



# Jacob's Ladder

Destin United Methodist Children's Program

License: CO10K0027/DC-2100-0

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# What is Jacob's Ladder?

Jacob's Ladder (JL) is an elite Preschool that offers programs for children from 12 months to 5 years of age, promoting an environment where children become independent, confident, lifelong learners with a strong sense of self. We are a Christian Preschool that fosters a love of learning in a nurturing community. We strive to cultivate a sense of belonging, respect for others, enthusiasm for exploration, and a love for God and all He created.

We are a school with extended hours, not a daycare center. We put a high level of importance in creating an environment that will allow children to learn and grow. Though we do not take all the same school holidays, we do take most of them. Teacher work days allow us to do in staff training, and time off around the holidays enable the teachers to rest and recharge in order to be the best they can be to teach and care for your children.

The policies in this handbook support and protect the values that have strengthened JL for more than 30 years.



## Enrollment:

Registration for enrollment for the following school year begins in February. School year runs from August/September –April/May. Summer sessions run June and July.

Registration Fees are due each school year and cover both school year and summer session.

- Enrollment priority is given to current students, their siblings, current church members, and alumni families.
- Class placement is made on the basis of age, gender, and length of day student attends.
- There is a registration and supply fee for each child. All applicants, regardless of entry date, will be charged the full fee.

### Withdrawal:

- Written notice must be provided to JL at least 30 days in order to withdraw in good standing.
- The registration fees are non-refundable.

PLEASE NOTE: On occasion, our program is not an optimal fit for a child or family. JL will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, JL reserves the right to dismiss a child from the program. If that happens, JL will refund the registration and supply fees.

### Required Forms for Enrollment

These forms must be on file before a child attends class:

- ❖ Child registration
- ❖ Physical Form within 2 years
- ❖ Shot Records
- ❖ Medication Authorization (if applicable)
- ❖ Enrollment Agreement

Please note that we do have some students that are Religious Exempt for their immunizations, therefore some students are not vaccinated.





## Programs:

### Toddlers (Inchworms) and Twos (Dragonflies)

-Must be 12 months of age, walking, and no bottle during the day

Full time program: 7:30-5:15 Monday-Friday      \$775 (1's) / \$750 (2's) monthly

Part time: 8:30-2:30	1 day per week:	\$160 per month
	2 days per week:	\$280/\$270 per month
	3 days per week:	\$400/ \$390 per month
	4 days per week:	\$520/ \$510 per month
	5 days per week:	\$620/\$610 per month

### 3 year old Preschool (Caterpillars):

-3 years of age by September 1 and Potty Trained for enrollment

Preschool only: Tuesday, Wednesday, Thursday 8:30-12:00      \$280 per month

Monday/Wednesday or Tuesday/Thursday 8:30-1:45      \$280 per month

-If you want your child to stay until 2:30      \$320 per month

Full time: 7:30-5:15 Monday-Friday      \$725 per month

Part time lunch bunch 12:00-2:30

1 part time lunch bunch/week      \$340 per month

2 part time lunch bunch/week      \$400 per month

3 part time lunch bunch/week      \$460 per month

5 days per week part time      \$625 per month

## VPK 4 year old preschool (Butterflies)

4 years of age by September 1

Preschool Only: Tuesday, Wednesday, Thursday 8:30-2:30	Free with Voucher \$460 without voucher
Full time during school year 7:30-5:15 (M-F)	\$500/month
Monday or Friday extra day 8:30-2:30	\$100/\$200/month
1 Extra Days per week 7:30-5:15	
3 Full Days (VPK Days only)	\$240/month

June, July summer camp fees are separate.

VPK parents are required to sign attendance log daily for the State Regulations. Then again once a month.

School starts at 8:30. If your child comes to school after 9:00 they will not be admitted for that day without a Doctor's note. It disrupts the classroom, and the student, and does not allow the student to have the full advantage of the school day. If tardiness continues to be an issue, the child will be dropped from the class. Also please let the teacher or school know if your child will be absent.



