



JUMPSTART
ENRICHMENT FOR
TOMORROW'S
STUDENTS

**4301 Ave. U, Snyder, TX
(325)-574-8676**

MISSION STATEMENT of JETS

Creating leaders of tomorrow with children of today

Vision for Growth

"To maintain a center of excellence that so positively affects the lives of children and their families so that we can improve the future of our entire community."

EXECUTIVE DIRECTOR: SUSAN RIOS



JETS is a non-profit corporation that began as Snyder Child Day Care Center in 1971. The Head Start program was added to the agency in 1991, which serves children ages 3-5 Early Head Start was added in 2001, which serves children birth to age 3.

Our agency is governed by a Board of Directors made up of local citizens and parents who volunteer their time to oversee the delivery of high quality services to children and families. The Head Start and Early Head Start programs require a Policy council made up of parents and representatives from the community to share the responsibly with the board. Any parent/guardian interested in serving on either of these should speak to the Executive Director or Family Advocates.

We encourage all parents/guardians to participate in our program by volunteering in the classrooms, serving on committees, helping teachers with activities, giving ideas for classroom activities or many other ways of actively volunteering at the center.

A Bulletin Board is set up at our main entrance. The items made available include, but not limited to: Child-Care center's license, Most recent Licensing Inspection/Investigation Report, a list of current employees and regular substitutes, the Child Protective Services Number, Licensing notice Keeping Children Safe, emergency evacuation & relocation diagram, local licensing office telephone number, child-care center telephone number/name/address, and all other information we feel may be of interest of the parents/guardians, staff and visitors at the center.

In accordance with the federal law, JETS will not deny services or discriminate in any way against any person because of race, color, national origin, sex, age, religion, disability, or political beliefs.

- All custodial parents or guardians are welcome at the center at any time we are open, to observe your child, the center operation or program activities. We encourage all parent and guardians to participate in our program by volunteering. In addition, our operational policies may be reviewed at any time upon request made with your Family Advocate.
- If parents have any concerns or questions about the policies and procedures of our program, they may voice these questions or concerns at the Parent Committee that is held typically every month in the evening. These meetings are posted throughout the facility and on our Facebook page. In addition, an appointment can be made with the Receptionist to speak to the Executive Director.
- At the end of the handbook is an Appendix that contains community resources for parents or guardians if a need arises.
- In addition, contact information is listed in the Appendix for parents if they would like to contact child care licensing office, access the Texas Abuse and Neglect Hotline and the Department of Family and Protective Services website.

The following policies stated in this handbook have been approved by the Board of Directors and Policy Council.

Any changes or updates that need to be made will be presented to the Governing Bodies for approval. New policies will be given in writing to all parents/guardians and staff.

All parents will receive the parent handbook at enrollment.

JETS has 3 different programs; Child care, Head Start and Early Head Start. Child care program is designed for parents who are

working or attending school for a tuition fee. Head Start and Early Head Start are federally funded educational service programs that promotes school readiness.

Program Operation Information



CHILD CARE provides service for children Birth thru 5 years of age. JETS child care program hours of operation are 6:30 am to 6:00 pm, Monday thru Friday. Infants' birth to 17 months hours of operation are 7:00 am to 6:00 pm, Monday thru Friday. Your child's days and hours of attendance will be set at the time of enrollment based on your work or school schedule. Parents must provide and give updates when schedules change. JETS child care is open 12 months a year with closings for holidays and a few professional development training days for teaching staff. A calendar of the year is provided at enrollment so that parents are informed in advance of all the closings for the year.



HEAD START (HS) provides services for income eligible children ages 3 to 5. JETS Head Start program is open for 215 days, typically beginning late August thru July. Hours of operation are 8:00 am to 3:15 pm Monday thru Friday. Parents will be notified in advance of days in which the programs will be closed. A Calendar will be distributed at time of enrollment and annually to parents. Also, the current calendar will be posted in each classroom and near the main entrance.



EARLY HEAD START (EHS) provides services for income eligible children birth thru 36 months of age and expecting mothers. JETS Early Head Start program is open for 215 days each program year, typically beginning late August thru July. Hours of operation are 8:00 am to 4:00 pm, Monday thru Friday. Parents will be notified in advance of days in which the programs will be closed. A Calendar will be distributed at

time of enrollment and annually to parents. Also, the current calendar will be posted in each classroom and near the main entrance.

Prenatal Education & Support Services:

Providing care to the expectant mother and newborn. Prenatal services are provided to all ages of women who are income eligible. Newborn is guaranteed a place in the Early Head Start program.



Requirements

All of our programs require the following items for admission:

- Application
- Proof of Income
- Household Member Information
- Proof of Child’s Date of Birth
- Child’s Immunization Record
- Statement of Health from a health care provider
- Employment Information (if applicable)
- Work Schedule (JETS Child Care only)
- Other documents may be required to complete enrollment



Application Process

CHILD CARE applications are processed as a vacancy becomes available. If there are no vacancies at the time the application is processed, families will be put on the waitlist and when a child care slot becomes available, families will be contacted based on the chronological order of the waitlist. Children who are in foster care or have an active CPS case will become priority and arrive to the top of the list due to immediate social need.

HEAD START AND EARLY HEAD START are government funded programs that enroll qualifying children with the highest need which is determined with information that is gathered during the application process. If no slots are available families will be placed on the wait list. Applications are active for 4 months. After 4 months, families will have to reapply.



CHILD CARE parents or guardian pay a monthly tuition to secure their child’s spot in the child care program. The monthly tuition fee is not based on attendance. The tuition fee will be in accordance with the financial agreement that was signed at enrollment regardless of how many times your child is absent. Drop off and Pick up times are established by the parents work schedule at the time of enrollment. When a parent or guardian chooses to withdraw their child from Jets child care program, they must notify the office immediately because billing of the tuition fee will continue unless the Receptionist has been notified by the parent or guardian to end care. If your child will be absent, please call in no later than 9 am to let us know why and when they may be returning.

HEAD START AND EARLY HEAD START is required by the Head Start Performance Standards to keep individual records of each enrolled child’s attendance. Your child’s attendance is important to us. When you enroll your child, it is expected that they attend regularly and be dropped off and picked up at their program designated time.

Students who arrive after 8:15 am are tardy. **BE ON TIME**



If a student will be absent, parents or guardians need to call in between 7:30 am – 8:30 am and let us know why their child will be absent. If no contact has been made by the parent or guardian, then it is our policy to try to contact the family to check on the child’s well-being.

Each child's attendance record will be monitored beginning at the time of enrollment. This includes the child's attendance, tardiness and late pick-ups. Parents will sign attendance expectations agreement at time of enrollment. A child with excessive absences, tardiness or late pick up will be referred to their Family Advocate to set up a plan of action to help correct the issue and give support to the parents or guardians.

No Call, No Show

If a child has more than 10 consecutive unexplained absences, and no contact has been able to be made with the parent or guardians, then your child will be dropped from the program and you will have to re-apply.



Child Release and Security Code

At the time of enrollment the parent/guardian enrolling the child will complete a Classroom File providing the name and numbers of the people who the child can be released to. To add or remove anyone from the release list you must come into the office. Also, the parent or guardian will need to provide a security code to remember. If you call you will need to give your security code to verify your identity over the phone to make any changes to your child's release list or if someone will be picking up your child that is not on their release list. We ask that anyone who comes to pick up a child be prepared to present a picture ID at all times. Children may not be released to their siblings, unless the sibling is 16 years old or older and has a picture ID.

If you receive a phone call from the 574-8676 number it will show up as an extension number.



All children must be escorted to and from the classroom and signed in and out daily by an adult.

We accept responsibility for a child **ONLY** after the child has been delivered to a teacher or another staff member. We are not responsible for any child after he/she has been released to their parent or designated person. We ask that parents not take their child from the classroom and then allow them to wander the hallways or classrooms unattended.

For the protection of our infants and toddlers, older children are not allowed in the nursery or toddler rooms, they can only stand inside the classroom by the door.

Child Care Fees

CHILD CARE services program sets tuition at the time of enrollment and a financial agreement is established and signed. Fees are due according to the agreement and balances will not be carried over into the next month to continue services. Financial agreements must be adhered to in order to continue services. Failure to adhere to financial arrangement may result in discontinued care until brought current.

