



# **JO'S Learning Academy**

## **Parent-Student**

## **Handbook**

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## **Learning Academy Foundation Statements**

### **Vision Statement**

JO'S Learning Academy is committed to active and creative learning. We believe learning is maximized when it takes place in an environment enriched with support, encouragement and in partnership with our families. The mission of JO'S Learning Academy is to increase academic, social/emotional and early literacy skills of young children and to empower families to be active partners in their children's success.

### **Mission Statement**

The Mission of JO'S Learning Academy is to increase the success of low income young children in academic, social-emotional, and literacy skills and to empower the families as partners in their children's success.

### **Core Values**

JO'S Learning Academy has a strong commitment to instill in young children it serves. This includes social and learning foundations that last throughout their lifetime. JO'S is committed to provide these foundations through qualified, experienced and dedicated professionals to ensure the well being and future development of children enrolled in K4-2nd grade.

JO'S Learning Academy's commitment to quality is embodied in the following values:

- A quality school program that supports the social and emotional, physical and cognitive development of each child;
- A quality school program that promotes positive school/home relationships between parents, guardians, teachers, and staff;
- A quality school program that respects and celebrates diversity of its students, families and staff;
- A quality school staff that is trained in early childhood and primary education to understand the development and needs of young children and how they develop and learn;
- A quality school that focuses on differentiations and personalized learning for each child with small adult and child ratios;
- A quality school where children learn, develop and are supported so they can be successful.

## **School Philosophy**

JO'S Learning Academy believes that each child is a unique individual and that the strength of our program is based under dedication of our teaching staff and parent involvement. Also, we believe in providing a safe, healthy, and nurturing learning environment along with positive methods of discipline that promotes good self-esteem and problem-solving skills.

### **JO'S LEARNING ACADEMY RESPONSIBILITIES:**

JO'S LEARNING ACADEMY will provide your child with:

1. A safe, clean healthy environment.
2. A program that is developmentally appropriate for the child's age group.
3. Each child will be provided a program that promotes the following:
  - a. Self-esteem and self-image.
  - b. Social interaction.
  - c. Self-expression and communication taken skills.
  - d. Creative expression.
  - e. Large and small muscle development.
  - f. Intellectual growth
4. A flexible balance each day of:
  - a. Active instructional periods and quiet instructional active.
  - b. Individual and group activities.
  - c. Indoor and outdoor activities.
5. With a balanced and nutritional meals and snacks each day.
6. Each child K4 student will be provided reasonable regular napping routines.
7. K4 students must have a change of clothes in case of an emergency

## **Admissions**

To begin the enrollment process families must first contact the program manager for availability, schedule a tour and complete a Milwaukee Parental Choice enrollment application online. We encourage families to take a tour of the school and meet the teachers and staff to see if our school will meet your family's needs. Parents are requested to attend a parent teachers conference at the beginning of the year.

- Each child must be between the ages 4 by September 1<sup>st</sup>, or in K5 through 2<sup>nd</sup> grade.
- Parent/Guardian must meet attend a parent orientation to discuss the program and needs of the child as follows:

- Health conditions and/or food allergies
- Childcare costs for before and after school care
- Nutrition program
- Curriculum
- School business hours and emergency closings
- Procedure for ill children
- Parent/Guardian must provide the following information during enrollment:
  - Address and telephone number where parents can be reached while child is in our care.
  - Complete an emergency contact form which includes: Name, address, telephone number, and relationship to child, of a person(s) to be notified in an emergency when parents cannot be reached immediately.
  - The name, address, telephone number of a physician or medical facility caring for your child.
  - The names, addresses, and telephone numbers of persons other than a parent authorized to call for the child or to accept the child who is dropped off.
- Written consent for emergency medical treatment.
- Authorization for the child to participate in and be transported to field trips and other activities.
- Health History
- Food program forms
- Photography forms
- Emergency Care Plan
- Immunization Record that must be updated as child receives shots.
- If the parent is approved for before and after school care under the Wisconsin Child Care Subsidy program, the child's name must appear on internet authorization list before attendance can begin.

#### **Emergency Care Plan**

On your child's first day, please allow 20 minutes to complete an emergency contact form (see JO'S Learning Academy enrollment packet). You will be asked to review the form and make any updates when necessary. Don't wait for us to ask. Anytime you have contact information changes (address, phone, emergency contact persons) notify management or classroom teacher to update your information immediately. It is critical that we are able to contact you in case of illness or an emergency with your child.

Immunization Record must be updated as student receives shots. Immunizations requirement does not apply if the parent of a student requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with teachings of a bona fide religious sector denomination.

#### **Licensing and School Capacity**

JO'S Learning Academy has the licensed capacity to service **80** children. We are licensed to operate Monday – Friday, January through December 7:00 AM to 5:30 PM.

JO'S Learning Academy will have all rules, license, and violations posted in program manager office. All parent information and notices will also be posted on each classroom door or parent board. JO'S Learning Academy encourages parents to stop in and monitor our classrooms, unless restricted by court order.

## School Closing

### CLOSINGS

New Year's Eve

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Good Friday

Memorial Day

Independence Day

Last week of August for Professional Development (4 Additional Days throughout the year for Professional Days)

Labor Day

Thanksgiving Day and the day after

The week of Christmas

Parents are responsible to CHECK CHANNELS 4, 6, & 12 FOR SEVERE WEATHER CLOSINGS. IF STILL UNSURE CALL THE School AND LISTEN FOR MESSAGE AT: 414.873.8940 4801 W. North Avenue

### HOLIDAYS

1. We incorporate a variety of cultures in our program through books, food, songs, games, and special occasions. *Parents and children are encouraged to bring samples or items of their cultural heritage.*
2. We celebrate **Valentine's Day, Spring, Harvest, & Winter Fest.** *If parents do not wish their children to participate in these holidays, please notify their teacher so we may have your child participate in other activities.*

### **Attendance Method**

Each child must be signed-in upon arrival and signed out when he/she departs by adult in their classroom. No child will be released to anyone that is not listed on the enrollment form without written permission from parent and guardian. All parties authorized to pick up child must also show picture ID for verification purposes that will be photocopied and also put in the child's file.

### **CLASSROOM ATTENDANCE**

Teacher will also take attendance within the classroom to assure proper supervision of the children. A child will be marked in at the time they arrive at the center and marked only at the time they depart.

### **Confidentiality Policy**

Families at JO'S Learning Academy are respected as individuals. Every effort is made to keep confidential all information given by the family to the program.

This includes:

1. Child's health records
2. Child's folder which includes all signed documentation
3. Verbal communication between family and teacher

The teacher and program manager have direct access to child's records. JO'S Learning Academy staff has access to records only for monitoring purposes. No written documentation or verbal reports will be given out without prior signed release by parent(s) or legal guardian of the child. When breaking confidentiality is necessary; the teacher is required to break confidentiality if he or she thinks that the information shared implies a threat of harm to the person, themselves, or to someone else.

### **Child Abuse and Neglect Reporting Policy**

ALL staff members are required by law to report any suspected child abuse to the Bureau of Milwaukee Child Welfare or the Milwaukee Public Department by telephone within twenty-four **(24)** hours.

If any indications of abuse or neglect are observed by any staff member, the following steps are to be followed:

- Physical indicators are to be objectively documented on the appropriate form and later transferred to the medical log.
- Discuss with your immediate supervisor what you have observed or your concerns. If your supervisor is not available, the staff member should contact another manager. However, whether or not you can contact your supervisor or manager, it is still the staff's responsibility to call **Child Protective Services**.
- **The individual** who has observed the suspected abuse will act as the mandated reporter and shall following once they have completed the **Report of Suspected Child Abuse and Neglect** form. He/She will report the incident to:

The **Bureau of Milwaukee Child and Welfare @ 220-SAFE (7233)**

If the incident is urgent, call the **Milwaukee County Police Department @ 911**

Give the following information:

Child's name, address, sex, and age

Parent's name

Indictors observed

Reporters name and position

Date of report

Obtain the following information:

Caseworker's name and case number

If appropriate, inform the parent that a report was made. Communicate to them that it was made out of the concern for the child and family and in response to your professional and legal responsibility to report.

