra clothes and shoes (even for new school agers); send your child with pictures of his family to help him reconnect when necessary. Drop offs can be hard at first, but pick-ups are usually lots of fun! Show how proud and happy you are to see him at pick-up! Spend a few extra minutes letting him show you his new classroom, or teacher, or project, etc., at pick up. Connect with your child's teacher and talk to your child about their teachers and classmates. If we will be leading your child into a transition, we will schedule a *private conference with you and your child's teacher so we can come up with an individualized plan for your child and discuss how to support the child at school and in the home in order to help prepare the child and family for transition and help the child adjust to the new setting.*

*Junior Academy collaborates and coordinates with community service providers, families, school district personnel, etc. in order to design learning activities that aid in meeting outcomes/goals of Individual Family Service Plans {IFSP}, Individual Education Programs {IEP}, School Readiness Plans, Individual Learning Plans, and/or other individual plans.*

**A newsletter will be sent home monthly in your child's cubby or bag. It includes classroom news, parenting tips, and a calendar of upcoming events. Please take a few minutes to read these. Check your child's art file daily.**

## **JUNIOR ACADEMY HEALTH POLICY**



**You will be notified if your child is ill and asked to pick your child up if he/she:**

1. Has a fever of over 100.9 degrees orally.
2. Has severe diarrhea – more than 2 abnormally loose stools.
3. Has severe coughing – child gets red or blue in the face or makes a high pitched croupy or whooping sound.
4. Has yellowish skin or eyes.
5. Has a pink eye with pus-like drainage.
6. Has a fever and complains of a sore throat or difficulty in swallowing.
7. Has a fever and/or unusual spots or rashes.
8. Vomits.
9. Has a fever and is unusually cranky, less active, or has loss of appetite.
10. Has presence of lice or scabies.
11. Has an illness or functional problem that impact's child's ability to stay at the center for health or safety reasons.

**Children will not be allowed to return to the center until:**

1. They no longer have a fever above 100 degrees for 24 hours.
2. They no longer have diarrhea-type stools.
3. Treatment has begun for head lice or scabies.
4. All chicken pox are scabbed over.
5. Antibiotic treatment has been given for 24 hours for strep throat.
6. One week after onset of jaundice for hepatitis.
7. Eyes are no longer tearing, draining pus, swollen or red in the case of conjunctivitis.
8. Antibiotic treatment has been given for 24 hours for pinkeye.
9. Child no longer has an illness or functional problem that impacts child's ability to stay at the center for health or safety reasons.

**We appreciate your cooperation. With everyone's cooperation,  
We will continue to have a healthy and happy child care center.**

**Updated and revised 1/5/2020**

Dear Parents and/or Guardians,

It is assumed after you have dated/signed this form you have read/understand all of the Parent Handbook obligations and policies. These also include the obligations and policies below:

- At the time my child/children is/are enrolled I will submit the completed enrollment form, signed financial agreement, registration fee, 1<sup>st</sup> weeks payment and his/her shot records.
- I understand that I pay for my child whether he/she attends or not. Every child is enrolled as either daily or weekly. Daily means I pay for one day a week whether my child attends or not, with no vacation days. Weekly means I pay for the whole week whether my child attends or not, with 10 vacation days. I agree to pay additional charges for late starts/early dismissals and day camp days. District 20 children receive five (5) days of vacation due to additional district closure days. VACATION DAYS will be suspended until further notice due to COVID for all sites.
- If my child is enrolled as weekly, I am required to give the director advance notice if I would like to use vacation days.
- Upon enrollment, I will complete all paper work (conduct policy, health status form, etc.) excluding the physical which I understand I have 30 days to turn in. If I have not provided all the necessary documents, my child may not be able to attend. I am required to give the director 2 weeks written notice before my child's last day in the program if my child is enrolled in the before and after school program and 30 days notice if my child is enrolled in the toddler/ preschool program. I cannot use my vacation days as my two weeks notice.
- All payments are due in advance. Any account that has carried a balance over to the next week will be charged a \$25.00 penalty fee. If I have an overdue balance at the end of each month I will be charged 1  $\frac{1}{4}$ % interest on that balance. There will be a \$25.00 service charge on all returned checks. In the event your account is redirected to a a collection agency, you agree to pay attorney fees, interest and 35% collection costs incurred for any past due or unpaid accounts.
- We will be closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. If the holiday falls on a Saturday or Sunday, the school will be closed on either Friday or Monday. We DO CHARGE for these major holidays, depending on your rate schedule.
- I am required by law to sign my child in and out everyday.

