

# Jump! Operational Policies



## Hours of Operation

- Jump!-n-Learn
  - i. Hours: 9:00am – 1:00pm
  - ii. Days: Tuesdays and Thursdays
  - iii. Months: Academic Year : September – May
- Parent's Day Out
  - i. Hours: 9:00am – 1:00pm
  - ii. Days: Fridays
  - iii. Months: Academic Year : September – May
- School Closure Camps
  - i. Hours: 7:45am – 6:00pm
  - ii. Days: Austin Independent School District Closures during the School Year
  - iii. Months: Academic Year: September – May
- Summer Camps
  - i. Hours: 7:45am – 6:00pm
  - ii. Days: Monday – Friday
  - iii. Months: June – August

## Procedures for Release of Children

The only people authorized to drop off or pick up a child from Jump! are the child's parents or guardians. If you desire to designate another person to pick up or drop off your child, you must list that person on the child's Enrollment Agreement. If a change in plans does not allow you or a designated person to pick up your child, you must notify the office prior to pick up time. You must also provide the person's first and last name, phone number, and his or her relationship to the child (e.g., grandmother, friend of the family, etc.). This person must bring a valid driver's license or state-issued ID showing their full name and photo.

## Illness and Exclusion Criteria

Jump! follows DFPS recommendations and Texas Health Department Requirements in the case of illness.

A child may not attend Jump! or may be sent home if he or she:

- The illness prevents the child from participating comfortably in activities
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
  - i. Has an oral temperature of 101 degrees or higher, or an armpit temperature of 100 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness in the past 24 hours.
  - ii. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
  - iii. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- Has sore or discharging eyes, or yellow/green discharge from the nose or ears.
- Has urinary problems.
- Has head lice and/or nits.
- Has been diagnosed with a communicable disease, and the child does not have medical documentation confirming that the child is no longer contagious.

After your child's illness, he or she may return to school:

- Twenty-four hours after your child's temperature has returned to normal **WITHOUT THE USE OF MEDICATION**.
- Twenty-four hours after antibiotics have been started (including topical ointments).
- When the child has not had diarrhea and/or vomited for at least 24 hours.
- When the child's pediatrician provides a note that the child is well enough to return to school.

Out of concern for the health of all of our children and staff, Jump! unconditionally reserves the right to notify you should any of the above symptoms occur and ask that you pick up your child as soon as possible. We hope that parents and guardians appreciate our call if your child is exhibiting symptoms of illness. If a health-care professional has diagnosed a child with a communicable disease, not only will we notify the parents and guardians immediately, but we will also report it to the Texas Department of Family and Protective Services.

## Procedures for Dispensing Medications

Jump! does not administer medications to children. Any medication must be administered to the child by the parent or guardian before school, during lunch, or at other scheduled breaks. The only exceptions to the above policy will be in the event of a severe allergy or asthma attack. Under these circumstances, the staff of Jump! Gymnastics will only administer the following type of medication:

1. An inhaler used for severe asthma
2. An EpiPen for severe allergy (such as peanut)

If a child has one of the above-mentioned conditions, we require written instructions signed and dated by the parents on recognition of symptoms and administration of medication, a record of which will be kept on file. In the event of administration of the above-mentioned medication, parents will be notified immediately. Permission to administer medication must be updated in writing every year by the anniversary of the first authorization date.

## Procedures for Handling Medical Emergencies

- If the injury is or is thought to be life threatening, the office staff will be notified to call emergency medical services and after this procedure has been followed and emergency services have helped over the phone as much as possible, the office staff will begin attempting to get a hold of parents.
- If the injury is not or does not appear to be life threatening, the office staff will attempt to contact parents to discuss how they would like the situation handled.
- Meanwhile, the groups of children will be combined so that there is one staff member to care for the group of children and one staff member to care for the ill/injured child.
  - The staff member with the ill/injured child will give first aid or CPR treatment if necessary.
- Upon arrival of EMS or parents, care will be transferred to EMS or guardian on site.

## Procedures for Parental Notification

- Parents will be notified in person, by phone, in writing, and/or through the use of bulletin boards and parent notification boards:
  - If the child is injured and the injury requires medical attention.
  - If the child has a sign of symptom requiring exclusion from care
  - If the child has been involved in any situation that placed the child at risk;
  - If any situation renders the center unsafe;
  - If a less serious injury or incident takes place, the parents will be notified at the time of pick up;
  - If there are any changes to any policies or procedure
  - If there is a change in the staff working with your child on an everyday basis.
  - If there is an outbreak of any communicable disease.