## Staff Qualifications

All JL teachers meet or exceed the Department of Children and Family (DCF) licensing requirements. Every year, the director, teachers, and assistant teachers must complete a required number of in service training hours. This might sometime require the school to close to accomplish these hours. Our staff members truly love and understand child development and strive to provide the best experiences for your child.



## Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. JL takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times.

**Non-Discrimination Statement:** Jacob's Ladder admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, assistance program and other school-administered programs. Jacob's Ladder is registered with the Florida Department of Children and Families [Registration #CO-1OK0027].

## Positive Discipline Policy

JL is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills such as self-control, respect for others, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. If the child needs additional guidance, they may be removed from the classroom and taken to the director's office for further assistance. You will always be informed of your child's behavior.

## Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times. If it becomes a continued issue, JL reserves the right to dismiss a child due to the safety of the majority of the class. Please ask for biting policy if you would like additional information.

## Birthdays and Food Policy

We LOVE to celebrate Birthdays at Jacob's Ladder, but many children have food allergies, so please send in writing 2 days prior to wanting to bring in a birthday treat. That gives us enough time to notify the parents of children with food allergies that there will be something special. We are a NUT FREE CAMPUS so plan your treats accordingly. Fruit is a fun and healthy treat at any time!

## School Wide Communication

We provide email, text via the Remind system, and monthly newsletters. Please make sure we have current cell phone numbers and emails. If your child will be out of school for an extended period of time, please inform the school. If it is more than 3 days, a doctor's note is necessary.

## School Closure Information

If Okaloosa County schools are closed due to weather, we will be also. If it is in the summer months, then consult our Facebook page for updates.

PLEASE READ THE INFORMATION SENT HOME TO YOU

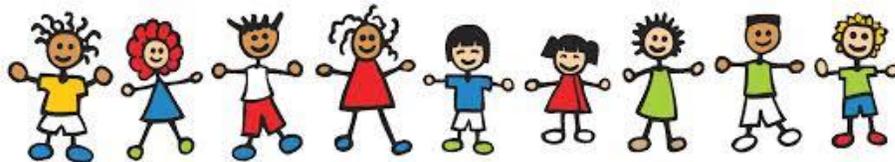


## What to Bring to School

Please remember to label each item that your child brings to school. (lunch box, coat, sweater, hat, etc.).

- ❖ Sippy cup with WATER
- ❖ Dress your child in clothes that can get messy, not their Sunday best, because we love to get messy at school.
- ❖ An extra set of clothes in case of emergency. If not potty trained, diapers and wipes. (One and Two year olds).
- ❖ Water bottle, morning snack, Lunch, and afternoon snack if your child stays all day. Please pack the items separately so the teacher can distinguish the difference. Remember your teacher has multiple children so clearly labeled things are a **MUST**.

Please consult your teacher for any classroom allergies to help you make safe, and healthy food choices for your student.



## ILLNESS AND DISEASE POLICY:

Our desire is to keep our children and teachers healthy, so if your child has had any of the following symptoms within 24 hours:

**FEVER, VOMITING, DIARRHEA, COUGHING, SNEEZING, THICK RUNNY NOSE, INFLAMED MOUTH, INFLAMED THROAT, PINK EYE, OR ANY OTHER CONTAGIOUS DISEASE** please keep your child home. **PLEASE DO NOT** bring your child to school if you think there is even a slight chance that he/she might infect another child. Giving a child Tylenol or Motrin and send them to school is not an option if there has been fever within 24 hours. If we have to isolate your child from the other children, then that child is too ill to be brought to school. **Please be considerate in regards to this issue. We will call you to pick up your child if they are sick.**

