



# JACOB'S LADDER LEARNING CENTER



**Jacob's Ladder Learning Center**

**202 S. Charlton**

**Woodville, TX 75979**

**Phone: (409) 283-2296**

**Fax: (409) 283-2580**

**Dear Parents,**

**We are looking forward to working with you in providing happy and meaningful learning experiences for your child. The best assurance for the success of your child's experiences is the close cooperation, mutual trust, and understanding between each parent and our staff.**

**Christian teachers have been chosen to care for your child. These teachers have a genuine love and concern for the care and training your child will receive.**

**This handbook has been prepared to inform you of our policies. Most of the policies have been established by the State of Texas and therefore they must be observed. Failure to comply with our policies will terminate your child's enrollment in our child care center.**

**We reserve the right to decide who will be enrolled in our center. Please read carefully all policies.**

**May the Lord bless and guide you as you nurture your "little one"!**

**Sincerely,**

**Tiffany Morris**

**Director**

## **PURPOSE**

Intelligence and the prime foundation for learning develops from birth to age five. With the desire to help in this growth process, Jacob's Ladder Learning Center aims to provide excellent care and promote age appropriate lessons by caring teachers in a safe and nurturing environment. With the guidance of our Christian principles and beliefs, we seek to help each child grow spiritually, socially, academically, and physically.

In addition, we aim to:

Create and maintain a close relationship between parents and staff in order to be aware of the child's progress.

Offer counseling and dependable guidance for families who need help.

Help the children feel secure and have a better understanding of children their own age.

Develop the individuality of each child; to seek and find the unique contribution each child can make.

Help each child learn from others and from experience.

Enrich each child's daily life, helping each to become responsible for him/herself and his/her own behavior.



## **PROGRAM**

Jacob's Ladder Learning Center is Christian in nature. We have the liberty to discuss, promote, and demonstrate by personal example Christianity. This

includes having the options of celebrating Christian Holidays, prayer at meals, and visual Biblical displays, etc.

We are a learning center and all phases of curriculum prepare children for the next level of learning opportunities.

Our Christian based Curriculum, WEE Learn, is also theme based. A different theme as well as a Bible lesson are introduced each week covering a wide range of topics. Classrooms are set up in learning centers which allow children to explore on their own. Some of the centers your child will play in are: art, manipulative (puzzles, legos, activities that require fine motor skills), blocks, language/books, sensory, and drama.

Our teachers are trained in CPR and First Aid. All teachers receive 25 hours of annual training from educational conferences. This training results in a well-rounded teaching and development program for each day.

## **ENROLLMENT**

Jacob's Ladder Learning Center accepts children from birth through age 13 when the following requirements have been met and a space is available:

An interview between the center director and the child's parent or legal guardian;

Completed enrollment forms;

Current documentation acceptable for immunization records validated by a physician or other health care professional with a signature or rubber stamp that includes the child's name, birth date, number of doses, vaccine type, the month, day, and year child received each vaccination; and

Children under the age of five, a signed and dated health-care professional's statement: "I have examined the named child within the past year and find he/she is physically able to take part in the child care program."

Please make sure all your paperwork (enrollment forms, medical records, etc.) is turned in at least three business days before your child's first day at Jacob's Ladder Learning Center. Label all of your child's belongings with first initial and last name in permanent marker.

## **FEES & PAYMENTS**

Because our program and licensing requires us to employ staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent for any reason including but not limited to illness.

There is an annual registration fee of \$25.00. This fee is due by August 1<sup>st</sup> each year.

Weekly tuition is due on Monday for the current week. A late charge of \$2.00 is due if tuition is paid after 12:00 noon Monday. \$2.00 is charged each following morning upon arrival through Friday for the unpaid balance. Tuition payments that become over two weeks behind must be brought current before your child will be permitted to continue at Jacob's Ladder Learning Center. Past due tuition will result in termination of your child's participation in the program. A parent will not be able to leave his/her child at the center until the previous balance and new balance are paid, and a place is available.

