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# Jacob's Learning Ladder Preschool and Adventure Club

## Parent Handbook

### WELCOME TO JACOB'S LEARNING LADDER PRESCHOOL AND ADVENTURE CLUB!

We look forward to working with each one of you. Your child's growth and welfare are important to us. We provide opportunities for your child to learn and develop skills with others their own age through a well-balanced curriculum in a safe Christian atmosphere. Activities are catered to, but not limited to, a child's developmental needs. Our day includes activities that focus on development in language, social/emotional, physical, cognitive, and spiritual skills. This wide range of activities is implemented in the belief that children learn through play in a safe learning-center environment.

The purpose of this handbook is to provide you with as much information about our policies, procedures, and program as possible.

## COMMUNICATION

It is our philosophy that a key component to successful outcomes in caring for your child is communication.

### COURTESY CALLS


A courtesy call, email, or text is used to inform parents of any situations that occur during the day that we feel parents need to know prior to picking up their child. Such situations may include: the beginning signs of sickness, an injury, or any behaviors that are out of the ordinary for their child. A document describing the situation that occurred during the day is sent home with your child. Please do not hesitate to contact us if you have any suggestions or concerns.

### BULLETIN BOARDS

Each classroom has a bulletin board that has important information for parents to check: sign-ups for events, snacks and field trips, and copies of the class newsletter and curriculum plans. Please remember to check these boards often.

### ELECTRONIC COMMUNICATION

We provide these online capabilities to assist parents in accessing information and communicating with the center:

-  **EMAIL:** We use email to let parents know about classroom events, programs, opportunities to contribute snacks and supplies, reminders, monthly news and menus, and emergency information.

- 👉 **FACEBOOK:** We have two areas on Facebook for Jacob's families.
  - [www.facebook.com/JacobsLearningLadder](http://www.facebook.com/JacobsLearningLadder) is a fan page accessible by the public. Here we share news of interest to the public and select pictures of our students.
  - [www.facebook.com/groups/JacobsLL](http://www.facebook.com/groups/JacobsLL) is a closed group for members only. To become a member search for "Jacob's Learning Ladder," request to join the group, answer the questions, and wait for an administrator to approve you. The administrator checks your information to see if you are a parent or relative of a current student before approving you. Members can also invite someone to join but they must still be approved by an administrator. The group is closed to the public. Anyone can see the name of the group and who is in it, but only members can see posts and pictures posted in this group. This is the place where we post important information and reminders for parents. We love to post pictures from our day to this group. It is a place for parents to share pictures they have taken at our Jacob's events, or to ask a question for the staff or other parents to answer.
- 👉 **WEBSITE:** To reduce paper waste, we post much of our information for parents online. Our parent handbook, monthly curriculum, monthly classroom newsletters, and monthly menu are posted online at [www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org) under the "Parent Info" tab. Other resources include medicine dispensing forms, field-trip permission slips, the state-required Medical Record form, other enrollment forms, and supply lists. Please check this site to download your copy of the menu.

## ADMISSIONS POLICY

Before a child can begin care in Preschool or Adventure Club, the school must have on file the following forms (available from the office or online at [www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org)):

- 👉 Enrollment Application (salmon-colored) --signed and dated by a parent AND a witness (not a relative or staff member).
- 👉 Medical Record (yellow)--signed by parent and filled out by child's pediatrician.
- 👉 Emergency Release (white)--signed and dated by a parent AND a witness (not a relative or staff member).
- 👉 Developmental History (pink)
- 👉 Class List/Parent Participation form (green)
- 👉 Pupil Transportation form (gold)

Parents are also responsible for updating the child's physical yearly, keeping the immunization record up-to-date, and letting the staff know when the child receives special medical treatment. Parents must bring in documentation of the child's updated immunization record. **Jacob's Learning Ladder only considers for enrollment children immunized as recommended by the CDC (Centers for Disease Control and Prevention).** Please check page 14 for the State of Kansas Immunization Requirements and CDC recommendations. **Parents are responsible for updating all information on all forms when necessary.**

**To be in compliance with the Kansas Department of Health and Environment Regulations, your child will not be admitted to class until all forms are properly filled out and appropriate signatures are obtained.**

*Jacob's Learning Ladder and Adventure Club does not discriminate because of race, color, religion, national origin, ancestry, sex, age, disability, genetic information, marital status, or military status in enrollment of students or in employment of staff.*

## SCHOOL CLOSINGS

We usually follow the decision of the Wichita Public School District USD 259 for closings during extreme weather conditions. However, the center REMAINS OPEN during USD 259 closings due to extreme temperatures. We send out a center-wide email and post information about school closing on our Facebook public page and Facebook parent group. We are also closed on the following holidays:

- |                                |  |
|--------------------------------|--|
| 👉 New Year's Day               | January 1st                            |
| 👉 Martin Luther King, Jr. Day  | Third Monday in January                |
| 👉 Good Friday                  | Friday prior to Easter                 |
| 👉 Memorial Day                 | Last Monday in May                     |
| 👉 Week of July 4 <sup>th</sup> | Closed for Summer Break                |
| 👉 Labor Day                    | First Monday in September              |
| 👉 Thanksgiving                 | Fourth Thursday and Friday in November |
| 👉 Christmas Eve                | December 24 <sup>th</sup>              |

- 👉 Christmas Day December 25<sup>th</sup>
- 👉 December 24<sup>th</sup> to January 1<sup>st</sup> Closed for Winter Break

If one of the above holidays falls on a Saturday, we close the Friday before it. If the holiday falls on a Sunday, we close on the following Monday. If you have questions, please consult your school calendar. *No Credit or Credit Days are given for Holidays or School Closings. The weeks of Summer and Winter Break are non-payment weeks.*

## CHILDCARE HOURS

Childcare is offered Monday through Friday from 7:00am to 6:00pm. This is a full-time program offered year-round. We accept children 12-months and walking to school age. While attending, children are supervised by qualified staff during their daily activities. Our curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. Nutritional snacks and a meal are included in the program. Full-time and part-time (for children two-and-a-half through school-age) enrollment options are available. You may purchase additional hours under special circumstances if prior arrangements with a director have been made. No drop-ins without prior permission are accepted. If you have any questions, please call the Preschool Office at 618-4189. Directors can also answer any questions concerning other Early Childhood Education Programs and opportunities at Grace Presbyterian Church.

## PRESCHOOL ONLY CLASS HOURS

Three-Year-Olds and Four-Year-Olds:

- 👉 Tuesday and Thursday mornings 9:30am to 12:00pm.
- 👉 Monday, Wednesday, and Friday mornings 9:30am to 12:00pm.

Pre-Kindergarten:

- 👉 Monday, Tuesday, Wednesday, Thursday, and Friday mornings 9:30am to 12:00pm.
- 👉 Monday, Wednesday, and Friday mornings 9:30am to 12:00pm.

**PLEASE DO NOT** bring preschool-only students until 9:25am unless prior arrangements have been made. Please be prompt in picking your child up at dismissal time. If a babysitter or other relative is responsible for transportation, please inform them of the times. All students must be checked-in and out at the Welcome Desk inside door #1 off the north parking lot and inside the Preschool Office downstairs. All west doors are locked during business hours.

## CLASS SIZE RATIO

- 👉 12-months and walking is 1 to 5.
- 👉 2 to 3-year Toddler class is 1 to 7.
- 👉 Preschool-age is 1 to 8; 1 to 10, or 1 to 12.