DISCIPLINE & GUIDANCE POLICY

DISCIPLINE *must be:*

- Individualized and consistent for each child
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control

Jets leadership and teaching staff are trained to use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction. We have adopted the Conscious Discipline curriculum to assist teaching staff in various strategies and teaching concepts. Some of the methods used are:

- Using praise and encouragements of good behavior.

- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior and using positive statements.
- Teaching children ways to control and cope with their emotions such as deep breathing by using STAR.
- Providing a safe place in every classroom that is designed with calming components to help the child with self-control.

Harsh, cruel, or unusual treatment of any child is against Jets Discipline Policy. Types of discipline and guidance **prohibited** are:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747 Subchapters 1

Termination of or Refusal to Provide Care

Before termination of care of any child, with the cooperation of the parents/guardian, referrals to the appropriate professionals will be made for assistance. Termination of care is always the last alternative. Unfortunately, there are times and situations that make providing services to children and families so difficult that it is in the best interest of the administration, staff, children, and families to refuse to enroll a child or to discontinue care. The decision to terminate care will be made if all efforts have been made by the agency to resolve the issue.

Grounds for discontinued services include but are not limited to:

- Children harming themselves or others.
- Children destroying property.

- Repeated disruptive behaviors.
- Parents or Family members threatening Employees.
- Parents or Family members threatening Children.
- Physical violence by Family members against anyone.
- Pending or threatened Legal Action.
- Violations of JETS policies.
- Non-payment of fees (child care program only)
- Fraudulent or misleading statements on applications or paperwork.
- Slanderous statements against the agency or staff.

The decision to refuse to provide services may be written or verbal and delivered by mail, personal contact, e-mail, or telephone to the parent or guardian.

If a parent or guardian feels that they were not treated fairly in this matter, they may appeal the decision to the Grievance Committee, of JETS Board of Directors. The request for hearing must be submitted in writing within five (5) business days of the Parental notification to the Chairperson of the Board of Directors or to the Executive Director. The Grievance Committee will schedule and hold the hearing within five (5) business days from the date of the request. The child or children may not be placed in or remain in care until the hearing is final. If the decision to refuse service or terminate care is overturned, the date for the child's or children's return will be set by the Grievance Committee. Child/children may not remain in care until hearing is final.

The decision of the Board is final and without appeal.

PARENT RIGHTS AND RESPONSIBILITIES

What are my Rights as a Parent?

1. *To be welcomed in the classroom.*
2. *To choose whether or not I participate without fear of endangering my child's right to be in the classroom.*
3. *To be informed regularly about my child's progress in the program.*
4. *To be always treated with respect and dignity.*
5. *To expect guidance for my child from the teachers and staff, which will help his/her total individual development.*
6. *To be able to learn about the operation of the program, including the budget and the level of education and experience required to fill various staff positions.*

7. To take part in planning and carrying out programs designed to increase my skill in areas of possible employment.
9. To be informed about all community resources concerned with health, education, and the improvement of family life.

What are My Responsibilities as a Parent?

1. Be Involved.
2. Have my child to class on time regularly and picked up on time-Good Attendance.
3. To accept The Program as an opportunity through which I can improve my life and my children's lives.
4. To take part in the classroom as an observer, a volunteer worker or a paid employee.
5. To provide parent leadership by taking part in elections, to explain the program to other parents and encourage their full participation.
6. To work with the teacher, staff, and other parents in a cooperative way.
7. To guide my children with firmness, which is both loving and protective.
8. To offer constructive criticism of the program, to defend it against unfair criticism and to share in evaluating it.
9. To take advantage of programs designed to increase my knowledge about child development and my skills in areas of possible employment.
10. To become involved in community programs which help to improve health, education, and recreation for all.





PARENT INVOLVMENT

- Volunteer in the classroom
- Prepare class activities at home
- Participate in the “Read with Me” Program
- Decorate classroom, doors and bulletins
- Help with Field Trips
- Center Activities (floats, holiday activities, etc.)
- Help with the up-keep of the facilities
- Help with lesson plans
- Serve as a Parent Representative
- Serve on the Policy Council
- Serve on the Board of Directors
- Attend Parent Trainings and Workshops
- Participate in the fatherhood program

Join Various Committees

*Policy Council/Parent Committee • Grievance Committee
School Readiness Committee • Finance Committee
Human Resources Committee • Health Advisory
Community Assessment/Self-Assessment Committee*

Volunteer Policies

The following guidelines have been established for people who want to volunteer for the protection and benefit of all the children.

- All children in this program are to be treated equally and with respect.
- The teacher has set up the classroom schedule, made lesson plans, and set behavior guidelines. All volunteers and visitors will respect these preparations and will assist in carrying them out. The Teaching staff are responsible to maintain discipline.
- If a parent signs up as a volunteer and travels with the group, they must stay with the group until they return to the center. A parent may take their own vehicle and join the group as long as they do not interfere with the planned program and agree to abide by these guidelines.
- All volunteers must follow the rules that staff follow, such as the following:
 - No outside food or drink.
 - No cell phone use while in the presence of the class.
 - No cursing or foul language.
 - Must dress appropriately to work with small children.
 - NO gossiping or causing problem with other staff or parents.
- Volunteers are asked to please keep their cell phones on vibrate or silent while in the building. No picture taking while volunteering is allowed.
- All volunteers must sign in on the sign-in sheet at the receptionist desk and on the volunteer sheet in the classroom.
- Regular volunteers must participate in an orientation, submit a background check and sign a confidentiality statement and adhere to it as well as the agency policies and procedures.
- Our program maintains a TOBACCO-FREE, DRUG-FREE, ALCOHOL-FREE environment for the children. No volunteer or visitor may use any form of TOBACCO, DRUGS, OR ALCOHOL anywhere on school grounds, whether at the center or on field trips.
- No firearms of any kind are permitted on center property. Having a permit does not exclude anyone from this policy of NO FIREARMS allowed.

Any volunteer or visitor who does not abide by the above guidelines will be asked to leave the center or fieldtrip immediately.

Bad Weather Days



WHEN THERE IS BAD WEATHER:

- Look on our Facebook Page JETS for updated status & Listen to KSNY RADIO (101.5 FM) for info when weather is bad.
- JETS typically follows the Snyder Public Schools bad weather policies.
- If the SISD will be closed, we will be closed.
- If school opens late then we will be open late.
- If weather turns bad during the day and school lets out early, we will post status on our Facebook page & contact KSNY RADIO (101.5 FM).
- We will also start calling parents to let them know that we will close early and telling them to pick up their child/children. Children should be picked up as soon as notified.

Health & Safety

Comprehensive health services are important for your child. Keeping well child physicals and dental exams current will ensure the well-being of your child.



- Immunizations are not only important but are required at enrollment by the State of Texas.
- TB questionnaire will be given at enrollment and if it is determined the child or family poses a risk of TB exposure, then a TB test will be required prior to enrollment.
- All JETS staff are required to receive a TB test at time of employment.

- A daily health check is done by the teacher on every child. The teacher will document the physical state of the child (runny nose, fever, cough, bumps, scrapes, or bruises, etc.) and the teacher may discuss these with you.

We use the classroom for teaching children safe habits. Our staff is trained and expected to check dangerous or unsafe environments daily.

Family style eating gives children the opportunity to learn healthy eating habits. Our menu has balanced and nutritious food and is approved by our registered dietician. Our agency participates and follows the guidelines set by the Child and Adult Care Food Program administrated by the USDA. Breakfast, lunch, and afternoon snack are served. Parents of infants in our child care program may choose to provide Infant Formula. JETS provides Parent's Choice formula. EHS provides all infant formulas for enrolled children.

Breastfeeding & Breastmilk

Mothers who are breastfeeding are welcome to feed their infant in their infant classroom at any time and provide breastmilk to be feed to their infant. We ask that they not fully expose themselves to the children.

No outside foods/drinks are allowed. All foods and drinks are provided by the center. Children with food allergies must have a doctor's note on file, signed & completed by their Doctor stating allergies and suitable substitutes.

Birthday/Holiday Parties

Food or candy of any kind cannot be brought into the Center and served to children for birthdays & holidays.

Parents are encouraged to discuss their child's upcoming birthday with their child's teacher about what they could do in advance to celebrate.

