Jitta Bug Learning Center LLC

Setting the First Steps to Success

Home of the Amazing Ladybugs

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www.jittabug.org

Family Handbook
2019-2020 School Year

Last Revised: August 21, 2019

WELCOME JITA BUGS!!!!!

Dear Family,

Jitta Bug Learning Center LLC is a family child care home. A family child care home is a home-based service in which child care is provided in a caregiver's home. Jitta Bug Learning Center is a licensed and insured school and is in accord with all county and state laws. Family child care is the most preferred type of care for young children, especially infants and toddlers. Jitta Bug Learning Center is part of several associations that keeps us updated in the law changes and requirements that Jitta Bug Learning Center LLC must met. Jitta Bug Learning Center LLC is a licensed 24/7 school, but our hours are based on enrollment and are adjusted to meet the staff and children's needs. Jitta Bug Learning Center offer services for children between the ages of 2 years old to 11 years old. Jitta Bug Learning Center LLC accepts governmental programs such as School Readiness, TAPP, and VPK. Jitta Bug Learning Center LLC has a **goal to offer educational and sensory stimulating activities that are developmentally appropriate and exciting**. Jitta Bug Learning Center LLC is a STEAM school which represents Science, Technology, Engineering, Art, and Mathematics. Jitta Bug Learning Center LLC has a **goal to uses this method to teach our students on and in a critical thinking level setting.** Jitta Bug Learning Center LLC is also the first Eco-School Green Flag Award School in Florida and the first preschool in the whole country. Jitta Bug has a **goal to teach our students how to love the earth how to help take care of it.** Jitta Bug also use recycled materials in the classroom as manipulatives or arts and crafts. Jitta Bug Learning Center LLC is a Common Sense Digital Citizenship: Certified School. Jitta Bug has a **goal to educate our students on how to use technology and the internet appropriately.** Jitta Bug uses a large assortment of technology tools and resources in the classroom to transform the learning process.

Thank you for choosing Jitta Bug Learning Center LLC. Jitta Bug looks forward to providing your child with a caring and enriching environment.

Sincerely,

Adrienne Jitta
Director/Owner
Jitta Bug Learning Center LLC

ABOUT JITTA BUG

Jitta Bug's Philosophy on Education

Jitta Bug Learning Center's philosophy on education is children deserves an education and are endowed this right at birth. The creation of an environment that promotes curiosity, creativity, and independence is the most vital thing for a child's success in school. Jitta Bug's program supports a developmentally appropriate curriculum, Gee Whiz Education, which helps enhance the social, emotional, physical, and cognitive development of each child. Jitta Bug teaches to the whole child and on a one-on-one level, allowing the students to take charge in the classroom and to have a role in their education. Jitta Bug believes that children learn best through hands on activities that supports our STEAM curriculum. Jitta Bug also believe with the constant change in society and technology our youth will benefits greatly from the usage of multimedia outlets and can explore using them.

Mission

Jitta Bug Learning Center LLC provide STEAM, hands-on, and open-ended activities and services to children of all walks of life while teaching with love and respect and to maintain our mission to reach out to help families in need

Vision Statement

Jitta Bug Learning Center LLC has a vision to be one of the top family child care homes in Florida, strive for accreditation, and grow into a bigger and permanent location.

Certification

Licensed with the Department of Children and Families
State of Florida Certified Voluntary Prekindergarten Provider
Early Care and Education Provider Approved
Eco-Schools USA Silver Award
Eco-Schools USA Green Flag Award
Certified Wildlife Habitat
Common Sense Digital Citizenship: Certified School
Quality Counts Participate

Definition of Family

In this handbook when Jitta Bug use the term family, Jitta Bug are referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in our care.

Hours of Operation

Morning Care

Monday 7:00 AM to 6:00 PM
Tuesday 7:00 AM to 6:00 PM
Wednesday 7:00 AM to 6:00 PM
Thursday 7:00 AM to 6:00 PM
Friday 7:00 AM to 6:00 PM

Evening Care

Monday 6:00 pm to 11:30 pm
Tuesday 6:00 pm to 11:30 pm
Wednesday 6:00 pm to 11:30 pm
Thursday 6:00 pm to 11:30 pm
Friday 6:00 pm to 11:30 pm

Weekend Care

Saturdays 9:00 am to 4:00 pm
Sundays CLOSED

Evening & Night Care

With advanced notice, Jitta Bug do provide evening care between the hours of 6:00 PM to 11:30 PM. Children in care during the night time follow a schedule designed to replicate activities typical of your child's routine at home. Jitta Bug has an evening and morning schedule of activities planned for the hours when children are awake. Children who attend partially through the evening hours have the opportunity to sleep as needed. Children are served the 3 evening meals if present at the meal times.

Weekend Care

Jitta Bug offers weekend care on Saturdays between that hours of 9:00 am to 4:00 pm. Children in care on Saturdays follow a schedule designed to extend the learning process in a more relaxing and active setting. Saturday care must be signed up for two weeks in advance. The school requires at least four students sign up for Saturday care to be available.

