

## **Jack & Jill Family Handbook**

Jack and Jill Nursery and Kindergarten is York's oldest family-owned preschool serving York County's hard-working parents since 1945. We are fully licensed by the Pennsylvania Department of Human Services (DHS). We always go above and beyond to ensure that your child will receive the highest level of nurturing and caring education as possible.

Our center provides a homely atmosphere which allows for an easy transition for students who are "leaving" home for the first time and also for those who have had prior child care services before enrolling at our center.

Your child will receive a superior education that will prepare him/her for the future. Our staff are fully certified, state licensed and have been chosen with regards to your child's welfare. At Jack and Jill we provide a safe, warm, happy environment that allows for creative and physical growth, socialization and intellectual stimulation while fostering independence and self-esteem. We are a STAR 2 program. We have developed a set of basic policies that we hope will help to make your child's stay here a positive experience. We ask for your cooperation and understanding in adhering to these policies and we thank you for your support. If you ever have any questions about reasons behind any of our policies and procedures, please do not hesitate to ask.

Welcome to Jack and Jill Nursery! We are committed to providing a nurturing, safe, and educational environment for your child. This policy handbook is designed to ensure all children receive the highest standard of care, in full compliance with the Pennsylvania Department of Human Services (DHS) Group Childcare Home regulations. The following guidelines outline our daily routines, safety measures, and our approach to caring for infants and toddlers.

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## **MISSION AND LEADERSHIP**

### Mission

Our Mission is to provide a safe and nurturing environment for children to thrive and flourish. From the moment you enter our friendly, welcoming nursery, you will know that your child is in the right place.

### Leadership

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Darlene Leonard  
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### Center Information

Address: 505 S Ogontz St, York PA 17403  
[jkandjlnursery@gmail.com](mailto:jkandjlnursery@gmail.com)  
717-854-4778

## **ENROLLMENT AND INCLUSION POLICIES**

### Enrollment

Jack and Jill Nursery School admits students of any race, color, religion, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the center. Jack and Jill Nursery School does not discriminate based on race, color, sex, religion, age, disability, national, and ethnic origin in the source of payment or in the administration of its educational policies, admission policies or any other center administered programs.

### Inclusion Policy

J&J welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

## **STAFF MANDATES AND PROCEDURES**

### Staff Training

License holders must provide training related to the responsibilities of Mandated Reporting as specified in the Reporting of Maltreatment of Minors Act. There must be documentation of this in the staff personnel record, monitoring of implementation by staff, ensure it is readily accessible.

### Professional Development and Support for Staff

Training and support are provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

### Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. J&J welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. J&J supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

### Prohibited Action by J&J Staff

Bear hugging any children, Corporal punishment such as rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.

Emotional stress: name calling, ostracism, shaming, making derogatory remarks about the child/family, threatening language or frightening the child. Emotional abuse, punishment for lapsing in toilet habits, withholding food, light, warmth, clothing or medical care.

## **MANDATED REPORTING**

### Who Must Report

Anyone can report abuse or neglect however employees of a licensed facility are required to report if they know or have reason to believe a child is being or has been neglected or physically/sexually abused within the preceding 3 years it must be reported to DHS (within 24 hours).

### Where to Report

Immediate danger- call 911

Pennsylvania Department of Human Services

Childline 1-800-932-0313

### What to Report

The report should include enough information to identify involving child, anyone who is responsible of the neglect and/or abuse, the nature and extent of the maltreatment and or licensing violation as well as include any actions the licensed facility did in response.

An oral report to the above agencies must be followed up with a written report within 72 hours (excluding weekend and holidays)

### Failure to Report

A mandated reporter who knows or has reason to believe that a child is or has been neglected or physically/sexually abused, and fails to report is guilty of a misdemeanor. In addition, a mandated reporter that fails to report maltreatment that is serious or recurring may be disqualified from employment positions that provide direct contact receiving services from the Department of Human Services, the Pennsylvania Department of Health, or unlicensed Personal Care Provider Organizations.

### Retaliation Prohibited

An employer of a mandated reporter may not retaliate against the reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors act has special provisions for civil action that can be initiated by mandated reporters who believe that retaliation has occurred.

### Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective actions, if necessary to protect the health and safety of the children in care. The review must assess:

- Whether the policies and procedures were followed
- Whether the policies and procedures were adequate
- Whether there is a need for additional staff training
- Whether the reported event is similar to past events with the children or services included  
Whether there is a need for corrective action by the license holder to protect the health and safety of the children in care.



#### Persons Responsible for Completing the Internal Review

The Area Director is the primary person responsible for completing the Internal Review, if the Area Director is suspected for alleged maltreatment, the Chief Operating Officer would be responsible for completing the Internal Review.

#### Documentation

The License holder must document the Internal review and make it available to the commissioner immediately upon request.

#### Correction Action Plan

Based on the result of the Internal review, the License holder must develop, document, and implement a Corrective Action Plan designed to correct current lapses and prevent future lapses in performance by an individual or the license holder.

### **BUSINESS INFORMATION**

#### Licensure

Jack and Jill Nursery is fully licensed by the Pennsylvania Department of Human Services (DHS) to operate as a group childcare home. Our staff members undergo ongoing training and professional development to ensure that we meet and exceed state regulations.

Organization: Pennsylvania Department of Human services

Regulations: 55 Pa. Code Chapter 3280

Capacity: Ratios are subject to change based on specific state guidelines or operational needs.

- Infants (0-12mo) 1 caregiver/4 children
- Toddlers (12-36mo) 1 caregiver/5 children
- Nursery school (3-5yr) 1 caregiver/12 children per classroom

#### Hours/Days of Operation (updated 2/2025)

Jack and Jill Nursery Inc. is open Monday-Friday from 6:00am-5:30pm. Please see the information below regarding days of operation. We are **CLOSED** the following days & Holidays below and may be subject to early closings the day before certain Holidays. Jack and Jill Nursery may close for one week per year in the summer for vacation purposes. An appropriate timeframe will be given in such matters.

### Holiday & Closing Schedule:

	Date(s)		Date(s)
New Years Day	1/1/2025		
Martin Luther King Jr. Day	1/20/2025		
Presidents Day	2/17/2025		
Staff Inservice	3/14/2025		
Good Friday	4/11/2025		
Staff Inservice	4/25/2025		
Memorial Day	5/26/2025		
Juneteenth	6/19/2025		
Independence Day	7/4/2025		
Vacation	TBA		
Staff Inservice	8/29/2025		
Labor Day	9/1/2025		
Indigenous Peoples Day	10/13/2025		
Thanksgiving Eve- Closing early 12:30pm	11/26/2025		
Thanksgiving- Closing early 12:30pm	11/27/2025- 11/28/2025		
Christmas Eve- Closing early 12:30pm	12/24/25		
Christmas Vacation	12/25/2025- 12/26/2025		
NYE	12/31/2025		

### Policy/Handbook Changes

There will be a 30-day notice for any changes or updates in our handbook and policies.

### Two Week Trial Period

The first 2 weeks of care are a no-fault trial period to work out unexpected kinks and ensure an all-around good fit. Refunds or credit for unused days will NOT be given. After the trial period, a two weeks advance notice shall be required prior to terminating care. Term notices will not be accepted during your vacation time. **SUBSIDIES (Community connections for children):** This may be out of your pocket, see your case worker before terminating care.