Vision and Hearing Screenings are performed by the agency based on the child's age. The results will be given to the parent after completing the screening. Health habits are established in the classroom with daily tooth brushing. An emphasis is placed on hand washing and other habits that help reduce the spread of illnesses.

Immunizations

All children enrolled must show proof of current immunizations. Children must remain current and notes will be sent to parents to remind them when their child's next immunizations are due.



Illness

Our policies and procedures are for the health and well-being of the children attending our center.

The decision to phone a parent and ask them to have their ill child removed from the classroom is based on both the needs of the ill child and the need to protect the other children in the

classroom from any exposure.

Parents will be phoned to pick up their child if:

- Child does not feel well enough to participate in the activities
- Fever of 100.0 or higher (100.0 oral or 99.1 axillary [under arm])
 - Child may return after being fever free for 24 hours without the aid of fever reducing medication or with a doctor's note
- Nausea, vomiting, or loose, watery stools (2 episodes within 3 hours)
 - Child may return when there is no nausea, vomiting, or diarrhea for 24 hours without the aid of medication or with a doctor's note
- Sore throat, severe cold, persistent cough, or earache
 - May return with a doctor's note or when child is better
- Red, inflamed eyes with any matter
 - May return when there is no redness or matter; or after starting prescribed medicine (bring medicine); or a doctor's note maybe required to return at the Centers discretion
- Lice- if live bugs are present
 - May not return until child has been treated with a pediculicide and hair re-checked by Health Office Staff.
- An unexplained rash accompanied with fever or irritation
- Any contagious disease (be sure to let us know!)
- If your child was excluded for reasons that required a doctor's care, please bring a note back from the doctor stating that your child is able to attend school upon return.

**For any other Communicable Diseases we will follow the most current State Recommended Guidelines for School Exclusion.*

Note: We will call 911 & the parent/guardian immediately if there is a life threatening emergency. Always keep your emergency contact information updated so we are able to contact you in a case of emergency or if your child is ill.

Accidents/Emergencies

- **Parent Notifications will be sent home via note by teacher within 48 hours for minor accidents. This may include scratches, bumps, scraped knee, falls, bites (that don't break the skin), etc.**
- **Parents will be telephoned immediately for emergencies only,**
 - **An incident is deemed an emergency by a staff member who determines that the child requires immediate medical attention.**
- **All staff on site is CPR/First Aid Certified and trained to react in case of emergencies.**

Safe Sleep for Infants (0-12 months)

Purpose

JETS strives to keep children safe during sleep times by providing safe sleep environments that are adequately lighted to visualize, monitor, observe, and supervise children during sleep times.

Policy

Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping.

JETS will promote safe sleep practices for all children. Infants (birth to 12 months) will sleep in a crib with a mattress which both will meet specific safety requirements per Child Care Minimum Standards. Each crib will have a fitted sheet on the mattress, be labeled with the

infant's name and have a sleep position sign posted that is visible. Infants will be placed to sleep on their back until they are able to roll from front to back and back to front with regularity. No blankets, bedding, toys will be placed in an infant's crib.

An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive. Exploring outside of the crib gives infants freedom of movement, which cannot be met in swings, infant carriers, strollers, or otherwise physically limiting equipment.

A swaddled infant cannot be laid down to rest in the crib, floor or in a restive device.

Infants are not allowed to sleep in any restrictive devices. Restrictive devices are defined as any equipment that places the body of a child in a position that may restrict airflow or cause strangulation; usually, the child is placed in a semi-seated position. Examples of restrictive devices are car seats, swings, bouncy seats, and high chairs. When an infant falls asleep in a restrictive device, the staff must remove them from the device as soon as possible and place them in their crib.

A Sleep Exception form is a signed statement from a health-care professional stating that a different sleeping position, for swaddling an infant for sleeping purposes, to sleep in a restive device or to sleep in a device other than a CPSC approved crib or any other alternative sleeping arrangements for the child that is medically necessary. *A parent may obtain and have a completed Sleep Exception Form.* Completed form must be reviewed by Executive Director or Health Office staff before implementation of alternative sleeping accommodations. When applicable, a copy of the Sleep Exception Form will be posted in the infant's classroom for easy review.

Children who are walking or are 12 months and older will be placed to sleep on a cot with a sheet. If a child has trouble sleeping, they may not

be forced to sleep or have their heads, faces or cribs covered with a blanket, bedding or clothing.

In addition, staff will ensure adequate lighting in a room in order to adequately visualize, monitor, observe, and supervise all children in the room. The room shall be lit by internal or external lighting that is sufficient enough to allow a person entering the room to be able to see without the person's eyes adjusting to darkness in an effort to see clearly.

Procedure

1) Infants must have a regularly scheduled nap-time that is supervised by caregiver trained in CPR. Infants who are 12 months or younger, or non-ambulatory must be in a crib specific and labeled for infant that has a well-fitted, firm mattress with no other objects in crib with infant. Cribs must be far enough apart to allow for caregivers to provide care when needed and allow for enough space to prevent another infant from reaching into another infant's crib. Infants must be placed on back to sleep to reduce risk for Sudden Infant Death Syndrome. If an infant turns over to stomach during sleeping, infant may remain in this position. No swaddling of an infant nor is covering infant's head allowed. Infants may not sleep in restrictive devices (including but not limited to bouncers, high chairs, exersaucers, etc.). If an infant is noted to be sleeping in these devices, the infant is to be placed in crib as soon as safely possible considering safety of other infant in caregivers care. An infant may not remain in crib longer that 30 minutes once awake. Educational and exploration must be provided to infant during awake times.

2) Infants who are 12 months or older (toddlers), and ambulatory, may be placed on a cot specific and labeled for toddler with sheet. Cots must be far enough apart to allow for caregivers to provide care when needed and allow for enough space to prevent another toddler from reaching onto another toddler's cot. Toddlers on cots may have a blanket. A toddler may not remain on cot longer that 30 minutes once awake. Educational and exploration must be provided to toddler during awake times.

3) Infants who are at risk for medical complications related to sleeping flat or on back, must have a completed and signed "Sleeping

Exception” Form that must be signed by a physician with indications for alternative sleeping arrangements. Completed form must be reviewed by Executive Director or Health Office staff before implementation of alternative sleeping accommodations. This includes sleeping in bouncers, on stomach, or other medically necessary accommodations indicated by physician.

4) Pre-school and school-age children are to nap on a cot specific and labeled for child with sheet. Cots must be far enough apart to allow for caregivers to provide care when needed and allow for enough space to prevent another child from reaching onto another child’s cot. Children on cots may have a blanket. A child does not have to sleep during nap-time, but must be provided with educational and exploration materials during awake times.

Learn the 6 Steps to Always Safe Sleep Baby BIRTH TO ONE YEAR



1 Sleep baby ALONE.

2 Sleep baby on his BACK.

3 Sleep baby in a CRIB. ALWAYS!

4 Put nothing in baby's sleep area.

5 Do not overdress baby.

6 Do not smoke anything around baby.

A **L** **O** **N** **E** **B** **A** **C** **K** **C** **R** **I** **B**
ALWAYS!

Lice Policy



To reduce the risk of exposure of children to lice infestation, hair will be inspected by teacher, as needed, to determine if live lice are present.

1. Each classroom teacher will be responsible for monitoring the hair of the children in the teacher's care. Hair will be inspected as needed by the teacher to determine live lice in the child's hair. The teacher will then notify Health Office Staff of findings and document findings in the child's daily health checks. When nits only are found, it will require parental notification via a note to that child's parent to allow the parent to "clean"

- the nits out of the child's hair and/or treat the child's hair if it is within the pediculicide treatment timeframe.
2. Confirmation will be performed by Health Office staff to determine evidence of live lice.
 3. Once confirmation is made, then a note will be sent to the parent and all the other children's parents in that classroom.
 4. Parents will be offered the opportunity to take their child home and treat the child with a pediculicide of parent's choice. If the parent is unable to perform the task at time of the call (for the first known episode only if within 3 months from last episode), staff can treat the child at JETS with parental consent.
 5. The child may not return to the classroom until the child has been treated with a pediculicide and hair re-checked by Health Office staff.
 6. Subsequent lice infestation of the same child, will result in hygiene counseling with the parent by Family Advocate staff and/or Health Office. Resource identification to assist with lice infestation prevention, home treatment, barriers to treatment, and JETS role in helping the family achieve successful lice extermination will be discussed. JETS staff will assist the family to make a plan that is individualized to their needs.
 7. Chronic lice infestation will be addressed on a case-by-case manner by leadership staff. If after the plan and interventions are implemented and the family fails to comply with the plans as evidenced by continued lice infestation, administration will review the findings that may result in removal from the JETS Program.