I, \_\_\_\_\_ have read and understand all of the Parent Handbook, including the obligations and policies highlighted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

On site-Directors-this form is to be placed in front of the families account sheet in your account book.  
Larae Center Directors - this form should be put with the child's file.

**JUNIOR ACADEMY  
IMAGINATION IN EDUCATION, LTD.  
FINANCIAL OBLIGATIONS**

Revised October 18, 2021

### **Enrollment Fees**

1. Upon enrollment, and every session thereafter, every parent must complete an enrollment form and pay the required enrollment fee, which is **non-refundable**. Also, parents must read all information relating to financial obligations and school policies.
2. To take part in any enrollment incentive such as an enrollment discount, your current account must be at a zero balance.
3. Enrollment fees are due every session. We offer a Fall session and a Summer session each year.

### **Payments/Charges**

1. **ADVANCE** payments are required.
2. A finance charge at the rate of one-and-three-fourths percent (1-3/4%) per month will be added on past due accounts.
3. If the child's account is not paid by Monday of the following week, a \$25.00 penalty fee will be assessed. All bills must be settled before the child leaves the school. **In the event your account is redirected to a collection agency, you agree to pay attorney fees, interest and 35% collections costs incurred for any past due or unpaid accounts.**
4. There will be a \$25.00 service charge on all returned checks.
5. There will be a charge of \$5.00 for forgotten lunches.
6. Depending on the circumstances, we may add a transportation surcharge.
7. Parents will be responsible for attorney's fees, late payments charges, interest, and collection costs incurred by Junior Academy/Imagination in Education for any past due or unpaid accounts.
8. For all Before/After School programs parents must enroll their child for either the daily or weekly rate. For daily, you will be charged one day per week whether your child attends or not. This includes weeks when your school is closed. For Junior Academy Children's Centers, a minimum three day attendance is required for preschool, and Day Camp and five days for toddlers.
9. At all sites, you will be charged for the 6 major holidays that Imagination in Education/Junior Academy is closed as well as additional charges for late starts/early closures. These include Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day. If the holiday falls on Saturday or Sunday, the centers will be closed on either that Friday or Monday. You may choose to use a vacation day in lieu of paying for that day if you are enrolled on a weekly contract. We also charge additional fees for late starts/early dismissals and day camp days.
10. For Imagination in Education only and JA and SW before and after school care, you must give a two week written notice to change from a weekly attendance schedule to a daily attendance schedule (this may be done once per session).
11. You must give a two week written notice to withdraw from the Before/After or Day Camp program; four week written notice to withdraw from Toddler or Preschool. Payment is required in lieu of notice and vacation time may not be substituted. If you are dismissed from our program for a payment or behavior issue or any other negative irreconcilable reason concerning the parents and/or the children, JA,SW or IIE may hold the parents responsible for the full notice.
12. Families who sign up for scheduled Day Camp days and do not attend or call to cancel (outside a reasonable time frame as set by the program) will be charged a \$10.00 fee. If you show up for a scheduled Day Camp day and you have **not** signed up in advance, you will also be charged a \$10.00 per child fee in addition to your regular charge and/or you may be turned away if we do not have enough staff to accommodate your child.

### **Discounts**

1. We offer a 15% discount off each additional child's lower rate at Imagination in Education Sites and a 20% discount at Junior Academy sites. We do not offer a discount for Late Starts and Early Dismissals.
2. We offer a 10% Active Duty Military Discount.
3. We offer two options for teachers (you may choose one of the following-please let your director know your choice at the time you enroll since you will not be able to change this once it has been set in place.)
  - a. Teachers can receive a 10% discount and 10 days of vacation time (D11) (weekly rate only) D20 teachers receive 5 days of vacation due to extra district closure days. (weekly only) Daily rate must pay for one day a week. **OR**
  - b. Teachers will not be charged for days that school is not in session. ( weekly rate only) Daily rate must pay for one day a week.