Holidays

Jitta Bug respects all religious beliefs. The school observes all major holidays and will be closed on those days. Jitta Bug also reserves the right to close three days for school preparation, as stated below, and also reserves five additional days for closure of the school for maintenance or exterminating circumstances and notice will be given at least a month in advanced:

Last Thursday before School Starts----------August
Last Friday before Schools Starts----------August
Labor Day----------September
Columbus Day----------October
Veteran's Day----------November
Thanksgiving Day----------November
Friday after Thanksgiving----------November
Christmas Eve----------December
Christmas Day----------December
New Year's Eve----------December
New Year's Day----------January
Martin Luther King Day----------January
President's Day----------February
Good Friday----------March
Memorial Day ----------May
Day of Graduation----------June
Independence Day+----------July

+If it falls on a Saturday Jitta Bug are closed the day before July 3rd.

Closing Due to Vacation

Jitta Bug will be closed two to three weeks out of the year for vacation time. One Week in June and two weeks in December. Tuition is due regardless of the opening and closing of the school, however, a promotional tuition rate will be presented if funds are available for these weeks for the parents. We use vacation weeks for professional development in June with the Florida Family Home Child Care Association and in December for family time and to recoup our bodies, minds, and souls so we can continue to provide quality care.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) prevent Jitta Bug from opening on time or at all, notification to the families will be announced on your local news or weather television or radio station. Jitta Bug also follow Miami Dade Public School Weather schedule and will follow if they close. If it becomes necessary to close early, Jitta Bug will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Admission Information

All admission and enrollment forms must be completed, and registration and supply fee paid prior to your child's first day of attendance. An enrollment fee of $150.00 along with the first week's tuition is due upon arrival for the first day of school. The enrollment fee is non-refundable. Based on the availability and openings, our program admits children from 2 to 11 years of age. Children are admitted without regard to race culture, sex, religion, national origin, or disability. Jitta Bug does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. Enrollment fees are due every November before the 22nd.

Enrollment Process

The enrollment process includes at least two face-to-face meetings. The first meeting is the Meet and Great. The family is given a tour and can interview the teacher to gain insight to see if we are a good fit. The families will then fill out our interview form and answer a few questions and leave three references and where possible the past schools the child attended. After this meeting the staff will contact the references and review the information a follow up meeting will be schedule and in this meeting the child will be required to attend a two hour play and learn session in which the child is included in the daily routine to see how they are with the new setting. During this meeting the parents and provider will review the Enrollment Application, Parent Handbook, Enrollment

Contract, Tuition Contract, and the parents will turn in the child's physical and immunization records. Please note that all medical records must be valid and up to date prior to the first day of enrollment. Part of the Enrollment Application is an About Me Form; on this form the parent will explain the child's background, family history, eating habits, and other important information about the child. The parent will be provided with a four-cycle menu, community resources, and will sign up for all (that apply) our Technology Connections such as the website, Class Dojo, Facebook, and YouTube.

Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in our program will be given priority.

Adjustment/Trial Period

Our program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new child care setting. Jitta Bug will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return. A two-week adjustment period begins at your child's first day in our care. During this time, the family can decide to terminate the signed contract without penalty. The school also reserves the right to terminate if Jitta Bug feels that we are not the best fit for your child and they are not adjusting to our program.

Inclusion

Jitta Bug believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. Jitta Bug will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless Jitta Bug receives your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children, families, and staff at our program are confidential.

Open Door Policy

Jitta Bug has an open door policy to our parents and families. We welcome you into the classroom anytime you wish. This applies to staying a few extra moments during drop off, visiting during lunch break, coming for an out of sight observation, or any visits that are not regular and do not last for more than 15 minutes. If you wish to attend field trips or volunteer we require a Level 2 FDLE/FBI Background Check completed through the Department of Children and Families.

Visitor Rules

All visitors are required to present their governmental issued identification upon entrance to the school. As a best practice, visitors should not be permitted unless it is a parent or approved guardian during the hours of 12:00 pm to 2:00 pm during the school year and 1:00 pm to 3:00 pm during the summer months because it is nap time and we do not allow visitors or tours during this time frame. All doors are remained locked until the identification of the visitor is verified through the peek hole in the door. All visitors are required to sign in and a copy of their driver's licenses will be kept on file. If you wish to volunteer a Volunteer Acknowledgment and Child Abuse and Neglect form must be filled out and a background check must be completed.

Background Check

To reduce the risk of hiring unsafe personal or volunteers we require a background check for anyone that wants to work, volunteer, or attend field trips at the school. To complete a background check you must first be registered with the school under the Clearing House website. An appointment is then set up with APEX and you must get a money order for $68.00 in the name of the APEX Fingerprinting. You then go their closet office and complete the background check. Results are uploaded on the school's portal. The FDLE and FBI background checks conducted by DCF are valid for five years.