Medications

We are under strict guidelines when administering medicine at the center. It is always best if you can give your child his/her medicine. If needed, we can give medicine at the center.



Requirements for Distributing Medication

Purpose

Staff who dispense medicine must be properly trained and children need to receive their medication in a timely manner with proper documentation.

Policy

For the purpose of this policy/procedure

“medication” refers to any prescribed or over the counter medication excluding diaper cream.

JETS requires any medication to be administered at the center to have a current prescription label or doctor’s note for the intended child. For a medication to be “current” it must be within these guidelines:

For over the counter medications, they must not be expired per manufacturer’s expiration date; for prescription medications order for a short term period, the medication can only be administered during the time frame ordered by the doctor and for “as needed” medication, the medication must not be expired in order to be given. The parent/guardian **MUST** sign a medication consent form for staff to give medication at the center. The only exception for this is a verbal consent for a one-time, urgent or emergency medication.

If medication is ordered two times a day or less, it will be given at home. Any exception to this must be approved by the health office based on the medication and the need of the child. Medications will not be given more often or at different doses than ordered by a health care professional.

Procedure

1. All administrative and teaching staff will receive at least, annual training on medication administration.
2. All medication is to be kept in the classroom out of reach of children or in the health office if needed. It should be kept in a cabinet or closet where it can be up high and the door can lock or latch closed.
3. A medication consent form must be completely filled out and signed by the parent. Staff may assist in filling out form if necessary.

4. Staff will fill out the back of the form with date, time, dosage, any reactions/change in behavior, and staff signature upon giving medication.
5. Medication requiring refrigeration will be placed in the refrigerator in the classroom away from any food toward the back of the refrigerator away from the reach of the children. If the classroom has no refrigerator, the medication will be placed in the lock box in the refrigerator in the health office.
6. Medication dispenser: The medication spoon/dropper must be rinsed out immediately after use to prevent the medication from sticking to it. If the medication dispenser is provided by the center, it must be sent to the kitchen to be washed at the end of the day. If it was brought from home, it must be sent home each day.



If the child stays late and classes are combined, the medication may be locked in the lock box in the main office to be picked up if there is no safe place to keep it. If a medication requiring refrigeration needs to be locked in that box, an ice pack will be placed with it to keep it cold.

Water Activities

Our water activities include water sprinklers only; we do not use swimming pools.



Each classroom teacher will notify their parents of their scheduled water day. Parents will need to provide towel, swimming suit/shorts, and appropriate shoes for water play.

Active Supervision Policy

Active supervision requires focused attention and intentional observation of children at all times. All staff will position themselves so that they can observe all of the children: watching, counting, and listening at all times. They will also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.



The following strategies will allow children to explore their environments safely. Infants, toddlers, and preschoolers will be directly supervised at all times. This will include daily routines such as sleeping, eating, changing diapers or using the bathroom, transitions, and indoor and outdoor learning times. JETS will take advantage of using active supervision during all learning opportunities and never leave children unattended.

QTL staff will set up the environment so that they can supervise children at all times. When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children. Small spaces are kept clutter free and big spaces are set up so that children have clear play spaces that staff can observe.

Six strategies to keep children safe:

Scan and Count

Staff are always able to account for the children in their care. They continually scan the entire environment to know where everyone is and what they are doing. They count the children frequently. This is especially important during transitions, when children are moving from one location to another.

Position Staff

Staff will frequently practice zoning in all learning environments; inside and outside. Staff carefully plan where they will position themselves in the environment to prevent children from harm. They place themselves so that they can see and hear all of the children in their care. They make sure there are always clear paths to where children are playing, sleeping, and eating so that they can react quickly when necessary. Staff stay close to children who may need additional support. Their location helps them provide support, if necessary.



Setting up the Environment



Staff set up the environment so that they can supervise children at all times. When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children. Small spaces are kept clutter free and big spaces are set up so that children have clear play spaces that staff can observe.

Listen

Specific sounds or the absence of them may signify reason for concern. Staff who are listening closely to children immediately identify signs of potential danger. Programs that think systematically implement additional strategies to safeguard children. For example, bells added to doors help alert staff when a child leaves or enters the room.

Anticipate Children's Behavior

Staff use what they know about each child's individual interests and skills to predict what he/she will do. They create challenges that children are ready for and support them in succeeding. But they also recognize when children might wander, get upset, or take a dangerous risk. Information from the daily health check (e.g., illness, allergies, lack of sleep or food, etc.) informs staff's observations and helps them anticipate children's behavior. Staff who know what to expect are better able to protect children from harm.

Engage and Redirect

Staff use active supervision skills to know when to offer children support. Staff wait until children are unable to solve problems on their own to get involved. They may offer different levels of assistance or redirection depending on each individual child's needs.

Procedures of Accounting for Children When Entering and Leaving

Any Area:

- All children must be counted each time they leave the area and when they arrive to the next area. As one adult leads the transition out and counts, the other adult checks the area to make sure no children are left behind. Teachers will communicate to ensure all the children are accounted for.
- When arriving to a new area, both teachers will count to ensure all children are accounted for. Then, one teacher will scan the area to ensure that it is free of hazards, while the other teacher does a transition activity with the group of children. Before beginning activity, both teachers will count the children and communicate to ensure all of the children are accounted for.
- As children are gathered and preparing to leave an area, one adult must count the children, while the other adult scans the area to make sure no child is left behind. The first adult will count the children and lead the transition, while the second adult follows the group and also counts, the staff will communicate to ensure the children are all with them. As they arrive to the next area, the children will be counted again to ensure they are all still accounted for.
- Teaching staff will perform the steps above each time when entering and leaving an area.

Child Supervision & Child Monitoring Procedures

LOOK!

Child Supervision

- Teaching staff will supervise the children in their care at all times.
- Teaching staff will monitor the children in their care actions at all times.
- Teaching staff will use the child tracking log to ensure proper count of their children in their care throughout each day.
- Teaching staff will maintain ratio at all times.

Child Tracking Log

1. Each classroom will be provided a child tracking log.
2. Teaching staff will greet each child and family member upon arrival and ensure that the person has signed the child in on the log with a signature and time of arrival.

3. Teaching staff will use the child tracking log throughout the day to ensure proper count of children when leaving or entering an area and throughout the day.
4. When a need arises to remove a child from the classroom by other staff members or consultant, they must notify the teaching staff, sign the child out with the time, and when returning the child, sign the child back in with the time. Teaching staff will make sure the child has been sign in and out.
5. Teaching staff will ensure the child is signed out at departure.
6. If a family members fails to sign a child in or out, the teaching staff will correct the problem by signing the child in or out and reminding the family about the procedure when they see them next.
7. Teaching staff will use the form to assist them in recording child's attendance.
8. Teaching staff will be trained upon employment on the use of child tracking log and will receive additional training if a concern arises.

Child supervision monitoring

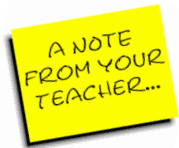
- Leadership staff will conduct monitoring each month to ensure the adherence to active supervision policy & procedures and the proper use of child tracking log.
- When completed, the monitoring results will be discussed in the weekly leadership staff meeting. If there is a concern, corrective action will occur.

Treasures & Possessions

Each classroom has an area set aside for each child's possessions, coats, extra clothes and art projects. Please talk to your child's teacher to find out where the designated area is. Parents should label all of their child's possessions such as jacket, coat, sweater, mittens, backpack, blanket, etc.... To prevent loss of children's items, staff will label them if the parent has not. We ask that the parent not allow their child to bring items that are not needed such as jewelry, hats, toys, sentimental items, etc....



Parental Notifications



JETS staff will engage parents and families in the education of their child. They will be encouraged to attend parent meetings and classroom activities, collaborate in developing age-appropriate goals for their child, and advocate for their child.