## VISITATION TO THE CENTER

Parents are welcome to visit their child's class. Please plan with the teacher for your visit. If you plan to have lunch with your child, please let us know by 10:00am so we can include you in our lunch count. All visitors must check in at the Welcome Desk and obtain a Visitor Badge before entering a classroom. The Welcome Desk is located inside door #1 off the north parking lot and inside the Preschool Office downstairs. All west doors are locked during business hours.

## CHECK-IN PROCEDURES

For safety and security, it is the responsibility of all parents to check their child in and out daily. **If a child is not checked in and out correctly, you will be charged a full day's rate, regardless of how long the child was in attendance.** Two key cards are given to each family upon enrollment. A card accesses the main preschool door for all families, and the toddler classroom for parents of toddlers. The card is also used to check a child in or out using the ProCare check-in computer in the Preschool Office or outside the Toddler classrooms. The ProCare check-in computer is for adult use only. The person whose name is on the card should be the only person using that card. A child may also be checked in or out by signing the designated sheet in the Preschool Office by a parent or designated pick-up (with photo ID).

**To drop off preschool-aged children:** Parent checks in on the ProCare computer in the Welcome Office. Parent walks their child to child's classroom using parent access card to enter secured access doors. If child's class is on the playground, parent takes the child outside **after** checking in at the office and hanging up child's belongings in the classroom. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

**To drop off toddler-aged children:** Parent checks the child in on the ProCare computer outside the toddler rooms and then enters child's classroom using (using the parent access card to enter the room). If child's class is on the playground, parent takes the child outside **after** checking into the tablet and hanging up child's belongings in the classroom. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

**To pick up children:** Parent checks the child out using the ProCare computer in the Preschool Office or outside the toddler rooms and then enters child's classroom (using the parent access card to enter the room). If child is on the playground, parent first checks out on the ProCare computer and collects child's belongings from the classroom before picking child up from the playground. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

## CUSTODY AND VISITATION

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. At the time of enrollment, we ask that the parents or legal guardians of the child make a note as to all custody or visitation restrictions. Additionally, we ask that you provide to a director any documents supporting those restrictions. We strictly adhere to the instructions provided in such documents. It is the responsibility of the parents or legal guardian to provide updated documents as necessary. It is the policy



of Jacob's Learning Ladder staff to remain neutral in all issues or situations concerning custody or visitation of children. Please do not ask a staff member to do otherwise. In all matters concerning the children in our care, the child's welfare is our primary concern.








## WITHDRAWAL/TERMINATION

If you plan to withdraw your child from Jacob's Learning Ladder, please notify us two weeks prior to leaving. We reserve the right to terminate at any time the enrollment of any child. A child's behavior that interferes with the care and the safety of the other children in our care or our staff could lead to termination. Some examples of situations that may lead to termination are: consistent violent behavior toward other children, staff, or themselves; lack of financial payment; persistent late pickup; parental behavior that is disrespectful or inappropriate to staff or other children; failure to fully comply with CDC immunization schedule (see page 14); failure to provide necessary paperwork for KDHE licensing; or failure to notify administration of possible exposure to a virus or disease that might pose a threat to community health.

## CHILDREN'S HEALTH AND WELLNESS

### ILLNESS

One of our primary concerns as a staff is to ensure the health and wellness of every child in our care. To prevent the spread of illnesses we enforce our illness policy on every occasion. A child who shows evidence of illness MAY NOT attend. If a staff member notices symptoms of an illness upon arrival of the child, the child will not be permitted to stay. Jacob's Learning Ladder does not provide care for ill children. Any time your child is diagnosed with an illness, please let the Preschool Office or your child's teacher know, so that we may post exposure notices for parents of children who may have been exposed to the illness. Symptoms of illnesses include, but are not limited to:

-  **A FEVER OF 100 DEGREES OR HIGHER.** If a staff member suspects that a child has a fever, the child's temperature is checked with a precision digital thermometer. If the child's temperature is 99 degrees or above, the parent receives a courtesy call (see p.4) to inform them of the situation. The child's temperature is rechecked in thirty (30) minutes by another staff member. If the child's temperature has risen to over 100 degrees, the parents are asked to pick up the child. **CHILDREN MUST BE FEVER FREE (without fever reducing medication) FOR 24 HOURS BEFORE RETURNING.**
-  **DIARRHEA.** If a child has two or more consecutive diarrhea diapers or loose, runny stools within an eight (8) hour period, the child is sent home. The Preschool Office must have a doctor's release if the child is experiencing diarrhea due to allergies or medication. **CHILDREN MUST BE DIARRHEA FREE WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING.**
-  **VOMITING/NAUSEA.** If a child vomits, he/she is sent home. If a child exhibits the symptom of nausea during the day, parents are given a courtesy call and may be asked to pick up their child. **CHILDREN MUST BE FREE FROM VOMITING FOR 24 HOURS BEFORE RETURNING.**
-  **LICE.** Any child who has lice is sent home at the end of the day. **CHILDREN MUST BEGIN TREATMENT FOR HEAD LICE BEFORE RETURNING TO SCHOOL.**
-  **RED OR SORE EYES.** Parents are notified if their child's eyes become red and sore. If there is any discharge coming out of the eyes the children are sent home to be seen by a physician. If an infection is diagnosed, your child needs to be on medication and under the care of a physician for at least 24 hours before returning to the center. Please contact the center as soon as possible if an illness is diagnosed.
-  **EARACHE.** Anytime a child complains of an earache, the parent is given a courtesy call to inform you that your child may be experiencing discomfort and exhibiting symptoms of an illness. The child does not have to be picked up unless they are running a fever.
-  **SORE THROAT.** Anytime a child complains of a sore throat the parents are given a courtesy call to inform you that your child may be exhibiting symptoms of an illness. The child does not have to be picked up unless they are running a fever. If an infection is diagnosed, your child needs to be on medication and under the care of a physician for at least 24 hours before returning to the center. Please contact the center as soon as possible if an illness (i.e., strep

throat) is diagnosed.

- 👉 **RASHES.** Rashes must be checked with your doctor for possibilities of roseola, chicken pox, or other diseases. Please contact the center if the diagnosis of an illness is made.
- 👉 **TEETHING.** Uncomfortable symptoms due to teething are very hard to treat at the center. Teething gel can be left for the child. Parents must fill out and sign a medicine release form to have the gel administered at the center. A teething fever is treated like any other fever and the child is sent home.

If symptoms of these illnesses begin during the day while your child is in our care, you are notified, and arrangements need to be made for your child to be picked up within one (1) hour. Illness can be harmful to other students, their families, and the teachers. Please do your part to ensure a healthy environment for everyone. Whenever a child is sent home sick, a symptom checklist is sent home with the child. This checklist informs parents of all symptoms that the child has exhibited during the day. Please refer any questions to a staff member or your health care provider. **Remember that it is left to the discretion of the staff in all cases to decide whether a child should be sent home and when the child may return.**

## MEDICATION

**It is our policy NOT to dispense any non-prescription medications to any child.** The only exceptions are diapering ointments, teething gels, ibuprofen for teething, and sunblock, provided by parents. Parents must fill out and sign an Authorization for Dispensing Medications to Children form (which can be found on our website or obtained from the center) if teething gel, diapering cream, or sunblock is left at the school. We dispense prescription and non-prescription medications under the following conditions:

1. An Authorization for Dispensing Medications to Children form is filled out and signed by the parents for each medication (a copy of the release form is on our website).
2. The medication (including diapering ointment, teething gel, ibuprofen, and sunblock) is in the original pharmacy container labeled with the child's name, name of the medication, the dosage, and the dosage intervals.
3. A doctor's note must be provided including the physician's name, child's name, name of medication, specific and legible instructions for administration and storage of the medication, dosage and dosage intervals, dates medication is recommended to be administered, and the reason for administration. **We DO NOT administer medication for reduction of fever.**
4. If the medication prescribed by your child's doctor is given in a sample package, the medication is accompanied by a physician's approval slip. It is labeled with the child's name, the name of the medication, the dosage, and the dosage interval.
5. All medication goes home at the end of each day. (If your child does use a diapering ointment or sunblock, please provide a tube of ointment or sunblock labeled with the child's name, dosage, and instructions that can be left at the center.)
6. All medication is labeled with the child's name and stored in a locked container.

## TOILET TRAINING

Toilet training a toddler varies from child to child. We partner with parents to accomplish success for the child in this personal skill. Please communicate with your child's teacher so that both staff and parents are following the same procedures and prompts for the child's success. If a reward method is used, parents are asked to provide the reward that they use for their child. Parents are also asked to bring extra clothes during the training period. To maintain a proper developmental age group in the toddler room, **a child must be toilet trained by the age of 3 years**. After this time, the parents will be asked to pay a holding fee until the child is toilet trained and can return to the program. All children enrolled in the preschool must be toilet trained before they can enter that program. All children in preschool must be out of diapers and pull-ups.

## ACCIDENTS

In even the best childcare center, accidents do occur. If your child is involved in a slight accident a written report is completed. One copy is kept on file at the center and one copy is given to you. You may be given a courtesy call (see on page 4) to inform you of what has happened. If we believe your child needs emergency medical attention, you are contacted immediately. If you are unable to take your child to seek treatment or if we are unable to reach you or any of the emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child. This consists of:

1. Calling 911.
2. Providing first aid, if necessary.
3. Providing information to paramedics as needed.

If payment is warranted, it is the responsibility of the parents.

## MEALS/SNACKS/ALLERGIES/DIETARY RESTRICTIONS

To ensure the health of every child, parents must inform the preschool office if their child has any food allergies and/or dietary restrictions. Parents are expected to provide alternate snacks/meals for their child if the child cannot eat the snacks/meals provided by the center. It is the parent's responsibility to fill out an ALLERGY/DIETARY RESTRICTION ALERT (obtained online at [www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org) or from the office). It is also the parent's responsibility to update the form with any changes as needed.

**Jacob's Learning Ladder will not offer reduced tuition to any family that needs to provide extra snack or lunch food for their child.** Please see the **FOOD ALLERGY/DIETARY RESTRICTION POLICY** on page 36 of the APPENDIX.

We provide nutritious meals and snacks. We encourage you to feed your child breakfast at home, but we do provide a light breakfast served only from 7:00 to 8:30am.

Snacks are served mid-morning and mid-afternoon. Parents may bring snacks, check the bulletin board for your child's teacher for snack signups. Please check with the teacher for food allergies in the classroom, to get a count of how many children will be present, or to set up a date. Parents may occasionally be asked to provide snacks for special occasions and parties.

Lunch is served at 11:45 am in the toddler rooms and 12:00 pm in the preschool rooms. The lunch menu meets all Kansas Department of Health and Environment lunch requirements. Monthly lunch menus

are available on our website ([www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org)). Any children who arrive after 12:30pm will not be served lunch. For children not regularly scheduled to attend during the lunch hour but who would like to come to lunch, you must give 24-hour notice to check for available space. For full-time children arriving late to school, please let us know by 10:00 am that day if your child plans to eat lunch here.

## KANSAS IMMUNIZATION REQUIREMENTS

Division of Public Health  
Curtis State Office Building  
1000 SW Jackson St., Suite 300  
Topeka, KS 66612-1368



Phone: 785-296-1086  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

### LICENSED CHILD CARE FACILITIES AND EARLY CHILDHOOD PROGRAMS OPERATED BY SCHOOLS IMMUNIZATION REQUIREMENTS FOR 2022-2023 SCHOOL YEAR

Immunization requirements and recommendations for the 2022-2023 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the catch-up schedule is implemented. To avoid missed opportunities, immunization providers may use a 4-day grace period, in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

[K.A.R. 28-1-20](#), published July 18, 2019 in the Kansas Register, defines the immunizations required for children attending child care facilities and early childhood program licensed by the Kansas Department of Health and Environment (KDHE).

- **Diphtheria, Tetanus, Pertussis (DTaP):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4<sup>th</sup> dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older.
- **Haemophilus influenzae type b (Hib):** Three to four doses required for children less than 5 years of age. Brands of vaccine approved for a three-dose series should be given at 2 months, 4 months, and 12-15 months. Brands of vaccine approved for a four-dose series should be given at 2 months, 4 months, 6 months, and 12-15 months. Total doses needed for series completion is dependent on the type of vaccine administered and the age of the child when doses were given.
- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose.
- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 6 months.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Pneumococcal conjugate (PCV):** Four doses required for children less than 5 years of age. Doses should be given at 2 months, 4 months, 6 months, and 12-15 months. Total doses needed for series completion is dependent on the age of the child when doses were given.
- **Poliomyelitis (IPV/OPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3<sup>rd</sup> dose was given after 4 years of age **and** at least 6 months have elapsed since dose 2.
- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2<sup>nd</sup> dose may be administered as early as 3 months after the 1<sup>st</sup> dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found at [K.S.A. 72-6262](#). In addition to the immunizations required for children attending child care facilities licensed by KDHE and early childhood programs operated by schools, other vaccine recommendations are:

- **Rotavirus:** Two or three doses are recommended for < 8 months of age; not required. Total doses needed for series completion is dependent on the type of vaccine administered and the age of the child when doses were given.
- **Influenza:** Annual vaccination recommended for all ages  $\geq$  6 months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers and parents are key to the success of protecting our children and communities from vaccine preventable disease. Thank you for your dedication.

Revision 2/2022

## JACOB'S IMMUNIZATION POLICY

**Jacob's Learning Ladder only considers for enrollment children fully immunized as recommended by the CDC (Centers for Disease Control and Prevention)** as outlined in the previous section and following two pages. Only complete immunization records are accepted.







### Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
<b>Chickenpox</b>	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Diphtheria</b>	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
<b>Hib</b>	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
<b>Hepatitis A</b>	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders, death
<b>Hepatitis B</b>	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer, death
<b>Influenza (Flu)</b>	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs), bronchitis, sinus infections, ear infections, death
<b>Measles</b>	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Mumps</b>	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness, death
<b>Pertussis</b>	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
<b>Polio</b>	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
<b>Pneumococcal</b>	PCV13 vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
<b>Rotavirus</b>	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration, death
<b>Rubella</b>	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
<b>Tetanus</b>	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

\* DTaP combines protection against diphtheria, tetanus, and pertussis.

\*\* MMR combines protection against measles, mumps, and rubella.

Last updated February 2022 - CS122257-A

## COMMUNICABLE DISEASE

Jacob’s Learning Ladder is required to report communicable diseases to the Sedgwick County Health Department and the Kansas Department of Health and Environment (KDHE). Please notify us immediately if your child is diagnosed with any of the illnesses on the following document from KDHE.