## Discipline and Guidance Practices

- 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.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- i. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- ii. Reminding a child of behavior expectations daily by using clear, positive statements;
- iii. Redirecting behavior using positive statements; and
- iv. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- v. There must be no harsh, cruel, or unusual treatment of any child.
- The following types of discipline and guidance are prohibited:
  - i. Corporal punishment or threats of corporal punishment;
  - ii. Punishment associated with food, naps, or toilet training;
  - iii. Pinching, shaking, or biting a child;
  - iv. Hitting a child with a hand or instrument;
  - v. Putting anything in or on a child's mouth;
  - vi. Humiliating, ridiculing, rejecting, or yelling at a child;
  - vii. Subjecting a child to harsh, abusive, or profane language;
  - viii. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - ix. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If a child should develop chronic behavioral problems that cannot be resolved using the techniques set forth in our Discipline and Guidance Policy, if we are not meeting the child's needs, or if a child's placement is detrimental to the other children in school, we will schedule a parent conference with you to discuss our process for further conflict-resolution steps (e.g. additional parent conferences, third party professional observation and/or guidance, testing or assessment, temporary removal from school, or ultimately, permanent withdrawal from school). If your child is removed or withdrawn from school under these circumstances, no tuition refunds will be made.

## Food Policy

Due to the severe nature of peanut allergies, and the inherent risks to our student body, we have a peanut-free policy. **Please do not send peanuts or any food containing peanuts with your child to school, including snacks or lunches.**

Jump! wants your child to have a healthy body and a healthy mind, in order to develop both, parents and guardians are asked to send their children to school every day with a nutritiously packed lunch that will not spoil without refrigeration. Please do not send food in cans or frozen meals. Please note that we have a **"no sugar"** policy at Jump!.

## Transportation Policies

Roll sheets are prepared with all children in care listed prior to departure, then roll is checked after vehicle doors are locked. Vehicle is loaded and unloaded curbside in a protected area. Roll is checked again as children exit the vehicle. The inside of the vehicle is checked to make sure no one was left behind. Booster seats are used for all children meeting requirements. The departure and arrival times of the vehicle are overseen at the facility, as to be aware if there was an emergency of some kind because the vehicle did not arrive on time.

A copy of student emergency medical transport and treatment authorization forms for each child being transported is kept inside vehicle along parent and emergency contact information. A fire extinguisher and first aid kit is located inside the van. The driver carries a company cell phone in case of an emergency.

In case of an accident with children onboard, staff members will follow the following procedures:

1. First bring the vehicle to a stop, in the safest possible location, then turn off the ignition, remove the keys and set the park brake.
2. Check for any injuries to passengers
3. If passengers are injured, follow first aid procedures and summon assistance
4. Be alert regarding fire or the possibility of fire: Look for smoke or hot tires which may catch fire
5. Use warning devices such as emergency flashers and reflective triangles.
6. Keep all passengers in vehicle unless conditions warrant the possibility of fire, hazardous material spill or other danger that may warrant evacuation.
7. If evacuation is necessary, evacuate out doors away from traffic and move evacuated students to the nearest safe location at least 100 feet from the bus.
  - a. The driver will call **911** for situations requiring emergency services or ambulance, fire and police.
  - b. The driver will call the facility for backup and arrange student transportation to the facility with the exact location, including the nearest intersecting road or familiar landmark, the condition creating the emergency, the type of assistance called or needed. (police, fire, ambulance), notification if the bus is being evacuated.
8. Protect the passengers and the vehicle from further accidents and injuries.
9. When police, fire or emergency personnel arrive, they are in command of the scene. The driver and monitor will focus control over the pupil passengers.

## Field Trips

Parents will be emailed a Field Trip Notice, which will also be posted in the front office area, **48 hours** in advance of a field trip. The physical posting will be displayed in a prominent place where parents and others may view it. The notice will stay posted until children have returned from field trip. The parent of each child going on the trip will be notified of when and where the children will be going, and the estimated time of departure from and arrival at Jump! Gymnastics.

Teacher/ Student Ratios for Field Trips

Age	Teacher	# of Children
3	1	6
4	1	8
5	1	10
6+	1	12

1. Each child must have a signed permission slip from a parent or guardian to go on a field trip, including permission to transport the child.
2. At least one teacher will carry Emergency Medical Consent Forms and Emergency Contact Information on each child.
3. 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.
4. Teachers will have a first aid kit immediately available on field trips.
5. Each child must wear a shirt, nametag, or other identification listing the Jump! Gymnastics company name and the telephone number.

6. Each teacher will be easily identifiable to all children on the field trip by wearing a Jump! staff t-shirt.
7. Each teacher supervising a field trip will have transportation available, a communication device such as a cell phone or two-way radio, or an alternate plan for transportation at the field trip location in case of an emergency.
8. All teachers present on the trip will be trained in CPR and First Aid, including rescue breathing and choking.

## Water Activities

During water activities, a minimum of two life-saving devices will be immediately available. Teachers will be stationed around the water play area in order to see the entire water play area. Children will only swim in pools where the bottom of the pool is visible at all times, and will not swim in lakes, ponds, rivers, or any other body of water than a swimming or wading pool. A certified lifeguard will be on duty for any activities involving more than 2 feet of water.