There will be a \$20.00 charge on each returned check. This may result in future payments on a cash only basis.

If the child care center is open three or more days in the same week, the weekly rate will be charged.

Parents will be given a two week written notice of policy changes regarding fees.



## **DROP-IN**

Drops-ins are welcome at Jacob's Ladder Learning Center. However, the parent may drop-in a child for ONE day per week. If a child is here for more than one day the weekly rate will be charged. Fees for drop-ins are as followed:

Birth to 2 years- \$25.00/day

3 to 4 years- \$20.00/day

After school care- \$10/day

## **CCS PROGRAM**

Jacob's Ladder Learning Center offers the Child Care Services program for families who qualify. For more information please contact:

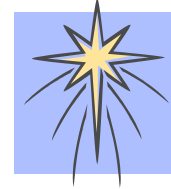
Workforce Solutions

1-800-256-1071 or 409-384-7731



## **HOLIDAYS**

The center will be open each Monday-Friday between the hours of 6:30 a.m. and 5:30 p.m., with the exception of the following holidays:



Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the day after

Christmas Eve and Christmas Day

New Year's Day

## **MORNING DROP OFF**

There are two entrances to the building. Either one is acceptable. Parents are expected to escort children into the building. Parents are responsible for signing their child in/out each day and making sure the teacher sees that their child has entered the classroom. Children should be dressed for the day before arriving at the center. Please call and let us know if you will be arriving late.

Parents with more than one child should drop off the oldest child first and in the afternoon pick-up the youngest child first. This is for the health and safety of our youngest children.

Please do not allow your children to run through the center. We ask the children to “use your walking feet” inside. Do not allow your child to run out of

the building without you. The parking lot/street is not a safe place for unescorted children.

## **EVENING PICK-UP**

Children must be picked up by a parent or person designated by the parent. A valid photo identification card (driver's license or work ID with photo) will be required for authorized child pick up when the identity is not known. Written authorization is required if a person other than the parent is to pick up the child. If you or a preauthorized person arrives to pick up your child and appears to be under the influence of drugs or alcohol, we will call another emergency contact person designated to pick up your child.

The center closes promptly at 5:30 p.m. Failure to pick up your child by this time will make you responsible to pay \$5.00 every 15 minutes. The late charge will begin at 5:31 p.m. and will be paid at the time the child is picked up. If you are running late please call and let us know.

## **WHAT TO BRING**

Please mark all removable clothing, toys, books, or other items with your child's first initial and last name. Items not marked are difficult to identify in the classroom. Jacob's Ladder Learning Center is not responsible for misplaced items. Sometimes children have the same first name, so when labeling items please use your child's first initial and last name. Extra clothes are sometimes needed for any age child. Please bring one complete change of clothes for your child. Make sure you check your child's cubby for his/her belongings. Soiled clothes need to go home each day. Please dress your child in washable and comfortable play clothes which he/she can manage on his/her own. Expect your child to get messy, as it is a sign of learning! We go outside twice a day if weather permits. Please dress your child according to the weather.





## **FOOD AND NAPTIME**

Parents of infants must provide formula and or breast milk, cereal, baby food, etc. Please bring bottles with caps and sippy cups labeled with child's name. Food and formula will be heated in a crock pot to insure safe temperature. Your infant's feeding instructions need to be updated monthly until baby is on table food. Jacob's Ladder Learning Center provides a private area in our building for mothers who are breastfeeding. Older children are provided an 8:00 a.m. breakfast, a wholesome 11:00 a.m. lunch, and a 2:30 p.m. snack. If a parent needs to bring their child in later than usual, it is necessary to call the center by 9:00 a.m. and give the expected time of arrival. This will assure that lunch is being prepared for the child. A child will need to eat lunch at home if he will not be expected at the center by 11:00 a.m.

Birthday parties are welcome upon the directors notification. We celebrate birthdays and holidays during afternoon snack time. You are welcome to share cookies, cupcakes or some other STORE BOUGHT food. If you plan to bring treats in celebration of your child's birthday, please schedule the date with your child's teacher. No gifts please. PLEASE DO NOT BRING ANY FOODS TO SCHOOL THAT CONTAINS ANY TYPE OF NUTS.

There will be a quiet time in the classroom each afternoon for all children except infants who are on their own sleep and wake schedule. Depending on their age, children are expected to rest quietly on mats.

## **HEALTH**

**In the interest of every child's well-being all children will be examined on the arrival at the center.**

**Information about substances to which your child is allergic needs to be in writing on your child's admission form. Please report any changes in writing. If a child has symptoms of illness such as a temperature of 101.4 or higher, rash with fever, vomiting, or diarrhea, parents are requested to keep the child at home. If symptoms of illness develop at the center the child will be isolated and the parent will be notified to pick up the child as soon as possible. In case of emergency a parent will be called. If a parent can not be reached the child will be taken to the Tyler County Hospital or the emergency medical services will be contacted. The child will be given first aid or CPR if needed.**

**Parents should notify the director if their child has a contagious disease. A child returning after having a contagious disease must have a return to school statement from the doctor. A child should be free of fever for 24 hours prior to returning to the center.**

**No medicine will be dispensed to the child except by written permission from the parent. Directions for giving the medicine must be in writing with date and time indicated. Medication must be in the original container and labeled with the child's full name. Medicine will be administered in the amounts according to the label directions or as amended by a physician.**

**Children who are four by September 1<sup>st</sup> will be screened for possible vision and hearing problems. A minimal parent fee is charged by the school nurse. Parents will be notified of the results.**



## **BITING**

Biting is a serious and dangerous occurrence with young children. Your child's teacher will at all times work with the child and parent to stop this behavior. If a child bites more than 3 times in a week, the child will be put on suspension the following two school days. Upon return if a child again bites more than 3 times in a week, he/she will be suspended the following five school days. A tuition credit will be issued for children who continue enrollment at Jacob's Ladder for these 5 days. After the second suspension, if the child bites more than 3 times in a week, he/she will be dismissed from the program. After 3 months, the child will be eligible for reenrollment pending space availability.

## **RECORDS**

Records of attendance, health report, address, parent's work and home phone numbers will be kept in the office. Please notify the center immediately of new telephone numbers or address changes. Forms should be updated on your child's birthday.

## **TRANSPORTATION AND FIELD TRIPS**

Jacob's Ladder Learning Center will transport children to and from the Woodville Public School with the written authorization of their parent or guardian.

Permission for trips made away from school are included in the enrollment form. Notice of field trips will be posted two days in advance of the field trip. Parents are welcome to go on field trips, but must notify the director, and will need to take their own vehicle.

## **WATER ACTIVITIES**

The children enjoy water sprinkler play during the summer. A notice will be posted in advance.

## **VISITORS**

All visitors entering the center will sign in at the office. This policy will help us to know who is in the building at all times.

## **ABSENCES**

Remember your child has a place reserved for him and teachers employed to guide him. Please let us know when your child will be absent.

## **WITHDRAWAL AND DISMISSAL**

Parents may withdrawal their child from Jacob's Ladder Learning Center at anytime with a two week notice. If a child is withdrawn without notice, the parent will be expected to pay the equivalent of two weeks tuition.

From time to time, there may be a need to meet with parents to discuss an inappropriate behavior problem. The first step should be a meeting between the teacher and parents to discuss a plan of action to eliminate the problem. If needed, the next step should be a meeting between the parents, teacher, and director. At this time we will establish a time frame in which improvement should be realized. After this time frame, another meeting will be scheduled to evaluate the child's progress. If no progress has been seen, the parents will be asked to withdraw their child from the center effective immediately. Full

cooperation of the parents is expected. Parents not willing to take action to help resolve the problem will be asked to withdraw their child.

## **PARENT INVOLVEMENT**

Parents will be required to attend conferences or meetings called by the teacher or director. Parents are welcome to visit at all times, but must check in with the director on coming and going. The director or teacher will be happy to arrange a conference time with a parent. Conferences should never be done in the presence of the child or any children. Parents are asked to make an appointment to review and discuss with the director any questions or concerns about the policies and procedures of the child care center. Parents are asked to reinforce the days teaching experiences at home.