Our Qualifications

Jitta Bug participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. Any Staff, Assistants, or Substitutes that are employed by Jitta Bug will have appropriate qualifications in the child care industry and will meet the state requirements.

Requirements for Family Child Care Home Operator

1. 30-hour Family Childcare Home Training
2. 5-hour Early Literacy& Language Development
3. 10 hours of Annual In-Service Learning
4. First Aid training
5. Infant and Child Cardiopulmonary Resuscitation
6. Passed FBI/FDLE Background Check
7. Passed Local Background Check

Requirement for Family Child Care Home Substitute

1. 6-hour Family Child Care Rules and Regulations
2. 10 hours of Annual In-Service Learning
3. First Aid training
4. Infant and Child Cardiopulmonary Resuscitation
5. Passed FBI/FDLE Background Check
6. Passed Local Background Check

Our Staff

CURRICULA & LEARNING

Learning Environment

Jitta Bug provides a rich learning environment with curricula that are developmentally appropriate to the specific ages of the children in our care. Jitta Bug has a flexible day routine that allows children to advance at their own pace. Jitta Bug strongly believes that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Outings & Field Trips

Weather permitting; Jitta Bug conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. From time to time, there will be supervised field trips, and Jitta Bug encourages you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children will be guarded in all activities. In the event that your child will not be attending the field trip or is too young to attend it will be the responsibility of the family to make other arrangements. In the event that the field trip is for the older students, the school will make arrangements for the younger group.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, Jitta Bug may record a television show with or without advertisements as a teaching aid. Television consumption will not be longer than an hour and a half and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Alternative activities are available for children during television time.

Electronic Media

Electronic Media is limited to 30 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violent and high-quality educational content. Alternative activities are available for children during this time. Electronic media includes tablets, computers, and DVDs.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment Jitta Bug inhabit. Jitta Bug utilize books, puppets, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it.

Celebrations

Our celebrations and holiday policy encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. To schedule a celebration at the school for your child's birthday or other reasons a request must be submitted to the director two weeks in advance. Birthday celebrations are done at snack time for morning care and evening care. Lunch celebrations are not allowed due to our participation in the USDA Food Program. Any items brought in must be store brought. No home-cooked foods will be allowed. **See Permission for Food-related Activities and Special Occasion food consumption.**

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. After lunch, all children less than 7 years of age participate in quiet rest time. Children are not required to sleep and may be given quiet activities. Nap time ranges from one to two hours. Toddlers are given an extra thirty minutes where it is needed. Each child must supply their own blanket and Jitta Bug will provide the crib fitted sheet and a pillow is optional. As of Monday, August 28, 2017, blankets will no longer be sent home but will be kept and washed at the school. The blanket will be returned once the child exits the program. **See Rest and Nap Time policy form.**

Diapering

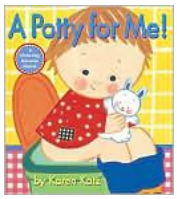
Diapering is done around the clock and is stated on the daily schedule in every class. After nap time the children are changed as soon as he or she awakens. Parents are responsible for providing the diapers, wipes, and all diapering materials that is necessary and all other diapering needs for their child. In the event that child does not have any of the above items, the school will momentarily provide these items to the child. A written notice will be given to the parent for the items that needs to be sent to school. Your child will be denied service if the items are not sent in. Please be advised by checking your child's cubby each day.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. Jitta Bug is committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

The toilet training process is:

1. Children will be introduced to the restroom
2. Children will take a mini-trip around the restroom
3. Children will be read: *"A Potty for Me!"* by Karen Katz on a daily bases.



4. Children will then be placed on the toilet several times throughout the day.
5. Children will be given homework and parents will be asked to follow the same procedures at home.

GUIDANCE

General Procedure

Thoughtful direction and planning ahead is used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. Jitta Bug encourages children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with respect and kindness. When a child becomes physically aggressive, Jitta Bug intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. Physical restraint is not used or permitted for discipline. There are rare instances when Jitta Bug need to ensure a child's safety or that of others and Jitta Bug may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Discipline Policy

Jitta Bug is required by the Department of Children and Families to provide parents with a written discipline policy. Jitta Bug must keep a signed copy on file which is provided in the Enrollment Agreement. Below you will find the steps Jitta Bug follow for behavior modification:

1st - Children will be corrected and asked to change their behavior.

2nd - Children will be re-directed from situation.

3rd - Children will be placed in "Time Out".

4th - Parents will be contacted if behavior is not corrected.

5th - Children shall not be subjected to discipline, which is severe, humiliating, or frightening.

6th - Discipline shall not be associated with food, rest, or toileting.

7th - Spanking or any other form of physical punishment is prohibited.