### **Parent Responsibilities**

It is the parent's responsibility to:

- Notify JO'S Learning Academy if your child will not be attending on any given day.

- Notify JO'S Learning Academy if your child is ill or has a communicable disease. If your child has a communicable disease you must bring in a **written excuse from a doctor** stating that your child is no longer contagious.
- Send your child/children to the School with clean appropriate clothing. Nails must be kept short to prevent scratching.
- Do not allow your child to bring chewing gum or candy to the school.
- Do not allow your child to bring money, especially coins, as they pose a choking hazard.
- Do not allow your child to wear expensive jewelry, such as gold chains or rings. No lip glosses, or chap sticks or make-up of any kind. JO'S will not be responsible for any lost or damaged items.
- Do not use corporal punishment such as spanking, slapping, or pinching to discipline your child at the school. Do not scream at, threaten, or swear at your child(ren) while at the center. Any JO'S Learning Academy employee that witness behavior that is deemed abusive towards a child, must be reported to the proper authorities.
- Parents must conduct themselves in a positive manner while in our center. Arguing, yelling, threatening, foul language of any kind is not allowed on the premises or while talking on the phone, towards anyone in the center, especially not in front to our children.
- **If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.**

**PARENTS ARE RESPONSIBLE FOR PROVIDING JO'S LEARNING ACADEMY WITH THE FOLLOWING ITEMS:**

- A complete change of clothes, such as underpants, pants, undershirt, outer shirt and socks. This change of clothes will remain at the school.
- Provide clothing that is suitable for outdoors year-round such as coat, gloves, hat, warm socks, shoes, and snow boots.

**Parent Access**

- Visit and observe at any time during regular business hours, unless access is prohibited or restricted by court order.
- Talk and visit with staff regarding the child's adjustment to the program, and the child's growth and development. Parent/Teacher conferences will be held two **(2)** times a year.

**Pet Policy**

JO'S Learning Academy does not allow any type of pet (animal) in the classrooms.

**Children's Records and Medical Logs**

All children's records are filed in the program manager's office.

**Non-Discrimination Statement**

JO'S Learning Academy has a long and continuing commitment to equal treatment and care for all children and families regardless of race, color, religion, national origin, age, disability, and



veteran status. This policy includes but is not limited to recruitment, childcare rates and participation and sponsored educational, social, and recreational activities.

### **American with Disabilities Act Statement**

The *Americans with Disabilities Act of 1993 (ADA)*, is a comprehensive federal civil rights law specifically, for individuals with physical and mental disabilities. The ADA broadly defines a person with a disability as an individual who:

1. Has physical or mental impairment that substantially limits one or more of an individual's major life activities (i.e., walking, speaking, seeing, hearing, etc.);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

JO'S Learning Academy will not discriminate against individuals with physical or mental disabilities with regards to any enrollment practice, term, condition, or privilege of admissions. Reasonable accommodations will be made if those accommodations do not create an "undue hardship" for the school. Families should discuss their need for possible accommodation(s) with center director.

### **Discharge of Enrolled Children**

Child's progress communication between school and parentsParent Teacher Conferences are held at least two times per year. These conferences are scheduled meetings for JO'S Learning Academy families and teachers to talk about a child's progress and development. It is also a time to share information, talk about goals, and report on what is happening in the classroom and home. Families can discuss a child's progress at any time with their teachers. Teacher conferences can be scheduled at any time during the year.

### **Rules and Policy Availability to Parents**

All JO'S Learning Academy's Policies and Procedures are made available to participating parents. Policy and Procedures are kept posted in the entrance area and the receptionist/program manager also has copies.