**These reportable diseases are most likely to be seen or heard about by school nurses and child care providers. They should be reported right away.**

<ul style="list-style-type: none"> <li>» Measles (rubeola)</li> <li>» Meningococcal disease</li> <li>» Mumps</li> <li>» Pertussis (whooping cough)</li> <li>» Rubella</li> <li>» Tuberculosis</li> <li>» Varicella (chickenpox)</li> </ul>	<ul style="list-style-type: none"> <li>» Outbreaks of disease (2 or more cases from separate households associated with a suspected common source)                             <ul style="list-style-type: none"> <li>› Multiple children with severe diarrhea at the same time</li> <li>› A large increase in illness over the expected number for the time of year</li> </ul> </li> </ul>
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**These are other reportable diseases investigated by the Sedgwick County Health Department where you may be contacted as part of the investigation.**

<ul style="list-style-type: none"> <li>» Foodborne Illness/Diarrhea                             <ul style="list-style-type: none"> <li>› Campylobacteriosis</li> <li>› Hepatitis A</li> <li>› Salmonellosis</li> <li>› Shiga toxin-producing <i>E. coli</i></li> <li>› Shigellosis</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>» Other                             <ul style="list-style-type: none"> <li>› Blood lead levels</li> <li>› <i>Haemophilus influenzae</i>, invasive</li> <li>› HIV and syphilis</li> </ul> </li> </ul>
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**Remember: Follow your exclusion policies for children who have diarrhea or flu-like symptoms.**

There are many other diseases and conditions that may impact school nurses or childcare providers. You can find more information about these in the Kansas Classroom Handbook of Communicable Diseases ([www.kdheks.gov/epi/download/Kansas\\_Classroom\\_Handbook\\_of\\_Communicable\\_Diseases.pdf](http://www.kdheks.gov/epi/download/Kansas_Classroom_Handbook_of_Communicable_Diseases.pdf)).

Updated: April 2020



**Health Department**  
*Sedgwick County...  
 working for you*

By law, Kansas medical providers, school administrators, and licensed child care providers must report diagnoses of specified infections, diseases, and conditions. Some conditions (e.g., uncommon illnesses of public health significance, animal bites, disease outbreaks) are rarely, if ever identified by labs. Public health depends on school nurses to report. Remember, HIPAA and FERPA do not prohibit you from reporting protected health information to public health authorities for the purpose of preventing or controlling disease. To see the entire list of reportable diseases, visit [http://www.kdheks.gov/epi/download/KANSAS\\_NOTIFIABLE\\_DISEASE\\_LIST.pdf](http://www.kdheks.gov/epi/download/KANSAS_NOTIFIABLE_DISEASE_LIST.pdf). K.S.A. 65-118, 65-128, 65-6001 through 65-6007, K.A.R. 28-1-2, 28-1-4, and 28-1-18.

PS-4544

## PAYMENT POLICIES

### ANNUAL ENROLLMENT FEE

A total of \$75.00 is collected at the time of pre-enrollment in either the preschool and/or daycare program. This is a non-refundable pre-enrollment fee which secures a class position for your child.

### TUITION RATES

Charges for each child are assessed for the usual hours per week that are noted on your **Enrollment Agreement**, a form completed in the office at the time of enrollment and annually thereafter or when there is a change in your child's position in the program. You pay the same rate each week whether the child attends or not. This includes any absences due to the center being closed (for holidays or snow days) or child absences due to illness or vacation. The rates for all children enrolled only in the preschool are assessed monthly and due the 10th of each month. The rates for all children enrolled in preschool **and** daycare, and for children enrolled only in daycare are based on a weekly rate and are due according to your **Enrollment Agreement**. The rates for all children are based on what programs your child is enrolled in, how many hours they attend, and how old they are. We offer full-time rates and part-time rates (part-time (only available for students 2.5 years and older in our preschool program) is 25 hours per week or less, full-time is 35 hours or more per week).

An hourly rate is charged for more than 25 but less than 35 hours. Tuition rates are subject to change anytime when deemed necessary for the financial health of the program. A minimum of two (2) weeks' notice will be given in the event of a tuition rate change.

### PAYMENTS

Tuition for children enrolled in preschool only is due by the 10th of each month. If your child is enrolled in both preschool and daycare, or daycare only, payment may be made weekly, bi-weekly, or monthly. We make efforts to keep your childcare costs down to an affordable rate. One way to do this is by minimizing statements. Do not expect a weekly statement. We only send statements when your account becomes ten (10) days past due. If you require a monthly receipt for tax purposes, please contact the Preschool Office. Keep these receipts. We generate individual tax statements at the end of the year **if requested**.



**No CREDIT or CREDIT DAYS are given when your child is not in class because of illness, vacations, or any other personal reasons.**

**No CREDIT or CREDIT DAYS are given when your child is not in attendance because of administrative policies, incomplete paperwork, etc.**

**No CREDIT or CREDIT DAYS are given for school closing due to weather or holidays.**

**Summer and Winter Breaks are non-payment (\$0 fee) weeks.**

## MAKING A PAYMENT

-  **CHECK OR MONEY ORDER:** Make payments out to Jacob's Learning Ladder. Please bring your payment to the Preschool Office or put your payment into the payment box located inside the door of the Toddler Two classroom (106) on the ground floor.
-  **ONLINE PAYMENTS—DEBIT, CREDIT, OR BANK DRAFT:** To make a payment online, go to our website ([www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org)). On the left navigation panel select MAKE A PAYMENT and follow the prompts. Direct payments can also be set up through your banking institution and sent directly to Jacob's Learning Ladder at 5002 East Douglas, Wichita, Kansas, 67208. Please make all payments to Jacob's Learning Ladder. **If you set up a recurring payment with Vanco, our online vendor, to ensure your security, YOU ARE THE ONLY ONE THAT CAN MAKE CHANGES TO YOUR PAYMENT PLAN. This includes stopping your payments, the frequency of payments, or changing the amount of your payment.**

Questions or concerns about your account or making a payment may be directed to Nancy Morrow by phone, 316-618-4189, or email, [nancy@mygpc.org](mailto:nancy@mygpc.org).

## LATE PAYMENTS AND LATE PICKUP

Payments received late will have an additional charge of \$2.00 per day for each day paid late. Payments not received within ten (10) school days of the due date could result in the child's dismissal. No student may start a new school semester if they have a past-due balance. Jacob's Learning Ladder is an early-childhood program run under the leadership of Grace Presbyterian Church; however, the program is self-sufficient and receives no direct funding from the church. Tuition collected is how teachers are compensated, supplies are purchased, and other expenses are paid.

A late pickup fee in the amount of \$15.00 for every 15 minutes (or any portion thereof) is charged to participants who pick up children after their scheduled pickup time. Any charge for late pickup is reflected in a statement sent home at the end of the month. **LATE FEES DOUBLE AFTER 6:00pm. We are out of compliance with the Kansas Department of Health and Environment, our licensing agency, after 6:00pm.**

## HOLDING FEE

A \$50.00 holding fee per week can be paid to hold your child's place in their assigned class, for a maximum of two holding fees per child per school year. This must be approved by the director in advance of the absence. The purpose of the holding fee is to hold your child's current hours in the class which they are currently enrolled. If you choose to change your child's hours and not pay a holding fee you run the risk of losing the previous hours your child was enrolled.

## CURRICULUM FEE

A \$45 curriculum fee is collected by September 30<sup>th</sup>. This fee includes Handwriting Without Tears, Let's Find Out/Our Big World curriculum, security access card (2 per family), JLL tote bag, water bottle and T-shirt.



## SUPPLY FEE

As a center we do not assess a supply fee. Each child is given a supply list and asked to bring those supplies to school. If your child requires additional supplies or personal supplies (diapers, wipes, etc.) and items are not replenished on a timely basis, a \$50 fee is added to your monthly payment.