8th - Children may not be denied active play as a consequence of misbehavior.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. Jitta Bug will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always due Friday for the week to come no later than Monday Morning prior to any services rendered; **no deduction** for any absences, family or school vacations, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*. **All tuition payments must be made in the form of PayPal, Cash App, cashier's check, check or money order, or cash.**

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. The school closes at 6:00 pm. There will be a Grace Period of 1 minute. Late fee of $10.00 plus $1.50 per minute will be assessed beginning at 6:01 PM and is due upon arrival. A child **will not be** accepted the next day without the late fee being paid.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip. Field trip fees range from $20 to $40 for each trip. Some trips are on campus, off-campus, or virtual. Jitta Bug host free field trips to community resources such as the bank, library, and dentist office. The cost of a field trip includes the entrance to the location, bus seat, and lunch. Jitta Bug asks for parents to attend and help out on field trips. Jitta Bug hosts a field trip at least once a month during the school year and for our summer program once a week.

Late Payment Charges

Late payments can pose serious problems for our program. Therefore, Jitta Bug has put procedures in place to reduce their impact. If payment is not received on the day that it is due, a late fee of **$50.00** will be added for being late and then **$10.00 for each day** that it is late. If your account has not been paid in full within the third business day of the week, your child may be discharged from our program. If payment is more than 10 business days past due, Jitta Bug may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks will be charged a **$35.00** bounced check fee. Two or more returned checks will result in your account being placed on "cash only" status.

Additional Fees Credits

- **Vacation** - to retain your child's spot during your family vacation, tuition must be paid prior to your trip. These fees are non-refundable if you choose not to return. In the event of a school's vacation a promotional tuition rate will be offered; tuition is still due.
- **Withdrawals** - if a child is suddenly withdrawn from our program without a 2-week notice of withdrawal, a 2-week tuition fee may be applied. The last two weeks must be paid. If you terminate care on a Friday the tuition for the following two weeks will be due. Families who withdraw and later re-enroll will be not be charged a re-enrollment fee.

Our No Credits Rule

- **Credit will not be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of your child's doctor, the absence is considered excused.
- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are pre-considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if Jitta Bug do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.
- **Credit will not be given for Planned Closings** – Jitta Bug have pre-considered planned closings including holidays and program vacation weeks in determining tuition.
- **Credit will not be given for Un-planned Closings** – Jitta Bug have pre-considered unplanned closings due to inclement weather, contagious diseases, etc in determining tuition.
- **Credit will not be given for our absence** – there are no credits for days when Jitta Bug must close our program for personal reasons. There are 5 personal/sick days that are pre-considered in determining tuition and are no refundable.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent Jitta Bug asks that you give us a call at 786-274-2519 to let us know of the absence. Jitta Bug will be concerned about your child if Jitta Bug does not hear from you. Tuition and full payment is still required even in the event of an absences or missed days.

Withdrawals

A written notice, 2 weeks in advance, is required by the parent when a child is being withdrawn. Failure to notify will result in additional fees. Tuition for the two weeks are due. All balances must be paid prior to the student's last day. No medical papers, contacts, or tax letters will be given if there is a balance. If your child is on a governmental program, it in our contracts not to release a child's contract with a balance. If you terminate care on a Friday the tuition for the following two weeks will be due. Families who withdraw and later re-enroll will be not be charged a re-enrollment fee.

DROP-OFF AND PICK-UP

General Procedure

Jitta But open at 7:00 AM, and please do not drop-off your child any earlier than this time. Families are expected to accompany their children and sign them in. Jitta Bug close at 6:00 PM, please do not pick-up your child later than this time for there is a fee per minute if you do. Families are expected to enter our home and sign-out their child out, and leave by closing time. Jitta Bug does not accept children after 9:00 am under no circumstances. It is your responsibility to get your child to school on time before 9:00 am. If your child has an appointment Jitta Bug will not accept any child after 10:00 am with or without a doctor's note. On field trip days students might have to come in early to catch the bus for the trip. If you are not on campus by the time noted to you, your child will miss the bus and refunds are not available. During summer months, no child will be accepted after 10:00 am.

VPK Attendance Policy

VPK pays for the students to attend 9:00 am to 12:00 pm and JBLC gives each VPK student 7:00 am to 2:00 pm for free. Please see VPK Attendance and Tardiness Policy for complete guidelines.

Use of Cell Phones

Drop-off and pick-up are our primary windows of time to communicate with you about your child; In addition, children need your full attention at this time. Therefore, Jitta Bug respectfully request that you not use cell phones while dropping off or picking up your child.

Authorized & Unauthorized Pick-up

Your child will only be released to you or the persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If your child has not been picked up after closing and Jitta Bug have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Jitta Bug will stay with your child as long as possible, but if after 2 hours Jitta Bug has not been able to reach you or any person listed as an Emergency and Release Contact, Jitta Bug will call the local child protective services agency.

In the event you need to send someone that is not on the list an email must be sent to the school's email. In the email must be a picture of the driver's license of the person that is gaining authorization. In the body of the email you must state that you are the legal parent of and write the child's name, explain that you are giving authorization to and then put the person's name. It is vital that the email is sent at the beginning of the day. Once the parent comes to the school the person's name must be written in by the parent. The identification of the new person will be requested once they arrive and a copy will be made and both the person and the director will sign the copy and it will be placed in the child's folder.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. Jitta Bug is legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. Jitta Bug will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. In accord with the Department of Children and Families information the legal parent has the right to exclude the other parent if that parent is not on the contract or paperwork filled out during enrollment.

CHILD ABUSE

Suspected Child Abuse

Jitta Bug and its staff are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if Jitta Bug has reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. The program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Daily Health Checks and Child Abuse

This is to insure the child does not come in their prior unexplained bruises or marks of any kind. The child will be checked to ensure their diaper or pull up is dry, their face is clean, and their shoes are tied. In the event a child comes in with a bruise or mark an incident report will be written prior to the parent leaving. If the bruise or mark is discovered shortly after the parent leaves a picture will be taken to time stamp the discovery and the parent will be contacted. An incident report will then be written to include all times and events. In both cases the parent, provider, and all witness will sign, and a copy will be given to the parent and the original copy will be kept on file at the school.

Right to Refuse Child Release

Jitta Bug may refuse to release children if Jitta Bug has reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger your child. To protect your child, Jitta Bug may request that another adult listed as an Emergency and Release Contact pick-up your child or Jitta Bug may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from our program. Each family is required to sign our Policy on Parents Transporting Their Children form included in the Enrollment Agreement.

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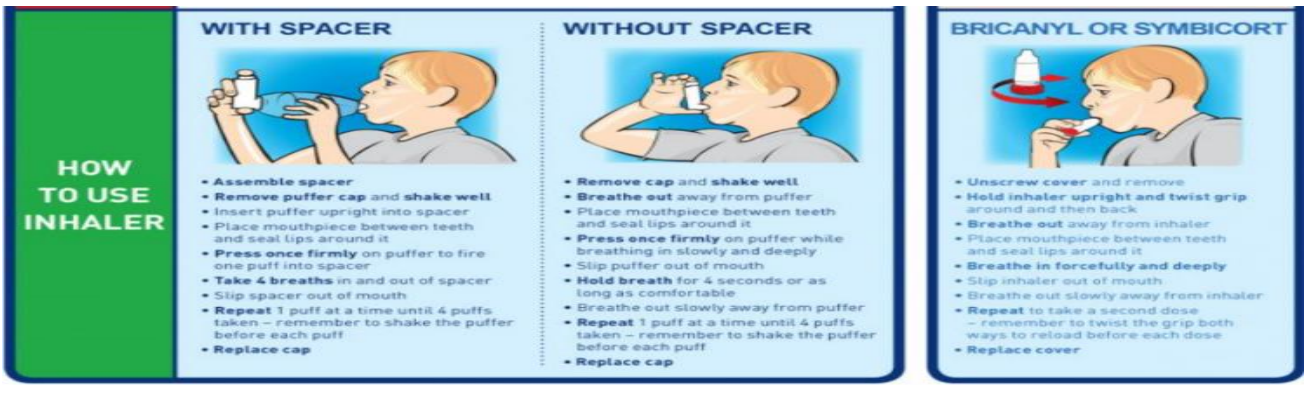
Standard Emergency Protocol

Jitta Bug has a process in place to help children who may have an asthma attack. We are all trained and certified in the Basic Asthma Training offered through the American Lung Association. We are aware of the signs of an asthma attack. We keep a keen eye out for symptoms that get worse quickly, have severe shortness of breath, can't speak comfortably or lips look blue, or get little or no relief from your reliever inhaler. An ambulance will be called immediately by dialing 000 and saying loudly and clearly Asthma Emergency. In the event of an asthma attack we will follow the following Standard Emergency Protocol:

1. Sit the person comfortably upright. (Making sure we are calm and will not leave the child alone.)
2. Give 4 puffs of a blue/grey reliever. Use of a spacer will be appropriate for this step. Give 1 puff at a time with 4 breathes after each puff.
3. Wait 4 minutes and if the student still cannot breathe then another 1:4 cycle will begin.
4. IF the person still cannot breathe normally then an ambulance will be called.
5. Until the ambulance arrive a 1:4 spacer will continue.



PERSONAL BELONGINGS

Supply List

Infants

- Blanket
- Diapers
- Wipes
- 5 Sets of Clothes
- 5 Bibs
- 1" 3 Ring Binder Hardback
- 1 pack of 5 dividers
- Composition book
- Pencil bag with
  - 3 Jumbo Pencils
  - Eraser
  - Crayons
  - Glue stick
  - Safety Scissors
- 5 pack of printing paper
- 5 Clorox Wipes Resealable Container
- 5 Lysol Sprays
- 5 Boxes of Kleenex

Toddlers

- Blanket
- Pull Ups with Detachable Sides
- Wipes
- 3 Sets of Clothes
- 1" 3 Ring Binder Hardback
- 1 pack of 5 dividers
- Composition book
- Pencil bag with
  - 3 Jumbo Pencils
  - Eraser
  - Crayons
  - Glue stick
  - Safety Scissors
- 5 pack of printing paper
- 5 Clorox Wipes Resealable Container
- 5 Lysol Sprays
- 5 Boxes of Kleenex

Preschool

- Blanket
- Diapers
- Wipes
- 2 Sets of Clothes
- 1" 3 Ring Binder Hardback
- 1 pack of 5 dividers
- Composition book
- 1 Spiral Notebook
- Pencil bag with
  - 3 Jumbo Pencils
  - Eraser
  - Crayons
  - Glue stick
  - Safety Scissors
- 5 pack of printing paper
- 5 Clorox Wipes Resealable Container
- 5 Lysol Sprays
- 5 Boxes of Kleenex

VPK

- Blanket
- Diapers
- Wipes
- 1 Sets of Clothes
- 1" 3 Ring Binder Hardback
- 1 pack of 5 dividers
- Composition book
- 1 Spiral Notebook
- Pencil bag with
  - 3 Jumbo Pencils
  - Eraser
  - Crayons
  - Glue stick
  - Safety Scissors
- 5 pack of printing paper
- 5 Clorox Wipes Resealable Container
- 5 Lysol Sprays
- 5 Boxes of Kleenex

Aftercare

- 1 pair of underwear and 1 sets of clothes in a zip lock bag in their book bag
- Wipes
- 1 Composition book (tutoring)
- 1 Spiral Notebook (Sign in)
- 5 pack of printing paper
- 5 Clorox Wipes Reseal-able Container
- 5 Lysol Sprays
- 5 boxes of Kleenex

NO BOOKBAGS WILL BE ALLOWED ON CAMPUS FOR NO REASON AT ALL!!!!!

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. Jitta Bug are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located near door to the school. Please note that Jitta Bug is not responsible for lost personal property. Jitta Bug requests that you do not allow your child to bring toys from home. Jitta Bug has Show-N-Tell each Thursday and the students can use this day to bring in a designated object to show their class on the appropriate day at the appropriate time.

NUTRITION

Foods Brought from Home

Jitta Bug are part of the USDA Food Program and they set the restriction and rules that Jitta Bug must follow. Outside food is prohibited and will not be accepted if brought in. No student will be allowed to eat outside food unless it is an approved celebration. Jitta Bug are required to follow meal patterns and must serve a certain amount of fruits and vegetables each week including one source of Vitamin C every day and at least twice a week serve a source of Vitamin A. Milk is served with each meal and juice can be substituted for lunch.

Food Allergies

If your child has a food allergy, you must notify me in writing so that Jitta Bug can make appropriate substitutions. You are required to have a doctor sign and fill out the Medical Statement for Children with Disabilities and Special Dietary Conditions. In which the doctor must put in writing a list of food that are to omitted from the child's diet, a list of substituted foods and a description of any textural modification that are required. Without this form signed and stamped by a doctor Jitta Bug will be unable to make the proper arrangements. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

Allergy Prevention

Families are expected to notify me regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letter detailing your child's symptoms, reactions, treatments and care. Please write all related information in the enrollment application.

Meal Time

The students are feed three times a day depending on the time the child is here: breakfast, morning snack, lunch, afternoon snack, dinner, and evening snack. These three meals are approved by the United States Department of Agriculture. Jitta Bug is part of the Child Care of Southwest Florida, INC food program and this organization monitors and inspects our food and meals and set the restricts Jitta Bug must follow. At meal time the table is set with disposable plates and plastic ware. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

School Year meal times are as follow:
Breakfast: 8:00 am to 8:30 am
Morning Snack: 10:00 am to 10:15 am
Lunch: 11:30 am to 12:00 pm
Afternoon Snack: 2:15 pm to 2:30 pm
Dinner: 5:30 pm to 6:00 pm
Evening Snack: 7:00 pm to 7:15 pm

Summer meal times are as follow:
Breakfast: 8:30 am to 9:00 am
Morning Snack: 10:30 am to 10:45 am
Lunch: 12:30 am to 1:00 pm
Afternoon Snack: 3:30 pm to 3:45 pm
Dinner: 5:30 pm to 6:00 pm
Evening Snack: 7:00 pm to 7:15 pm

Meal Components are as follows:

- Breakfast includes milk, vegetable or fruit, and a grain
- Morning Snack includes milk and a fruit, vegetable, or starch.
- Lunch includes a meat, vegetable, fruit, starch, and milk.
- Afternoon Snack includes milk and a fruit, vegetable, or starch.
- Dinner includes a meat, vegetable, fruit, starch, and milk.
- Afternoon Snack includes milk and a fruit, vegetable, or starch.