### **Circumstances and Procedures for Termination of enrollment**

A child may be terminated JO'S Learning Academy for the following reasons:

- ✓ The parent's failure to pay all fees for before and after care in a timely manner.
- ✓ The family fails to cooperate or give consent for our professional resources.
- ✓ The parent's failure to submit all necessary forms and other information that is required by DPI and state licensing.
- ✓ Failure of a child to adjust to the school rules and regulations. *(The Program Manager will have a conference with parents to discuss ways to help the child adjust before this final step is taken).*
- ✓ The parent's repeated failure to pick-up the child/children in a timely manner.
- ✓ All resources have been exhausted.
- ✓ JO'S LEARNING ACADEMY cannot adequately meet the needs of the child.
- ✓ The safety of the children is at risk.

- ✓ If a child harms himself or threatens to harm other children, teacher, or staff.
- ✓ If a parent, relative or authorized person of an enrolled child(ren) threatens a staff member or causes them bodily harm, a police report and a restraining order against parent will be filed. The child(ren) will be immediately discharged from the program.
- ✓ If a parent, relative or authorized person of an enrolled child(ren) hit another parent or cause them bodily harm, the parent will not be allowed in the facility.

### **Time Frame**

In the event of a discharge of an enrolled child due to behavioral concerns, JO'S LEARNING ACADEMY management will develop a behavioral improvement plan for 30 days. During this process a daily Disciplinary Referral Form is administered to the parent from the child's classroom teacher and a face to face meeting is conducted once a week. After 30 days a decision is made by JO'S LEARNING ACADEMY management along with parent/s or guardian of child.

### **Verbal –vs- Written Notice**

If a child displays disruptive behavior, JO'S LEARNING ACADEMY gives each child one verbal warning to the parent, one written warning, and if, issue is not resolved, a one to three-day suspension.

### **Parent Initiated and School Initiated Discharge**

At Parent's Request or School Request

- Two- week notice of withdrawal is required in writing to the program manager
- Your signature on the parent-student handbook verifies your agreement and understanding of this policy

At the School's Request

- Notification period prior to withdrawal is not required, if the withdrawal is requested by the school, JO'S LEARNING ACADEMY has the legal option to withdraw the child for any reasons. A letter of termination will be issued to the parent.

### **Documentation**

All copies of the disciplinary referral forms will be kept in the in the program managers office.

### **Outside Agency Involvement**

An evaluation of behavioral or special needs by an outside agency is conducted by parent request at their neighborhood school.

### **Decision Making**

After an evaluation of an outside agency has been conducted and Individual Education Plan (IEP) is developed, services are implemented with the approval of parent and IEP team.

## Appeal Process

Any parent that feels their child have been unjustly terminated has the right to appeal that decision. A written letter of appeal must be submitted to the program manager within twenty (20) days of the termination. The director and administrator will investigate and make the determination whether to reenroll and issue a decision within thirty (30) days form the date the letter of appeal is received.

## When and how parents / other sources (private pay)

AGES	COST
4 YRS & OLDER Before & After School	\$100.00 PER WK.

- Payments and Late fees must be paid on or before the due date.
- JO'S Learning Academy will not carry a balance of more than two weeks and no more than 50.00 at any given time.
- Failure to make payment by the due date will result in disenrollment until the bill is paid in before and after care services.

## W-2 CHILD CARE SUBSIDY AUTHORIZATION

- W-2 Child Care authorization must be kept current. Remember to read the **Notice of Decision** letters sent out by the state to be aware of authorization end dates.
- JO'S Learning Academy will not allow your child to attend past two weeks of the before and after school care authorization end date unless you make private payments.
- JO'S Learning Academy will refund your private payment in the form of a check within two weeks of receiving retroactive payments from the state.
- Your child may not attend more hours than authorized unless you intend to pay the balance privately.

## Child Education

Religious training, JO'S Learning Academy does not promote or practice religious teachings within the school due to the respect for individual family's religious beliefs or faiths.

## School Schedule

School schedules vary for each grade level. There is a classroom schedule in each classroom.

## Communication with parents (daily, weekly, semester)

- Parents may communicate the needs of the child with each other.
- Information will remain confidential between family and staff.
- Parents will be given a verbal and written report on their infant or toddler daily.

## Cultural Diversity

Cultural diversity is implemented at JO'S Learning Academy in our classrooms from K4-2<sup>nd</sup> grade.

### **Walking Field Trips**

Parents will be notified of the date, time, destination, and cost of field trips planned for your child. Fieldtrips will be planned for children age four and older. JO'S Learning Academy will send a field trip permission form home with your child. Please sign and return by deadline stated on the form. We also have special events at the school, such as, birthdays, seasonal parties, & Valentine's Day. Your child might be asked to bring a treat to share with other children. A flyer will be sent home with the child informing parents of the event.

### **Outdoor play space and activities**

All children will be exposed to 1 hour of outdoor activities daily depending on weather. We are required by State Licensing Rules to allow all children to play outdoors on a daily basis, unless severe inclement weather prohibits. State regulations classify inclement weather (stormy or severe weather) as the following: 1. Heavy rain, 2. Temperatures above 90 degrees, 3. Wind chills of zero (0) degrees, or below, 4. Wind chills of 20 degrees or below. When inclement weather occurs or ozone alerts are issued, children will not be allowed to play outside. Please dress your child for outdoor play all year round. IF YOU FEEL YOUR CHILD IS TOO ILL TO PLAY OUTSIDE, THEN YOU MUST KEEP YOUR CHILD AT HOME. If your child has a chronic illness that may be worsened by outdoor play, please bring in medical documentation of this illness for verification purposes to be put in your child's file. We do art projects and spend time outdoors and other activities that your child might soil a clothing item. For this reason, we ask parents to please dress your child in comfortable, easy to wash clothing.

### **Type of Curriculum**

Students learn through developmentally appropriate activities and hands on experience. These activities are facilitated by the classroom teacher but guided by the individual needs and the interests of the students. Lesson Plans are developed and implemented according to the student's educational and socio-emotional needs. K4-K5 classroom has carefully selected learning and play materials. The materials are organized in learning centers such as dramatic play, creative art, and table toys.

### **Curriculum plan time frame**

During the month of August JO'S Learning Academy provides one-week of planning time for staff annually.

### **Child Guidance**

Student behavior will be guided by setting clear limits or rules for children. All staff will talk with children about expected behaviors and model those behaviors consistently for them. All staff will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need

before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

### **Time-out procedures (specific behaviors, time limits, age limits) and staff guidelines, if used**

JO'S Learning Academy uses "time outs" to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will be one minute per year of the age of the child, never to exceed five minutes. Time outs will not be used with children under three years of age. The staff member must stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, staff will have the child "take a break" near the others so the emphasis is on relax / cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

### **Prohibited punishments**

In accordance with DCF 251 Licensing Rules for Group Child Care Centers, actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

### **Bathroom procedure (school-aged children four years and older)**

Children under the ages of three are required to have assistance from teacher or staff when using the restrooms and are never left alone at any given time. School-age children ages four and above are able to use the restroom without assistance from teaching or administrative staff. Staff may escort children to the restroom using the "One Foot In Bathroom/One Foot Out Bathroom" procedure. If children need assistance with clothing, a second staff member must be present. Water faucets should be turned on before child enters the bathroom and once child leaves, teacher should turn off faucet. At no time should teacher, staff, be in bathroom with a child alone.

### **Contingency Plans**

#### **Written plan for responding to a fire**

Fire drills shall be practiced with the children every month, and completion of the practices will be documented. In addition, tornado drills shall be practiced during the tornado season which is April through October.

### **Written plan for responding to a tornado**

The children will be taken to designated safety zones within the building. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the area at all times. The attendance form and emergency contact information will be brought along.

### **Written plan for responding to a missing child**

Staff members will check all areas of the center. If the child cannot be found, the child's parents and /or emergency contact and the police will be notified immediately. The Director will notify the Department within 24 hours after the occurrence.

### **Written plan for responding to other emergencies (severe weather)**

Children will be evacuated through the nearest safe exit according to posted evacuation plans. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at locations on posted evacuation plans.

**In case of an emergency that would require an evacuation**, children will be evacuated through the nearest safe exit according to posted evacuation plans. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at locations on posted evacuation plans.

**In the event that Milwaukee Public Schools close due to severe weather**, the center will be closed. Parents will be contacted to pick up their children within the hour.

**If we are unable to re-enter the building after a necessary evacuation**, we will take the children to Hi mount Elementary School.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure may be required.

### **Child and staff injury procedures**

In the event an emergency occurs while a child/staff is in our care:

- Notify emergency personnel (*if needed*);
- Notify the parent/guardian/family member on emergency contact information
- When emergency personnel arrive, they make the decision to transport injured to hospital;
- The parent/family member has the choice of coming to the center if time permits or meeting the ambulance at the designated hospital.  
If no responsible adult can be reached and the child need to go to the hospital, a JO'S Learning Academy staff member should go with the child and take the parent signed

### **Emergency contact person – second adult available in 5 minutes**

JO'S LEARNING ACADEMY will appoint an emergency contact person whom will be available within 5 minutes, at all times, in case of an emergency.

### **Procedures used to ensure that a person who arrives to pick up a child had been authorized by the parent and is correctly identified**

Identification is required for all authorized pick up persons for individual children with the parent's/guardian's consent. A copy of the ID is kept in child's personal file in management office.

### **Procedures for making required report to the department**

JO'S LEARNING ACADEMY staff will provide a written report, along with a phone call to DCF in cases of serious injuries or suspected abuse upon identification.

### **Posting emergency numbers**

JO'S EARLY LEARNING ACADEMY has emergency numbers posted in the entrance of the facility and in all classrooms.

### **Motor vehicle availability or emergency vehicle availability**

Call 9-1-1.

### **Special evacuation considerations for children / staff with physical/mental disabilities**

JO'S LEARNING ACADEMY do not provide special accommodations to children/staff with physical/mental disabilities.

### **Safe location for children after emergency evacuations**

If we must evacuate for an extended period of time we have an agreement to take the children to Hi-Mount Elementary School located at

### **Children's records taken in emergency situations**

All JO'S EARLY LEARNING ACADEMY classrooms have emergency information on attendance clipboards for all children.

### **Custody issue disputes**

JO'S LEARNING ACADEMY does not typically become involved in custody issues. However, where the child is concerned JO'S LEARNING ACADEMY will not release a child to the custody of any adult without proper authorization.

### **Action when authorized pick-up person appears impaired by drugs or alcohol**

JO'S LEARNING ACADEMY will not release a child to a person who appears to be impaired for any reason. JO'S LEARNING ACADEMY staff will work with that person and determine the best course of action, i.e. calling a family member or other adult to assist.

#### **Procedures for releasing a child to a person who is not a parent or not authorized**

JO'S LEARNING ACADEMY will not release a child to any person who is not a parent or the program does not have a signed authorization for that person on file prior to pick up.

#### **Health Care**

\*\*\*\*\*FOR THE HEALTH AND SAFETY OF ALL CHILDREN AND STAFF, PLEASE DO NOT BRING YOUR CHILD TO THE CENTER IF YOUR CHILD IS EXHIBITING ANY OF THESE SYMPTOMS\*\*\*\*\*

- A SORE THROAT(STREP THROAT)
- INFLAMMATION OF THE EYES (PINKEYE, CONJUNCTIVITIS)
- LICE
- RINGWORM
- RASH
- VOMITING
- DIARRHEA
- A TEMPERATURE OF ONE-HUNDRED (100°) DEGREES OR MORE

#### **COMMUNICABLE DISEASE**

**JO'S Learning Academy has not been authorized by the licensing agency to provide care for mildly ill children.** This means we may care for children who have a common, temporary illness that is non-progressive in nature and is not considered a communicable disease by the Wisconsin Division of Public Health. For example, children with a cold or upper respiratory illness may be cared for. However, children who are in the contagious stages of a communicable disease such as chicken pox, pink eye, strep throat, etc. may not be in care until the appropriate period of communicability has passed. A child with a reportable communicable disease will not be admitted to or permitted to remain in the Center during the period when the disease is communicable. A child may be readmitted if the parent provides a statement from a physician that the child's condition is no longer contagious.