### Provider Dismissal/Termination of Care

If for some reason we find that we are not a good fit for your child, and cannot continue with providing care, we will provide you with a two-week notice. If you decide to pull your child out sooner than the two weeks, payment will still be due. J&J reserves the right to terminate care without notice for causes such as but not limited to: Breach of contract, failure to pay as

agreed, failure to comply with handbook policies, continued disruption after behavioral plan has been set in place, parental confrontations, persistent parental conflict between staff and or other parents and also if parents or guardians fail to abide by our Jack and Jill Policies...etc. A two-week written notice must be given to the Center Director when parents wish to terminate care. Our center also reserves the right to cancel a contract. The center will also give the parents a two-week written notice of termination. There will be no refund of your two-week notice/enrollment fee. This policy is valid for all programs regardless of enrollment status.

### Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in DHS Pennsylvania law or when information is subpoenaed by the court.

### Family Centered Practices

J&J acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. J&J communicated with each family daily and has regular meetings to discuss the child's successes and challenges.

### Behavior Policy & Plan

To provide a safe environment for all children enrolled in the program. All staff shall display a positive model of appropriate and acceptable behavior. We teach them to use their words not negative actions. Children learn from what you do not what you say. This policy is tailored to the developmental level of each child that is in attendance. Children are praised for positive skills and redirected from problems towards constructive activities in order to reduce conflict. At all times, the safety of the children and staff are continuously protected.

**Positive Guidance & Redirection** We utilize positive discipline strategies such as redirection, positive reinforcement, and setting clear, consistent expectations. Children will be encouraged to express themselves verbally and learn social skills through play. **No Physical Punishment** Physical punishment of any kind will never be used. Our staff members are trained to handle challenging behaviors with patience and respect, promoting a positive and nurturing environment.

If the less intrusive methods to guide are ineffective, the child will be separated from the group. If the child's behavior at any time threatens or endangers the well-being of the child or another child in the program, the child will be separated. If a child requires separation, the child will remain within an unenclosed section of the classroom and will be continuously seen and heard by a staff member. The child will also only be allowed to return to the group when

the child's unacceptable behavior ceases or is then under control. When the unacceptable behavior that precipitated the separation stops, the child must immediately be returned to the group.

Children that are separated from the group are documented on separation log and a behavioral report is completed. Parents are notified by phone call or at pick-up. There is a separation log in each location's log binder.

Separation log/ Behavioral report: All separations from the group must be noted on a daily log. The license holder must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. The behavioral report will be an explanation of what lead up to the behavior and what the child did.

If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated on the daily log. Parents will also get a copy of the behavioral report.

If a child is separated five times or more in one week or eight times or more in two weeks, it is considered persistent unacceptable behavior and a behavior plan and or a modified schedule must be developed. Parents and Director will meet to discuss options before the child can return back to J&J.

**If behavioral issues continue to persist after parental meeting, Jack and Jill reserves the right to dismiss Child without two-week notice of intent. There will be no refund of tuition, enrollment fees, or other payments/fees made.**

#### Resources Used to Provide the Best Care at our Group Daycare Center

Caring for Our Children, (CFOC) is a collection of national standards that represent the best practices, based on evidence, expertise, and experience, for quality health and safety policies and practices for today's early care and education settings. We use this resource daily and would like to provide a link to the site so that you could visit at your leisure. Link posted below.

<https://nrckids.org/CFOC>

### **CENTER SAFETY INFORMATION**

#### Missing Child

In case of a missing child, we will notify all staff members, the Spring Garden Township Police Department and the parents of the child immediately. Everyone will be searching for the child.

#### Equipment and Supplies

Jack and Jill, we conduct daily maintenance checks on all its equipment and supplies for safety purposes. Cots, toys and materials are inspected monthly.

### Pets

Currently, Jack and Jill do not have any pets. However, if in the future we would consider a school pet, we will notify all parents and check all our records for any allergies and/or medical conditions. We keep safety in mind, always.

### Signing In and Out

Adults must escort their child/children to the door and sign in and out each day. Children under 18 years old will not be permitted pick up a child from care unless parents sign a waiver. Parents must escort their child right to the door of their assigned classroom. At this time, parents must wait outside and a Jack and Jill staff member will sign your child in and out.

### Picking Up a Child

Any adults (other than the parents or legal guardians) picking up a child are required to show a valid State ID and will have to be on the list of authorized adults submitted by the parents and guardians that we keep on file.

### Transportation

At Jack and Jill, we do not provide transportation of any kind to the children attending the school unless in extreme emergencies. For example, if a child is severely hurt and needs to go to the hospital immediately, this is the only time we will use transportation. If this needs to happen, your child will be transported in a safe booster or car seat.

Parents are asked to park their cars on Ogontz St or in the parking lot and walk their child up to the building each day. Please use extreme caution and stay with your child until they are in the possession of Jack and Jill staff. Please be aware that our parking lot is a one-way traffic flow. It is for the safety of our children. Please drive slowly and be aware of your surroundings!

### Insurance Coverage

Jack and Jill carry liability insurance for any incidents that were caused by negligence on behalf of our staff or facilities.

### Nutrition/Food

Infants: Infants will be fed according to their individual feeding schedules, with all food, breast milk, and formula provided by parents.

Toddlers & Nursery School: All food is provided by Jack and Jill Nursery. We provide Breakfast, Lunch and 2 snacks. A menu is sent out monthly. In order to receive breakfast, ALL students must be at Jack and Jill by 8:15am. Students who arrive after 8:15am must receive breakfast at home. The meals that we serve are per the USDA food program. Children are also permitted to bring in their own lunch should they choose to do so. We ask that if parents/guardians do decide to bring lunch, that you bring in healthy foods and snacks.

### Personal Belongings

Be sure your child is dressed appropriately for the day. The children play hard and need durable clothes. Your child is to come to the center with appropriate outside clothing (coat, boots, mittens, etc.), as we will be spending time outside each day, weather permitting. Please label your child's belongings. Children's clothing and personal belongings should be marked clearly to lessen the chance the items will be lost. Children will need to have at least two spare sets of clothes (shirt, pants, underwear, socks, etc.). Each child will have an assigned cubby bin for their personal belongings. Jack & Jill is not responsible for any lost items in our care. We ask that you not send toys with your child to the Center. The center has a variety of age-appropriate toys for the children to play with. In the event your child does bring a toy to the center, they will be asked to store it in their bin. The center will not take responsibility for toys your child brings to the center which get lost or broken.

### Confidentiality of Child File(s)

At Jack and Jill, we make sure that information about your child and his/her progress is kept confidential. Our child files are locked in the main office. Teachers and parents can be given access to the files by request.

### Jack and Jill Inclement Weather Delays/Closings

Jack and Jill follows the York Suburban School District schedule in regards to snow closing, delays and early Dismissals

We will also ALWAYS communicate via Brightwheel app for any closures or delays.

### Parent Bulletin Board & Communication

Each classroom also has a parent board that includes the lesson plans for the week, the whiteboard for daily information and special events for the classroom. Monthly newsletters are sent out to update parents on happenings at our program for the month. Parents can also communicate anytime through our Brightwheel app.