## **DISCIPLINE AND GUIDANCE POLICY**

Discipline is guidance and training which strengthens a child in his growth toward maturity. Children want to do what is expected of them and cannot without proper guidance. Jacob's Ladder Learning Center uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. We use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior. We remind a child of behavior expectations daily by using clear, positive statements. We redirect behavior using positive statements. When the limits have been tested and a child refuses to cooperate by continuing inappropriate behavior, there will be a warning, and then time-out is given. Time-out is limited to one minute per year of the child's age (4 years=4minutes). There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

Corporal punishment or threats of corporal punishment; punishment associated with food, naps, or toilet training; pinching, shaking, biting; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom, or closet with the door closed; and requiring a child to remain silent or inactive for an inappropriate period of time for the child's age.

## **LICENSING INSPECTION REPORT**

The current licensing inspection report is posted on the bulletin board across the hall from the Toddler 1 classroom.

Parents may review a copy of Minimum Standards in the office.

## **SUMMER SCHOOL AGE PROGRAM**

The program is directed to meet the needs of the school age child through Bible devotions, sports, arts and crafts, music, games, and videos. The school age children will participate in our Vacation Bible School, as well as fun field trips.

Enrollment begins the last week of April through the first week of May. After the first week of enrollment, enrollment is open to others. The requirements are:

Your child should be at least five and not more than thirteen years of age.

Siblings of preschool children already enrolled are accepted first.



## **PREVENTING & RESPONDING TO ABUSE & NEGLECT**

We at Jacob's Ladder Learning Center want our caregivers and parents to be educated and informed about preventing and responding to child abuse and neglect. The latest flyers from the Texas Department of Family Protective Services are posted on the parent information board. We will work closely with local authorities to keep our children safe.

All staff members of Jacob's Ladder Learning Center are required to complete one hour of annual training on Reporting Suspected Abuse or Neglect of a Child.

Link for Training: [www.dfps.state.tx.us/training/Reporting/default.asp](http://www.dfps.state.tx.us/training/Reporting/default.asp)

Link for information on learning the signs of abuse and neglect:

[www.dfps.state.tx.us/itsuptoyou/recognize.asp](http://www.dfps.state.tx.us/itsuptoyou/recognize.asp)

To report suspected abuse call 1-800-252-5400 or visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

If you are a victim of abuse and need help call 1-800-252-5400

## **LOCAL LICENSING OFFICE AND PRS WEBSITE**

Texas Department of Family and Protective Services: (936) 633-3745

[www.tdps.state.tx.us/childcare](http://www.tdps.state.tx.us/childcare)

## **GANG FREE ZONE NOTICE**

Under the Texas Penal Code, we are required to inform parents, that any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **GRIEVANCE PROCEDURE**

The purpose of Jacob's Ladder Learning Center is fully explained in this handbook. That purpose in brief is to take care of your child in the best possible way. We recognize that misunderstandings and differences of opinion are bound to occur; we hope to keep such to a minimum. However, when they do, the following is the official procedure to pursue in seeking redress of your grievance:

Consultation with the director. This should be done by appointment, and not at the time when you bring your child. If after a conference with the director you are not satisfied with the decision, you may arrange an appointment with the Jacob's Ladder Learning Center Board. The decision of the Board will be considered final.

**JACOB'S LADDER LEARNING CENTER ACCEPTS CHILDREN  
REGARDLESS OF RACE, CREED, OR COLOR.**



***Train up a child in the way he should go and when he is  
old, he will not depart from it.***

***Proverbs 22:6***



## **Parent Agreement**

**I consent to the enrollment of my child(ren) in Jacob's Ladder Learning Center and I agree to carry out the rules and regulations of the Center as set forth in the parent handbook and other accompanying material.**

**I give or donot give my consent of having pictures taken of my child(ren) while at the center.**

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Sign

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Date