Examples of **reportable** communicable diseases are:

- Influenza (Flu)
- Varicella (Chicken Pox)
- Measles
- Pertussis (Whooping cough)



### **Medical log responsibilities, entries,**

All JO'S LEARNING ACADEMY teaching staff must document all current, child related bumps, scratches, bruises, and/or injuries. Entries must include the date, child's name, what happened, what was done, initials of teaching staff and all medical logs are reviewed monthly.

The Medical Log Book is kept in the classroom should be completed as soon as possible after the situation is under control.

### **Medication administration and storage**

- a. Medication will be kept out of reach of from student in our program managers office.
- b. Only prescription medication as follows: **(EPIPEN & INHALER)** will be administered to children. We will only follow the prescribed dosage and instructions.
- a. Medication must have student's name on it, be in the original container and must be recently prescribed.
- b. JO'S LEARNING ACADEMY will not dispense any *expired* medication.
- c. JO'S LEARNING ACADEMY will not dispense medication that is prescribed to a *sibling*.
- d. JO'S LEARNING ACADEMY will not dispense medication without a medical measuring spoon, dropper, or syringe.
- e. Parents may not dispense medication on the premises without a proper medication spoon, dropper, or syringe.

### **Medication Authorization**

Schoolprogram manager may give prescription medication **(EPIPEN & INHALER)** to a student only if there is a written authorization by the student's doctor; dated and signed by the parent on file.

### **Parent notification and confidentiality**

- a. When their child has been exposed to diagnosed or suspected communicable disease.
- b. Immediately if the child becomes ill or is seriously injured enough to require professional medical treatment.
- c. While on a field trip, it will be documented in medical log. Parent will be notified.
- d. For serious injuries: parents will be notified and/or **911** will be called if the injury requires medical attention.

### **Injury off-site procedure**

If there is a need for emergency medical care the child will be taken to *Children's Hospital*.

### **Source of emergency medical care**

If there is a need for emergency medical care the child will be taken to *Children's Hospital*.

In case of a bite, the wound is cleaned with soap and water and a bandage is applied.

## **Nutrition**

Food will be catered in by the Social Development Commission

### Meal time routines

Breakfast	8:00 am-9:00 am
Lunch	11:00 am-12:00 pm
Snack	2:30 pm- 4:00 pm

### Child guidance and food

Parents are allowed to bring food in for their student if they are late. We reserve the right to refuse to serve food brought in by the parents if we feel it is not age appropriate or may be a choking hazard, parents will be notified.

\* For health and sanitary reasons, we ask that all children do not bring food, candy, or gum into the school unless special arrangements have been made with the child's *Teacher* and *schoolprogram manager*. Parents should notify the school about any food allergies their child may have or special diets such as vegetarian or kosher.

\*\*Your child is entitled to eat two **(2)** meals and one **(1)** snack daily according to DPI regulations.  
Ex: breakfast, lunch, and snack

### **Mealtime socialization**

Students will have meals in cafeteria except for snacks will be served in the classroom.

### **Specialty menus**

JO'S Learning Academy ask parents to submit in writing any limitations to their child's diet-such a specific food the child may be allergic to or due to a medical condition.

### **Menu Postings**

Breakfast, Lunch, and Snack Menus are posted in each classroom, reception area, kitchen.

### **Special treats, holidays**

If parents wish to bring food items for special events or birthdays, they are encouraged to bring healthy food choice items such as fruit, pretzels, cereal bars, teddy grahams, vanilla wafers, whole grain muffins, and/or juice, all items must be purchased from the store. Our center is NUT-FREE ZONE.

### **Procedure for tracking transported children (field trips only)**

- a. All students will be marked in attendance as soon as they arrive at the school on the located

- in child's classroom
- b. Students will also be marked in attendance on the classroom attendance list by the classroom teacher.
  - c. If there has been no prior notice of the child's absence, the program manager will make a reasonable attempt to reach the parents.

