

Josiah Christian School

Parent Handbook



Updated April 7, 2020

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Welcome to Josiah Christian School!

The information contained in this "parent handbook" will introduce you to the philosophy and organization of the center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

Accreditation

JCS is a Georgia State Licensed Program.

Mission Statement of Josiah

Christian School

The mission statement of JCS is to nurture the "whole child" in areas of physical, intellectual, emotional, social and Christian development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and lifelong learners.

Equal Opportunity Enrollment

All children, babies to kindergarten, are given equal opportunity for enrollment at JCS. We provide equal enrollment for children regardless of race, color, religion, sex, national origin or disability.

Director: Trina Pattullo

If Trina is not available, please see Kenya Brown or Myrna Irizarry.

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TIMES OF OPERATION

Operating hours are Monday through Friday from 6:30am until 6:00pm, January through December.

Enrollment Procedures

- Care provided for 6 weeks to school age
- Parents may secure application from JCS or through e-mail.
- The application must be returned prior to first day of attendance.
- Parents are required to submit a current immunization report by the first day of attendance.
- It is the responsibility of the parent to report to the school any change of address, telephone number, employment, emergency contact person and medical information.

Enrollment Process

At the time of registration, parents are required to pay a \$50 registration fee. This fee is nonrefundable.

Tuition

Each child's tuition is due on Monday, unless different arrangements have been made prior to child starting. If tuition is not paid on Monday, a \$25 late fee will be charged. Weekly tuition as follows:

Full time enrollment:

infants	-	\$125.00
1's	-	\$118.75
2's	-	\$112.50
3's	-	\$106.25

Tuition is the same every week. It does not change due to illness or vacation. If full tuition is not paid each month, the spot will become available for another child.

Attendance:

Attendance is kept individual for Pre-K and Kindergarten classes, required by State/County Board of Education. If child will be out, please notify Mrs. Trina by school phone or text. If a child needs an additional day, please notify office staff by school phone or text. She will in turn notify teachers.

Withdrawal Procedure

Please notify JCS two weeks prior to withdrawing your child. This will allow us time to fill spot. If a two week notice is not given, a two week fee will be charged.

Arrival/Departure Policy

Parents are responsible for signing children in and out daily. This procedure is extremely important for attendance records and safety measures in emergencies. The sign in sheet is posted on the front desk as you walk in.

All parents must walk in and sign children in upon arrival and out upon departure. Anyone that picks up a child must be on the "release to" list on child's JCS application. Anyone picking up a child must be prepared to show a Driver's License upon request of JCS staff.

Also, all children must be at JCS by 9:30 each day.

Security System

The doors to the center are kept locked at all times in order to limit access and keep children from exiting ahead of supervisors/parents. The front vestibule has a keypad that will, when a code is entered, release the magnetic lock on the inner door. When the light on the keypad is green, the door is

unlocked and you may enter or exit. When the light is red, the door is locked and your four-digit code must be entered.

When you enroll at JCS you will choose a four-digit combination followed by the star key. This is used for your independent entry and we ask that you do not share this entry code with others.

Communicating with Families

JCS uses many ways to keep parents knowledgeable about what is happening in your child's classroom or with the center.

Ways of communicating

- Behavior charts
- Newsletters
- Telephone calls
- E-mails
- Daily sheets
- Notes

Health Policies and Procedures

Sick Child Policy

If a child becomes sick at JCS, parents will be notified by phone call and expected to come for the child as soon as possible. They will not be able to return for 24 hours after symptoms have stopped. Such signs of illness include, but not limited to;

- Fever of 100 or above
- Vomiting
- Diarrhea
- Green, runny nose
- Persistent coughing
- Severe colds

If a child has these symptoms at home, please do not send child to school. They must also be symptom free for a minimum of 24 hours before returning.