Policy

Teaching staff will recognize parents' roles as children's lifelong educators, and will encourage parents to engage in their child's education. They will regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior.

Teaching staff will:

1. Greet parents at drop-off and pick-up:
 - a. Using this as an opportunity to bond with them and their child
 - b. To share encouraging information about their child
 - c. To invite them to an upcoming event or parent meeting
2. Conduct two home visits and two center conferences per year:
 - a. Share information about the child's progress and needs
 - b. Develop goals for the child and the family
 - c. Give information and/or resources to improve family circumstances
 - d. Ask and answer any questions or concerns
 - e. Use this private time to have families fill out necessary forms
3. Input the visit or conference into Child+ within 24 hours:
 - a. Updating child and family goals
 - b. Sending information to the Family Advocate staff, when needed
 - c. Using child goals to inform the class lesson plan

4. Early Head Start teachers will complete a Daily Report for each child:
 - a. The report will contain times the child slept, times and amount of food consumed, times of diaper changes child's general mood for the day and a brief summary of the activities in which the child participated
 - b. This will be started by the first diaper change or breakfast every day
 - c. All information will be documented, as it occurs (diaper changes, meals, naps)
 - d. Daily Records will be sent home when the child is picked up.

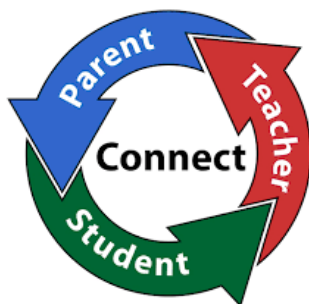
Minimum Standards says, "Communication between caregivers and parents is essential to both the safe and healthy operation of the center and to the parent's ability to assess the care their children are receiving."

Parent/Guardian Responsibilities:

- *Parents may bring a backpack for the child. Please label.*
- *Check Folder/Cubby Daily. All notes, papers, policy updates, etc. from the office or teacher will be placed in your child's folder/cubby.*
- *Pack extra clothes daily in case of accident.*
- *Check backpack for dirty clothes and take out any unnecessary items.*
- *Child Care-Keep diapers, pull-ups and formula in stock as needed. **NOTES WILL BE SENT HOME WHEN LOW***

IMPORTANT: *There are some things we feel strongly must remain at home.*

- **CANDY/GUM**
- **MONEY**
- **TOYS**



Transportation

We do not provide transportation services to families for the pickup and drop off of children.

However, transportation will only be provided to and from field trips; medical, dental exams, immunizations, or other appointments that are required for the program if needed.

Parents are advised at admission that JETS does not provide transportation due to costs. The Family Advocates will help get information for the families that need assistance with transportation.

The Executive Director and all staff who will be transporting children will obtain transportation safety training on an annual basis.

The buses operated by JETS will meet all requirements of the transportation regulations.



Procedures

Trainings

1. The Executive Director will obtain transportation safety training, annually.
2. Staff who will be transporting children will obtain transportation safety training, annually.
3. Staff who will be monitoring children during transportation excursions will attend safety training, annually.
4. JETS will contract with the local public safety and or law enforcement agencies to provide an annual Pedestrian Training for parents of all enrolled children of the center.
5. A bus evacuation training will be conducted with teaching staff each year prior to any field trips.

Transporting Children on Agency buses

1. The drivers and monitors on all agency vehicle transporting children will meet the requirements set forth in minimum and performance standards.
2. The bus driver or bus monitor will take a cell phone with them on transportation. This phone will be for emergency purposes only.
3. Drivers are not allowed to talk on the phone while operating the vehicle.
4. The number of the center will be posted on or by the telephone and 911 will be used in case of an emergency.
5. Each bus will be equipped with a charged fire extinguisher mounted by the driver's seat.
 - a. The Health staff will check the fire extinguisher monthly.
 - b. The fire extinguisher will be checked annually by the fire marshal.
 - c. A sign will be mounted indicating the location of the fire extinguisher.
 - d. Staff will be trained in the proper use of the fire extinguisher.
6. Each vehicle will be equipped with an approved first aid kit.
 - a. The first aid kit will be checked monthly to ensure all articles are in good condition.
 - b. When an item is used from the kit, it will be replaced immediately upon return to the center.
 - c. A sign will be mounted to indicate the location of the first aid kit.
7. All vehicles are equipped with seat belts to accommodate each child.
8. Five-point safety harnesses are available for the children 3-5 years of age.
9. The appropriate car seats are available for use for all children in case of transportation needed to appointments.
10. All riders will properly wear seat belts while vehicle is moving.
11. Each vehicle will be equipped with a seat belt cutter.
12. The cutter will be located inside the first aid box or the glove compartment for the protection of the children.



13. In case of accident the following will be done.
 - a. In case of accident the number one priority will be the safety of the children.
 - b. After the safety of the children is ensured, the proper law enforcement authorities will be notified.
 - c. If another vehicle is involved, the name of the driver and insurance company providing coverage will be obtained.
 - d. The Executive Director or the designee at the center will be notified.
 - e. If any child is injured, the parents will be notified immediately.
 - f. The agency insurance agent will be notified.
 - g. Parents of uninjured children will be notified of the accident and assured that their child is doing well, both physically and emotionally.
14. Bus monitors or teachers will have a daily roster of all children who are riding the bus. The list will be checked when children board the bus and when they leave the bus.
15. Bus monitors or teachers will recheck the list and search the bus when it returns to the center to ensure that all children have left the vehicle.
16. The active supervision policy and procedure and the child release policy must be adhered to when transporting children.
17. If the reason for transporting children is to take them to a field trip location, then field trip policy and procedures must be followed.
18. The buses will be equipped with safety restraint systems for each child.
19. The buses will be equipped with backup beepers.
20. Auxiliary seating is used.



FIELD TRIPS

JETS will adhere to field trip ratios when off campus. Field trips are a learning experience away from the agency. Staff will ensure that they continue to abide by all policies and procedures of the agency that must be followed while on field trips. All persons who are chaperoning the field trip must ensure the safety of children during the excursion. In addition, a Leadership team member will accompany the classroom(s) during field trips to ensure compliance of all regulations, policies and procedures.

Procedures

Definition of field trip: Any non-fenced in campus or off campus activity.

1. Consent for field trips will be obtained from parent or guardian at enrollment.
2. Field trips must be included in lesson plan, and the field trip request form must be completed and submitted to the QTL assign to the program.
3. After receiving field trip approval, the itinerary of field trip plan must be made available to QTL leadership for program area.
4. The bus driver and teaching staff will ensure the safety of all children at all times during field trips or excursions.
5. Parents will be notified about a field trip that their child will be on, indicating when and where the child will be going, and when the child is expected to return to the center. The notice will be posted at least 48 hours in advance of a field trip. The posted notice of the field trip will be in a prominent place where parents and others may view it. The notice will remain posted until all children on the field trip have returned to the center.
6. Teachers will carry each the children's classroom file forms that contain emergency medical consent and emergency contact information for each child on the field trip.



- a. In addition, for any child that has an allergy plan on file, teachers will have a copy of the allergy emergency plan with them.
7. Teachers will have a written list of all children on the field trip and will check the list frequently to account for the presence of all children.
8. First aid kits must accompany all excursions and will be readily available.
9. Each child will wear a shirt, nametag, or other identification listing the name of the center and the center's telephone number.
10. Each teacher must be easily identifiable by all children on the field trip by wearing a brightly-colored center tee-shirt.
11. Age and teaching staff ratios must be adhered to at all times. The table below states the child / staff ratio to adhere to while on field trips to a place that the public can freely go to such as the grocery store, park, zoo, etc.... because the children will be mixing with other non-agency children and adults. Adults (18 years and older) volunteers and non-teaching staff may be counted in the child staff ratio. The table explains the age of the child and the number of teaching staff for every number of children. For instance; if the child is between the ages of 0 – 23 months old, then you must have 1 teaching staff for every 1 child.

If the age of the youngest child in the group is...	Number of teaching staff or adults	Number of children
0 – 23 months	1	1
2 years	1	2
3 years	1	6
4 years	1	8
5 years	1	10
6 years and older	1	12

12. Emergency cellphone must accompany all off campus excursions.

13. A staff member with training in CPR and first aid with rescue breathing and choking will be present on the field trip.
14. An alternate plan of transportation at the location of the field trip in case of emergencies will be developed during the field trip planning process.
15. When children are on a walk or field trip in an enclosed, controlled area, on specially arranged trips for our classrooms to places such as the fire station, library, museum, a farm, etc... Regular child/teacher ration shall be maintained.
16. Children may not play on large park equipment due to equipment not complying with daycare regulation requirements.
17. Children may not pet or handle animals due to unknown vaccination history or aggression when on or off campus. Children may not pet or handle ducks or other birds due to salmonella risks. Tossing food to fowl is acceptable.
18. Children may not be barefoot on the grass while at the park. Children may not play in water when at the park.
19. Children must be fastened into buggy with straps when on buggy rides whether on or off campus.
20. Parents must drop their child off at the center to attend the field trip and cannot drop them off at the field trip location. If children who are returning to the center, they must ride on the center's mode of transposition. A parent may pick up their child at the field trip only if they provide a written statement stating that their child will not be returning to the center and will be riding with them. The statement needs to be dated and signed by the parent.
21. Parents or volunteers that are chaperoning the field trip must provide their own transportation to the location.





Procedures for use of Sunscreen

JETS children are at risk for over-exposure to sun, thus resulting in sunburn which can have long-term consequences and pain at time of skin injury. JETS strives to reduce risk for over-exposure to sun.

Procedure:

1. All children will receive sunscreen of at least 15 SPF application with parental consent when outside building with sun shining. Sunscreen shall be stored out of the reach of children, and available to caregiver when necessary, ideally in first-aid kit bag. Combination sunscreen and insect repellent shall not be used by SCS staff.
2. Sunscreen will be applied in form of lotion for children less than 24 months of age. Sunscreen may be either lotion or spray for children over 24 months of age. For children who utilize buggies, staff will ensure that the buggy shade is utilized during buggy rides when outdoors during sunny days.
3. Consent for sunscreen application will be obtained at enrollment and may be updated any time during the child's enrollment. Parent/guardian will indicate on consent whether parent/guardian shall provide sunscreen, or utilize facility provided sunscreen. Consent will be maintained in the health records of the child's file in ChildPlus.net as entered by Health Office staff for EHS/HS students. Child care files will be maintained by Health Office staff in the child's hard-copy file. Any changes to consent during the course of enrollment is the parent/guardian's responsibility to update with facility staff.
4. If the child is sensitive to facility provided sunscreen, it is the parent's responsibility to notify facility of sensitivity and provide a written note requesting alternative sunscreen with specifications of brand, ingredients, or other necessary information to ensure appropriate purchase for child. The alternative sunscreen will be labeled by teacher and made available only to the child that the alternate is indicated.
5. Sunscreen shall be applied as directed on sunscreen directions of container to sun exposed areas of all children while avoiding eyes, mouth, and hands. Staff will monitor for any skin irritation from sunscreen application. If skin irritation should develop, the parent is to be notified by staff. The parent will seek medical attention if indicated by symptoms. Alternative sunscreen shall be provided by parent or facility if indicated by medical professional directions after evaluation of reaction.
6. Documentation of all reactions to topical ointments will be maintained by Health Office and updated in allergy section of health record in ChildPlus.net for EHS/HS students. Daycare teachers will document any allergic reaction on the "Daily Health Checks" form. The class allergy list and class-file provided to teacher will be updated for any true allergic reactions by Health Office staff.



Procedures for Use of Insect Repellent

JETS children are at risk for insect bites while playing outdoors, thus resulting in minor wounds that may become infected from scratching and pain at time of skin injury. JETS strives to reduce risk

from potential insect bites.

Procedures

1. All children will receive insect repellent with parental consent when outside building during mosquito seasons. Insect repellent will contain less than 10% DEET or alternate insect repellent without DEET in the form of lotion or spray. Combination sunscreen and insect repellent shall not be used by SCS staff.
2. Children under the age of 2 months shall not receive insect repellent with DEET. Children under the age of 24 months shall receive lotion application. Children >24 months of age may have either lotion or spray insect repellent. Insect repellent shall be stored out of the reach of children, and available to caregiver when necessary ideally in first-aid kit bag.
3. Consent for insect repellent application will be obtained at enrollment, and may be updated at any time during enrollment period. Consent will be maintained in the health records of the child's file in ChildPlus.net as entered by Health Office staff for EHS/HS students. Daycare files will be maintained by Health Office staff in the child's hard-copy file. Parent/guardian will indicate on consent whether parent/guardian shall provide repellent, or utilize facility provided insect repellent. Any changes to consent during the course of enrollment is the parent/guardian's responsibility to update with facility staff.
4. If a child has a known sensitivity to an insect repellent brand, it is the caregiver's responsibility to notify facility staff in writing with alternate insect repellent brand or ingredients to ensure appropriate purchase for substitution. The child's name will be placed on the alternate insect repellent and made available for the child it is indicated.
5. Insect repellent shall be applied as directed on container label directions to child's clothing and exposed skin including face while shielding eyes and mouth from overspray. Insect repellent shall not be applied to hands of children under the age of 24 months. Staff will monitor for any skin irritation from insect repellent application. If skin irritation should develop, the parent is to be notified by staff. The parent will seek medical attention if indicated by symptoms. Alternative insect repellent shall be provided by parent or facility if indicated by medical professional directions after evaluation of reaction.
6. Documentation of all reactions to topical ointments will be maintained by Health Office and updated in allergy section of health record in ChildPlus.net for EHS/HS students. Daycare teachers will document any allergic reaction on the "Daily Health Checks" form. The class allergy list and class-file provided to teacher will be updated for any true allergic reactions by Health Office staff.

Emergency Preparedness



Policy and Procedures

JETS staff will follow all written procedures to the extent possible and the routes outlined on the emergency routes map to ensure timely and effective safety practices. In the event of a true emergency, the safety of all children and staff will be priority. Staff will work together to assure everyone's safety. Staff with no specific task at the time will help teaching staff to follow proper safety procedures and keep all the children safe. Designated staff will ensure any needed doors or gates are unlocked when needed. Back up staff will be assigned in the event of staff absences.

Procedures

For the purpose of these procedures and in the event of an actual emergency the term Executive Director will be the actual Executive Director or person in charge at the time of the emergency.

For any of the follow situations, kitchen staff should turn off all equipment prior to leaving kitchen area.

Should any of the following occur and are not just drills, Head Start Mental Health Consultant will be notified so that arrangements can be made for services needed for staff or families.

Staff will remain calm for all emergency situations and calm.



FIRE AND EVACUATION

Fire or Evacuation Drills:

Fire or evacuation drills will be conducted on a monthly basis.

Executive Director or designated staff will schedule and implement the drill. Executive Director will document the drill information. Each drill is to be conducted following the procedures as if it were an actual fire or evacuation. Staff should always be sure to have their vehicle keys with them in case a full evacuation is needed and should never stop or go back to a classroom or office for belongings. Teaching staff should, to

the extent possible, take their class list, and first aid kit including a flashlight with them.

Fire and Evacuation procedure:

- 1) Listen for alarm to sound.
- 2) Staff will stay calm and get children out of the building following designated route or alternate route as quickly and safely as possible. Alternate routes should be used only if primary route is unsafe or inaccessible due to fire location.
- 3) Be sure to feel of any doors/door knobs with the back of your hand prior to opening. If it is too hot to touch, DO NOT open it. Find an alternate exit.
- 4) Even if not designated as your alternate exit, if windows are large enough to get through, they may be used as an exit.
- 5) Classrooms with cribs should have two cribs designated as emergency evacuation cribs and keep them close to the door with a clear path to the exit. Infants should be loaded four to a crib and taken out the designated exit for their room. If no cribs are available, but buggies are available, staff will use buggies to get children to safety and carry additional children, if needed.
- 6) Children that walk should be kept close and led out the designated exit. Smaller children or those that may wander or stumble should be carried in order to move quickly get to the exit.



STAFF RESPONSIBILITIES

- 7) Norma G. or Vero. (Custodians) will be responsible for quickly unlocking the gate on the eastern side of the property. Norma will be the primary person and Vero will be the backup personnel should Norma not be available. All classrooms and staff exiting toward the eastern side of the property, should gather and meet in the parking lot on the east.
- 8) Christina (CFS) will be responsible for unlocking the gate on the west side of the property. If she is unavailable, Esmeralda (QTLA) will be responsible for it.