### **Harassment and Bullying Policy**

JO'S is committed to making our school a safe and caring place for all students. Our goal is to guide children into becoming happy, responsible, and cooperative students through positive teaching techniques. Based on the age of our students (4 through 8) bullying is likely to occur, rather than harassment. Therefore, the students are required to treat other students and adults with respect and we will refuse to tolerate bullying in any form. Bullying is deemed unacceptable behavior.

JO'S defines bullying as the following: "Bullying is unfair and one-sided, and it happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose."

#### **Types of Bullying (will be terminated from program)**

1. Physical – is defined as harmful actions against a person's body, such as hitting, pinching, kicking, tripping, pushing, or touching inappropriately. This type of bullying also involves interfering with another person's property and stealing.
2. Verbal - includes speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. Non-Verbal – includes behaviors that upset, exclude, or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, and writing unkind things about someone. This type of bullying also includes showing someone private parts.
4. Intimidation – includes behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Intimidation is any behavior that is seen as tormenting another person.

#### **Steps to Address Bullying**

1. A clear and accurate account of the incident will be documented and shared with program manager.
2. The program manager will interview all involved and document the incident.
3. Parents will be notified via telephone call and/or letter.

Appropriate disciplinary action will be taken to address the seriousness associated with bullying in school environment. JO'S child guidance policies emphasize involving the parents to resolve behavioral problems.

#### **The following measures will be taken when a student is engaged in bullying.**

1. A conference with the parents will be convened to discuss facts the incident and to agree on steps that both the school and parents will take to address the child's behavior related to bullying.
2. If student continues to exhibit bullying behavior, he/she will receive an official warning stating the behavior must stop or further disciplinary actions may be taken.

3. Exclusion from certain activities, such as recess, to help him/her understand the seriousness of their behavior.
4. In school suspension, but child is allowed to complete their schoolwork under the supervision of assistant teacher.
5. If warranted the Principal may suspend the child for up to one day, after another conference with child's parents.

JO'S is committed to providing the emotional and social support students need to help them modify their behavior and to learn the importance of self-respect, as well as respect for others.

### **Suspension and Expulsion Policy**

Based on the age group that JO'S serves K4-2<sup>nd</sup> graders; we have a policy of not suspending students, unless it is warranted. Suspensions are rarely used and it is usually for three day with parent's knowledge. On the rare occasion that a child is suspended, it is usually for fighting, demonstrating disrespect toward teacher or another adult and for causing intentional injury and harm to another student. The program manager contacts the child's parents, a conference is held to discuss what occurred, and a decision is made to send the student home with their parents following the conference. JO'S has a policy of not expelling students enrolled in our kindergarten program. We are committed to working with young children to help them develop appropriate social skills that will enable them to be successful in kindergarten.

### **Conflict Resolution**

As with most conflict resolution, ours involves teaching children the following steps:

1. Get the students to calm down, walk away or count to ten. It depends on the student. Once teachers get to know the student, they know what works best for them.
2. Let students tell you why they are upset.
3. Have a discussion with both students, if there needs to be an apology given, then the student will be asked to apologize. Students have to take responsibility for their actions.
4. Students will be told to use their words, and keep their hands to themselves.
5. Ask students do they understand why we do not hit or take things from other students.
6. If students don't know why we don't hit or take things from others, explain to the student why we don't hit or take things from others, we must ask if we can have the item when they are finished playing with it, or the teacher can set a time limit on how long the student can play with the specific item.
7. If the problem is not solved, then there must be a meeting held with the parents.

\*\*\*\*\*

**JO'S Learning Academy Parent and Student Handbook Agreement**

- I have read the School Policy & Procedure Handbook in its entirety.
  
- I agree to adhere to school policies.
  
- I understand that all policies set forth are to maintain compliance with the Department of Public Instruction (DPI), state licensing regulations and/or JO'S Learning Academy's standards of care.
  
- I understand that if I have any questions or concerns that I can speak with the Principal during business hours.
  
- I have received the Code of Conduct pamphlet.

**Signature of Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Principal** \_\_\_\_\_ **Date** \_\_\_\_\_