Special Diets: If a child has a particular dietary need or restriction it is mandatory that the parents present a medical document signed by the child's physician. The school holds the right to contact the doctor to confirm the issue. Depending on the case the parent might need to provide the child's meals. Menus are adjusted to meet allergies. Jitta Bug is trained in first-aid for choking and am always present at all meals.

HEALTH

Immunizations

Shot records must be submitted to the school when the child starts. The immunization record must be valid and current to be accepted. No child will be allowed to enroll without a current immunization record on file. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Jitta Bug Learning Center is not responsible for illness or diseases that an unimmunized child catches. In the event that an updated record is not supplied to the school before it expires, your child will not be allowed back on campus until a new immunization record is available.

Physicals

A copy of your child's physical should be received before your child start at Jitta Bug Learning Center. No child will be allowed to enroll without a current and valid physical. In the event that an updated record is not supplied to the school before it expires, your child will not be allowed back on campus until a new physical is available.

Illness

Jitta Bug understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to Jitta Bug Learning Center. Jitta Bug has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. If your child is not picked up at least 2 hours after you were contact, your child will be transported to the nearest hospital. This is not an all-inclusive list. Jitta Bug Learning Center will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than Jitta Bug can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Constantly Runny Nose or green mucus
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 48 hours.
- They have been treated with an antibiotic for 48 hours.
- Nose has cleared up and is no longer constantly running for 48 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
    - The child's physician signs a note stating that the child's condition is not contagious, and;
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Communicable Diseases

When a child in Jitta Bug Learning Center has a suspected reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Jitta Bug will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Heamophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Polioourelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or fieldtrip and is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our home is fully equipped with smoke detectors, carbon monoxide detectors, and fire extinguishers. Jitta Bug's fire evacuation plan is reviewed with the children on a monthly basis. By law, a fire drill is conducted once a month and log is maintained to document when it is completed. Shelter-in-place, lock down, and code red drills are also practiced on a monthly basis. The school has a primary, secondary, and tertiary route and the students are taught the meet up zone. Jitta Bug encourages parents to also set up an evacuation route and meet up zone with your family at home. This will help make them safer and ready for an emergency.

Emergency Equipment

Fire extinguishers are check each month and notation is made the inspection log. All fire extinguishers are retagged each year and recertified. The batteries in the smoke alarms are check monthly and changed every other month. Our playground and indoor space is checked for hazards and all dangerous materials are removed. This includes glass, liter, plastic bags, excessive leaves, broken toys, and any other material that can cause harm to a student.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

In Case of and Emergency

When it comes to the children and emergency pick up we give the parents 2 hours to pick their child from the time the call was made. If a parent is unable to make it to the school we will call 911 to send an ambulance to transport the child to the hospital of the parent choice or the closest hospital to the school. If the child has a fever of 101 or above 911 will be contacted. If the fever continues to rise the child will be transported immediately.

Injuries

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Our program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while Jitta Bug will try to contact you or an emergency contact.

Pets/Animals

Jitta Bug Learning Center does have 1 pets on the premises. Part of the requirements from the Department of Children and Families is to maintain the records and shot record for the pet in the school. Jitta Bug has a small Shiatsu breed. He stays in the main house at all times. The dog on Jitta Bug's premises is very friendly, barks a lot, deemed healthy by a veterinarian and is current on all immunizations.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, Jitta Bug expect the same from all families. Jitta Bug will not tolerate hostile or aggressive behavior. If this occurs, Jitta Bug reserve the right to ask you to control your behavior or to remove your child from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor program environment and vehicles used by our program are non-smoking areas at all times. The use of tobacco in any form is prohibited on our program's premises.

Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Medications

Jitta Bug Learning Center does not administrate medication of any kind. If you child needs medication please give it to them before coming or after you pick them up. We are an asthma friendly school and once we are certified we will allow asthma related medication only, however, we must secure the certification first.

Breastfeeding

Jitta Bug Learning Center is working on becoming a breastfeeding certified school. We have one location outside and one inside for breastfeeding mothers. We are open to coming in throughout the day to meet your child's needs. Please see Mrs. Adrienne Donaldson for more information.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 40°F degrees. Please note that outdoor play is a vital part of a child's exploration and learning process. Children enjoy playing outside and it helps extend the learning classroom. Jitta Bug's students will go outside if it is not raining and the temperature is comfortable enough to play and enjoy ourselves.

SAFETY

Home Safety

Jitta Bug Learning Center pride ourselves in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

- □ Working smoke detectors are on each floor and near cooking and sleeping areas.
- □ Working carbon monoxide detectors are near the sleeping area.
- □ Adequate ventilation throughout our home.
- □ No guns or firearms on premises.
- □ Fire extinguishers are maintained properly.
- □ Toys are age appropriate, in good repair and of a non-violent nature.
- □ Electrical outlets are covered.
- □ Pens, pencils and office supplies are out of reach.
- □ Knives and adult scissors are out of reach.
- □ Cleaners, chemicals, matches and fire starters are out of reach.
- □ The hot water heater is regulated at 120°F.
- □ Medications are out of reach.
- □ A well-stocked first aid kit is kept near and expiration dates are observed.
- □ Animals are child-friendly, properly immunized and in good health.
- □ Jitta Bug is certified in Infant & Child CPR and Pediatric First Aid.
- □ Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- □ Safe grassy areas to play.
- □ Yard is free of splinters and harmful objects.
- □ Safety approved play equipment and toys.
- □ Yard routinely treated to deter insects.
- □ Outside areas where children play is fenced and gate locked.
- □ Children do not play outside unsupervised.
- □ Ponds, wells, tool sheds and other hazards are fenced or closed off.

Jitta Bug Learning Center LLC is a no bead school for the safety of all our little ones including the babies that mouth and eat everything. Bead pose a potential chocking hazard.

Clothing

Jitta Bug Learning Center is a mandatory uniform school. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our yard is used as an extension of our program, and daily activities are conducted outside whenever weather permits. Uniforms can be brought through the school only. Your child will be given two weeks to obtain the uniform without penalty. After the second week your child will be accepted without uniform. Sandals and flip-flops are not appropriate for program play and make it difficult for your child to participate in some activities. No student will be allowed on campus with sandals or flip flops.

Uniforms are as follows:

Tops: Navy Blue, Red, Black, or Gray Polos for regular weekdays and Red T-Shirt for fitness day and field trips

Bottoms: Navy Blue, Black, or Khaki

Shoes: Black or Brown Charter Shoes with NO SHOELACE ONLY

Aftercare students will need a Red T-Shirt, Charter shoes, and appropriate bottoms for the days that there is no school and they report to Jitta Bug.

The following changes must be adhered to before September 5, 2016

Communication & Family Partnership

Website: Jitta Bug's website, www.jittabug.org, is the number one way for communication. Parents are required to register as a member before or during the enrollment process. Jitta Bug post our announcement, reminders, photos, videos, and homework on our website. Parents are able to send messages to the teachers directly from the website. Response to messages sent to our website is 2 to 24 hours depending on the importance and time of the message.

Class Dojo: Class Dojo is the second most vital form of communication that the staff at Jitta Bug uses. Class Dojo is a free application that can be downloaded on the any smart phone or accessed from an internet browser. Jitta Bug use Class Dojo to monitor children's behavioral patterns and keep record of homework, reading log, show-n-tell presentations, and project completions. Throughout the day the children can earn points for behaving and following directions. Jitta Bug also keeps track of disruptive or destructive behavior patterns. Parents are able to log on and see what kind of day their child had and send messages to the school. Response to messages sent through Class Dojo is 1 to 24 hours depending on the importance and time of the message.

Bulletin Boards: Jitta Bug have a Parent Board with program news, upcoming events, holiday closing dates, announcements, etc. it is your responsibility to look at the board on a daily bases to make sure you are aware of what is going on in the school.

Email: Jitta Bug encourages you to provide an email address that you use regularly so that Jitta Bug may send you announcements, event invitations, newsletters and general updates. Jitta Bug is a green school and striving to cut down on the amount of paper Jitta Bug uses.

Family Activities: Each family is a child's first teacher. Jitta Bug values families as partners in the growth and development of children in our care. Jitta Bug encourage parents and other family members to be involved in the program, visit your child(ren) in our classroom, participate in events, and provide feedback on the program. Jitta Bug encourages families to participate and support your child's learning goals.
Please see the list of Family Activities at the end of this booklet.
Other Forms of Communication:

- Phone Calls
- Text Messaging
- Facebook
- Pinterest
- Newsletter
- LinkedIn
- YouTube
- Face to Face Conversation

FAMILY ACTIVITIES

From time to time, Jitta Bug offer an opportunity for families to participate in the activities that help with growth and improvement of their child's education. Jitta Bug encourages families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

- Sport Events
- Family Fun Day

Program Activities: Enjoy and help your child's class with these special activities.

- Bring a Grandparent to School Day
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Bring Your Parent to School Day
- Family Teacher conferences

Family/Parent Workshops: Family workshops change as needed. Below is a list of workshops Jitta Bug may offer. Jitta Bug try to offer these in the early evening or on Saturdays. See the monthly calendar on the Bulletin Board for scheduled topics. Jitta Bug welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Getting Ready for Kindergarten
- Technology
- Value of Reading to Your Child
- Going Green

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to Jitta Bug prior to enrollment.

Jitta Bug may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures Jitta Bug have set up are for the safety and welfare of all children in our care. Jitta Bug looks forward to getting to know you and your family.

I, _____, am the parent/guardian of _____, have read, understand, and will comply with the rules and guidelines set out in this "Jitta Bug Learning Center LLC Family Handbook". It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not understand any policies, procedures or information contained in the **Family Handbook**.

_____ _____

Recipient Signature Date

_____ _____

Provider's Signature Date

Notes: