

YHWH-Academy  
Parent HANDBOOK



Reggie & Dannielle D. Jétton

Founders

This handbook is intended to familiarize our parents with current YHWH-Academy's policy, practices and standards. An electronic version (PDF) of the handbook is available at Jétton Learning Group (JLG) portal and online at our website. YHWH-Academy reserves the right to revise its policies, practices and standards deemed appropriate by the Director. Parents will be notified of updates to the Parents handbook as they occur.

Hi friends, it's YHWH Academy!

How do you pronounce our name? We are so glad you asked 😊. Our name is pronounced YAH-WEH.

Why is our name spelled with only consonants? Great question 😊!

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In the Bible there is a chapter called Genesis, this chapter explains how God created everything. Also, in this chapter God told one of his followers, Moses to call him by HIS name, "YHWH". You guessed it—consonants only.

HINT: (The vowels were added years later) Friends, we are so excited 😊 to see all that God has planned for YHWH Academy! Read our Vision and Mission Statements below.

**Vision Statement**

YHWH Academy is changing the face of early childhood education by setting the standard for our early learners to see God in their everyday lives through simple concepts.

**Mission Statement**

At YHWH Academy, our mission consists of providing a warm and nurturing environment where children feel safe. Our unique Academy offers various activities that are specifically designed to encourage each child's growth. Through cooperative play and creative activities, kids reach their social, emotional and physical milestones naturally and with ease.

**ADMINISTRATION**

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**HOURS OF OPERATION:**

YHWH-Academy (YHWH-A) is open Monday through Friday from 7:00am to 5:30pm. The Academy is closed with holidays aligned with the Isle of Wight public school calendar. Our calendar is available on our JLG portal and our website.

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## YHWH-A GENERAL ACADEMY INFORMATION

### YHWH-A RATIOS

At YHWH-A, we always maintain the following staff-to-child ratios in our classrooms:

Age of Children	Minimum Ratio of Staff to Children
6 weeks to 15 months	1 staff for every 4 children
16 months to 23 months	1 staff for every 5 children
2 years to 4 years	1 staff for every 8 children
5 years to 9 years	1 staff for every 16 children
10 years and over	1 staff for every 16 children

### YHWH-A LICENSING

YHWH-A is a public program licensed by the Virginia Department of Education (DOE). A copy of the licensed certificate statement is available for review in the facility and the office. The items contained within the VA DOE state statute apply 8VAC20-800-70, please visit the website at [www.childcareva.com](http://www.childcareva.com)

### YHWH-A CONFIDENTIALITY

Confidentiality is a top priority for YHWH-A. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

### YHWH-A NON-DISCRIMINATORY/AMERICAN DISABILITY ACT

YHWH-A admits students of any race, color, national origin and ethnic origin to all the rights, privileged, programs and activities generally accorded and made available to the students at our Academy. YHWH-A does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies and admissions policies.

We will provide Students with disabilities an equal opportunity to participate in YHWH-A's programs and services unless their presence will pose a direct threat to the health and safety of others and it if requires a fundamental alteration to our program.

### YHWH-A ACADEMY ORIENTATION

#### New Family Orientation

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Virtual tour - This virtual tour experience is a great time for parents to see our entire campus, see how our centers are set up inside the classroom, get a glimpse of our daily routine with their child watching alongside. There is a fee of \$15.99 for this 30 min virtual tour payable at the time of booking.

Academy Campus Tour - is held by appointment only, usually outside of normal school hours. Parents along with their child will have an opportunity to receive a guided tour of the campus, step into our classroom, participate in a classroom activity with their child. There is a \$25.99 fee for this tour payable at the time of booking. *If a client contract is entered following the Academy Campus tour, the \$25.99 fee will be applied towards the registration fee.*

Experience YHWH Academy - is a 1-on-1 hour appointment with the Director. This is your opportunity to have your question/concerns answered during your review of the YHWH-A Parent Handbook and prior to signing the YHWA Client Contract. There is a \$35.99 fee for this tour payable at the time of booking. *If a client contract is entered following the Experience YHWH Academy appointment, the \$35.99 fee will be applied towards the registration fee.*

#### YHWH-ACADEMY APP

For children enrolled inYHWH-A, we have partnered with Hi Mama as our Academy app. This app is a real-time two-way communication tool to enhance our parent partnerships where we will provide information about diapering, toileting, meals, naps, and daily activities. You won't miss a moment of their development. The app allows you and those you choose to receive photos, communicate questions to staff, see our lesson plans, menus and your child's developmental path according to Virginia State standards.

#### YHWH-A FEES AND BILLING

##### Financial Agreement, Tuition and Fees

Upon enrollment and any changes to tuition, families are provided a Client Contract. This contract should be carefully reviewed, checked for errors.

##### Monthly Automatic Payments

Each month's tuition payment is due on or by the first day of the month. For example, we will bill October's tuition on September 1<sup>st</sup> the date tuition is due. If the invoice is not paid in full for that month, your student/s will not be able to come to school on the first of the month until the account is brought current. Auto draft will be done on the first of each month in advance; October's auto draft will be on September 1<sup>st</sup>. You will pay the first month of tuition upon signing the client contract.

- Weekly tuition payments may be accepted on a case-by-case basis and subject to an additional \$10 service fee.

- I agree to pay tuition using the credit card I have placed on file at the time of enrollment, by completing the Credit Card Authorization Form. All families are required to register and pay tuition using Hi Mama Academy app. Alternative payment options may be available upon arrangements with the Director for a fee.

#### Multiple Child Discount

Families with two or more children enrolled full-time at YHWH-A are eligible for a 5% discount to be applied to the youngest child's monthly tuition fee.

Registration Fee: \$100/student or \$80/per student multiple child discount due at enrollment. The registration fee is an administrative cost for enrollment, creation of student's portfolio, student quarterly assessment materials, and parent subscription in Hi Mama Academy app. The registration fee is paid at the time of enrollment and secures enrollment for the student listed on the contract for the current academic year. Veterans/Military Families with proof of eligibility will receive a 5% discount.

COVID-19 Protocol Fee: Our staff goes to extensive efforts to prepare for virtual, and Academy campus tours outside of normal business hours. It is a high priority to ensure the safety of our teachers, students and their families and prospective families. This fee is incorporated with our tours to ensure our campus is cleaned according to our COVID-19 Protocols in place before and after the tour. If you arrive more than 15 minutes late for your appointment to tour our campus, your appointment will be canceled, and the fee is non-refundable.

Curriculum Fee: \$200/student is due at the time of enrollment. The curriculum fee is for all students and includes textbook/workbook fees, creative art/music project supplies, STEM kits, as well as teaching materials, and Academy incidentals for the current academic year. Our curriculum is aligned with the Virginia State kindergarten early learning standards. This is a non-refundable fee.

Liability Insurance Fee: We carry professional business liability insurance, and this \$32.00 fee will be assessed to you twice a year (Oct/Mar) for the cost of the insurance. This will be added to monthly tuition invoices.

Late Pick Up Fee: \$25.00 for one minute-\$1.00 every additional minute thereafter. I agree to pay a per family Late Pick Up Fee: A \$10 fee shall be charged at 5:31pm for each Student remaining at the Academy past 5:30pm. Time of parent sign out via Hi Mama system is the determination of time. After the first 5 minutes families will be charged at \$1/minute. Payment will be paid at time of pick up the day the Late Pickup occurs. YHWH-A will then have the option to refuse service until payment is made in its entirety.

Returned Check/Non-sufficient Funds/Declined Credit Card Fee: All returned checks or direct debit payments rejected due to insufficient funds will be charged a \$25.00 penalty. Missed payments will incur a \$25.00 late fee. A \$10.00 fee per payment per day will

assessed if payment is not received. Repeated incidents of returned checks or non-sufficient funds notices could result in termination of childcare services. A payment plan should be discussed with the Director if a family is having trouble making tuition payments.

Fees for extra services: You will be responsible for bringing in diapers and wipes for your student. If you do not bring these items in, we will charge you for the cost of these items, and payment will be due at the next month regular payment. If your student breaks or damages the Academy's property, you will be responsible for paying to repair or replace the item.

#### Delinquent Accounts

Families that are more than 2 weeks (10 days) or \$940 behind in their monthly payments may have their childcare services terminated. For information about assistance programs that will help cover the cost of childcare tuition, please speak with the Director. A payment plan must be agreed upon between family and YHWH-A before an account will be considered "in good standing" and no longer eligible for termination.

#### YHWH-A HOLIDAYS AND SCHOOL BREAKS

YHWH-A will follow the Isle of Wight school calendar for holidays/school breaks. (See Academy calendar for dates).

We do not give tuition refunds or credits for student absences, vacations or school closings due to holidays, classroom closures due to illness, scheduled breaks or inclement weather. **Tuition payments are enrollment based not attendance based.**

The academic year tuition payment is divided into 10 monthly payments September – June. Tuition includes regular academic days only. Extra fees may apply for days offered on holidays and Isle of Wight public school breaks, YHWH-A teacher workdays and in-service days. (See Academy calendar for dates).

#### YHWH-A ENROLLMENT RECORDS AUDIT

Each fall, YHWH-A completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Most forms may be completed electronically; if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director and/or Assistant Director.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself or have your physician mail them to the Academy.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

#### YHWH-A CONDITIONAL ENROLLMENT

YHWH-A reserves the right to characterize a student/family enrollment into our Academy as conditional for the following reason: means the enrollment of a student(s) for a period of 30- 90 days is contingent on the student or family member(s) providing required documentation.

#### YHWH-A CURRICULUM PLANNING

Curriculum at YHWH-A includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. YHWH-A uses both the Funshine Express and Abeka Curriculum for Infants, Toddlers, Twos, Threes and for Preschoolers as guides for planning themed based curriculum in each of its program rooms.

Each classroom has monthly lesson plans, posted in the classroom and uploaded to our Hi Mama Academy app. These plans contain several activities, designed to foster each child's development, and the development of the group. Lesson plans may be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, reading and writing, gross motor, fine motor, engineering, technology, science, music and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child can choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

#### YHWH-A ASSESSMENTS

The Funshine Express is the assessment tool used to evaluate and track each child's individual development during their time at YHWH-A. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers can plan activities that are appropriate for each child's developmental abilities.

#### YHWH-A Parent Teacher Conferences

Parent-Teacher conferences will typically be held at least twice per year or each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the academic setting as well as the home setting. During conferences, your child's development and any goals you may have for your child



will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

#### YHWH-A Assessment Portfolios

A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transitions. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. Portfolios may be periodically taken home by families but should be returned promptly. When a child leaves YHWH-A, the assessment portfolio will be given to the family. Learning and development tracking will be imported into the Hi Mama Academy app.

#### YHWH-A DAILY SCHEDULE AND ACTIVITIES

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

**We open at 7:00AM and we are asking all students to be dropped off no later than 8:00AM.**

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions. Daily schedule and activities will be entered into our Hi Mama Academy app to increase parent/teacher communication and encourage continued learning at home.

#### YHWH-A Free Play

"Free-play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially and cognitively through the development of relationships.

#### YHWH-A Outdoor Play

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when

children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the Child Care Weather Watch poster from the Virginia Department of Public Health to determine if it is too hot or cold to play outdoors. The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child's name. YHWH-A has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have any questions about weather-appropriate clothing.

#### YHWH-A Nap/Rest Time

The DOE requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. After hours of exciting, educational and fun activities, your child needs rest. Our rest period for toddlers and preschoolers usually ranges from 1 ½ to 2 hours. Children should be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's cubby or on his/her cot or mat; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child's name, as all class laundry is washed weekly.

We provide the mat and bedding.

#### YHWH-A Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select a movie, television, and computer game titles based upon monthly themes. Children are not required to view part or all a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to 30 mins per day they may use or view multimedia.

Photographs/videos taken of student/s involved in YHWH-A program may be used for promotional purposes unless denial has been made in writing by a parent or guardian.

## YHWH-A GARDEN TO TABLE FOOD PROGRAM

### Meals and Snacks

At YHWH-A, children are provided a nutritious breakfast, lunch, and PM snack which is included in the tuition. YHWH-A participates in and follows the nutritional guidelines established by the Child and Adult Care Food Program (CACFP). Our entire menu is not only filled with food kids love and includes plant-based food options, but it's also planned to satisfy all federal and state guidelines. Foods with a high incident rate of choking are not used or are modified to reduce any risk of choking.

Children will be encouraged to sample all foods that are offered but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g., vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

We ask for your cooperation by not allowing your child to bring any food to the preschool. The only exception to this is for School Age Children. The CACFP guidelines allow for those children to bring meal or snack options from home. If we have special occasions that could include your participation in bringing food, our preschool Director/Assistant Director will inform you and give you all the necessary information.

The children are encouraged to serve and pour for themselves as much as possible during lunch and snacks, utilizing the "family style" dining method. This fosters more self-help skills than the "old way." Prayer will be said by the teacher and repeated by the children at the table before each meal. Manners will be used and taught to the children.

Your child's well-being is our top priority, so please help us by letting us know of any food allergies your child may have. Special dietary accommodations will be made upon written instructions of a licensed physician or health care provider.

### Food Allergies

Our allergy notice will be determined based off the needs of the children. Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to potential various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. A list of healthy snack options approved by the USDA and Virginia Department of Education is available from the Director and/or Assistant Director.

### Food Allergy Action Plan

If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's room, as well as in food preparation areas and in the Hi Mama Academy app. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

#### YHWH-A Toothbrushing

At least once a day, children over 1 year of age will practice brushing their teeth after a meal. YHWH-A will provide a toothbrush for each child. Toothbrushes will be labeled with the child's name, allowed to air-dry before being stored in a ventilated container, and should not come into contact with other toothbrushes. Storage containers will be washed and sanitized weekly. Toothbrushes must be discarded if contaminated. Toothpaste will not be used with the children.

#### YHWH-A INFANT, TODDLER AND TWO-YEAR-OLD PROGRAM

The following information is specific to the infant, toddler, and two-year-old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with child's name. When your child is low on supplies, we will send you a notification reminder through our Hi Mama Academy app to replenish their supplies.
- Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers on the daily charts of any new foods your child has tried.

#### YHWH-A Diapering

Only commercially available disposable diapers or pull-ups may be used at YHWH-A, unless the child has a documented medical reason that does not permit their use. Documentation from the child's physician must be provided to the Director and/or Assistant Director before cloth diapers will be used while the child is at the Academy. Families must provide a container for storage of soiled cloth diapers while at the center.

#### YHWH-A Potty Training

To get through this challenging phase in development, teamwork, communication and consistency are key to a positive experience. We'll make every effort to coordinate our program with what you start at home. We will not start any toilet training until you decide the time is right -- most children start around two years of age, but we will work with you.

When you do decide to start toilet training, we ask you to supply us with at least two complete changes of clothing (including socks and shoes), and an ample amount of underwear, pull-ups, and/or training pants for each day your child attends. If your child has just started toilet training, he or she may still wear a pull-up at rest time. All students three years or older must be completely potty trained (no pull ups).

We would recommend that you dress your child appropriately for potty training. We recommend that they wear clothes that are easy to pull up or down, such as pants with elastic waistbands. We encourage you to avoid clothes with a lot of buttons or snaps, such as overalls. There are many clothes available that have style and ease. Please be considerate of our staff as they help your child. During potty time, as well as during class time, staff will be available to supervise your child and assist them as necessary.

#### YHWH-A Sudden Infant Death Syndrome (SIDS)

SIDS is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, YHWH-A has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

#### YHWH-A CLOTHING AND ITEMS FROM HOME

##### YHWH-A Play Clothes / Shoes

Children can, and will, get messy during the day. Please send your child to YHWH-A in comfortable play clothes and shoes. Children should be wearing clothing they can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, onesis, rompers, long dresses, and overalls are all adorable and cute, but can cause tripping when running and bathroom accidents if they can't be undone quickly enough.

Closed-toed shoes, such as tennis shoes, are best for playing. Open-toed sandals, flip flops, dress shoes, crocs etc are a climbing, tripping, running and playing hazard and are not allowed. Children should be able to put on, fasten, and take off shoes by themselves or with minimal help, for this reason, high top canvas shoes and tie shoes are strongly discouraged.

Each child is required to provide a full change (or changes) of clothing to be left at the preschool in case of an accident. This includes a top, bottoms, underwear, and socks. Children are encouraged to bring a labeled jacket or sweater that can be left at preschool during the cooler months. **All clothing must be marked with child's name.**

#### YHWH-A Items from Home

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to YHWH-A from home be placed in your child's cubby shortly after arrival. **Please clearly label all belongings brought from home.** It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. YHWH-A is not responsible for lost, stolen or damaged items.

#### YHWH-A Pets & Visiting Animals

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. Pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children. The documentation is reviewed and if approved by the Director and/or Assistant Director, pets & visiting animals will be allowed to visit.

### YHWH-A ARRIVAL AND DEPARTURE

#### YHWH-A Arrival

We offer contactless arrival check in through our Hi Mama app. update the drop off note to communicate with your child's teacher, about their temperament that day, how he/she slept the night before, whether he/she has eaten that morning, etc. Next digitally sign the entry and accompany your child to the door of the Academy for temperature checks.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- Separate once. If you come back into the entryway again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.

- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

#### YHWH-A Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. Please notify YHWH-A if your student will be absent on a scheduled day of attendance. We ask this for two reasons: We are concerned about you and your child and this will help us maintain a quality program and proper staffing.

If your child will be absent for an extended period (more than 2-3 days), the Academy must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

#### YHWH-A Departure

YHWH-A closes at 5:30pm Monday through Friday. Please note that there is a late fee for arriving after 5:30pm (see Late Pick Up). If someone we are not familiar with is to pick up your child, it is essential this person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child, YHWH-A is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building. If your child willfully or wantonly destroys Academy property we will seek reimbursement from you.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director and/or Assistant Director will be notified, and they will then notify the Department of Human Services and/or the Isle of Wight Police Department.

#### YHWH-A Late Pick Up

YHWH-A charges a late fee of \$25.00 for first minute late. Every minute thereafter is \$1.00 per minute. If parents do not arrive by 5:30pm to pick-up their child, we attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Dir. or Asst. Dir. The Isle of Wight Police Department or Virginia DOE will then be contacted.

## YHWH-A ROOM TRANSITIONS

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approach, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

## YHWH-A PARENT PARTNERSHIPS

You are entrusting us with your gift from God, your baby, we want to partner with you in their care. This partnership begins in the classroom with parent participation in school projects, activities and events. We want to partner with you outside of the classroom too— if you invite us to our little friend's sporting, musical or special occasion we will show our support!

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's YHWH-A experience:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance
- Volunteering in your child's classroom

## YHWH-A Parent Teacher Conferences

Parent-teacher conferences will typically be held each time your child transitions classrooms and at least twice per year for our preschool programs. The goal of the parent-teacher conference is to gain insight into your child's development both in the academic setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

## YHWH-A Program Evaluations/Feedback

YHWH-A asks parents to complete a program evaluation twice a year. The information gathered from these anonymous surveys is used by the staff to develop goals for our Academy and to improve the overall quality of care at our Academy. A parent's point-of-view is different from a teacher's point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families. |Jetton Learning Group, LLC © - Parent Handbook. To reproduce this document, you must receive written permission in advance. 16



### YHWH-A WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at YHWH-A. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to YHWH-A, the weapon will be placed out of sight of other children and sent home the same day with a note explaining the policy about weapons.

- Any object which could be used to injure another person, and which has no school-related purpose will be considered a weapon.
- Any object which has a school-related purpose, but which is used to threaten or inflict injury will also be considered a weapon.
- Weapons include but are not limited to knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

#### YHWH-A Sanctions.

Students may be subject to expulsion for violating this weapons policy. The administration may impose a lesser sanction if in their judgment all the circumstances surrounding the incident warrant a less severe sanction. The following serve as guidelines for the administration when weapons which are not firearms are involved.

1. Suspension for three to five days for possession of a weapon.
2. Suspension for five to ten days for displaying of a weapon.
3. Suspension with recommendation for expulsion for displaying a weapon in a threatening manner or for use of a weapon to inflict harm or injury to another person or for placing others in imminent danger.

### YHWH-A HEALTH AND SAFETY

#### Illness

Our priority at YHWH-A is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced:

- an illness prevents the child from participating comfortably in activities (as determined by the staff).

- an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

For the protection of all the students enrolled at YHWH-A if a student becomes ill while here at the Academy the parent(s) will be notified and must arrange to have the student picked up within 1 hour from the time called.

If a student is sick, unable to play outdoors, and/or unable to participate in regular daily activities, the parent(s) must arrange for the student to be picked up within 1 hour for alternate arrangements.

Students with infectious/contagious diseases are often caused by the spread of bacteria or viruses (like chicken pox, measles, hand-foot-and-mouth diseases etc.) in droplets of saliva/mucus especially when coughing, sneezing, runny nose and can easily be transferred through an uncovered cough or sneeze or by sharing toys. Often these diseases are most contagious during the incubation period prior to symptoms showing, but fever often is a good indication that there is something wrong, thus the need to keep your student at home for a minimum of 48 hours without the need for fever reducer medicines.

**Students may not attend YHWH-A if they have one or multiple symptoms:**

Common Cold - you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnosis is. The student must be without taking fever reducing medication for 48 hours in order to return to the Academy.

Conjunctivitis (red eyes with yellow/green/mucus discharge)/Pink Eye- you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnosis is. The student must be on antibiotics for 72 hours without taking fever reducing medication for 48 hours in order to return to the Academy.

Ear Infection: you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnosis is. The student must be on antibiotics for 72 hours without taking fever reducing medication for 48 hours in order to return to the Academy.

**Early Warning Signs and Symptoms:** upon student arrival, our staff will check your student for any of the following signs or symptoms such as but not limited to running nose, sneezing, coughing, congestion, low grade fever between 99.6 and 100.3, watery eyes etc. If your student presents with any of these signs they will not be permitted to check in to school. The student must be symptom free from any of the above early warnings signs or symptoms and no longer infectious for 48 hours. If you gave your student medicine the night before for any of these signs or symptoms they cannot attend school at the Academy the next day, they must wait two full days. **This policy goes into effect Jan 12<sup>th</sup>, 2022.**

Fever 99.9 degrees or higher-this includes the night before/morning of school. No fever for 48 hours without taking fever reducing medication. If you gave your student medicine the night before, they cannot attend school at the Academy the next day, they must wait two full days.

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Flu/Bronchitis/Pneumonia/Upper Respiratory Infection- you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnosis is. The student must be on antibiotics for 72 hours without taking fever reducing medication for 48 hours in order to return to the Academy.

Head lice, from the end of the day until after first treatment

Rash-unexplained rash, you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr stating the student is not contagious and can return to school.

Strep Throat – you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnosis is. The student must be on antibiotics for 72 hours without taking fever reducing medication for 48 hours in order to return to the Academy.

Vomiting and/or Diarrhea- All Symptoms must be gone for a full 48 hours.

Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent.

- Blood in stools not explainable by dietary change, medication, or hard stools.
- Chicken pox, until all sores have dried and crusted (usually 6 days).
- Hand Foot and Mouth sores have dried and crusted and no fever for 48 hours.
- Hepatitis A virus, until 1 week after onset of illness.
- Herpes simplex, with uncontrollable drooling.
- Impetigo, until 24 hours after treatment has been initiated.
- Measles, until 4 days after onset of rash.
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Mumps, until 9 days after onset of symptoms.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- Rubella, until 6 days after onset of rash.
- Scabies, until after treatment has been completed.
- Tuberculosis, you must consult a Dr. in order to return to YHWH-A we need a note signed/stamped by the Dr. indicating what the student's diagnoses is. The Dr.'s note must states that the child is on appropriate therapy and can attend child care.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

A child who becomes ill while at YHWH-A must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.

YHWH-A reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

#### YHWH-A Notice of Exposure / Reporting Disease

If your child is exposed to a communicable disease, a notice will be posted at the front door or on the door to your child's classroom. Additionally, families who have provided an email address will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

Commented [1]:

Students may return to YHWH-A when they are symptom free and no longer infectious. For the safety of all the students and staff this policy will be strictly enforced and adhered to.

#### YHWH-A Medication Administration

- YHWH-A holds a medication administration (MAT) certificate from Riverside Hospital. Any child that requires the administration of medicine, the prescription, dosage and frequency administered will be entered in to the Hi Mama Academy app.
- Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. YHWH-A staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director and/or Assistant Director.
- Prescription medications will only be given if a doctor's note is provided with a beginning and end date. A Medical Authorization Form must also be filled out and signed by a parent or guardian. Prescription medication will only be given at the Academy if they are not able to be given at home. (ex. Twice daily can be administered at home. Three times per day requires a middle of the day dose and can be given at the Academy.)
- Over the counter medications will only be given with a doctor's note that has a beginning and end date.
- All medications will be stored in a lock box and only administered by those certified in MAT.

### Physicals and Immunizations Records

Each child must have a current physical and immunization record on file at YHWH-A. The physical on file must be updated at least annually. Immunization records must be updated whenever a new immunization is received. Updated immunization records and physicals may be mailed, emailed or faxed to YHWH-A directly from your healthcare provider.

### Hand washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the Academy or when changing classrooms
- After each diaper change or using the toilet
- Before and after mealtimes
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

### YHWH-A Documentation of Accidents / Incidents

Staff members shall document accidents and incidents that occur at YHWH-A using an Accident/Incident Report. Please document all biting incidents as accidents. (See our Biting Policy below)

If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. We will use detail when explaining events, but never include other children's names. If the injury is serious, a parent will be contacted before pick-up.

The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

#### Documentation of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent and the original to the Director and/or Assistant Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

#### Documentation of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

#### Documentation of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

#### YHWH-A Emergency Medical / Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows YHWH-A staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the Academy, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The Director or Assistant Director will contact the parent(s).

#### YHWH-A Sunscreen & Insect Repellent

Upon enrollment, parents and guardians are required to fill out a sunscreen authorization form. Between the months of March - June and September-October, all families will be required to supply sunscreen for their child/ren for outdoor activities. Sunscreen must be SPF 15 or above and will be applied by classroom teachers regularly throughout the day.

Each child has sunscreen applied to his/her face, torso (stomach and back), legs, arms, scalp (especially when the child has short hair), feet, ears, necks, tops of hands, etc. We also encourage extra clothing (hats, sunglasses, swim shirts, etc.).

If school-age children can apply sunscreen themselves, the staff monitor that the children apply all exposed areas and that an ample amount of sunscreen is being used. Staff will update the Hi Mama app to log school-age children who can apply sunscreen themselves, noting that the staff supervised to ensure the child properly self-applied the sunscreen.

If a parent or guardian refuses to allow his/her child to wear sunscreen, a written letter from the child's physician is required stating that the child does not need to wear sunscreen. A parent or guardian always has the option to bring in a specific type of sunscreen if that is preferred. Staff monitor the Child Care Weather Watch Chart and limit time outdoors as needed based on temperature and relative humidity.

Parents are encouraged to apply insect repellent to their child before arriving at YHWH-A for the day, as YHWH-A staff are not permitted to apply insect repellent.

#### YHWH-A We Are Mandatory Child Abuse Reporters

As childcare professional who interact with children daily, each staff member of YHWH-A is a mandatory child abuse and neglect reporter and must contact the Virginia DHS whenever abuse or neglect is suspected.

YHWH-A Tobacco Use - YHWH-A is a smokeless campus including parking lots and outdoor play areas.

#### YHWH-A ACCESS POLICY

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Any person in the Academy who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has not had a background record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for childcare.

Person who does not have unrestricted access will be always under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

YHWH-A staff will approach anyone who is on the property of the Academy without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the staff member will contact the Director or Assistant Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Virginia sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at YHWH-A.
- Shall not be on the property of the YHWH-A without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the Academy. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

#### YHWH-A AFFIDAVIT POLICY

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a YHWH-A staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. YHWH-A staff members will not provide written statements or affidavits of a professional nature to families.

#### YHWH-A GUIDANCE STRATEGIES

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance



and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. YHWH-A staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

“Am I.”

- Validating feelings? • Asking open ended questions? • Encouraging problem solving?
- Respecting children's choices? • Using praise and positive reinforcement?
- Talking with children – not at them? • Circulating throughout the classroom?
- At the child's eye level?

#### Discipline Policy

Learning self-control is just a normal part of growing up, so YHWH-A's policy is never to embarrass or ridicule a child when they misbehave. Nor do we allow the use of corporal or physical punishment. Instead, we use positive tactics that strengthen the self-esteem of children. Most situations can be handled by redirecting the child to another, more appropriate activity.

#### YHWH-A REASONS FOR MISBEHAVIOR

If YHWH-A professionals understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.

- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

#### YHWH-A Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps YHWH-A professionals can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks then you can go to the art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

#### YHWH-A Responding to Misbehavior

Below are strategies YHWH-A professionals will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- Positive Redirection - This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences - These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- Participate in the solution - If a child damage something, he/she needs to help in fixing it or in cleaning up. If a child cause someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- Natural consequences - Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Peace Pod" - In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "peace pod." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, YHWH-A professionals should talk with the child about the actions that led up to and resulted in needing a break or being sent to the peace pod. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the peace pod. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. YHWH-A professionals will report behavior and what strategies that have been attempted to the Director and/or Assistant Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed will the parent and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

\*\* If a child's behavior becomes threatening to themselves, other children, YHWH-A professionals, the child will be removed from the classroom and possibly the program for a period of time. \*\*

#### YHWH-A Useful Phrases

The following phrases are useful when problem-solving with children.