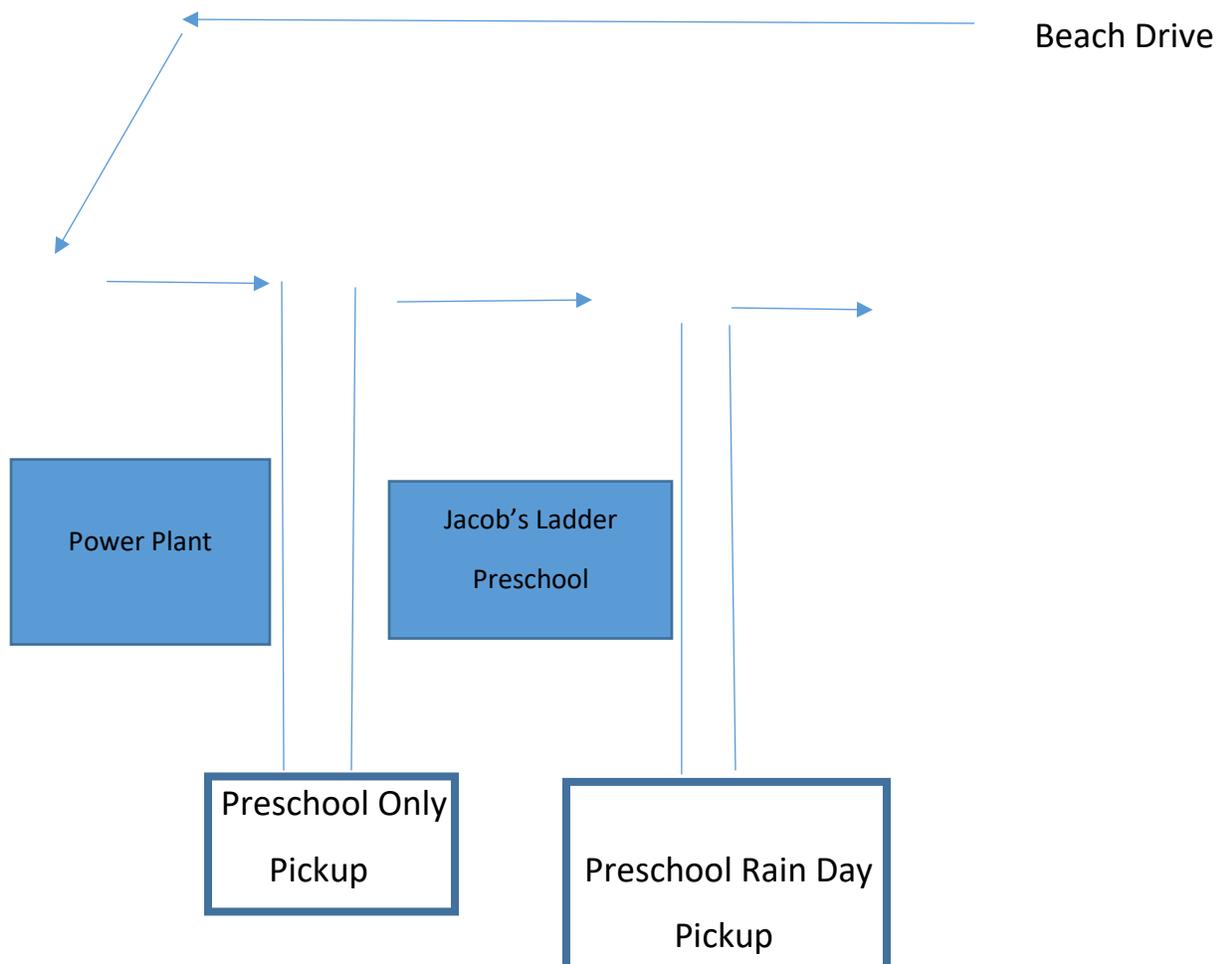
Lice is another issue that is extremely contagious. If your child comes to school with lice, we will contact you to come get your child, and they cannot return until treatment has been administered and verified.

If your child needs medication when in our care, you must bring medication in original container. It must be age/weight appropriate, or a Dr.'s prescription is required. A Director will have the appropriate paperwork for you to fill out and will administer the medication according to the directions on the bottle.



## Jacob's Ladder Preschool Drop Off Procedures

It is important that you follow the drop off and pick up routine daily. If you need to speak to your child's teacher, please **do not** do it in the morning at drop off. Please note that we are teaching the students independence, so parents are not allowed to walk their children to their classroom after the first week. There will be plenty of teachers making sure your student gets where they need to be. This is for the **PRESCHOOL CHILDREN, NOT THE PDO STUDENTS.**



Drop off/Pick up line: 8:15-8:40, 2:20-2:40

Preschool only student and no rain: 1<sup>st</sup> drop off spot, go into drive way

Preschool only student RAIN: 2<sup>nd</sup> drop off under awning

Please get out of the car when 1<sup>st</sup> in line and get ready to buckle your student into their car seat. The teachers cannot do this for you.

If it is raining, we will all be under awning, so please be patient.

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## **Emergency Response Plan**

This plan defines emergency response operations such as communication plans, student release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.

## **Emergency Communications**

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through the preschool via landline telephone or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions. Also check the school Facebook page

In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that do not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- Church webpage [www.destinumc.org](http://www.destinumc.org)
- Facebook page @Jacob's Ladder Preschool

The staff of Jacob's Ladder Preschool will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies.

## **GOALS**

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident, or medical emergency.
- Prepare students and preschool staff to take appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

## 2018-2019 School Year

Date		
August 7, 2018	5:30 PM	PDO orientation in Atrium
August 12, 2018	9:30 AM	DLC Gym Blessing of Backpacks
August 13, 2018	Closed	Teacher Training
August 14, 2018	9:00 AM	PP 3 yr old Parent Orientation
August 15, 2018	9:00 AM	PP 3 yr old Parent Orientation
September 3, 2018	Closed	Labor Day
September 4, 2018	8:30 AM	1st day of VPK
September 4, 2018	9:00 AM	PP VPK Parent Orientation
October 15, 2018		Full time students only
November 12, 2018	Closed	Veteran's Day
November 15, 2018	TBD	Spaghetti Fundraiser/Thanksgiving Program
November 19-23, 2-18		Thanksgiving Break
November 19, 20, 2018		Full time students only
December 18, 2018	5:45 PM	DLC Christmas Program
December 19, 2018	10:00 AM	Christmas Party
December 20, 2018		Full time students only
December 21-January 2, 2019	Closed	Christmas Break
January 3-4, 2019		Full time students only
January 7, 2019		School resumes
January 14, 2019	Closed	MLK Holiday
February 18, 2019	Closed	President's Day
March 15-22, 2019		Spring Break
March 15, 18, 19, 2019		Full time students only
April 18, 2019	1:00-2:00	Easter Egg Hunt
April 30, 2019	6:00 PM	DLC: VPK Graduation
May 6-30, 2019		Wrap around weeks
May 7, 2019	10:30 AM	Sanctuary: PreK Promotion
May 8, 2019	10:30 AM	Sanctuary: 3 year old Promotion
May 9, 2019	TBD	End of the Year Party
May 27, 2019	Closed	Memorial Day
July 3-5, 2019	Closed	4th of July

### **BITING POLICY FOR JACOB'S LADDER**

The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times. The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services within 7 calendar days.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection. If biting continues:
- Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Be mindful of children who have a tendency to be bitten: Head off biting situations.
- Teach responses to potential biting situations: "No" or "Don't hurt me!"
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- If it is deemed in the best interest of the child, the center, and the other children, the child may be terminated from Center enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

STEPS IF BITING CONTINUES:

1<sup>st</sup> time: Incident report for parents to sign.

2<sup>nd</sup> time: Incident report for parents to sign.

3<sup>rd</sup> time: Parents must pick up child immediately and remove the child for the day.

4<sup>th</sup> time: 1 week suspension

5<sup>th</sup> time: Conference to determine if termination is necessary.