Bonus: your child may attend our program for free on mornings or afternoons that you have staff meetings, **only** if your child attends the school where you work.



## Vacation

Bonus: For parents who sign up for the weekly (five day) attendance, each child will receive 10 vacation days per session. D20 children who are weekly will receive 5 days vacation per session due to extra district closure days. For Junior Academy sites, those on three day attendance will receive 6 vacation days per session.

1. If you attend less than 6 weeks during our Summer session, you will not receive any vacation time.
2. Vacation days for a partial session will be determined at the bookkeeper's discretion.
3. Vacation days may not be carried over from one session to the next.
4. **Due to Covid-19 we are suspending all vacation days at all sites until further notice.**

## CCCAP

1. Co-pays are due by the 10<sup>th</sup> of each month. There will be a \$25 penalty fee for each week the co-payment is late. If you are unable to make your co-pay you **MUST** make arrangements with the bookkeeper.
2. You are responsible for any charges for all activities, transportation, gas etc., at all Junior Academy or Imagination in Education sites.

## Custody Contracts

1. In order to make any type of childcare custody arrangement you must present a copy of your custody contract.
2. Vacation time will be determined by the bookkeeper, based on your attendance schedule.

**If there is a financial problem, please contact the director as soon as the problem arises.**

## SCHOOL POLICIES

The purpose of our center is to help each child obtain his/her optimum development intellectually, physically, socially and emotionally, while enjoying a quality educational/recreational program.

1. Parents must visit the center with their child before enrollment. Contact the director immediately should any questions or problems arise. Special needs children will be evaluated on an individual basis. Contact the director for details.
2. Children will be allowed to be picked up from the center or activity ONLY by an authorized parent or parent representative. (ID may be required.) If the child must be picked up during a field trip, then the child will have to remain at the school, if open, OR be picked up by the parent at the planned event. The center should be notified the day before.
3. Center hours may vary by location. Please contact your Director for your particular center. State law requires parents sign in/out of the program. For Premier summer and holiday Day Camp, the buses leave the center at 8:00am and return at 4:30pm unless otherwise noted. Check with your individual program for specific times. Buses will not be held for late arrivals beyond the scheduled departure time. Parents are responsible for making arrangements to transport their child to the respective Day Camp group. **Centers will be closed Saturdays and Sundays, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, and New Year's Day, as well as ½ day on Christmas Eve and New Year's Eve. We do charge for these major holidays.**
4. Because of unforeseen happenings, our program may be subject to last minute changes. Financial and program policies may be subject to change. An immunization record is required for all children upon enrollment. Imagination in Education programs require a health status report for all children. All children at Junior Academy large center sites must have a current physical on file within 30 days.

(OPEN COMMUNICATION) - Cooperation and communication between parents and the school is important to ensure the best possible situation for your child.

**It is assumed that you have read and understand all of the above obligations and policies. If you have any questions or concerns, please contact your Director for more information.**

**Before and After School Parents: Choose one: Weekly \_\_\_\_ or Daily \_\_\_\_ Attendance. \_\_\_\_**

A two -week written notice must be given to switch from weekly/daily and only may be done once per session.

Initial

Parent signature: \_\_\_\_\_

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

Parent signature: \_\_\_\_\_

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

Director signature: \_\_\_\_\_

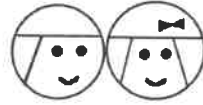
Date: \_\_\_\_\_



E.F. \_\_\_\_\_  
Rate \_\_\_\_\_

Start Date \_\_\_\_\_  
Days: \_\_\_\_\_  
Site: \_\_\_\_\_

**JUNIOR ACADEMY CHILDREN'S CENTERS  
IMAGINATION IN EDUCATION**



\_\_\_\_\_  
Last name of Child                      First                      Middle                      Name Called

Sex: M \_\_\_\_\_ F \_\_\_\_\_  
\_\_\_\_\_  
Date of Birth                      Address                      Zip Code                      Phone #