Teacher/ Student Ratios for Water Activities

Age	Teacher	# of Children
3	1	6
4	1	8
5	1	10
6+	1	12

## Parent/Teacher Communication Procedures

Parents are encouraged to approach the teacher with any questions or concerns. Parents are welcome to make an appointment with the teacher to review and discuss their child's progress or facility policies and procedures. If the director is available, you can attempt to speak with him/her any time you are in the facility. To schedule an appointment for a specific date and time, please contact the facility at (512-593-6226).

## Visitation and Observation

Jump! has an "open door policy". Parents are welcome to visit and observe our group at any times. Observers are expected to respect the children and their schedule by not interrupting in their activities and lessons. If it is seen that the presence of any guest is causing a disruption to the class, you may be asked to leave.

## Breastfeeding

Parents have the right to breastfeed or provide breast milk for their child while in care. If you need more comfortable accommodations than are available, let us know.

- **Parental Involvement:** We encourage parental involvement. If we are looking for volunteers for any special events, parents will receive a form to sign up to partake in that particular event. If a parent wishes to be involved in any other day-to-day activities, please see the director.
- **Minimum Standards:** You have the right to review a copy of the Minimum Standards for Licensing Child-Care Centers and the most recent inspection report. A copy of the Minimum



Standards is located in the office and the licensing report is posted on the administrative board.

## Our Designation as a Gang-Free Zone

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute requires that we distribute information about gang-free zones to our families.

### **WHAT ARE GANG-FREE ZONES AND WHAT IS THEIR PURPOSE?**

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. A gang-free zone is a designated area around a specific location (in our case, Athena Montessori Academy) where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of our school. Engaging in gang-related criminal activity or organized criminal activity within 1000 feet of our school is a violation of this law and is therefore subject to increased penalty under state law. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## Emergency Preparedness Plan

### 1. Evacuation & Essential Documents

- a. If the facility needs to be evacuated and the children only need to be relocated less than .2 miles from the facility the following procedures will be followed:
  1. Classroom: Children in the classroom will be lined up with the teacher at the back entrance. This teacher must take the classroom cell phone and student information book with him/her. A head count will be taken, then children moved outside and taken through the backside of the parking lot to the alley next to the St. Louis School track. Roll will be taken upon arrival.
  2. Gymnasium: Children in the gymnasium will be lined up at the coach's room door. A head count will be taken, then children moved outside and taken through the backside of the parking lot to the alley next to the St. Louis School track. Roll will be taken upon arrival.
  3. Lobby: Children in the lobby will line up at the lobby door. A head count will be taken, then children moved outside and taken through the backside of the parking lot to the alley next to the St. Louis School track. Roll will be taken upon arrival.
  4. Office Staff: The office staff will scan the facility and check for any remaining children, if time, make sure that the classroom teacher took the emergency phone and student and staff records.
- b. If the facility needs to be evacuated more than 5 miles away and there limited time to evacuate:
- c. Procedures A1 – A 4 will be followed and in addition the office staff will take the keys and the 15 passenger van with him/her to transport the children to: Walnut Creek Metropolitan Park at 12138 N Lamar Blvd, Austin, TX. Phone: 512-974-6700. If the facility needs to be evacuated more than 5 miles away and we have at least 10 minutes and there are more than 12 children in care the following procedures will be followed:
  1. Classroom teacher will get emergency phone and student/staff information book.
  2. All children will gather their belongings and line up at the front door for roll check
  3. Staff will all gather their belongings, car keys and cell phones.
  4. Office staff will get keys to 15 passenger van.

5. Children will load up in van and employee vehicles
6. All children and staff will meet at Walnut Creek Metropolitan Park at 12138 N Lamar Blvd, Austin, TX. Phone: 512-974-6700.

## 2. Communication

- a. The classroom teacher will be in possession of our emergency phone and student/staff records book. As soon as it is safe, we will use this book, which also has all phone numbers of local authorities, to call emergency services or local authorities if necessary and then begin contacting parents.

## Abuse and Neglect Procedures

Jump! employees receive annual training in the recognition of and response to the abuse and neglect of children. This training includes methods for recognizing warning signs that a child may be a victim of abuse, techniques for the prevention of abuse and neglect, and methods for reporting to the Texas Department of Family and Protective Services. Parents wishing to learn more about the prevention and intervention of child abuse and neglect may visit [www.helpandhope.org](http://www.helpandhope.org) for more information. Instances of suspected abuse and neglect are encouraged by parents, and required by licensed childcare providers, to be reported to DFPS via the Texas Abuse/ Neglect Hotline at 1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org).



# Acknowledgment Form

By my signature below, I acknowledge that I have been provided with a Jump! Gymnastics Parent Policy Handbook, dated November 2014, that I have discussed its contents with the Director, and she has answered or addressed any questions and/or concerns that I have. I understand that if any policies in this handbook are changed or updated, I will receive written notification of those changes prior to their effective date.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Child Attending