## RETURNED CHECKS

All returned checks are subject to an additional \$50.00 charge. If payments for tuition are returned on more than two (2) occasions, future payments must be made in the form of cash, money order, cashier's check, or credit card.

## CHECK-IN PROCEDURES

For safety and security, it is the responsibility of all parents to check their child in and out daily. **If a child is not checked in and out correctly, you will be charged a full day's rate, regardless of how long the child was in attendance.** Two key cards are given to each family upon enrollment. A card accesses the main preschool door for all families, and the toddler classroom for parents of toddlers. The card is also used to check a child in or out using the ProCare check-in computer in the Preschool Office or outside the Toddler classrooms. The ProCare check-in computer is for adult use only. The person whose name is on the card should be the only person using that card. A child may also be checked in or out by signing the designated sheet in the Preschool Office by a parent or designated pick-up (with photo ID).

**To drop off preschool-aged children:** Parent checks in on the ProCare computer in the Welcome Office. Parent walks their child to child's classroom using parent access card to enter secured access doors. If child's class is on the playground, parent takes the child outside **after** checking in at the office and hanging up child's belongings in the classroom. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

**To drop off toddler-aged children:** Parent checks the child in on the ProCare computer outside the toddler rooms and then enters child's classroom using (using the parent access card to enter the room). If child's class is on the playground, parent takes the child outside **after** checking into the tablet and hanging up child's belongings in the classroom. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

**To pick up children:** Parent checks the child out using the ProCare computer in the Preschool Office or outside the toddler rooms and then enters child's classroom (using the parent access card to enter the room). If child is on the playground, parent first checks out on the ProCare computer and collects child's belongings from the classroom before picking child up from the playground. Verbal contact with classroom staff must be made before leaving. Please note, the playground gate is for EXITING ONLY.

## PROGRAM AND CURRICULUM POLICIES

### CURRICULUM

Jacob's Learning Ladder Preschool and Adventure Club's curriculum is created annually by the teaching staff and directors. It fosters a well-rounded, age-appropriate education following the Kansas Early Learning Guidelines and Standards. Resources include Handwriting Without Tears award-winning writing and math curriculum, Where is My Community? social studies series, Scholastic's bi-weekly classroom supplements, MySELF: Social Emotional Learning Foundations series, twice monthly Bible stories, and Calm Classroom™. The **Curriculum Plan** is available on our website ([www.jacoblearningladderpreschool.org](http://www.jacoblearningladderpreschool.org)) or a copy can be obtained in the Preschool Office. Classroom lesson plans, reflecting the curriculum, are posted on each teacher's bulletin board and on our website (under the Parent Info tab).

### DISCIPLINE

When a child's actions become inappropriate our staff takes the time to help the child behave more appropriately. Some of the discipline methods that we use are:

- Gentle reminders about what is appropriate
- Redirection
- "I" and "You" messages
- Choices
- Watch and Learn

Watch and Learn is used as a last resort. The amount of time a child stays in Watch and Learn depends on his/her age. For example, if the child is four years old, he/she will be in Watch and Learn for four minutes. The main goal of our Watch and Learn is to allow the child to calm down and regain composure. Watch and Learn is always supervised by a staff member. We attempt to enforce our rules and discipline consistently and fairly. The children will know what behaviors are acceptable and the consequences for unacceptable behaviors. Corporal punishment or punishment that is humiliating, frightening, or harmful to the child is prohibited.

Parents are notified, either by courtesy call (see page 4) or when the child is picked up, of any extreme discipline problems that day. We want to work together to solve any problems your child may be experiencing. In some extreme cases concerning discipline, parents may be called to pick up their child immediately.

We reserve the right to terminate the enrollment of any child whose behavior is such that it interferes with the care and the safety of the other children in our care or our staff. The staff considers the educational process to be a partnership between the staff and the child's family. It is our sincere wish to work with each family whose child is enrolled in our program. If at any time this relationship is compromised because of inappropriate behavior of an adult toward a staff member, another adult, or any child, your child's enrollment will be immediately terminated. A probationary period may be necessary depending on the behavior of a child and how he/she is adjusting to the program. This is up to the discretion of a director.

## BITING POLICY

In any childcare setting, biting incidents are bound to happen, therefore we have a biting policy for children ages three and older in our care. If your child bites another child or is bitten by another child, you will be notified. Upon the first incident of biting, the child is given a warning and a Watch and Learn. Upon the second incident, the child is suspended from class the next day (no credit is given for tuition on suspension days). Upon the third incident, a two-day suspension is implemented. Finally, upon the fourth incident, the child is immediately dismissed from the program. The final decision in each situation is left to the director's discretion. For children under the age of three, each incident is dealt with on an individual basis.

## ARRIVALS AND DISMISSALS

All arrivals and dismissals are to be made through door #1 off the north parking lot. The west doors of the building are locked. A handicap entrance (door #2) is located immediately east of the double glass doors. For those needing additional assistance, contact the Preschool Office to make arrangements.

It is the parent's duty when dropping off or picking up their child to check the child in and out. The child may not stay or leave unless they are checked in or out. After your child is checked in, make sure their presence is acknowledged by a teacher before you leave. If someone is picking up your child in your absence, that person must be listed on your child's enrollment form and must present identification. Toddler students are checked in and out in their classroom. Preschool-aged students are checked in and out at the Preschool Office inside door #1 off the north parking lot and down the stairs.

**Please respect the handicapped and no parking signs when parking your car. Please do not block any driveways, entrances, or any other cars. Do not park for any amount of time in the red fire lanes. Just a reminder: children are frequently walking through the parking lot, PLEASE DRIVE SAFELY.**

## GUN POLICY

Grace Presbyterian Church including Jacob's Learning Ladder is a **gun-free zone**.

## FIELD TRIPS

We have several field trips planned throughout the year. Parents must sign a permission form to cover all walking trips for the year. Prior to car trips, each child must have individual signed permission slips. This is a state regulation. You will be notified in advance about each trip. Permission slips are posted on the child's classroom bulletin board, or may be downloaded from our website, signed, and sent back to school with the child. Each child must be in a seat belt and age- and weight-appropriate safety seat while traveling. Parents must provide a car seat for their child. All car doors are to be locked. Our field trips depend on parent participation. Without parent drivers, we are unable to go on these special events. All drivers that do drive on field trips must have a copy of the proof of insurance on file, in accordance with state regulations. Parent drivers must stay with the children in their care until the children have been released to a staff member. Each child should wear their school t-shirt when participating in a field trip.

## KANSAS SAFETY RESTRAINT LAW

- ✎ Children ages 1 to 4 who are between 20 and 40 pounds should be strapped into a safety seat in the back seat, facing front. Harness straps should be at or above the shoulder.
- ✎ Children ages 4 to 7 who are between 40 and 80 pounds or are less than 4 feet 9 inches tall should be strapped into a booster seat in the back.

Jacob's Learning Ladder staff follows the Kansas Safety Restraint Law regarding children's safety while traveling in a vehicle. Parents are responsible for providing appropriate safety seats for their children during each field trip. If your child does not have their own safety seat, they will not participate on that field trip.

## PARTY AND SOCIAL INVITATIONS

It is the policy of Jacob's Learning Ladder to not hand out party invitations in the classrooms. We follow this policy because we want to be considerate of each child's feelings in the classroom. Please do not ask your child's teacher to assist you with this. Class lists with children's address information can be obtained through the Preschool Office. It is the parent's decision as to whether they would like their child's information included on the class list.