### Website

The Jack and Jill website has information about weekly changes on the homepage and on the parent page. Check the planning forms every week to see what will be happening in your child's class. The Preschool Events Calendar lists parent conferences, parent chats, and other special events. <https://www.jkandjlnursery.com/>

## **FINANCIAL OBLIGATIONS**

### Tuition & Fees

The tuition fees for infants and toddlers are as follows:

- Infant Care (0–12 months): \$290 per week
- Toddler Care (12–36 months): \$275.00 per week

These fees cover daily care, meals, snacks, and any regular activities or materials provided during the week. Payments must be made in full, according to the policies outlined below.

- Nursery School
  - Full-time: \$209 per week
    - No more than 9.5 hours/daily
  - Part-Time (3 days/week): \$140 per week (Limited space available)
    - 3 full days/weekly: \$175.00 (Chosen days must be consistent)
  - Half-Days \$140 per week (Mon-Fri 8:30am-12:30pm & Limited space available)
  - Before OR after school care (Latch Key): \$100 per week
  - Before AND after school care (Latch Key): \$145 per week
    - Before and/or After school care contracts: If care is needed during a closing, you must pay the FULL or HALF Day rate in addition to your normal fees for half days, in-service days, school holidays or snow/emergency closings.
      - Full day(s): \$50 each
      - Half day(s): \$30 each
  - Alternating Weekly Care: \$160 per week

School closings: a sign-up sheet will be provided prior to a scheduled school closing to register your child's attendance on those days.

### Payment Schedule & Policies

Payments are due every Monday at start of the work week. This ensures that the payment is received before care is provided.

- If payment is not received by the end of the day Monday 5:30pm, a late fee of \$5.00 per day will be added to the balance. After Friday of the second week of non-payment, care will be suspended until payment is made in full.
- If a payment is more than 10 days late, the child's spot may be forfeited, and they will not be able to attend the daycare until all fees are paid in full.

### Methods of Payment

Jack and Jill Nursery Inc accepts payment in the forms of personal checks, credit cards, and electronic bank transfers (ACH).

- Payments can be made in-person, via phone, or through our online payment portal (details available upon request).

### Enrollment Fee

There is a one-time NON refundable \$100.00 fee due at the time of enrollment. This payment can also be added onto weekly tuition payments until paid in full.

### Reserving Enrollment during Summer Vacation

There will be a \$100.00 weekly payment fee to hold spots for the summer. This is a non-negotiable/no refund payment.

### Withdrawal Policies

1. If you choose to withdraw your child from the daycare, a two-week notice is required. If notice is not provided, you will be charged for the following two weeks, even if your child does not attend.
2. If care is terminated due to non-payment, behavior issues, or any other violation of Jack and Jill Nursery policies, no refunds will be issued for unused care.

### Late Pick-up Policies and Fees

A late fee of \$5.00 per every 5 mins you are late past your contracted pick-up time will be accrued. In addition, a late fee of \$75.00 plus \$1.00 a minute will be applied if your child is picked up after 5:30pm. It will be added to the following week's tuition. The only exception for late fees not to be applied is EXTREME EMERGENCIES. In this case, please communicate any extreme emergencies to the center director within 24 hours. If your child is left at the center after 5:30pm, they will not be permitted to return to the facility the following day. If your child is picked up after 5:30pm on a Friday, they will have to be out on the following Monday. The only exception for a suspended day of school not to be applied are EXTREME EMERGENCIES. If the center director fails to receive communication from you within the 24hr period, suspension for 1 day will occur. If your child is left at the center after 5:30pm more than 3 times, (not including emergencies) you will be in jeopardy of losing your child's spot at Jack and Jill Nursery. All late fees occurred must be paid in full by the next week of care.

### NSF Payment(s) (Non-Sufficient Funds)

The center will charge a \$45.00 fee for any payment that is returned NSF. By consideration of the center, enrollment may be ended if frequent NSF payments are presented.

### Late Payments

Payment is due by Monday at 5:30pm of the new week. There will be an additional \$5.00 a day late charge after 5:30 P.M. for each day that payment is late. A family that has more than a two week balance over-due on their account, will result in suspension of services until the balance paid in full.

You will be charged the late payment fee if payment is not made on-time. If a third week is reached without contract, communication, or payment, the contract will be terminated immediately and the agreement will be settled in small claims court.



## Suspension Policy for Non-Payment

At Jack and Jill Nursery, we strive to provide consistent, high-quality care for all our students. To maintain our standards and staff support, it is essential that tuition payments are made on time.

### **Policy Overview:**

- If a tuition balance remains unpaid for **two (2) consecutive weeks**, your child will be **suspended from care until the account is brought up to date**.
- During the suspension period, **tuition will continue to accrue** as per the terms of your enrollment agreement. This is because your child's space is being held, and you remain under contract unless a formal **two-week written notice of withdrawal** is submitted.
- Suspension does **not** release you from financial responsibility for the period of absence unless a two-week notice is received and honored.
- You may **contact the nursery office to discuss a payment plan** to bring your account current. We are happy to work with families facing temporary hardship.

We ask that all families communicate proactively if experiencing financial difficulties so we can work together on a resolution and avoid interruption in your child's care.

If you have any questions about your account or need support in setting up a payment arrangement, please contact the Director at your earliest convenience.

## Financial Hardship and Payment Plans

### 1. Payment Plan Requests

- If you are experiencing financial hardship, we encourage you to speak with the center's management. Payment plans or adjustments may be considered on a case-by-case basis.
- Payment plans must be approved in writing by the center's management before being implemented.

### 2. Subsidy Programs

- We accept Child Care Subsidy from eligible families. If you qualify for a subsidy, you must provide the necessary documentation to the center.

## Multiple Child Discount

J&J provides a 10% discount for the younger sibling of all **full-time** families. ALL students must be enrolled full time to receive the 10 percent off. This option is NOT available for latchkey, part time or 3-day students. When the older child is no longer in attendance, the Multiple Child Discount is not available and the younger child will pay the current rate of tuition.

## Tuition Increases

Due to our increasing costs outside of our control, we may raise our rates annually. We will offer a 60-day notice for across-the-board rate increases.

### End of Year Tax Information

Information will be available by Jan. 31st of following year.

## **COMMUNITY CONNECTIONS FOR CHILDREN (previously CCIS)**

In the event of any CCC changes including but not limited to co-pay increase/decrease, student enrollment status, effective date of change, understand the following as it pertains to Jack and Jill Nursery Inc.

Credits will be applied to individual accounts. Reimbursements of any other form WILL NOT be provided.

Example: When subsidies take effect any difference in payments previously made will be credited towards the next weeks care. In the event of parting ways with Jack and Jill, please understand you are forfeiting all credits that are left on your account. No reimbursements will be given. Additionally, any changes to your account with CCC will be given the effective date deemed appropriate by Jack and Jill Nursery Inc. as it is related to our business operations.

## **ENROLLMENT INFORMATION AND PROCEDURES**

### Enrollment Processes

Admissions/waiting list Children of all abilities are accepted into J&J. Families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

## **MISSED DAYS POLICIES**

### Vacation Policy

If your child will be absent for more than one week, you must inform us in advance. Tuition is still due in full for planned absences, including vacations and holidays.

Extended absences may be eligible for a credit or reduced rate in special circumstances, but only with prior approval from the center's management.

### Sick Days

To maintain the high quality of teachers and educational services provided to children at the center, we must maintain our daily costs. **Full tuition will be charged even if your child does not attend every week day** – a week being defined as Monday through Friday. This also applies to 3 day care students, Part-time students and Latch Key students.

### Leave(s) of Absence

In cases of extended emergency absence (e.g., illness or family emergency), we will review the situation on a case-by-case basis and may consider partial credit for the time missed. However, the full weekly rate still applies.

## **STUDENT INFORMATION**

### Accommodations for Children with Special Needs

If your child has any special needs, certain procedures will be followed. An Individual Education Plan (IEP) will be developed to meet your child's needs. The plan will be coordinated with either the service plan and/or education plan with your child's physician, psychiatrist, or physiologist. The parents must be involved and approve all aspects of the planning.

Per the J&J statement on inclusion in all classrooms, any child with an IFSP or IEP will be supported and included in his/her classroom. An IFSP or IEP is protected health information and is not required to be shared with the Early Education program, however, is often necessary to fully support and care for a child. We strongly suggest that the IFSP or IEP paperwork is shared with the program staff and that teachers and/or administrators are included in the treatment team meetings. A child's IFSP or IEP will be used to help develop lesson plans that support that child's individual development.

### ASQ-3 Screening Tool

Jack and Jill Nursery uses the ASQ screening tool on all 3-5yr old children enrolled. This screening will be completed before 30 days of enrollment. The **Ages & Stages Questionnaires®**, **Third Edition (ASQ®-3)** is a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years. Its success lies in its parent-centric approach and inherent ease-of-use—a combination that has made it the most widely used developmental screener across the globe.

Evidence shows that the earlier development is assessed—the greater the chance a child has to reach his or her potential. For more information on ASQ please check out the website below.

<https://agesandstages.com/products-pricing/asq3/>

### English Language Learners (ELL)

J&J supports families that are linguistically and culturally diverse. If your child's first language is not English, we will work to support your child's communication needs through gestures, communication devices, sign language, pictures and support in the use of his/her home language with materials. Teachers may ask you to help with basic translation and/or to provide a list of common words to aid in the communication with your child.

### Potty Practices

Children are not required to be potty trained before enrolling at Jack and Jill Nursery. In the case that your child is not potty trained, parents must provide pull-ups, wipes and 2 sets of extra clothing so that we can assist with potty training your student. Please provide extra underwear, socks, pants and a shirt. Please make sure the extra clothes are weather appropriate.

## CLASSROOM MANAGEMENT

### Curriculum

We are currently using *Blueprint for Early Learning*. This is a high-quality research-based Pre-K curriculum and it provides a detailed set of teaching plans and resources for teachers to deliver engaging, intentional, and responsive Pre-K instruction. Please visit <https://cliblueprint.org/> to learn more about this wonderful resource.

### Preschool: ages 36 months – 5 years

Preschoolers are eager to learn which happens as they play each day. This is all used to their advantage -from ages 36 months to 5 years old- to prepare them for kindergarten. Sign language, yoga, extensive reading, basic math, science, and art concepts are emphasized during this preschool program period. The children are each given a chance to develop new skills such as social cooperation, problem solving, discipline and respect, as well as develop positive self-esteem.

### Classroom Transition

We like to think of transition as a time of celebration or graduation for the child. We know that the transition time can be scary for parents and children alike. Here are the general guidelines that we follow for transitioning:

If at any time your child moves to a new classroom, you will receive a transition letter in advance. This letter will state the classroom or program: including teacher name, a schedule if different, newsletter and lesson plan

Each child will have an individualized transition schedule that includes opportunities to visit his/her new classroom with his/her primary teacher, activity periods to support the transition, as well as additional time or activities that may be necessary to ensure a smooth transition. Changes may be made to the plan to fit the child's temperament as well as family preferences.

If your child is transitioning to another education setting or out of our program, we are happy to copy your child file if requested.

Should you have any questions or concern about the transition process, see your child's teacher, Childcare Coordinator, and/or Director.

### **AGE-APPROPRIATE PLANNING/DAILY SCHEDULE For Infants & Toddlers**

Age-Appropriate Programming Activities will be developmentally appropriate for each child's age and milestones. Infants will engage in sensory and motor activities, while toddlers will focus on language development, fine and gross motor skills, and social interaction. Our schedule ensures that children have structured time for learning, rest, and play, while also allowing for flexibility to meet each child's individual needs.

#### **Jack and Jill Daily Infant Schedule (6:00 AM - 5:30 PM)**

- **6:00 AM - 7:30 AM:** Arrival & Individual Playtime
- **7:30 AM - 8:00 AM:** Morning Feeding
- **8:00 AM - 9:00 AM:** Nap Time
- **9:00 AM - 9:30 AM:** Tummy Time & Sensory Play
- **9:30 AM - 10:30 AM:** Outdoor Walk or Fresh Air Time ( Weather Permitting)
- **10:30 AM - 11:00 AM:** Mid-Morning Feeding
- **11:00 AM - 12:00 PM:** Interactive Play & Music Time
- **12:00 PM - 12:30 PM:** Lunch Feeding
- **12:30 PM - 2:00 PM:** Afternoon Nap
- **2:00 PM - 3:00 PM:** Soft Play & Storytime

- **3:00 PM - 3:30 PM:** Afternoon Feeding
- **3:30 PM - 4:30 PM:** Sensory Exploration & Floor Play
- **4:30 PM - 5:00 PM:** Evening Wind Down & Individual Play
- **5:00 PM - 5:30 PM:** Parent Pick-Up & Daily Reports

*We understand that these times may vary depending on each infant's individual needs and routines. Our caregivers will work closely with parents to ensure a smooth transition and personalized care. We will update reports daily on Brightwheel!*

**Jack and Jill Daily Toddler Schedule (6:00 AM - 5:30 PM)**

- **6:30 AM – 8:00 AM** – Arrival & Free Play
- **8:00 AM – 8:30 AM** – Breakfast
- **8:30 AM – 9:00 AM** – Diaper Changes/Potty Time & Handwashing
- **9:00 AM – 9:30 AM** – Circle Time (songs, stories, and group activities)
- **9:30 AM – 10:15 AM** – Outdoor Play/Gross Motor Activities
- **10:15 AM – 10:30 AM** – Snack Time
- **10:30 AM – 11:15 AM** – Learning Centers (art, sensory play, fine motor activities)
- **11:15 AM – 11:30 AM** – Diaper Changes/Potty Time & Handwashing
- **11:30 AM – 12:00 PM** – Lunch
- **12:00 PM – 12:30 PM** – Quiet Time/Storytime
- **12:30 PM – 2:30 PM** – Nap/Rest Time
- **2:30 PM – 3:00 PM** – Wake Up, Diaper Changes/Potty Time & Handwashing
- **3:00 PM – 3:15 PM** – Snack Time
- **3:15 PM – 4:00 PM** – Outdoor Play/Gross Motor Activities

- **4:00 PM – 4:30 PM** – Learning Centers (puzzles, dramatic play, sensory activities)
- **4:30 PM – 5:00 PM** – Free Play & Music/Dance
- **5:00 PM – 5:30 PM** – Wind Down & Departure

#### NURSERY SCHOOL (3y-5y)

6a-9a	Drop off & Free Play (Breakfast 7:55a-8:15a)
8:30a-9a	Learning Stations/Bathroom
9a-9:20a	Morning Meeting/Book of the day/Circle Time
9:20a-9:40a	Small Group Activity
9:40a-10:05a	Snack/Bathroom
10:05a-10:45a	Go-Noodle! Gross motor activity
10:45a-10:55a	Transition to Work- Time/Bathroom
11a-11:45a	Worktime
11:45a-11:55a	MTP/Phonemic Awareness
11:55a-12p	Wash Hands/Lunch Prep
12p-12:30p	Lunch
12:35p-2:45p	Rest Time/Bathroom
3p-3:15p	Afternoon Snack
3:15p-3:30p	2 <sup>nd</sup> Story/Group Team Building
3:30p-5:30p	Free Play, Storytime, Brain Breaks, Rotation Stations
FRIDAYS	Movie Day/Show and Tell

\*Instruction time cover: Math, Science, Health, Language arts, Reading, Shapes, Letters, and Art.

**ALL parents must establish a contracted time of drop-off and pick-up time during the enrollment process. ALL enrolled children must be at the center by 9:00am to be admitted for that day. If you come after 9:00am, you will not be able to bring your child that day. If your child has an appointment and will be late, please contact Ms. Ruth a few days prior to the appointment.**

#### Strategies used to help Behaviors in the Classroom

Having a child sit in front of group or next to a teacher.

Maintaining classroom order, schedule and following the curriculum. Busy and engaged children are less likely to act out.

Giving positive praise when children are doing things well.

Providing them the why: Why can't we throw chairs. Why can't we push friends? Why should we listen at group?

Teachers communicate the information to the Director and the Director contacts the parents with any updates on behaviors, classroom issues, struggles that children have including any injuries. The reason the Director is the one that reports the information to the parents or guardian is because it is documented to see trends as well as they can work with the parent on possible solutions (classroom changes, etc.).

### Playtime

Here at Jack and Jill, we do not take children on field trips outside of our center, although we bring in special guests to give children exciting opportunities. Many new things are learned every day by children just by playing, and they do plenty of that inside. They also need an outdoor play area to breathe fresh air, to jump and run, and enjoy the seasons. Our playground area is located right in our backyard. In addition to all the large muscle equipment, children can also run, roll, and do outdoor activities. The surface material is wood chips and is maintained as needed. A playground safety checklist is performed daily to ensure that there are no hazards and for the health and safety of all children. An inspection log is kept in the main office. The children are educated on the safe use of playground equipment. Staff members position themselves so they can supervise the children on all areas of the playground while respecting the staff/child ratio at all times. We also ask that you provide us with appropriate clothing dependent upon the weather, as well as sunscreen (required waiver).

### Nap & Rest Time

Nursery School: Here at J&J we have rest time from 12:30pm-2:45pm

All children are provided a quiet place to nap or rest at J&J.

Children are not forced to nap. They have an option to sit quietly on their cot and read a book.

Children can bring a small blanket from home; blankets must be washed weekly. If soiled or wet, blankets will be sent home right away. Blankets must never cover a child's head.

After rest, Mon-Thurs, all blankets must be placed in the small red cubbies in the back of the classroom,—not altogether. On Friday, after rest, blankets should be placed in the child's cubby by the pick-up/drop off door.

Cots are put out after children begin eating, not before.

If a cot needs to be shared, it needs to be sanitized before and after the use.

All cots should be sanitized on Friday evenings, or immediately if soiled by a sick child.

Crib checks are mandatory in the infant room every 5 minutes.

Children should never be permitted to stand or walk on cots.

All children must be in supervision during rest time; the shades may be down and the lights off, but staff must be able to see each child clearly with proper supervision.

### Birthdays

The staff at Jack and Jill believe that a child's birthday is a very special event and everyone enjoys celebrating! We celebrate each child's birthday with a crown, happy birthday and a cubby



decoration. You may bring a store-bought treat to share with everyone on your child's birthday. Please get the correct number of students from a staff member.

### Home Language Policy

We make every effort to communicate with children and families whose primary language is not English. Parents are asked to share words in their home language with their child's teacher to help make their child feel more comfortable in the classroom. Teachers will attempt to label some of the classroom materials in the home language of the students. Parents are also encouraged to share books or other materials in their home language with the class. Non-english speaking parents are encouraged to bring with them someone who can help interpret and translate questions, concerns, and documents.

## **PARENT INFORMATION**

### Center Communication & Conferences

At J&J, we make every effort to work with your schedule and we believe that every parent should be involved each step of the way. Communication among parents & guardians and our staff is a priority that reinforces the well-being and education of each child at the center.

- Infant and Toddler- Parents will receive a daily reports on their child's eating, napping, diapering/toileting, and activities through Brightwheel. This will also include any observations about behavior or developmental progress.
- Parent Conferences-Scheduled parent conferences will take place periodically to discuss your child's progress, developmental milestones, and any concerns or needs.
- Incident/Accident Reports- Any incidents, no matter how minor, will be documented and communicated with parents immediately. This will include any injuries, behavioral issues, or other notable occurrences.

We encourage parents & guardians to stop in at any time during the day to visit the child or spend a little time with us to get an idea of what we are about and what we do daily. Mask must be worn while inside the facility. We always are available, at your request, to discuss your child's progress at the center.

We have a general Facebook & Instagram page that gives updates on happenings in our center and shows the fun things that go on throughout the day. Please feel free to like & share our Facebook & Instagram pages. Jack & Jill Nursery School (orange head with shapes logo).

### Conferences

Formal conferences are held three times a year (FALL, WINTER & SPRING) to provide you with a written assessment of your child's intellectual, physical, social and emotional development. discuss your child's development and any other concerns your child may be having. Parents are welcome to visit the center during open hours. If at any time you wish to have a meeting with your child's teacher, please do not hesitate to call.

### Parent Involvement

Parents and family members are encouraged to become actively involved in J&J childcare programs. Your participation demonstrates concern for your child and builds their self-esteem.

Opportunities for involvement include:

- Donating materials
- Sharing a special talent or skill in the center
- Helping promote J&J and recruit new families
- Attending special events
- Asking your child about his or her day

Please feel free to let us know of any ideas you may have in regards to getting more involved.

### Grievances

During your child's attendance at J&J, there may arise a problem the parent feels should be corrected. The parent can first bring the problem to the teacher. If the problem is not resolved to the parent's satisfaction, the problem is to be presented to the Center Director. We do have an upper management team that is also available to help resolve any issues. The goal here is to fully resolve the problem. Please do not hesitate to reach out to Ms. Ruth at any time. (717) 854-4778.

### Parent Responsibilities

1. Parents are asked to adhere to the center's pick-up and drop-off schedule. Parents must be present by 9:00am to be admitted to school that day.
2. Parents must escort their child right to the door of their assigned classroom. Classroom numbers are 505, 513 & 515. Classrooms 513 & 515 will both enter in the back of the parking lot at door #513.
3. No one other than the person or persons designated on the agreement form shall pick up a child in our care unless otherwise arranged with the director. (Preferably in writing).
4. Children should wear washable play clothes to school. Shoes should be sturdy play shoes or sneakers. Shoes with slippery soles cause falls on the playground. Flip flops, jellies, crocks, and sandals are not permitted due to insurance coverage.
5. Parents are asked to send a change of clothing AND extra masks for each child's cubby. Clothing should be checked periodically, especially during a change in seasons. Parents must also provide a small blanket for rest. Blankets are sent home each Friday.
6. Parents should ensure their child has the necessary supplies, such as diapers, wipes, extra clothing, and any comfort items needed for nap time.
7. Please mark your child's clothing in some manner. This applies to masks, coats, hats, jackets, sweaters, gloves, mittens, boots, and all items that are removed and hung up when the child arrives at school.
8. Your child may not bring toys to school from home as we want to limit the chance of them getting lost. Children will be invited to bring items such as toys, books, etc. from home on show & tell days and other such occasions.
9. If your child requires medication during care hours, you must fill out the proper medication forms. Medication cannot be given without completion of this form. This includes cough drops and chap-stick. The state requires that medication must be in the original container and marked with the child's first and last name and the name of the

prescription. Please check with your doctor regarding the possibility of medication being given at home before or after school.

10. Parents must provide updated health records and emergency contacts for each child.

**Please notify us of any changes in your child's health or emergency contact details.**

11. Dietary restrictions will be followed according to the Physicians written instructions.
12. The school is to be advised immediately of any changes in the residence, phone number, **employment, name of person calling for children emergency contact.**
13. If a child is to be absent, notify the school before 9 a.m.

#### Arrival and Dismissal Time Communication

One teacher is designated as the arrival-time greeter. If you wish to share something at this time, please mention it to the teacher, and he/she will set up another time to talk or will arrange to talk with you at that time. In-person and phone discussions can always be set up. You may also email in the morning and mention the email to the teacher at arrival time in case he/she had not yet seen the email. We always want to share information, but not in the presence of the child. If the teacher has something to share individually with you at the end of the day, he/she will ask other teachers in the classroom to supervise your child or will give you a call or email you to discuss or set up another time to meet.

#### Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and developmental delays.

Signs and Symptoms include but aren't limited to:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;

- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

### Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

### Emergency Response

If a child presents any of the above symptoms or you suspect a baby has suffered

Strategies for Caregivers and abusive head trauma:

Call 911, call the parent/guardian and inform your director and regional manager.

Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.

### Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If baby readily takes bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whirl of noise in the womb
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.

- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

**Resources:** In addition to any required state training, the following resources are available to parents/guardians and staff:

**Abusive head trauma- How to protect your baby.**

<https://www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx>

## **HEALTH POLICIES**

**Jack and Jill Nursery Inc. reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and wellbeing of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.**

### Health & Safety

1. Health Screenings and Immunizations
  - a. All children must have a completed health appraisal from a licensed healthcare provider prior to enrollment. This must include up-to-date immunization records and any information related to allergies, chronic conditions, or special medical needs. Health appraisals will be updated annually.
2. Illness Policy

- a. Children showing signs of illness (fever, cough, vomiting, diarrhea, etc.) must remain home until symptom-free for at least 24 hours.
  - b. In cases of contagious diseases (such as chickenpox, RSV, or the flu), children must be cleared by a physician before returning.
  - c. If a child becomes ill while at the daycare, parents will be contacted immediately for pickup.
3. Medications
  - a. Any medications (prescription or over-the-counter) must be accompanied by a completed medication authorization form signed by the child's doctor.
  - b. All medications will be stored in a secure location, separate from other supplies, and administered only by trained staff.
4. Sanitation and Hygiene
  - a. Handwashing will be practiced regularly for both children and staff, especially before meals, after toileting, and after outdoor play.
  - b. All toys, changing tables, cribs, and surfaces will be cleaned and sanitized daily.
  - c. All cribs and nap mats will be thoroughly cleaned after each use.
5. Emergency Procedures
  - a. Evacuation: Monthly fire drills will take place, and all children will be led to a designated safe area.
  - b. First Aid/CPR: All staff are certified in pediatric first aid and CPR.
  - c. Accident/Incident Reports: Any injury, no matter how minor, will be documented, and parents will be notified immediately.

#### Exclusion due to Illness

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. If a child is left here the whole day after a parent was contacted, there will be a 2-day suspension. If this happens more than twice, child may be dismissed from the program.

#### Fees/Policies during Illness

Parents are encouraged to secure back-up care for the time your child is not allowed at the center because of illness. You are still responsible for paying your regular childcare fees if your child is absent because of illness. In the event there is an epidemic, such as the flu or other illness that is becoming hard to manage with staff and children, Jack & Jill has the right to close for up to two days for cleaning or recuperation when we do not have enough staff to handle normal operation for the childcare.

#### Parent Communication Responsibilities

Parents must report any communicable disease to the center. **If children are sent home for an illness and they are out for 2 or more days, they will need a doctor's note upon return.**

Certain symptoms in children may suggest the presence of communicable disease. Children who have one or more of the following symptoms should be excluded from the childcare setting until 48 hours after symptoms have subsided, a physician has certified that the symptoms are not

associated with an infectious agent, or they are no longer a threat to the health of other children. Symptoms include but are not limited to:

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- **Respiratory:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of illness with clearance that it is not contagious.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Conjunctivitis:** Children will be sent home if there appears to be an unusual amount of discharge from irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing.
  - If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
  - If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
  - If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Eye/Nose Drainage:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Rash:** Any rash other than a minor skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

- **Appearance/Behavior:** child looks or acts differently, unusually tires, pale, lacking appetite, confused, irritable, and different in walking
- **Unusual Color:** eyes or skin yellow (Jaundice)
- **Stool:** grey or white
- **Urine:** dark-tea colored – these symptoms can be found in hepatitis and should be evaluated by a doctor
- **Vomiting:** one or more times since admission in one day

#### Specific Disease Exclusion Guidelines

**AIDS:** exclude infected child if he/she exhibits biting behavior, has open skin sores or any bleeding disorder.

**Chicken Pox:** until all blisters have dried into scabs about six days after onset of rash.

**Conjunctivitis:** bacterial after 24 hours of treatment.

**COVID-19:** Quarantine and exclusion guidelines are directed by the Department of Health, CDC and Licensing body.

**Giardiasis:** for those with diarrhea only; may return once stools are normal

**Hand, Foot & Mouth:** until fever is gone and child is well enough to participate in normal activities

**Hepatitis B:** no exclusion necessary unless child is biting or has open soars

**Impetigo:** until all sores are healed or can be covered with bandages and until child has been treated with antibiotics for at least 24 hours

**Lice:** until first treatment is completed and no lice seen. Cannot return with nits.

**Measles:** until 4 days after the rash appears

**Mumps:** until swelling subsides, usually five days, but may be as long as nine days after swelling begins

**Oral Herpes:** no exclusion necessary

**Pertussis:** until five to seven days after antibiotic treatment has been started

**Pink Eye:** viral until a letter from your doctor is provided to verify that the child does not have bacterial pink eye

**Pinworms:** 24 hours after an antibiotic treatment has been started

**Febrile:** 24 hours after an antibiotic treatment has been started

**Ringworms:** 24 hours after an antibiotic treatment has been started

**Roseola:** must be fever free for 24 hours **Rubella:** after five days are rash appears

**Scabies:** until 24 hours after treatment begins

**Streptococcal Scarlet Fever:** 15 MINUTE TEST WILL NOT BE ALLOWED. A 24-hour test is mandatory through the center, child must be on an antibiotic for 24 hours and be fever free before returning

**Cytomegalovirus:** no exclusion necessary

**Fifth Disease:** no exclusion necessary

#### Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis.