If different, Mother's \_\_\_\_\_ Father's \_\_\_\_\_  
\_\_\_\_\_  
Address                      Zip Code                      Phone #

\_\_\_\_\_  
Mother's Name                      Where Employed                      Employers Address                      Employer's Phone #

If Military

\_\_\_\_\_  
SSN                      Company/Unit                      Commander's Name                      Phone #

Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Father's Name                      Where Employed                      Employers Address                      Employer's Phone #

If Military

\_\_\_\_\_  
SSN                      Company/Unit                      Commander's Name                      Phone #

If neither parent can be reached in case of emergency or special circumstances:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**In case of emergency, if I or my child's physician cannot be reached, I hereby give my consent to the Junior Academy Children's Center to call a physician or to take such action as it deems necessary for medical or surgical care and I agree that any expenses will be accepted by**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

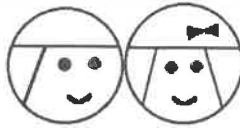
Doctor's Address: \_\_\_\_\_

Child's dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's Address: \_\_\_\_\_

Hospital preferred: \_\_\_\_\_ Health Insurance provider: \_\_\_\_\_

Hospital Address: \_\_\_\_\_



Past history of serious illness, injury, lacerations, nosebleeds, allergies, penicillin/drug reactions, sunburns, special medication, asthma treatments, convulsions, prolonged bleeding, or diet routine:

Allergies, describe: \_\_\_\_\_

- Toddler Parents: I give my permission for my child to sleep on a cot \_\_\_\_\_

I give my permission for my child to be served peanuts, peanut butter and/or nuts. (Please initial) \_\_yes\_\_no

Is your child on medication or under medical care at this time? Explain: \_\_\_\_\_

Please give any information that will be helpful to the staff in assisting your child to make an adjustment to group experiences: eating and play habits, sleeping patterns, likes/dislikes:

Date of last hearing screen \_\_\_\_\_ Date of last eye exam \_\_\_\_\_ Date of last dental exam \_\_\_\_\_

Do you have any special behavioral or emotional problems with your child? \_\_\_\_\_

What types of control over the child's behavior are most frequently used? \_\_\_\_\_

Do you grant permission to Junior Academy Children's Center to appropriately discipline your child as needed? \_\_yes\_\_no

Child's previous childcare/school experience (school, grade level)? \_\_\_\_\_

List ages and sex of other children in the family: \_\_\_\_\_

Swimming proficiency: \_\_\_\_\_ Roller skating proficiency: \_\_\_\_\_ Shoe Size: \_\_\_\_\_

Activities you do not want your child to participate in: \_\_\_\_\_

The persons listed below have permission to pick up (child's name) \_\_\_\_\_ from the Junior Academy Children's Center.

**PLEASE INCLUDE YOURSELF.**

1. (Mother) \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. (Father) \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**OTHER:**

3. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
4. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
5. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
6. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**NAMES OF PERSONS NOT PERMITTED TO PICK YOUR CHILD UP:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
1. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
3. \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Any Additional information: \_\_\_\_\_



I have read the Enrollment Rules as listed on the policy sheet for Junior Academy Children's Centers and I agree to abide by the rules as set out therein.

I give my permission for my child to go on trips or transportation to and from school away from the premises of the JA/IE location, whether on foot or by vehicle.

I have read the rules for enrollment and I understand that Junior Academy Children's Centers cannot be held responsible for accidents that may occur to my child while on field trips or while using school transportation. It is understood, however, that the insurance provided by Junior Academy Children's Centers is in effect during school hours and on field trips or while being transported to and from school.

I agree to give \_\_\_ ONE MONTHS NOTICE (Preschool/Toddler) I agree to give \_\_\_ TWO WEEK'S NOTICE (B/A School/Day Camp); \_\_\_ before withdrawing my child from Junior Academy Children's Centers. If such notice cannot be given, I agree to pay the tuition for that period in lieu of notice of withdrawal.

If there is a financial problem, please contact the director as soon as the problem arises. In the event your account is redirected to a collection agency, you agree to pay attorney fees, interest and 35% collection costs incurred for any past due or unpaid accounts.