MUSTER AREA

9) **MUSTER AREAS**: Given that our agency occupies multiple buildings, each building must take caution when exiting and meet at the designated locations to ensure everyone has exited the buildings.

10) All classrooms/staff exiting toward the west will meet in the parking lot on the west side of the campus.

11) All classrooms/staff exiting toward the north, will meet in parking lot on the north side of the campus.

12) Donna (QTLA) is responsible for assuring Cafeteria and west wing section of the main building that is occupied by our agency is clear of staff, children, etc. In the event she is unavailable, Jennifer (QTLA) or other health office staff will secure that portion of the building prior to exiting.

13) Geneva (HR personnel in the main office) is responsible for assuring that the section of the north hall occupied by our agency is clear before exiting. If she is unavailable, the health office staff will assure the section is clear.

14) For portable building #1: Esmeralda (QTLA) will be responsible for assuring the building is clear. If she is unavailable, then CC (FA) will be responsible for assuring the building is clear.

15) For portable building #2: Debi (QTLS) will be responsible for assuring that the rooms are empty. If she is unavailable, Janell (FA) will be responsible for assuring the rooms are empty since they will be opening the gate next to the building.

17) For all cases, if both the primary and back up staff are absent, they will be responsible for appointing someone to perform their task in their absence.

18) Susan, or other designated personnel will be responsible for informing local emergency services in the event of a fire or evacuation. Donna (QTLA) will take visitor's log and release list book upon evacuation if at all possible. Other leadership staff with release list books will take theirs as well if they are able.

19) In the event of a real fire or evacuation, NO ONE is to re-enter the building until directed by emergency personnel. For a fire or evacuation drill, NO ONE is to re-enter the building until directed by a

member of the leadership team at the direction of the executive director.

20) If necessary, children will be transported via buses and vehicles to the alternate site and parents informed of their child's relocation.

21) The alternate site is Colonial Hill Baptist Church at 3506 El Paso. Contact Clay Giddens 817-304-5434

SEVERE WEATHERS



Tornado or Severe Weather Drills:

Tornado or severe weather drills will be conducted at least 2 times per year. All drills will be conducted as tornado unless otherwise instructed by leadership staff at the direction of the Executive Director due to tornados being the most likely 'severe weather' to occur. It is the responsibility of the Executive Director or other designated employee to schedule and implement drills. The Executive Director will document drill information. Each drill should be conducted as if it were actual event occurring.

Tornados may strike quickly with little or no warning. It is important that staff is always prepared. In the event that staff is outside, they should always have the keys to their building with them to quickly re-enter.

Severe weather or Tornado Watch only means that conditions are favorable for that weather and it MAY occur but is not yet occurring. Severe weather or Tornado Warning means that the weather is occurring or imminent.

1) If you are inside a building, STAY inside and move yourself and the children to the designated tornado zone for your area.

a. If needed and able, cribs may be used to transport infant classes.

2) Anyone outside must quickly and safely move inside. Use buggies or wagons if you have them. Proceed quickly and safely to the nearest tornado zone.

3) Staff in infant/toddler rooms with plastic play mats should use them to cover the children's head as much as possible to protect from falling debris. Children that are able should be taught to sit facing an internal wall, duck their head and cover it with their arms as much as possible. Staff should do the same as much as possible while simultaneously reassuring children. When at all possible, take blankets or floor mats to assist in covering the children's head from falling debris.

4) **For drills:** NO ONE should relocate back to classroom or resume regular activity until instructed by a member of the leadership team at the direction of the Executive Director. In the case of actual severe weather, NO ONE should leave the area unless directed by the Executive Director or emergency services.

5) In cases of severe weather other than tornados or severe weather watches in which conditions may be worsening, staff may be directed to move children into the main building for more safety. This will only be done if instructed by the Executive Director or person in charge.

DANGEROUS INTRUDER

Lock down procedures

1) In the event there is a dangerous intruder or threat of bodily harm toward staff or children and a lock down must take place, the Executive Director or other leadership staff member will announce "lock down, lock down, lock down" over the radio.

2) Stay calm.

3) Phone and radio silence should begin immediately. Designated personnel will alert emergency services.

4) Only speak on radio if absolutely necessary such as to inform everyone of position of the threatening person.

5) All staff should immediately lock the door of the room or office they are occupying and turn off the lights.

6) **For the classrooms:**

a. One teacher should lock the door and turn off the lights while the other is moving the children to their safe room or place in their



classroom. This could be a closet or bathroom that locks or an area to hide away from windows and doors.

b. Keep the children low to the floor and quiet as much as possible.

c. Staff should when at all possible grab anything that can be used as a weapon i.e. keys, brooms, blocks, etc.

d. Do not leave your area unless you know it is safe to do so.

7) When outside:

a. Staff should get themselves and children as far away from the threat as possible.

b. Duck down or lay down low.

c. Keep children low and quiet as much as possible.

8) The Executive Director or a familiar leadership staff member will come around with a police officer to inform you that it is safe.

a. For the purposes of the drill, the Executive Director will inform staff when the drill is over.

9) Staff will take direction from emergency service personnel for further action.

POWER FAILURE PROCEDURE

1) Turn on flashlight.

2) Stay calm.

3) If unexplained power outage or not related to fire or tornado, stay where you are.

4) If you are in a hallway, return to your room or get to a space that you can easily keep the kids together such as an empty room.

5) Keep children where you can see them in the space you are in.

6) Keep children calm and continue normal activities as much as possible to have small structured play while awaiting further instructions from Executive Director.



**KEEP
CALM
AND
FOLLOW EMERGENCY
PROCEDURES**

Preventing and responding to child abuse and neglect

ALL JETS staff are mandated reports and are required by the State of Texas law to report to CPS or law enforcement any instances of child abuse or neglect that are suspected.

- JETS staff will monitor all children for signs and symptoms of abuse, as well as, report suspected abuse/neglect to Department of Family and Protective Services and Snyder Police Department as deemed necessary whether suspected acts in question are occurring on or off campus by caregivers.
- JETS staff may not notify families when a report has been filed unless the CPS official or Law enforcement personnel deem it necessary to inform the parent.
- It is the policy of this agency that any staff member suspected or accused of any type of child abuse or neglect will be suspended immediately. After an investigation the Executive Director, with the aid of the administrative staff, will determine whether or not the suspension is to be with or without pay.
- Staff will receive Abuse/Neglect Reporting and Prevention training upon hire, during orientation, by the orientation presenting staff member, and then annually for all employees during training sessions. Documentation is in their personnel file.
- In addition, we will make efforts to coordinate with our community partners in advocacy strategies as well as offer resources for families, in need, to obtain assistance and intervention services.



Child Abuse and Neglect – Reporting

- Anyone can and should report suspected child abuse or neglect.
- Reporting the situation may protect a child and get additional help for the family.
- Most states have a toll-free number for reporting abuse.
 - Texas Hotline Number **1-800-252-5400**
- Childhelp National Child Abuse Hotline
 - **1-800-422-4453 (1-800-4-A-CHILD)**

Source: www.childhelp.gov
Copyright/Notice: The materials are copyrighted and trademarked™ as the property of The Curran Center for Family and Consumer Sciences, Texas Tech University.

Requirements Regarding Gang-Free Zones

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone? A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends? The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones? Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center? A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. For further information please contact your or your local licensing office.

JETS OFFICE STAFF

Executive Director	Susan Rios
HS Quality Teaching & Learning Specialist	Debi Brewer
Child Family Specialist	Christina Flores
Family Advocate	Janell Roden
Family Advocate	Celeta (CC) Garrison
Family Advocate	Tiffany Hebert
Quality Teaching & Learning Assistant	Donna Green
Quality Teaching & Learning Assistant	Jennifer Rodriguez
Quality Teaching & Learning Assistant	Esmeralda Maldonado
Fiscal Director	Kim Fritz
Human Resources Office Assistant	Geneva Loyola
Receptionist	Esperanza Perez

General Daily Schedule

8:00-8:30	Arrivals and Breakfast
8:30-11:00	Various Activity Time
11:00-12:00	Lunch in cafeteria
12:00-1:30	Nap Time
1:30-2:30	Various Activity Time
2:30-3:00	Snack
3:00-3:15	Various Activity Time & Departure

Early Head Start & Child Care Nap time 12- 2:30

Early Head Start Departure is at 4:00

Child Care departure time is determined at enrollment

- **Police: 573-2611**
- **EMS/Ambulance: 573-1911**
- **Hospital: 573-7470**
- **Fire: 573-3546**
- **Poison Control: 800-222-1222**
- **Sheriff: 573-0261**

APPENDIX

AREA SERVICES DIRECTORY SCURRY COUNTY & SURROUNDING AREAS

<u>Alcohol, Drug, and Abuse Hotlines</u>		
Alcohol Abuse 1 st Step to Recovery 24 hour help		1-888-418-0031
Alcohol AA Abuse 24 Hour Help		1-800-333-4313
Abuse National Hotline		1-800-799-7233
Cocaine Abuse 1 st Step to recovery 24 hour help		1-888-418-0031
Hendricks Medical Center in Abilene		1-325-691-2400
Family Crisis Center 24 hour help		1-800-834-0654
<u>Counseling</u>		
West Texas Centers for MHMR	909 25 th Street	573-4947
Marriage and Family Institutes in Abilene		1-325-674-3724
Catholic family Service in Lubbock		1-800-530-4704
<u>Health, Medical Care and Pregnancy</u>		
Cogdell Memorial Hospital in Snyder	1700 Cogdell Boulevard	573-6374
Scurry County Health Department	911 26 th Street	573-3508
Outreach Health Services	5305 Trinity Boulevard	573-0191
Cogdell Family Clinic	5009 College Ave	325-573-1300
Cogdell Hospital Home Health		573-6374
AIDS Hotline		1-800-273-2437
Erin Family Clinic in Lubbock (abortions)		1-806-792-6331
Rape Crisis Hotline		1-903-784-6842
Weight Watchers in Snyder	3506 El Paso	Colonial Hill Baptist Church = Thursdays @5:30
Tiger Health and Fitness Gym		573-3414
<u>Crisis Related/Income Assistance</u>		
Scurry County Welfare Department		573-2449
Texas Department of Human Services	3409 Snyder Shopping Center	573-1161
West Texas Opportunity	2605 Avenue M	573-3068
CHIPS		1-800-990-8247
Social Security Administration	2006 East FM 700 Big Springs	1-888-748-2018
Food Cupboard in Snyder	812 25 th Street	every Tuesday 8-12
Clothes Closet- 1 st Wed of month 6-7p.m.	1710 27 th Street	573-2631
Noah's Attic open Wed & Thur	1503 26 th	573-8870

Ministerial Alliance	(Emergency Assistance)	573-6915 or 573-541
Gateway Family Services	2707 25 th	573-4351
Texas Department of Protective and Regulatory Services	3409 Shopping Center	1-800-252-5400
Abilene Child Care Licensing Office	4601 South 1 st Suite F	1-325-795-5545
High Sky Children's Ranch		573-3997
<u>Education and Child Care for Children</u>		
Child Care Program Operations (CCS)		1-800-542-4045
Jumpstart Enrichment for Tomorrow's Students (JETS)	4301 Ave. U	325-574-8676
Little Lives Early Childhood Intervention (ELI)	Sweetwater	236-6821
Snyder I.S.D. Special Programs		573-6078
Scurry County Library	1916 23 rd Street	573-5572
Caterpillar Corner		573-0668
Baby Barn Nursery		436-0273
Kids Under Construction		573-2097
<u>Education, Employment, and Job Training for Adults</u>		
West Central Texas Workforce in Abilene		1-800-457-5600
Division of Rehab Services in Abilene		1-800-269-2657
Western Texas College	6200 College Avenue	573-8511
Scurry County Training Center	3100 ½ 37 th Place	573-5610
Snyder Workforce Center	1912 37 th Street	573-1739
<u>Scurry County, Snyder and Area Services</u>		
Scurry County Senior Citizens Center	2603 Avenue M	573-4035
Scurry County Adult and Juvenile Probation	2511 College Avenue	573-3703
Snyder Chamber of Commerce	2302 Avenue R	573-3558
City of Snyder Offices	1925 24 th Street	573-4960
Extension Agency	2605 Avenue M	573-5423
Texas Department of Public Safety	501 E. 37 th Street	573-5631
<u>Miscellaneous</u>		
Equal Housing Opportunity (HUD) Abilene		1-325-676-6384
Equal Housing Opportunity (HUD) Big Spring		1-432-263-4090
Spartan Transportation		1-800-462-8747
Attorney General Child Support		1-512-460-6000
In Harmony Community Club 602 30 th Street 1-325-232-0543	Main services: community garden, (health and well-being awareness), community flea market (crisis response, family services), community workshops and events (education, recreation and fundraising), community service projects (volunteer opportunities).	

Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

In Spanish the nondiscrimination and complaint-filing procedure is:

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA. Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

CONCERNS

Here at JETS, we believe in working with parents and staff to address any concerns a parent may have with the program.

Please follow these steps when voicing a concern:

- Write down the facts about the concern.
- Make an appointment to speak to the appropriate person.
- Speak in a calm and relaxed tone.

Child Concern

Communicate your concern in the following order:

Step 1 – Speak to the teacher when she is not busy supervising children.

Step 2 – Again, if you are not satisfied, speak to the Quality Teaching & Learning Specialist Debi Brewer.

Step 3 - Finally, you would speak to Susan Rios Executive Director of JETS.

Family Concern

Communicate your concern in the following order:

Step 1 – Speak to the teacher when she is not busy supervising children.

Step 2 – If you are not satisfied with the solution, speak to your designated Family Advocate.

Step 3 – Again, if you are not satisfied, speak to the Child Family Specialist Christina Flores.

Step 4 – Finally, you would speak to Susan Rios Executive Director of JETS.

Head Start

Teacher: _____

Early Head Start

Classroom: _____

Child Care

Family Advocate: _____

EHS & HS children are counted as TARDY if they arrive after 8:15am.

For EHS, HS, & Child Care, parents need to call by 8:30am if child/ren will be absent.

PARENT OR GUARDIAN ACKNOWLEDGEMENT

I, _____, acknowledge that I have received JETS parent handbook containing the following polices. In addition, I understand that it my reasonability to read the parent handbook.

- | | |
|--|---|
| <input type="checkbox"/> Welcome | <input type="checkbox"/> Vison & hearing |
| <input type="checkbox"/> Program Operating Information | <input type="checkbox"/> Illness |
| <input type="checkbox"/> Enrollment Requirements | <input type="checkbox"/> Safe sleep for 0 to 12 months |
| <input type="checkbox"/> Application Process | <input type="checkbox"/> Lice |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Medications |
| <input type="checkbox"/> No Call NO Show | <input type="checkbox"/> Requirements for distributing medication |
| <input type="checkbox"/> Child Release and security code | <input type="checkbox"/> Water activities |
| <input type="checkbox"/> Adults accompanying children to classroom and in center | <input type="checkbox"/> Active supervision |
| <input type="checkbox"/> Child care fees (child care parents only) | <input type="checkbox"/> Treasures and possessions |
| <input type="checkbox"/> Discipline & Guidance | <input type="checkbox"/> Parental notifications |
| <input type="checkbox"/> Termination or refusal of care | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Parents' rights & Responsibilities | <input type="checkbox"/> Filed trips |
| <input type="checkbox"/> Parent involvement | <input type="checkbox"/> Procedures for use of sunscreen |
| <input type="checkbox"/> Volunteer policies | <input type="checkbox"/> Procedures for use of insect repellent |
| <input type="checkbox"/> Bad weather | <input type="checkbox"/> Emergency preparedness |
| <input type="checkbox"/> Health & safety | <input type="checkbox"/> Preventing & responding to child abuse and neglect |
| <input type="checkbox"/> Breastfeeding | <input type="checkbox"/> Requirements for gang free zone |
| <input type="checkbox"/> No outside food | <input type="checkbox"/> Civil Rights Statement |
| <input type="checkbox"/> Parties | <input type="checkbox"/> Appendix |
| <input type="checkbox"/> Concerns | |

My signature verifies that I have read and received a copy of the JETS Parent handbook.

Parent or Guardian Signature

DATE _____

Staff reviewing handbook with parent

Signature

DATE _____