## CLOTHING AND TOYS

Please dress your child in comfortable clothes and shoes. We encourage you to send children in clothing that is conducive to the daily creative and sometimes messy activities (using paint, glitter, and other media difficult to remove from clothing). Even though the children wear paint shirts, spots seem to find their way onto clothing from time to time. We discourage any shoes that are not secure around the foot, because they severely inhibit safety during activities and gross motor play. Flip-flops are prohibited. Please remember your child's comfort and modesty when dressing for school. We encourage shorts to be worn under dresses or skirts. The children have a period of outdoor play every day (except in extreme weather conditions) and warm outer clothing including hats and mittens is a must.

Please provide an extra change of clothes including underwear, socks, and shoes to be left at the center. If the clothes are soiled, they are sent home that evening with you. Please remember to bring an extra set the following day to be stored. Please include a winter hat, and gloves or mittens to be kept at the school during the winter. Be sure to label all your child's clothes with his/her name.

Please wash and return clothes borrowed from JLL. We also accept donations of outgrown clothing to add to our extra clothes bins.

**We discourage the bringing of toys from home to school unless it is requested by the teacher for a special day. No toy guns, toy knives or toy weapons are permitted at the facility.**



## CLASSROOM INFORMATION/COMMUNICATION

Each month, each classroom publishes a newsletter notifying you of upcoming events at Jacob's Learning Ladder. Copies are available online at [www.jacobslearningladderpreschool.org](http://www.jacobslearningladderpreschool.org).

Each preschool room has a bulletin board that has important information for parents to check. Please remember to check these boards often. Each child is given a tote bag with their name on it to carry between home and school daily; parents will find important notes in these bags.

The staff at Jacob's Learning Ladder Preschool is open to suggestions and concerns.

## PARENT/TEACHER CONFERENCES

Parents are invited to consult with the teacher at any time throughout the school year. Parent Conferences are held for all Toddler Two and preschool-aged children in the fall and spring. Parent Conferences are a useful tool for teachers and parents to work together to make each child's preschool experience a happy and successful one.

## PARENT VOLUNTEERS

Parents are asked to volunteer at various times during the year for field trips, class parties and school programs. Helping with these special activities gives you a chance to share in the fun and provides additional supervision. Information for each event will be posted on the classroom bulletin boards requesting volunteers to sign up. Parent-drivers must stay with the children in their care until the children have been released back to a staff member.

## SCHOOL BAGS

Each child enrolled in the preschool program is given a tote bag to carry to and from school every day so papers and important notes can be brought home safely. Please check these bags daily. If your child's bag gets lost, a new bag can be purchased in the Preschool Office for \$8.00. Children in the toddler program should be brought to school with a diaper bag each day.

## LINE OF AUTHORITY

The Program Director, working under the supervision of the Jacob's Learning Ladder Board, the Senior Pastor, and the Session of Grace Presbyterian, has final authority in all preschool and daycare classroom matters. In the Program Director's absence, the Assistant Director has the responsibility. Should neither be available, the teacher with the longest tenure is in charge. The staff person in authority is responsible for opening and closing classrooms at the beginning and end of the day. If you have any questions about these positions or areas of responsibility, please see the director.

## INSURANCE

Jacob's Learning Ladder Preschool is insured by Brotherhood Mutual Insurance Company.

If you arrange with a staff member of Jacob's Learning Ladder to watch your child(ren), or if your child(ren) participates in any social activities with a staff member outside normal business hours or away from the center, neither Jacob's Learning Ladder nor Grace Presbyterian Church can be held responsible.

## DRILLS

Plans have been developed for the care of the children in the unlikely case a disaster such as fire, tornado, storms, etc., should occur. Drills are conducted at random monthly intervals. This complies with Kansas state law requirements.

### **SHELTER IN PLACE\***

- The Office alerts Staff to emergency.
- Staff calms the children.
- Staff gathers student forms and classroom backpack.
- Staff assembles children into a group or line.
- Staff ushers the children to the Teen Center.
- Staff takes attendance, makes children comfortable, and involves them in a simple activity. In the event of a tornado, staff places children sitting down in crisscross fashion, facing the wall, with head between knees and hands over head.
- Staff and children remain in the Teen Center until the need to shelter in place has passed.

\*Includes Severe Storm Warnings and Tornado Warnings. Tornado Drills are held April through September for each class. Each date and time are recorded by the person in charge and kept on file in the Preschool Office.

### **SEVERE INJURY PLAN**

- Call 911.
- Call parent or emergency contact person.
- Keep child calm, comfortable, and safe.
- Alert a preschool director and call a substitute teacher. A staff member will remain in the classroom until a substitute teacher arrives.
- When ambulance arrives, staff will ride with child if parent has not arrived.
- Staff will take all child information (from classroom notebook) to hospital.
- Staff will fill out accident form.
- Staff turns in completed accident form to program director, who will file in appropriate place.

### **FIRE PLAN**

A fire drill is held monthly for each class. Each date and time are recorded by the person in authority and kept on file in the Preschool Office.

- Staff quickly calms children.

- Staff gathers student forms.
- Staff assembles children into a group or line.
- Staff should check the primary exit route for safe exit.
- Staff ushers children immediately and calmly through exit route.
- After exiting building, children cross the north parking lot with staff and remain by basketball goal at north end of the parking lot until an “all clear” signal is given. (In the event the north parking lot is obstructed, children and staff gather in the parking lot west of the church.)
- Staff takes attendance of the class and are responsible for all children.

Floor plans of the building that list primary exit routes and alternate exit routes are posted in each classroom. Teachers familiarize themselves with the plan before the first day of class.

### **FLOOD PLAN**

In case of high-water warnings, children are moved to the 3rd floor until their parents or legal guardians can be notified and children can be safely removed from the premises. If this procedure is necessary, the stairs are used and not the elevator. If classes are in session and a Flood Warning is issued, parents are contacted, and classes are dismissed.

### **RELOCATION PLAN**

If we must evacuate the premises, staff and children will be safely relocated to one of the following locations and then we will attempt to notify parents.

#### **NEAR-BY ASSEMBLY SITE**

Hyde International Studies and Communication Magnet  
210 North Oliver  
Wichita, Kansas 67208  
316.973.0651  
Jamie Cole, Principal

#### **DISTANT ASSEMBLY SITE**

Linwood Recreation Center  
1901 South Kansas Street  
Wichita, Kansas 67211  
316.337.9191



## SCHEDULES/SUPPLIES/FEEES

### TODDLER ONE (12-MONTHS AND WALKING)

This is a full-time program offered 12-months out of the year, Monday through Friday, from 7:00am to 6:00pm for children at least 12-months and walking. While in our care, children are supervised by qualified staff during their daily activities. Our Toddler curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. A nutritional snack and meal are included in this program. Full-time enrollment is the only option for the Toddler One program.

 **DAILY SCHEDULE**

TIME	ACTIVITY	TIME	ACTIVITY
7:00 to 8:30	<b>Welcome/ Light Breakfast and Learning Centers</b> Blocks/ Home Living/ Dramatic Play/ Legos/ Puzzles/ Manipulatives	12:30 to 12:45	<b>Personal Hygiene/ Yoga</b> Diaper Changes, Wash Hands and Face, Brush Teeth, Yoga
8:30 to 9:30	<b>Clean Up and Diaper Changes</b>	12:45 to 3:00	<b>Nap/ Rest Time</b>
9:30 to 10:00	<b>Teacher Directed Activities</b> Art/ Science	3:00 to 4:00	<b>Wake Up/ Snack Time</b> Wash Hands, Serve Snack and Drink
10:00 to 10:20	<b>Snack Time</b> Wash Hands, Serve Snack and Drink	4:00 to 5:00	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting)
10:20 to 11:00	<b>Circle Time</b> Counting/ Alphabet/ Colors/ Shapes/ Emotions Storytime	5:00 to 6:00	<b>Learning Centers</b> <b>Pick Up and Departure</b>
11:00 to 12:00	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting)		
12:00 to 12:30	<b>Lunch</b> Wash Hands		

-  Diapers are checked every hour and a half.
-  Daily schedule is subject to change depending on social and academic needs of the classroom.

## TODDLER ONE (12-MONTHS AND WALKING)

### **REQUIRED SUPPLIES**

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- |   |   |
|---|---|
| 1 old t-shirt to use in the art center                  | 1 small hairbrush and/or comb   |
| 2 bottles 4 oz. Elmer's School Glue                     | 3 sippy cups (Nuby brand without plastic insert in lid)                             |
| 1 set of Crayola Jumbo Crayons                          | 2 extra pair of socks   |
| 1 set of Crayola Pip-Squeaks Washable Markers           | 1 extra pair of shoes   |
| 3 large school glue sticks                              | 2 changes of clothes (weather and size-appropriate; labeled with your child's name) |
| 1 set of washable watercolor paints (Crayola preferred) | Tot Cot All-in-One Nap Mat by Urban Infant (teacher preferred brand/style)          |
| 6 rolls of paper towels                                 | Nap-time comfort item   |
| 3 boxes of Kleenex tissues                              | 1 rag rug (used for classroom yoga)   |
| 3 containers of disinfectant wipes                      | Diapers/Pull-ups (if not Potty Trained)   |
| 1 toothbrush (expect to replace often)                  | Baby Wipes  |
| 1 tube of toothpaste (children's flavor)                |   |
| 1 toothbrush holder (bristle cover only)                |   |

### **TUITION AND FEES**

PROGRAM	DAYS	TIME	TEACHER/CHILD RATIO	COST WEEKLY
Full Time (35 hrs. or more)	M-F	7am-6pm	1-5	\$240.00


A non-refundable enrollment fee of \$75 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 19 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder has a child admission and employment policy that is non-discriminatory regarding race, color, religion, national origin, ancestry, physical handicap, or sex.

## TODDLER TWO (2 TO 3 YEARS)

This is a full-time program offered 12-months out of the year, Monday through Friday, from 7:00am to 6:00pm. We accept children 2 to 3 years of age. While visiting Adventure Club, children are supervised by qualified staff during their daily activities. Adventure Club curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. A nutritional snack and meal are included in this program. Full-time enrollment is the only option for the Toddler Two program.

### DAILY SCHEDULE

TIME	ACTIVITY	TIME	ACTIVITY
7:00 to 9:00	<b>Welcome</b> Light Breakfast (if requested), <b>Learning Centers</b> Blocks/ Home Living/ Dramatic Play/ Library/ Teacher-Student Small Group Activities	11:55 to 12:30	<b>Lunch</b> Wash Hands
9:00 to 9:30	<b>Story Time</b> Pick up Listening, Open-ended Discussion	12:30 to 1:00	<b>Personal Hygiene/ Prepare for Nap</b> Bathroom and Diaper changes, Wash Hands and Face, Brush Teeth
9:30 to 10:00	<b>Snack Time</b> Bathroom and Diaper Changes, Wash Hands, Serve Snack and Drink.	1:00 to 3:00	<b>Nap/ Rest Time</b>
10:00 to 10:50	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting)	3:00 to 3:30	<b>Personal Hygiene</b> Bathroom, Diaper Change as Needed, Wash Hands, Prepare for Snack
10:50 to 11:00	<b>Personal Hygiene</b> Bathroom, Diaper Change as Needed, Wash Hands, Drinks	3:30 to 4:00	<b>Snack Time</b> Eat Snack, Clean Tables
11:00 to 11:40	<b>Art/ Table Time</b> Painting/ Glue/ Scissor Skills/ Manipulatives/ Pre-Writing Exercises Fine Motor Skills	4:00 to 4:50	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting)
11:40 to 11:55	<b>Circle Time</b> Helper Chart/ Calendar/ Weather/ Alphabet/ Concepts/ Fingerplays	4:50 to 5:00	<b>Personal Hygiene</b> Bathroom and Diaper Changes, Wash Hands, Drinks
		5:00 to 5:15	<b>Story Time</b> Listening, Open-ended Discussion
		5:15 to 6:00	<b>Learning Centers</b> <b>Pick Up and Departure</b>

 It is the policy of Jacob’s Learning Ladder to limit videos to curriculum-based subject matter. However, on Fridays, a 30 to 45-minute, age-appropriate video is shown for **Friday Fun**.

 Daily schedule is subject to change depending on social and academic needs of the classroom.

## TODDLER TWO (2 TO 3 YEARS)

### **REQUIRED SUPPLIES**

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>2 bottles of 4 oz. Elmer's School Glue</li> <li>3 large school glue sticks</li> <li>1 package of 24-count crayons</li> <li>1 set of Broad Line Crayola Washable Markers</li> <li>1 pair of scissors (Fiskars, round tip)</li> <li>1 set of washable watercolor paints (Crayola preferred)</li> <li>6 rolls of paper towels</li> <li>3 boxes of Kleenex tissues</li> <li>3 containers of disinfectant wipes</li> <li>1 toothbrush (expect to replace often)</li> <li>1 tube of toothpaste (children's flavor)</li> <li>1 toothbrush holder (bristle cover only)</li> <li>1 small hairbrush and/or comb</li> </ul> | <ul style="list-style-type: none"> <li>3 pair of underwear, labeled with child's name (if potty trained)</li> <li>1 extra pair of shoes</li> <li>2 extra pair of socks</li> <li>2 changes of clothes (weather and size-appropriate; labeled with your child's name with permanent marker)</li> <li>Tot Cot All-in-One Nap Mat by Urban Infant (teacher preferred brand/style)</li> <li>Nap-time comfort item (if child uses one)</li> <li>Diapers/Pull-ups with re-sealable sides (if not potty trained) <b>NO</b> Pampers easy-ups, please</li> <li>Baby Wipes for personal use</li> <li>3 packages of baby wipes for classroom use</li> </ul> |
|---|---|

### **TUITION AND FEES**

PROGRAM	DAYS	TIME	TEACHER/CHILD RATIO	COST WEEKLY
Full Time (35 hrs. or more)	M-F	7am-6pm	1-7	\$240.00

A non-refundable enrollment fee of \$75 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 19 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder has a child admission and employment policy that is non-discriminatory regarding race, color, religion, national origin, ancestry, physical handicap, or sex.

## PRESCHOOL: 3 TO 5 YEARS

Preschool hours are from 9:30am to Noon. Please see PRESCHOOL ONLY CLASS HOURS on page 7 for more information.

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### ACTIVITY

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#### **Table Time**

Letter and Number Work  
Handwriting Without Tears/  
Fine Motor Skills

#### **Circle Time**

Today's Helpers  
Calendar Time  
Weather Chart  
Flag Salute  
Weekly Theme  
Songs and Fingerplays  
Storytime  
Show and Share

#### **Snack Time**

Bathroom/ Personal Hygiene  
Wash and prepare tables  
Children serve snack and clean-up

#### **Learning Centers**

Art  
Blocks  
Computer  
Home Living  
Library  
Math/Manipulatives  
Music and Movement  
Science

#### **Pick Up and Prepare for Leaving**

#### **Outside/Inside Activities**

Gross Motor Play—Indoor/Outdoor Activities (Weather  
Permitting)  
Departure



## PRESCHOOL: 3 TO 5 YEARS

### **REQUIRED SUPPLIES**

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- 1 empty frosting container with lid
- 1 bottle of 4 oz. school glue
- 1 box of 24 regular crayons (Crayola, teacher preference)
- 1 package of Crayola washable markers
- 1 set of Crayola or Prang watercolor paints
- 6 large washable school glue sticks (September and again in January)
- 1 package assorted dry erase markers
- 1 pair Fiskars kid scissors
- 6 rolls of paper towels (September and again in January)
- 3 packages of disinfectant wipes (September and again in January)
- 3 packages of baby wipes
- 2 rolls of Scotch transparent tape
- 1 roll of clear packing tape
- 3 boxes of Kleenex tissues
- 1 bottle of hand sanitizer
- 1 box of gallon-size Ziploc bags
- Curriculum Fee--\$45 (includes Handwriting Without Tears, Let's Find Out/Our Big World curriculum, 2 security access cards, JLL tote bag, water bottle, and t-shirt)

### **TUITION AND FEES**

**Preschool Only Tuition Rates.** Tuition rates for Full-time, Part-time, or additional hours before or after school are listed under Adventure Club: 3 to 5 years on page 34-35. All classes have a teacher to child ration of 1 to 8, 1 to 10, or 1 to 12.

AGE AS OF SEPTEMBER 1	DAYS	CLASS TIME	COST PER MONTH
3 years	MWF am	9:30 am-12:00 pm	\$275.00
3 years	TuTh am	9:30 am-12:00 pm	\$255.00
4 years	MWF am	9:30 am-12:00 pm	\$275.00
4&5 years	5day am	9:30 am-12:00 pm	\$530.00


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## CHILDCARE 3 TO 5 YEARS (FULL-TIME ENROLLMENT)

The Adventure Club program refers to the hours before and after the preschool class hours. Room B8 is open for early morning drop-off and breakfast (7:00 to 8:30am) and late afternoon pickup (5:00 to 6:00pm).

### DAILY SCHEDULE

TIME	ACTIVITY (FOR NAPPERS)	TIME	ACTIVITY (FOR NON-NAPPERS)
7:00 to 8:30	Light Breakfast (if requested) and Learning Centers	7:00 to 8:30	Light Breakfast (if requested) and Learning Centers
8:30 to 9:25	<b>Outside/Inside Activities</b> Activities on the playground or activities in the building during inclement weather Gross Motor Skills	8:30 to 9:25	<b>Outside/Inside Activities</b> Activities on the playground or activities in the building during inclement weather Gross Motor Skills
9:25 to 9:30	Personal Hygiene Responsibilities	9:25 to 9:30	Personal Hygiene Responsibilities
9:30 to 12:00	<b>Class Time</b> See Preschool Schedule page 32	9:30 to 12:00	<b>Class Time</b> See Preschool Schedule page 32
12:00 to 1:00	<b>Lunch</b> Bathroom/ Personal Hygiene Lunch Helpers help serve Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Prepare for Nap	12:00 to 1:00	<b>Lunch</b> Bathroom/ Personal Hygiene Lunch Helpers help serve Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Prepare for Nap
1:00 to 3:00	<b>Nap/ Rest Time</b>	1:00 to 3:00	<b>Learning Centers</b> Art Blocks Computer Home Living Library Math/Manipulatives Science Small Group Activities Curriculum Extension
3:00 to 4:30	Bathroom/ Personal Hygiene <b>Snack Time</b> <b>Learning Centers</b>	3:00 to 4:30	Bathroom/ Personal Hygiene <b>Snack Time</b> <b>Learning Centers</b>
4:30 to 6:00	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) <b>Pick Up and Departure</b>	4:30 to 6:00	<b>Outside/Inside Activities</b> Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) <b>Pick Up and Departure</b>

 It is the policy of Jacob’s Learning Ladder and Adventure Club to limit videos to curriculum based subject matter. However, on Fridays an age-appropriate video is shown for **Friday Fun** to those still in attendance at 4:00 pm.

## CHILDCARE 3 TO 5 YEARS (FULL-TIME ENROLLMENT)

### **REQUIRED SUPPLIES (IN ADDITION TO PRESCHOOL SUPPLIES)**

Upon enrollment parents are given a list of supplies that they must bring for their child. **Please label with a permanent marker all supplies with the child’s name.** You will be asked to replenish supplies as the need occurs.

- Toothbrush (expect to replace often)
- Tube of children’s brand toothpaste (September and again in January)
- Toothbrush holder (bristle cover only)
- Underwear and socks
- Change of clothes (weather and size appropriate)
- Small hairbrush and/or comb


#### **For Nappers:**

- Tot Cot All-in-One Nap Mat by Urban Infant (teacher preferred brand/style)
- Nap-time comfort item (if child uses one)

### **TUITION AND FEES**

#### Full- and Part-Time Rates

	TIME	TEACHER/ CHILD RATIO	COST PER WEEK
<b>Full Time</b> (over 35 hours per week)	7am to 6pm Monday through Friday	1-10	\$230.00
<b>Part Time</b> (up to 25 hours per week)	Total of 25 Hrs./Week	1-10	\$220.00

 Hourly rate: \$12.00

A non-refundable enrollment fee of \$75 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 19 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob’s Learning Ladder has a child admission and employment policy that is non-discriminatory regarding race, color, religion, national origin, ancestry, physical handicap, or sex.

## APPENDIX

### FOOD ALLERGY/DIETARY RESTRICTION POLICY

#### Jacob's Learning Ladder Preschool and Adventure Club



*Laura Daniel*  
laurad@mygpc.org



*Nancy Morrow*  
nancy@mygpc.org

#### FOOD ALLERGY/DIETARY RESTRICTION POLICY

To ensure the health of every child, parents must inform the preschool office if their child has any food allergies and/or dietary restrictions. Parents are expected to provide alternate snacks/meals for their child if the child cannot eat the snacks/meals provided by the center. **There are no reduced tuition options. Failure to bring necessary food items for your child results in a fee charged to your account.**

##### Parent's Responsibility:

- If a child has any food-related allergies or dietary restrictions, parent's fill out an ALLERGY/RESTRICTION ALERT and turn it in to the office at least one week before their child starts.
- Update the ALLERGY/RESTRICTION ALERT yearly or sooner if needed.
- Provide all necessary or alternate food items.
- Check with JLL staff to see if items are low or needed.
- Let JLL staff know when their child will be absent and not needing lunch.
- Look at the monthly menus online ahead of time and make sure substitute meals are in the center.

##### JLL's Responsibility:

- Be sensitive to each child's individual needs, which includes allergies and dietary restrictions.
- Provide an ALLERGY/RESTRICTION ALERT form to parents during enrollment process and as needed.
- Let parents know when more food items are needed.
- Keep on file each ALLERGY/RESTRICTION ALERT and reference it as needed.
- Let the Director of Food Ministry know when a child has a food allergy/restriction and keep them updated on any changes, as parents make us aware.
- Keep allergies/restrictions posted in the classroom and kitchen so all staff are aware.
- Post menu online one week before next month begins.

21.09

www.JacobsLearningLadderPreschool.org  
email: jacobs@mygpc.org



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