Instead of “No” or “Don’t”, Say “Please stop”, “I don’t like that”, “That’s not OK”, or “That is not a choice”

Instead of “That’s not nice”, Say “That’s not OK”, “Please use gentle touches”, or “That hurts Jordan”

Instead of “No running”, Say “I need you to use your walking feet” or “You may run when we go outside”

Instead of “Stop crying”, Say “I need you to use your words to tell me what is wrong”

Instead of “Can you put away your toys?” (If it is not a choice, do not pose it as a question) Say “You may help me pick up the blocks, or help Alyssa pick up the puzzles”

Instead of “I said yes” (when a child tells you “No”) Say “No is not a choice, I need you to...”

#### YHWH-A BITING

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at YHWH-A to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “We don’t bite.” “It doesn’t feel good” “It hurts when you bite.” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified,

staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?
- Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines or activities if necessary.

3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

4. The teacher will observe the child, to get an idea of why and when they are likely to bite.

5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.

7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

#### YHWH-A EMERGENCY PROCEDURES

Fire regulations and hurricane warning procedures are posted near the exits in each classroom. Fire and hurricane drills are conducted each month; all classrooms are required to participate.

In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building, grab the first aid kit, the daily attendance log, and meet on the sidewalk northeast of the building in the cul-de-sac. Director/Lead Teacher will contact the Isle of Wight Police, Fire, Emergency Response departments, the parents using Academy designated cell phone.

In case of a hurricane/tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency.

Lockdown Procedures - will be practice monthly randomly while children are indoor, outdoor and/or at nap time.

#### Notification

Tell the children that a lockdown drill is about to happen

Director or designee will announce “lockdown”.

#### Action

- If there are children playing outside, bring them inside.
- Bring safety bag and medicine lock box to the designated safe place location
- Go to the nearest room or the designated location away from danger
- Tell staff and families outside the building that they cannot enter the building and to find a safe location
- Lock the classroom doors and windows, turn off audio equipment and lights
- Keep all children sitting on the floor, away from doors and windows.
- Take attendance of children and ensure all children remain in room as quietly as possible

#### Communicate

- Turn cell phones on silent
- Role Play “call 9-1-1” (PRETEND) and explain the situation. \*Note in a real emergency it might not be safe to be on the phone, but you can still call 9-1-1 and leave the phone on.

#### Care and Supervision

- Teachers help children to stay quiet, holding hands, gently rocking back and forth, and making eye contact with each child, or offering pacifiers to infants.
- Bring medications, care plans and assistive diverse for communication and mobility.
- Bring portable nutrition and hygiene kit for infants and toddlers.

#### Conclusion

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- Remain in the room until the Director or designee announces the end of the lockdown.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency.

#### YHWH-A Weather Related Closings

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the Academy early or cancel care for the following day. Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

If YHWH-A closes early or cancels care for the following day, parents will be contacted and informed of the weather situation. Children should be picked up in a reasonable amount of time to ensure all parents, children and staff can travel safely home.

#### YHWH-A Missing or Abducted Child

Parents will be provided with an optional child identification packet to complete and be maintained within the Academy for each child/ren. In the event of a missing child/abduction this packet will be provided to the Isle of Wight Police Department.

- In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Isle of Wight Police Department –and the child’s parents.

- In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, the Police Department, and the child’s parents.

#### YHWH-A Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go outdoors until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close, and parents contacted.

- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.

- Activities will resume as possible until parents arrive.

#### Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the Director, Dannielle D. Jétton 757-371-1437 or by e-mail at [YHWHAcademy@gmail.com](mailto:YHWHAcademy@gmail.com). The director is available to assist parents and staff in resolving concerns.

- By signing this page, you indicate that you have read the policies and agree to follow them. A two-week written notice will be given before revising the current policies or adding a new policy.

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Parent or legal guardian's signature Date of signature

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Parent or legal guardian's signature Date of signature