

JEHOVAH MISSIONARY BAPTIST CHURCH
CHRISTIAN AND ACADEMIC SCHOOL
Handbook



Motto: Bridging the Gap between Faith and Education

Immunizations

Parents are responsible for obtaining an immunization for each student enrolled. The parent's must supply school with a copy of a valid immunization record within 10 business days of their child's enrollment. It is the responsibility of the parent to maintain a valid immunization record on their child.

Disciplinary Practice of the School

In order to comply with the regulations regarding disciplinary practices for Licensed Child Day Care Providers, it is important that you understand that there will be no Corporal Punishment. The school will administer discipline in order to produce proper behavior. This includes verbal reprimands, standing/sitting in time out, and loss of privileges or calling parents.

Illness of Staff and Children

Children- The school does not accept children that have communicable diseases. If the children are under doctor's care, the center will abide by the guideline outlined by their doctors as far as when the children can return to school. These guidelines must be in written form from the doctor or hospital. If a child is sent home due to illness, the parent should not allow the child to return until well. In the event of fever your child cannot attend the school and must be free of fever for at least 24 hours before returning. All ill students must be picked up.

Staff- No Staff Member who is known to be afflicted with any disease in a communicable form will be permitted to work in school. Staff will be required to bring in medical statement from the doctor stating their current condition and when they could return to work. Any staff member upon examination or as a result of tests shows a condition that could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, shall not continue to work at the school until the healthcare providers indicated that the condition no longer presents a threat to children or staff.

Supervision-Movement about the School- Children shall be directly supervised at all times by qualified staff persons. If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For the children ages 5 and up, once it is verified that no one is in the bathroom, caregiver is not required to be in the bathroom with the child.

School Emergency Medical Plan- Under a medical emergency, director/administrative staff is notified immediately. Once the situation is assessed, if medical treatment is needed, the school will notify ambulance service via 911 to have child transported to Tuomey Regional Hospital. If there is no time to wait on the ambulance, the school will transport the child through personal transportation in order to seek medical attention for your child. The family will then be notified of the situation. A copy of the emergency contact sheet will be given to the ambulance service

or carried with designated staff that is escorting the child. A staff member will stay with the child until the family has joined the child.

Policy Agreement- Parents and Staff shall sign and date an agreement, maintained on file and update annually that both parties have read and understood all policies relating to the operation of the facility.

Confidentiality of Records- A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a website or disclosed to any unauthorized person's without consent from the child's parents.

General Information

Attendance

Please notify the school before 8:30 a.m. if your child will be absent that day. You are required to pay half of your weekly fee for the school to hold a space for your child, if he/she is absent for a week (5days) for any reason. If the school is not notified and your child missed ten (10) consecutive days they will be dropped from the enrollment list

Ages of Children

The School accepts children from six (6) weeks to (6) years of age. We provide after-school care for children up to twelve (12) years of age.

Health

If Symptoms of illness are observed, the parent will be notified as quickly as possible to pick the child up from the center. In the event of an accident parents/guardians will be contacted immediately.

Field Trips

We will be taking field trips periodically throughout the year. The trips will be planned and related to learning activities. You will be notified when the trips are scheduled. Parents are required to sign a permission slip, and pay any fees associated with trip for children to participate.

Medication

If your child is on medication and needs medication while at the schools, an office staff member will administer the medication prescribed by a Doctor, provided you have signed a permission clip for medication to be given to the child and it does not exceed the dosage amount prescribed.

Personal Information

The school does not distribute any home telephone numbers, addresses, and business telephone numbers or general information concerning parents to other parents or outside inquiries without the expressed permission of the parent concerned.

Leaving and Calling for a Child

A reliable person must bring and pick up the child. The person who brings the child must stay until the child is with a staff member at the school. Your child will be sent home only with authorized persons, unless you give us direct permission in person or by phone, giving us a code word that you will also give the person who will pick the child up. This designated person should present picture I.D. and be at least eighteen (18) years of age.

Rest Time

It is required by the Department of Social Services that the school schedules at least one to one and a half hours of rest time each day for infants through pre-school students. Each child needs a mat, one sheet, and a small blanket. Each child's belongings should be marked clearly with his/her name. Parents are required to bring lined to cover mats and crib sheets for cribs, weekly. Linen should be picked up each Friday for cleaning and returned on Monday. There will be a \$2.00 charge per day, if the school provides linen. Since no child will be allowed to sleep on a mat or crib without linen, you will automatically accept responsibility for this charge if you do not provide linen for your child.

After School Care

We provide after school care for students up to age twelve (12). The students receive a snack and help with homework. Their schedule is from 3:00 p.m. to 6:00 p.m., Monday through Friday. Pick-up services are provided from several District #17 Schools.

Parent Visitation in the Center

Parents are welcome to come and observe their children in the JMBC Christian and Academic School at any time during the School day.

We ask that you follow the procedures listed below:

1. Notify the receptionist of your plan to visit upon arrival.
2. Sign your name, etc in the visitor's log.
3. Wear the visitor's pass given to you by the receptionist.
4. Go to your child's classroom and observe through the window in the hallway. (We ask that you do not enter the classroom or engage the teacher in discussion at this time.) If you wish to speak with your child, ask the teacher to bring your child in the hallway.
5. Please limit your visit to **10 Minutes**.
6. If you would like to have a conference with the teacher, please allow the receptionist to help you plan one or two times that will be convenient for you as you will be notified of the meeting as soon as possible.
7. Please sign out at the end of your visit.

Withdrawal from Center

This center is a wonderful choice for your children; however, not every center is for every child. Listed are reasons a child may be asked to leave the center:

- Failure to pay fees in a timely manner
- Severe behavior problems
- Being disrespectful or discourteous to staff
- Habitual late pick-ups
- Failure to keep child's immunizations current

Food

Our menus are prepared in accordance with the child and adult Food Care Program and the U.S. Department of Agriculture. We serve breakfast, lunch, and afternoon snack. No food can be brought in. All foods posted on menu must be served to the children unless authorized by a Doctor.

Clothes

Washable everyday wear is recommended. Two complete changes of clothes should be kept at the JMBC Christian and Academic School or in your child's backpack in case of accidents. Please mark all belongings with your child's name to prevent loss and to insure speedy retrieval in case of misplaced items.

Records

It is required that the JMBC Christian and Academic School have on file for each child the following records:

1. Application for Enrollment
2. Immunizations
3. Medication Form
4. Eligibility Form
5. Disciplinary Form
6. Birth Certificate

Cancellation of Classes

In case of severe weather, snow storms, etc., the center may be closed. In this case, center closing will be aired on WLTX 19 TV Station.

Birthday Parties

You are more than welcome to have your child's birthday party at the center. All food items must be in its original wrapping. If you plan to have a party in your child's class, please give the office at least a week's notice.