I agree to provide sunscreen for my child, or give my permission for the Junior Academy Children's Centers to administer sunscreen:

Signature of Mother  
Date: \_\_\_\_\_

Signature of Father  
Date: \_\_\_\_\_

Enrolling Teacher  
Date: \_\_\_\_\_

Circle days child will attend: M T W TH F  
\_\_\_\_ Half Day \_\_\_\_ Full Day

Name of relative in town \_\_\_\_\_ Phone \_\_\_\_\_

Address of relative in town: \_\_\_\_\_

Name of close friend in town \_\_\_\_\_ Phone \_\_\_\_\_

Address of close friend in town: \_\_\_\_\_

How did you hear about Junior Academy Children's Centers? \_\_\_\_\_

**JUNIOR ACADEMY TALENT RELEASE AGREEMENT**

I hereby grant Junior Academy Children's Centers the absolute right and permission to copyright, broadcast or resell photographic or videotape pictures of my child, including voice recordings, or in which may be included in whole or part, for our advertising, trade or any other lawful purpose whatsoever.

I hereby waive my right that I have to inspect and or approve the finished product or the advertising copy that maybe used in connection therewith, or the use to which it may be applied.

I hereby release, discharge and agree to save Junior Academy Children's Centers from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the making of said pictures or tapes, or in any processing towards the completion of the finished product.

I understand that no fees are offered and I release Junior Academy Children's Centers from any liability therefore connected.

Child's Name \_\_\_\_\_

Parents Name \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide 2 email addresses and 2 cell phone numbers for updates about early release, closures etc.

EMAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_

10/26/2021

# JUNIOR ACADEMY CHILDREN'S CENTERS

Small Wonders

719-598-2095

5:45 a.m. to 6:15 p.m.

www.jracademykids.com

## RATE SCHEDULE – January 31, 2022

<b>TODDLER PROGRAM</b>	<u><b>5 days</b></u>	<u><b>3days</b></u>	
<b>FULL Day</b>	<b>\$304.00</b>		
<b>HALF Day</b>	<b>\$205.00</b>		
<b>PRESCHOOL PROGRAM</b>			
<b>FULL Day</b>	<b>\$284.00</b>	<b>\$234.00</b>	
<b>HALF Day (includes lunch)</b>	<b>\$196.00</b>	<b>\$177.00</b>	
<b>COLORADO PRESCHOOL PROGRAM</b>			
<b>WRAP CARE</b>	<u><b>5 Days</b></u>	<u><b>4 Days (M–Th)</b></u>	<u><b>Daily</b></u>
	<b>\$232.00</b>	<b>\$198.00</b>	<b>\$52.00</b>
<b>PUBLIC SCHOOL</b>			
	<u><b>Weekly Rate</b></u>		<u><b>Daily Rate</b></u>
<b>Before only</b>	<b>\$128.00</b>	-----	<b>\$37.00</b>
<b>After only</b>	<b>\$140.00</b>	-----	<b>\$39.00</b>
<b>Before and After</b>	<b>\$165.00</b>	-----	<b>\$46.00</b>
<b>Early Dismissal /Late Start</b> (Additional charge per child-no discount)			<b>\$33.00</b>
<b>DAY CAMP, HOLIDAY, SNOW DAY</b>			
	<u><b>5 Days</b></u>	<u><b>3 Days</b></u>	
	<b>\$306.00</b>	<b>\$242.00</b>	

**Yearly Enrollment Fee:    Preschool: \$95.00    Toddler: \$100.00**  
**Summer Preschool/Toddler: \$50.00**  
**Public School: \$75.00    Summer Day Camp: \$90.00**  
**Mavericks: \$90.00    Family EF: \$150.00**

10% Active Duty Military discount. Special options for Teachers.  
 Monthly rates are based on 4.3 weeks.

The above rates include some activities \* and transportation costs unless otherwise notified.

There may be a surcharge for lunches and transportation at certain schools.

\*Some special activities will be an additional charge.

Minimum three-day attendance per week is required for Preschool and Premiere Day Camp in all cases.

Minimum one-day attendance per week is required for all Before/After school children.

*We are a licensed CCCAP provider.*

If you have any questions, please contact the Director.  
 For more information, please refer to our Financial Obligations.