If it is assessed that your child's coughing is severe, uncontrolled, or the child has wheezing, rapid or trouble breathing, they will be sent home to be monitored. If they are sent back to the



center with the same symptoms, and need to be sent home again, we will need a doctors note upon return.

## **JACK AND JILL COVID-19 POLICY**

### Notification Responsibilities

Notify us immediately if you become aware of any suspected or confirmed case of COVID-19 in your household occurring within **14 days prior to or 48 hours after** any member of your household has been in present at the center.

If you OR anyone in your household is being tested for COVID-19, your child may not come to the center until you (or whomever) have received a negative test result.

### Daily Symptom Check

During the COVID-19 pandemic period, our Health Check & Illness Policy (both COVID and Non-COVID provisions) applies to all staff, children and their household members. The final decision on whether to exclude an individual from the program due to illness will be made by the director at J&J.

All staff, families, children and their household members must conduct a check **before** coming the center.

- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of **100.4° F** (or would have, but for the use of fever-reducers). *The threshold temperature is **100.4° F**, unless a LOWER threshold temperature is imposed in the local jurisdiction or by the specific center.*

Jack and Jill reserves' the right to start temperature checks at the door. All staff and children must be willing to submit to a temperature check upon arrival at the center and must provide complete and accurate responses to the Daily Health Check. Anyone refusing to comply will not be permitted entry. The Daily Health Check questions and the temperature threshold may be updated from time to time. All symptomatic individuals (including any immune individuals), and any members of the symptomatic individual's household who are not immune must remain out of the center, unless cleared to return.

- If the exclusionary symptom has already been cleared by the COVID team, then a "yes" to the continued presence of a **cleared** symptom will not result in exclusion.

### Exposure

If, within the last 10 days, any member of your household has a suspected or confirmed case of COVID-19, or any member of your household who is not immune (as defined below) has been in Close Contact with anyone who has a suspected or confirmed case of COVID-19, then all members

of your household who are not immune must remain out of the center. For example, if a member of your household has been excluded from school due to possible exposure, all members of your household who are not immune must remain out consistent with Jack and Jill COVID-19 exclusion and return requirements. Symptoms include but are not limited to:

- Fever or Chills
- Cough
- Shortness of Breath/Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

All symptomatic individuals (including any immune individuals) and any members of that symptomatic individual's household who are not immune and who have been excluded under the Center Health Check and Illness Policy-COVID-19 must remain out of the center, unless cleared to return.

#### Contact Tracing

Household Members: anyone living or present in the household on a regular basis (e.g. houseguests, nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

Close Contact: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test date).

Factors to consider in determining Close Contact include proximity, duration of exposure, whether the infected individual was symptomatic and/or generating respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Masks are not a substitute for social distancing.

Consequently, when determining Close Contact for members of the general public, the determination should be made irrespective of whether the contact was wearing respiratory PPE or fabric face coverings.

#### Vaccinations/Immunity

- For vaccinated individual: Two weeks after completing the full course of vaccination.
- For previously positive individual (with lab-confirmed case): ten (10) days after the onset of symptoms, or, in the case of an asymptomatic individual, ten (10) days after the date tested.

#### Travel

If you have traveled internationally within the last 10 days, you must remain out of the center unless you were fully vaccinated at the time of travel.

**After the applicable exclusion period has passed, you/your household may return provided these three things have happened:**

- At least 10 days have passed since anyone in your household first experienced symptoms
- Symptoms have improved for anyone in your household that experienced symptoms (for example, cough or shortness of breath has improved)
- Your household has been fever-free for at least 24 hours without the use of fever reducers.

Please note, depending on the circumstances we may require you to obtain clearance to return from a medical provider before return to the center will be allowed.

Returning After Exclusion

Consistent with our COVID-19 Policy, a symptomatic household will be required to remain out of the center for at least 10 days. There are, however, two options for a household to return earlier following an exclusion due to symptoms:

- PCR Clearance to Return: If the household provides a copy of a negative PCR (or other molecular) test result for the symptomatic individual(s) showing the name, date of test and date of result, then the household will be cleared to return and the ten (10) day exclusion period will not apply. Antigen tests will NOT be accepted for this clearance option.
- Clearance to Return from Medical Provider: If a medical provider assesses the symptomatic individual and provides acceptable clearance to return, then the individual will be cleared to return, and the ten (10) day exclusion period will not apply. Clearance to return will be acceptable if a medical provider confirms one of the following in writing:
  - The individual has tested negative and can return when fever-free for at least 24 hours (without use of fever-reducers) and symptoms are resolving,
  - There is an alternate diagnosis causing the COVID-like symptoms and the individual has tested positive for a confirmed non-COVID microbiological diagnosis, or negative for COVID-19 using a molecular or antigen test for SARS-CoV-2
  - There is an alternate diagnosis causing the COVID-like symptoms. Patients presenting with symptoms of an upper respiratory illness, or ear, nose or throat infection, must provide clearance to return pursuant to options a or b above, and option c will not be sufficient. Any unspecified diagnosis is presumed to be COVID-19 and the exclusion will continue.

Clearance to Return cannot be provided by a family member. All Clearances to Return must be reviewed and approved by the COVID-19 Response Team.

Early return requirements may change based on current conditions. Once all COVID-19 concerns have been cleared, all returns must still comply with standard (non-COVID) return requirements per Jack and Jill Health Check and Illness Policy.

Medical Records

In the best interest of the child's health and other children at the center, a current medical record and immunization record must be provided to us within 30 days of enrollment. These records must be updated in accordance with State Laws. Each time that an update occurs, you must submit a copy for us to keep on file.

### Allergies

Please let the Center Director know at the time of enrollment if your child has any allergies or if he/she develops one at any time during enrollment at LN. We do require action plans to match the correctly documented health care forms. This will help us take better care of your child's health. Any food brought into the center must be peanut free. We are required to update the action plan annually.

### Medications

For us to safely and healthily administer medicine to your child, we require that all medications be labeled, dated, and prescribed by a licensed physician. All over the counter medications will be administered only by following the labeled instructions. A "medication authorization form," must be filled out by the parent every day your child has to be administered medicine while at the center. All medications, epi pens and medicines will be placed up high out of the children's reach and or directly with Ms. Ruth.

### Biting Insects

The center keeps all doors closed at all times. Whenever outside or at the playground all children are kept away from food, garbage, and flowers and are required to wear shoes. Parents may provide an insect repellent. It will be applied using the manufacturer's instructions with parents' written permission.

### Vaccinations

The Center for Disease Control (CDC) has vaccinations guidelines for young children that we strongly recommend the parents to follow. We file and keep track of all immunizations of each child at the center as required by State Law.

## **EMERGENCY PROCEDURES**

Each School has a site-specific information for their Emergency Plan that includes where to go for evacuation, their routes for fire and where the “Shelter in place” areas are (Tornados), Nuclear evacuation, etc. All 3 buildings (505, 513 & 513) adhere to the following information:

### Shelter in Place

Shelter in place is the DHS term for Tornados—which is located on the Emergency Floor Plan in each classroom. Tornado drills are performed monthly (by the 15th of the month during April-October). The CD logs the drills with time and date in the Emergency Action Binder. All staff should know where the Shelter in place is.