Illnesses that must have a doctor's note to attend JCS are as follows:

- Pink eye
- Hand foot and mouth

- Ring worm
- Rashes
- Head lice
- Mouth sores (thrush)

Medicine Policy

In order for the staff to administer medication, it must be prescribed by a doctor. We will only administer medicine at 10am and 2pm during the day. Please help us by:

- See Mrs. Trina, Myrna, or Kenya for medicine form.
- Make sure all medication is in original container and the date, child's name, Doctor's name, prescription number, and dosage plainly stated on prescribed medications.
- If no form is filled out, no medication will be given.

First Aid procedures:

- Red Cross first aid and poison guidelines will be followed.
- Teachers are certified in First Aid and CPR infants and children annually.
- A first aid kit containing items meeting Georgia Child Care standards will be on JCS premises.
- Parents will be notified of accidents, and an injury record is kept.

Medical emergencies:

- Immediate first aid will be given.
- Ambulance will be called and paramedic recommendations will be followed.
- Parents will be notified as soon as possible.
- When parents are not available, emergency contacts will be notified.
- Parents are responsible for any expenses as a result of emergency room care, ambulance, etc.
- Hospital used for JCS is SGMC.

Communicable Disease prevention and reporting:

- Your child must be current with their immunizations.
- Your child must not attend if they have a communicable disease.
- Each child is observed daily for illness.
- Individual bedding, sleep equipment, sippy cups, etc., will be used to minimize the spread of infection.

Hand washing, diapering, sanitizing and laundering policies:

- Teachers will wash upon entering building at any time, before and after diapering, toileting, eating, cleaning, handling and preparing food, and handling contaminated materials.
- Diapers will be changed regularly and immediately after soiling. Bottoms will be cleaned thoroughly, and ointment/cream will be applied as needed.
- Infant Bedding and toys will be laundered once a week or as needed by staff.
- Bottles and nipples will be rinsed out with hot water.

Posted Notices

Parents may view our license, rules, evaluations, communicable diseases chart, emergency plans, and no liability insurance statement at any time by the signs posted near the front entrance.

Nutrition Policy: Meals and snacks

JCS does not provide meals. Parents must provide meals for their child/children. On party days, parents will be notified of what to send. Parents must adhere to USDA guidelines for meals.

Do not send any candy in lunches. It will not be given. Also, do not send in frozen meals or macaroni and cheese bowls that must be made.

Daily Rest Period:

Provisions will be made each day for each child to rest. This is a state requirement. A minimum of 1 and a half hours to 2 and a half hours rest time per day will be available for each child. Parent will provide covers and rest mat/cot.

Personal Belongings

- Toys and money should not be brought to JCS unless it is requested for a special occasion.
- Bottles and pacifiers are not allowed in preschool/school age teaching areas.
- All parents are asked to bring an extra set of seasonal clothing for your child to be left in cubby. When a child is potty training, several sets of clothing should be brought to school on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by both child & teacher.
- Please put your child's name on all of their belongings, including: clothing/pacifiers/bottles.

Visiting

We encourage parents and family members to come by JCS and visit. We feel it is important for parents to be a part of their child's life. We encourage an open door policy at all times.

If you would like to visit your child, we ask that you are sensitive to their daily schedule. Please do not visit during nap/quiet time.

Infant care

Infant care is provided at JCS and prior to the start date; our infant feeding plan must be filled out and returned. These can be obtained by e-mail or by stopping by the office.

Feeding Procedures

- All infants will be held for feeding until they are able to hold their own bottle
- All bottles must come already prepared. (Except for extra frozen breast milk)

Diapering Procedures

- Children will be diapered a minimum of every hour and a half
- Teachers must wash hands before and after diapering
- Changing tables must be sanitized after each use
- Children's hands must be washed/wiped after changing
- Diapers must be properly disposed of

Potty Training(must be discussed with Trina first)

- **Parents must begin potty training at home**
- **Children must be able to verbalize the need**
- JCS utilizes a smaller sized toilet, not potty chairs
- Staff and children will wash their hands after each use
- JCS and parents will work in conjunction to achieve complete toilet training

Supplies

****please label all items****

Infants

Diapers, bottles (which must be pre-prepared at home), food, juice, diaper meds, and two changes of clothes.

1's

Diapers, food, juice, milk, water, diaper meds, and a change of clothes.

2s:

Diapers, food, a cup with juice, milk, water (NO soda or tea), diaper meds, and a change of clothes.

3s:

Food, a cup with juice, milk, water (NO soda or tea), diaper meds, and a change of clothes.

4s & older:

Food, a cup with juice, milk, water (NO soda or tea), and a change of clothes.

Elementary:

Food (if they come for lunch), a cup with juice, milk, water (NO soda or tea), and a change of clothes.

Discipline and behavior management

The guidelines at JCS are to foster and teach children to be independent self-monitors of their behavior and walk in Christian love. This will be achieved through guidelines provided by the teachers. A method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

JCS teachers will provide Verbal Guidance by:

- Speaking kindly to children
- Providing positive verbal praise when interacting with children
- Giving clear instructions
- Avoiding making comparisons between children
- Giving positive directions and suggestions
- Modeling Christian values
- Promoting positive self-esteem

JCS teachers will provide Behavioral Guidance by:

- Supervising children for all activities

- Planning developmentally appropriate classroom activities
- Providing consistent discipline practices
- Be positive role models
- Give children choices
- Using "time out" immediately following physical aggression, hitting, kicking, biting or disrespect

Time Out/Opportunity Room

"Time Out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child exhibits inappropriate behavior. The "opportunity room" is a space located away from classroom activity but within the teacher's sight, often times in Director's office. This gives the child the "opportunity" to calm down and regroup, while allowing teacher to maintain class and continue activities.

Special Services

We welcome all Speech therapists, physical therapists, etc. to come during the day to work with children. If you think your child may have a special need, consult with the director who can assist and accompany you through the referral process.

Babysitting

We ask that parents contact Mrs. Trina prior to asking any JCS employees to babysit. JCS is not responsible for our employees away from the school, or outside working hours, and will not be liable for their acts or omissions when not on our property. You will be asked to sign an acknowledgement form/waiver. Staff will be required to sign acknowledgement form/waiver also.

Also, JCS staff may not transport children unless they are aftercare pick-ups from schools, or after the center has closed, not during any open hours. Parents or guardian must transport the child home.

JCS Biting Policy

Explanations, policies, and procedures regarding biting at JCS

Children biting other children is one of the most common and most difficult behaviors in group child care. It can occur without

warning, is difficult to defend against, and provokes strong emotional responses to the biter, the victim, the parents, and teachers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help to be aware biting is a potential problem, and to form a plan of action if it does occur.

JCS, after much research, has developed the following plan of action to be used if and when biting occurs in any of our classes.

Before biting occurs:

- Discuss the issue of biting with all parents at time of enrollment.
- Distribute written policy to all families.

When child is bitten:

For the biter:

- The biter is removed, using words like "no biting", avoid any response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
- The biter is not allowed to return to play and is talked to on a level that the child can understand. "No biting, it hurts."
- Redirect the child to other play.
- Write an accident report and notify the parents of the biter.

For the victim:

- Separate the victim from the biter.
- Comfort the child.
- Administer first aid
- Write an accident report and notify parents of the victim.

If biting continues:

- Teachers meet with director on a routine basis for advice, support and strategy planning,
- Chart every occurrence.

- Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- "Shadow" children who indicate a tendency to bite.
 - head off biting situations before they occur.
 - teach non-biting responses to situations and reinforce appropriate behavior.
 - adapt the class to better fit the individual child's needs.
- "shadow" the children who have a tendency to be bitten:
 - head off biting situations.
 - teach responses to potential biting situations: "no, no biting."
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow up meetings or telephone conversations as needed.
- Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
- Prepare the parents of the biting child for the possibility that the child may have to be removed from the school and help them to make contingency plans.
- If it is deemed in the best interest of the child, school, and other children from JCS enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

Reporting Child Abuse and Neglect

The State of Georgia requires that anyone working with or around children report any suspected Child Abuse or Neglect by law. We are state mandated reports.

Employees are required to take 4 hours of child abuse and neglect training a year.

Inclement Weather

During periods of inclement weather, JCS will open & close in accordance with the Lowndes County and Valdosta City School Systems. Notification will broadcast over the following radio station channels: 101.1, 99.5, 92.9, 95.3 and 95.7.

Tornado Procedure:

- Children will be lined in single file lines and encouraged and calmed.
- Head count will be taken of children.

- Teachers will walk children to hallway, and reminded to crouch on floor, cover their heads behind the neck with their hands.
- Ms. Myrna/Kenya will secure the sign-in/sign-out sheet to do a final count.
- Mrs. Trina will conduct an inspection of each room to make sure all children are accounted for, while Ms. Myrna/Kenya does final roll call by sign-in sheet.
- After warning/weather has passed, Mrs. Trina will inspect the facility to make sure all is clear and announce to the teachers that "It is safe to return to your rooms".
- Children will quietly be taken back to rooms and resume activities.

Fire Procedure:

- When fire alarm has been activated, children will be lined in a single file line, quieted and calmed, and led outside by way of exit plan posted in classrooms to the playground.
- Once outside, have children sit on grass and Ms. Myrna/Kenya will conduct a head count.
- Ms. Myrna/Kenya will secure sign-in sheet to conduct a final count.
- Mrs. Trina will conduct an inspection of each room to make sure that all children have been evacuated. During which time final roll call will be conducted to assure all children are accounted for.
- After Fire department has inspected the school or alarm shut off, Mrs. Trina will inspect school to make sure all is clear and announce to teachers that "It is safe to return to your rooms".
- Children will walk to rooms, calmly and quietly, and resume activities.

Field Trips

Information will be given out as needed.

Closings

Throughout the year, JCS will close for holidays and other special days as follows:

New Year's Eve and Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Eve and Day. Others days will be added as needed.

Staff

We feel it is important to have warm, loving, patient and Christian teachers on our staff. Each teacher is of the highest moral character. Our teachers are CPR & First Aid certified, and are required to take 16 additional hours of education courses each year due to our Quality Rated status. We have teachers with Masters, Bachelors, AA, CDA and current VSU/Wiregrass students.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Below, we have listed the required Georgia ratios and the ratio used by JCS:

Age	Ga. Ratios	JCS ratios
Infants	(1:6)	(1:4)
12 to 24 months	(1:8)	(1:6)
2 year old (1:10)	(1:10)	
3 year old (1:15)	(1:15)	
4 year old (1:18)*	(1:18)	
5 years old (1:20)*	(1:20)	

*more experienced teachers

Space and Equipment

To meet state requirements there must be 35 square feet per child indoor and 75 square feet per child outside. Outdoor play space must be fenced. Indoor and outdoor equipment must be clean, safe, well-maintained, and age-appropriate.

Curriculum

Activities must be planned and appropriate based on the ages of the children. There must be a balance of active and quiet activities.

The ABEKA curriculum, Open Court and Josiah curriculum is used with our school aged children, and the Josiah curriculum is used with preschool children. Both are Bible based academic curriculums. We incorporate many multicultural and faith based activities throughout the curriculum.

Photographs

We photograph children throughout the year to use on our website, flyers and pamphlets. Please let us know if you would prefer to not have your child photographed.

Other policies

- Smoking is never allowed in or on the JCS building and grounds.
- Parents may call to check up on their child at any time. If we are unavailable, your message will be returned within two hours. Please don't panic if the phone is not answered, it just means we are tending children.
- Blankets and other security items are welcome however; please do not encourage your child to bring toys that they are unwilling to share.