If a severe thunderstorm is in effect, be prepared to move the shelter in place if it is upgraded. A tornado watch is in effect when the conditions available could result in a tornado. A Tornado warning is when a tornado is imminent.

An emergency safety kit which includes: First Aid Kit, flashlight, batteries, portable radio and blankets should be available near the shelter areas.

Class rosters and emergency binders should be taken when leaving the classroom for emergency drills and real emergencies. Headcount should be completed when leaving the classroom, arriving at the shelter, leaving the shelter and coming back to the classroom.

### Modified Operations

May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unfit or unsafe for children but may be necessary in a variety of situations. The center director will contact parents in these cases. Also please listen to WGAL, WARM 103 and 96.1 for announcements relating any of the emergencies listed.

### Fire Drills

Fire Drills are conducted monthly by the 5th of the month. All locations have their fire extinguishers serviced annually.

Assistant teachers are responsible for the clipboard and emergency cards. They are the first out of the classroom. They count the children and lead the group the safe destination.

Aides are responsible for assisting all children out of the room and counting the children.

Lead Teacher: Last out of the classroom and check that no children are left behind. They also count the children and double check that no children are in the room. They close the windows, turn off the lights and shut the door.

Center Director and/or Admin support does a clean sweep to ensure no one is left in the building.

They grab the master Emergency Binder and are the last out.

### Lock Down Drills

Lock down drills are required bi-monthly during the months of January, March, May, July, September and November.

Directors should take a mental note of calling 911 to imitate the drill and announce a “LOCK DOWN” as the code word.

If an intruder is outside, ensure all doors are locked (should be always).

Directors shall notify each classroom that a lock down drill is active and there is a potential intruder on site.

All Teachers will move everyone to the corner of the classroom. Staff should stay behind solid walls and doors and lock the door if able.

After everyone is in the safe place in the classroom, the Teachers should start shutting any window blinds (windows if open) and turn off the lights.

Teachers and students should stay in lock down for at least 5 minutes.

Once 5 minutes has passed, the Director shall go to each room and give the all clear signal by knocking on the door, stating their name and code word.

At this time, teachers and children may return to their regular schedule.

Directors should spot check classrooms and make sure the procedure was followed then document in the DHS log binder.

### Floods

In the event of a flood, we will evacuate children to higher ground.

### Gas Leak

If there is a suspected gas leak. We will call the Gas company and 911 if necessary. There may be circumstances when parents have to pick children up.

### Heat Advisories

During the summer, we must be aware of high temperatures and heat indexes. We do not go outside if it “feels” warmer than 85 degrees. Be aware of a “heat index” emergency but we shouldn’t be outside if there is one because of the temperature. We make sure children drink plenty of water when playing outside.

### Natural Disasters/Blizzards

Monitor winter storm watch, warnings, blizzard warnings or travel advisories. If we are closed due to weather there will be an email sent out to staff and parents as well. We will also contact parents on Remind. We will add an update on Facebook and the website.

### Isolation Policy

See exclusion policy for illness. In the event of a serious illness, we will notify the Health Department appropriately.

### Evacuation Policy

ALL J&J locations will evacuate to the Praise Community Church in case of extreme emergencies. The facility is located at 705 S. Ogontz St York, PA 17404.

### Reunification with Parents

The emergency binder will be taken in the event of any emergency situation. If the center is evacuated, once the children and staff are safe the CD and Admin Support will start calling parents to let them know they are safe. After everyone is safe and parents have all been notified, DHS would be called as well as an incident report filed. ALWAYS remain calm—Children feed off of your energy. We practice the drills to make sure that we know how to act appropriately.

## **ACCIDENT AND INJURY POLICY**

### **Responsible Party**

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the director to ensure that all members of staff have knowledge of first aid and that there is at least 1 member of staff on duty at all times who has a valid first aid certificate. It is the responsibility of the member of staff who has administered the first aid to write an accident report and ensure that it is signed by the parent or caregiver of the child or children involved. All members of staff have a responsibility to ensure that the director is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

### **Policy Implementation**

The director is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate. When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

### **Minor Injuries**

If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident report. This report will be signed by the first aider and by the parent or guardian of the child. If the injury is minor but requires medical assistance the first aider will call medical responders to take the child to the nearest hospital. The child's medical information and registration papers should be taken with them. A member of staff at the setting should immediately contact the parent or caregiver to inform them of the accident and the actions that have been taken. Upon returning to the setting the first aider should complete the accident report and have it ready for the parent to sign.

### **Serious Accidents/Injuries**

If the injury is serious and hospital treatment is required a member of staff should call and ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. Parents or guardians need to be notified immediately in this case.

### **Recording Accidents**

All accidents and injuries, however minor must be recorded on the accident/injury tracking log. An accident/incident report also needs to be filled out. The accident record should include the following:

- Name of child
- Date and time of accident
- How the accident occurred
- The extent of the injury(s)
- What treatment if any was given

The child's parent or guardian must sign the accident/incident report and ANY incidents which required hospital treatment will be reported to the DHS representative within 3 business days of the incident.



## IMPORTANT INFORMATION AND QUICK REVIEW

1. School is open from 6:00 a.m. – 5:30 p.m. We provide breakfast, lunch and 2 snacks. Breakfast ends at 8:15am. Parents must provide drop-off and pick-up times for child before child's first day of care. Children are not permitted to be at childcare facility more than 9 ½ hours per day. All children must be dropped off by **9:00am** or they will not be permitted in the center for that day.
2. Cash payment of care services can only be remitted to daycare director (Ms. Ruth) only. Please put cash payment in a sealed envelope with parent/guardian AND child's name. Checks must include the child's full name in the memo section and be made out to Jack and Jill Nursery. (There will be a **\$45.00** return check fee in effect)
3. Once application is submitted and contract is signed, **PAYMENT IS DUE EVERY WEEK** regardless if child is in attendance or not. We have a two-week trial period in which director and consumer can pull/drop student if it is decided that Jack and Jill Nursery is not a good fit for the student.
4. No child shall be left at the building before 6:00 a.m. and **ALL CHILDREN MUST BE PICKED UP BY 5:30 P.M.** At approximately 5:31, a late fee of \$75.00 is accrued. Then \$5.00 for every minute after 5:31 will be added until parent or guardian arrives. If child is still here at 6:00, police will be notified. The child may not return to school the next day. Before they return back to school, ALL late fees must be paid. The only exception to this will be in extreme emergencies and with timely notification to the school.
5. Parents and guardians must abide by contracted pick-up time. An additional fee of \$5.00 every 5-min period will be levied to cover labor expenses if your child is picked up after their contracted pick-up time.

At Jack and Jill Nursery, we understand that childcare is an important investment in your child's development, and we strive to offer a clear and fair payment process. If you have any questions or concerns about your payment or financial situation, please don't hesitate to reach out to our office at 717-854-4778.

Thank you for choosing Jack and Jill Nursery. We look forward to partnering with you in providing the best care and education for your child.

Jack and Jill Nursery Management Team

Ruth Leonard

Director at Jack and Jill Nursery

505 S. Ogontz St

York, Pa 17403

(717) 854-4778

<https://www.jkandjlnursery.com/>

Acknowledgement: *Please sign and return*

I/We have read, understand and agree to the policies and procedures in the Jack and Jill handbook:

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Print Name:

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Sign Name:

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Date: