

Just Kidd'n Around Academy

Parent Handbook (updated)



Email: justkiddn15@gmail.com

Website: jkakids.com

Lic.#: C02GA0015





Welcome!

We are excited that you have chosen to enroll your child in our prestigious program. Our commitment is to provide a safe, loving, Christian environment and a quality program for you and your child.

This handbook is available to all parents via our website at the time of enrollment and is designed to familiarize you with our policies and procedures. JKA Academy is licensed by the state of Florida and abides by the Department of Children and Families Rules and Regulations, in addition to our own policies and procedures.

Despite the harsh realities that COVID brought to our World, involving families in our program is a "Top Priority". This helps build a partnership and help children make the connection between home and school. JKA Academy serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities and our open door policy allows (parents/legal guardian only!) access to visit unannounced and as often as they choose to, as long as it doesn't interfere with normal activity and flow of the day while your child is enrolled in our program.

Please make sure you read this handbook thoroughly as it contains important information that is not explained up-front, making sure that you understand the totality of our program will ensure a successful relationship between your family and the school.

We look forward to partnering with you, again we thank you for choosing JKA Academy!

Sincerely,

Derrick & Aa'Rikka Wilson

Owners/Director



Motto:

Pray. Learn. Grow. Achieve.

To engage our “Achievers” through laughter, Guide them through Prayer, Encourage them to Learn with “Fear of Failure” and to watch them Grow into Early Learning Intellectuals, while achieving their goals.

Our Philosophy:

We Believe, In order to ACHIEVE the best results, you must first provide an exciting and fun-loving environment. Once a child associates that they can have “FUN” learning, it opens their full potential, which will help to guide their Life’s Journey.



Just Kidd'n Around Academy welcomes those of diverse faith, ethnic origin and race. While diversity may include different faiths, gender roles, socioeconomics status and ethnicity it is not limited to just these areas. We believe that diversity also includes different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well. One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect.

Enrollment & Tuition:

Children between the ages of 6 weeks through 12 years are eligible for enrollment at Just Kidd'n Around Academy. Application must be completed and application fee must be paid before your child will be enrolled our program. Upon approval \$35 registration fee is required in order to hold your child's spot in their House/Class. Complete registration will come with an agreed start-date, at which your child is expected to begin.

Your child's spot will only be held for 5 business days, if attendance did not begin on initial agreed upon start date. By day 5 at 9:00a.m., your child's spot will no longer be available and family will be taken out of our enrollment portal. Parents will have to re-enroll if the space is still available.

Documents completed and turned in before or by start date:

- Application (jkkids.com)
- Immunization form (updated) & Physical Form (no older than 2 years)
- Childcare Food Enrollment & Application forms

Tuition for full and or part time care are exactly the SAME!

Tuitions, whether fee/Private or Subsidized through ELC of Big Bend are do on one of the 2 following options:

- Private Tuitions is due every Monday morning at "Drop-Off" **NO EXCEPTION!** If you are paying through CASH APP, and we haven't received a completed payment, You will have to show proof of a "Pending" payment transaction.
- Late pick up fees will be accessed at \$1 per minute beginning at 5:30p.m. all late fees must be paid before your child attends the next operating school date. Please note that our instructors also have families that need them. So we would prefer that all children are picked up on-time. (Full-time day hours are between 7a-5p w/an additional 30 minutes for pickup)
- Subsidized Parent Fees are due on the 1st. working business day of the month.
- **NO EXCEPTION and NO EXTENSIONS?**

All tuition is either paid through Brightwheel, Procure, CASH APP, OR SQUARE/Credit card payment. (No Cash) All fees paid to JKA Academy whether incorrect, overage, sign-up remorse, change of plans, childcare termination or family emergency are **NON-REFUNDABLE!**

Tuitions cont.

Please note:

Tuition is expected according to the child's guaranteed spot in our program, not according to the actual days in attendance. Whether your child attends 1 day or 5 or 7 days, you are responsible for paying for the slot that is held for your child. Failure to pay childcare fees will result in immediate termination. Any and all fees that are paid to JKA Academy are NON-Refundable! To have a smooth Monday morning transition, Please make sure that this has been taken care of over the weekend and you are prepared to drop your child off at childcare.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits hospitalizations, vacations (with the exception of full summer vacation) or any other reason. Please note that tuition rates does not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and childcare centers of our caliber. Because our cost remains the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know id an opening is available. A two week notice is required for any schedule change. The first schedule change is free. Additional changes will require a \$25 Schedule Change Fee.

ELC of Big Bend Parent Fees

Parents who are receiving Subsidy assistance, must pay the full regular tuition rate until the authorizing paperwork is delivered to us from the Early Learning Coalition of Big Bend. You are responsible for to directly pay us your ELC Parents fees on the 1st working business day of the month. ***If ELC rates, does not match our rates you will be responsible for paying the differential amount (outside of ELC fees) to match our tuition (this is explained to you by ELC during the signing of your contract)*** If you are starting in the middle of a month, your parent fees are due on your start day is will be prorated for the remaining of that month that attendance begin. ****Please note, per your contract with ELC your Parent Fees are DUE whether your child ATEENDS or NOT!***

It is the parent's responsibility to know and remember your childcare redetermination date and childcare will be in jeopardy of immediately termination.

Withdrawal & Dismissal Policy

A two week notice is required before withdrawing a child from our program. Accounts must be paid in full before withdrawal, including your child's tuition for that two-week period.

The Director and Owners at JKA Academy reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

<u>Children</u>	Parents
<ul style="list-style-type: none">• Excessive hitting and or biting• Hitting, Kicking, or spitting on peers or staff• Failure to adjust to New Environments• Excessive Crying• Attempting to Run Away• Exiting the building without permission• Lewd or obscene conduct or touching• Any action that we feel is dangerous for children or staff• Being absent 1 week without notice• Excessive tardiness in signing in.• Purposely causing destruction for property, toys materials etc.• Excessive inappropriate language and or disrespectful tone.• Child's special needs that we cannot adequately meet with our current staffing patterns• Expired or non-updated immunization and or physical forms• Constant Disruptive Behavior• Tantrums that cause harm or bruising to other children.	<ul style="list-style-type: none">• Inappropriate behavior, cussing and cursing, threatening manner obscene gestures• Failure to pay tuition, late, or school related fees.• Failure to comply with policy and procedures• Unexcused absence (1 week or more)• Failure to assist with redirection of the child• Excessive late pick up• Falsification in any manner (especially documents)• Failure to participate in meetings, fundraiser, programs and /or childcare related activities.• Inappropriate clothing during drop off and pick up (Be mindful of parents & children)• Excessively bringing child/ren to school when they are sick• Expired or non-immunization and or physical• Physical and or verbal abuse of staff or children by parent/guardian or child• Misalignment of Values & not providing required materials for your child

Communication

Proper communication between our parents and the teachers and staff of JKA Academy is extremely important. Instructors will be sending home information on a regular basis. Newsletters are sent out once a month on the 1st but not later than the 5th of every month.

Here at JKA we choose to use the **Bright Wheel & Procure** app. Which are apps that can be downloaded to your mobile device. With this app you will be able to speak back and forth with your child's instructor, share photos /videos, billing, receive last minute updates.

Once you download the app you must create an account as the "guardian" and enter the information. Once you complete registration and join a house, we will accept you into the appropriate house.

It is very important that you check your Bright Wheel &/or Procure app DAILY (best practice is to "turn-on" notifications) this will ensure that you are receiving school information. Constant failure of not checking your Bright Wheel for daily updates, information and billing will result in your childcare being terminated.

Concerns about any aspect of our program, or your child's quality of care may be expressed to the Director. Each child is provided with a kiosk number for sign-in/out. Please check it daily for notes and notices. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing regarding any changes in authorization of new pick up. Administration must immediately be informed of any of the following changes:

- Address, phone numbers, or emails
- Parent/Guardian employment
- Health/Immunization up-dates and/ or other pertinent information related to your child

Failure to do so will result in immediate termination from our program.

If you are a SR parent with ELC and your child is in attendance and you do not sign them in and out. You will be required to pay for that day at regular rate.

Daily Sign-In & Out:

Parents/Guardians are expected to accompany their children into the center. The instructors are glad to assist you and your child at drop of time. Instructors however, will not assume direct responsibility for your child until you exit the building. It is important for the instructors to keep a watchful eye on all the children in their care. You are welcomed to stay for a short while (no longer than 3mins.) to assist your child through this transition. If your child isn't able to adjust we will ask the parents to complete drop of in the lobby area only.

Only Parents and Legal Guardian will be able to enter into the facility. All other authorized pick up adults will have to remain in the lobby for drop off and pick up of the child. Only the individuals listed on the Child Information Portal or on a written permission note from the parent will be allowed to leave the facility with a child. The staff is expected and have rights to request a picture I.D. form any unfamiliar person (including grandparents). If there are any concerns, the staff of JKA Academy reserves the right to deny a person's request to pick-up a child. Your child's instructor may be available at "pick-up" for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the facility. For your child's safety, please don't allow your children to touch the exit doors Handi-cap door opener, play in the front lobby, play in the water fountain or climb on, pull down, or jump on any of the props that are located in the lobby. We work very hard at instructing the children of the safety rules in our program, we ask that you assist with this also when they are released back to parents.

Custody Orders:

Until custody has been established by a court action, one parent may not limit the other from signing their child in and out of care. (especially if listed on enrollment application) The facility must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center's director. JKA prohibit custody visits within our program, this must take place on your own time.

Unexpected Closures:

On a rare occasion our facility may be forced to close due to a situation beyond our control (e.g., electrical outage, no water service, inclement weather etc.) If the Gadsden County or Leon County Schools are Closed due to inclement weather, JKA Academy will follow their closures. All other closures will be notified in the parent newsletters that go home at the beginning of each month or on the "**Bright Wheel &/or PROCARE**" app.

Child Abuse and Neglect:

Parents please understand the we are governed under the State of Florida and Department of Children and Families for Licensing. All staff members are required by law to report any suspected forms of child abuse and/or neglect.

Facility Emergencies

Building Emergencies

In the event of a fire, after evacuating the building, children are lined up to take attendance. They are then taken to the front of the building in the parking lot and attendance is immediately taken again to make sure all children are accounted for. Parent will then receive a phone call for immediate pick up. In the event that circumstances arise with the electricity, heating, cooling and/or plumbing systems, the parents will be notified and requested for immediate pick up. Parent will be notified via Brightwheel, Procure or Facebook if the facility will be closed for the following days.

Severe Weather Conditions

In the event of Severe Weather Conditions, such as Tornadoes, Lightning, Thunder Storms or Severe Winds that occur before childcare, parents should use their judgement if severe weather occurs while children are attending childcare. We will remain within the safety of the building unless instructed to evacuate. In the event of a Hurricane or Tornado Threat, childcare will be CLOSED. If Leon and/or Gadsden County Schools are Closed or Cancelled, JKA Academy will also be closed. Please listen to local radio and television stations or check our website at JKAKids.com. An announcement regarding Closure will not be made separately, it will however be posted on our Facebook and BW/PC app. Please make sure to check your BW/PC app daily.

Threats of Violence

In the event of a “Threat of Violence” toward a child or the groups safety. If someone arrives (or is suspected of arriving) with the suspected intent to cause harm, we will call 911 and all windows and doors will be locked during lockdown until released to do so by police authority.

Emergency Evacuation

In the event of an emergency evacuation, children will be lined up on the outside of the building and walked to the adjacent field, parent will be immediately called. We will remain there until parents are contacted. There is an evacuation kit that will be available to help accommodate the needs of the children while waiting for parents.

JKA Academy does not allow it's facility to be a place for monitored parent, doctor, therapy of counselor visitation.



Diapers & Toilet Training

Parents of children who are potty-training are required to supply all Pull-ups and wipes. Our teachers are experienced in training young children in how to properly use the bathroom. It is essential that parent/teacher communication is established to make this developmental milestone positive and successful. We recommend that when training, your child is dressed in "user-friendly" clothing. Overalls, zippers and snaps are difficult for small children to manage, especially in a hurry! While toilet training, parents are to provide at least 3-4 set of changing clothes including underwear. JKA Academy does not allow the use of diapers for 2 year olds. All 2 year olds must wear pull-ups, wearing diapers will only delay the toilet training process, plus requires extra time to change. If you bring your child (2yr + up) to our facility we will ask you to use the front restroom facility. If you don't have extra clothing (underwear) for your child, your child will not be able to attend childcare. Repeatedly bring your child (2 yrs. + older) in diapers, pull ups and/or disposable diapers will result in immediate termination.

In toilet training, we do expect children to have accidents (bowel movements) our policy is to put all soiled clothing in a Ziploc bag and send -home for parents to clean. There may be occasions when instructors will have the opportunity to clean the soiled clothing, however this will not be an occasional approach and it is not a requirement for our 2-5 instructors.

Bodies & Boundaries

There is a natural curiosity among children with regard to their bodies. When situations arise where we have to speak to children about body parts we use the anatomically correct terms. We also teach children the every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the class room the directly affects their child/ren.

Clothing and Personal items

All children in our program clothing must be labeled on the tags in permanent markers. Because some children share the same letter in first name. we ask the you put first name initial and full last name. Staff will make every effort to keep track of these items but will not be held responsible if lost. Parent who choose to use personal bottles and sippy cups, they must be labeled with water resistant labels.

Field Trips:

Field trips and nature walks are considered an important part of the education program and will be taken periodically. The center will provide the same adequate responsible adult supervision as well as maintain ratios for these excursions as is provided for children when at our program. The permission for your child to participate in walking excursions is a part of this agreement. You will be notified of all field trips in a timely manner.

We will occasionally take classroom field trips (once a month or every other month depending on age group) families will be notified prior to any trips involving transportation. A permission form must be signed and returned including emergency phone numbers for that day. Parent volunteers are welcomed to assist with field trips (and other special events). A child may be excluded from participating in a field trip for safety, health and disciplinary reasons if parent/guardian are not able to attend.

We are required to maintain ratio for every fieldtrip we attend. Please note that if your child does NOT attend our scheduled field trip, you will be responsible for providing alternate childcare for that day.

Birthdays/Celebrations:

Until further notice, (unless given by school for special occasion or holiday) All birthday parties/celebrations are cancelled. We will have monthly birthday celebrations to honor all kids for the month they were born in. Parents have the option to send items in for their child's class to honor their child on that day, but no "home made" food will be accepted.

Meal, Snacks & Food Allergies

JKA Academy will provide breakfast (7:00a.m.-8:45a.m.) Lunch (11:30a.m.-12:30p.m.) & Snack(2:45p.m.-3:45p.m) For over night care dinner is served between (6:00p.m.-8:00p.m.)

If your child is not in attendance during meal time, please make sure that you provide them with a meal before signing them in.

JKA Academy uses an approved rotating monthly menu which is posted in the lobby. Some items on the menu may be substituted out depending on the season. Parents are welcomed to prepare lunch for children, especially if you require them to be on a "Special Diet". If your child has an allergy, please note in on your enrollment form.

Healthy Choices

While an occasional donut, chocolate milk and fruit snack makes for a good treat, they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for your child does not encourage healthy eating patterns. Please don't allow your child to come to school with candy, gum, soda, chips etc... These items are prohibited and will be thrown away immediately.

Immunization and Physical Forms

Up-to-date physical and immunization forms must be provided within 10 business days of enrollment. And kept up to date during childcare enrollment. Parent must submit appointment cards once child/ren are within 1 week of immunization expiration date. If your child misses their appointment. Childcare will be suspended until a new up to date form or appointment card has been submitted. Immunization forms are good until expiration date and physical forms are good for up to 2 years. Failure to maintain up to date immunization and physical forms on a regular basis will result in termination of childcare. If children ages infant-2 year olds is picked up early or are not attendance because of getting immunization shots, they will not be allowed to return to care until the next operating day. Infant-2 yrs usually run fever after immunization shots.

Wellness Policy

You are the best judge of you child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or and alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates, Your cooperation is greatly appreciated.

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the school. If your child is out of public or private school due to being picked up early because they are ill, They can NOT attend child care.

When a child is absent with a communicable disease, a physician is required to confirm the diagnosis. Instructions from the doctor for returning to school must be given to the director before or when the child returns. JKA Academy promotes a healthy environment.

The Department of Children and Families along with JKA will enforce our WELLNESS POLICY to prevent the spread of infections and diseases. If your child has any of the symptoms on the following page, they will have to stay home for the allotted time or bring in a doctor's clearance. Based on the severity of the illness your child may be allowed to attend the next day if they are picked up before noon.

Medicine:

JKA Academy does not administer ANY medication of any kind to children in childcare. A parent of guardian is more than welcomed to come in and or administer medication before and after care. If your child is starting a new prescription medication, please allow them 24 hours home after first administering to allow for any allergic reactions. We prefer that if your child is given any medication that will cause extreme drowsiness or make it difficult for them to function normally throughout the day, to be administered after care.

Symptoms:	Fever 101 or higher	Gastronintestinal, Diarrhea or Vomitting	Conjunctivitis, Pink eye or eye discharge	Cloudy, green or yellow nasal discharge	Ringworm, impetigo, skin rash or breakout	Head lice	CoVID
Time away from Facility:	Immediate Pick up 24hrs.	Immediate pick up 48hrs.	Immediate pick up 24hrs.	Immediate pick up 24hrs.	Immediate pick up 48hrs.	Immediate pick up *TBD	Immediate pick up *TBD
*Please note: Clearance for 1 week does not clear them for weeks to follow if symptoms are in affect. There maybe another issue, which will warrant another Dr. Visit.	A clearance letter from a physician is required to return to school. Or Must be fever free for 24hrs without medication	All signs have ceased for at least 24 hours with out medication	A clearance letter from a physician is required to return to school	A clearance letter from a physician is required to return to school	A clearance letter from a physician is required to return to school	A clearance letter from a physician is required to return to school	A clearance letter from a physician and a negative test is required to return to school

Your child may return to the center after:

- *Obtaining written verification from a doctor.
- *Fever-free for 24 hours without the aid of Tylenol or other fever reducing medications.
- *In the case of chicken pox, when all the lesions are scabbed over.
- *In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- *In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- *In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.
- **If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Owners.

Academy Happenings:

JKA Academy makes every attempt to keep parents up to date on “ happenings ” here at the Academy and in the community. Newsletters are sent out once a month. PLEASE READ THEM! It is also the parents responsibility to keep up with posts by being aware and checking for updates, please make sure that you have FREINDED and LIKED or social media page on FACEBOOK and FOLLOW us on INSTAGRAM & DOWNLOADED the Bright Wheel &/or PROCARE APP. All information will go through Bright Wheel & Pro Care App first.

Daily Routines:

Every classroom has their daily routine posted on the parent board and in the classrooms. Infant don't have a set schedule for activities as their care is based on their individual needs.

Changes in Policies:

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the facility owners and or director at the approval of the owners. Parents will be notified 30 days in advance of new policy and or procedures unless there is an immediate cause.

Discipline Policy:

At all ages, we will advise the children of what is “ Acceptable ” and why we feel that way. Redirection and time out (1 minute per age) are the only forms of discipline methods used at JKA Academy. The child will be set apart form the situation, while being supervised. After sitting in a quiet area for the allotted time along with reevaluation, he or she will be allowed to rejoin the group for play and activities. **JKA Academy and staff complies with our written disciplinary policy and practices. Such policies shall include standards that prohibits children from being subjected to punishments that are severe, humiliating, frightening or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by child care personnel. Child Care Standards 65C22 Section 402.305**

JKA has a suspension procedures for continued and inappropriate behavior. The length of suspension will be determined by the child ' s age and severity of the behavior. However, services can immediately be terminated for various reasons, (please see “ withdrawal and dismal ”)

Difficult Behavior:

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well being of another child or and adult.

Initial Consultation:

The director may request that the parent or guardian to meet for a conference. The problem will be defined on paper or via message through app. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem and establish a new or revised approach for solving the problem. Parents may be asked to consult outside professionals or bring in behavioral specialist to help identify the problems or provide new strategies, in order for JKA to continue care. Our goal is to work as a team to better serve each child.

Terminations:

When the previous attempts have been followed and no progress has been made toward solving the problem, your child's care will be terminated from the center at the discretion of the center's owners or director (immediate termination can take place without going through this process depending on severity)

Misc.

Parent's please note* JKA Academy's Owners, Directors or Staff will not be held responsible for loss or damage of any Jewelry (real or fake) beads, clothing/shoes damaged through play. Toys or accessories from home. If items given to or worn by your children are valuable to you, please don't send them to school.

Open Door Policy:

Parents have unlimited access to their child/ren during regular business hours and any time their child is in care by phone or in person as long as it doesn't interfere with normal activity or flow of the day. We encourage parents to visit and participate in special events and form a lasting relationship with JKA Academy. Our goal is to make parents comfortable and welcomed. Our Open Door Policy is for parents and/or guardians, Relatives and Friends WILL NOT have access to the classrooms beyond the front lobby. If you have a meeting with an instructor or director, please ask family members and friends to wait in the lobby or outside the building. While visiting the school you are only to physically touch your child. Please refrain from picking up and/or holding other children within the Academy.

Attendance Policy:

Every parent must turn in a schedule prior to attendance. Students must arrive before 9:00a.m. (full time day) Door will not be opened for sign in after 9:15 a.m. If you are not here and signed in by 9:15a.m. your child will NOT be able to attend childcare. (repeated tardiness will result in termination) If your child has a written Doctor's excuse, they will be admitted into childcare. If your child will not attend childcare, you must call to inform the school that they will be absent and for how long. We understand that emergencies may arise; therefore your child is allowed 3 emergency call ins. Every child MUST be signed IN and OUT everyday. (repeated failure of signing in and out will result in termination) If your child is absent 5 consecutive days or more, without notification your childcare services will be terminated. Enrolled children must be in constant attendance in order to effectively receive the full Early Learning Experience. Your child is allowed 3 unexcused absences, any absences after must have an excuse letter (either written or Dr. note) with no more than 5 absences per month. Every child must have a written notice and/or Dr.'s excuse for any days absent outside of 3 per month. Notices are due at first day of coming back to the center.

Separation:

It is normal for some children to have a difficult time separating from parents in the morning or not wanting to leave in the afternoon. Please be very brief (no more than 3 mins.) during these transitional times. The longer you prolong the departure the harder it becomes for your child. Please keep in mind that we need to focus our attention on the other children. A smile, cheerful good bye kiss and reassuring word that you will "be back" are all that is needed in the morning. In our experience, children are nearly always quick to get involved in activities as soon as parents leave. We highly recommend bringing in a family photo of mom & dad and/or siblings to help ease your child's anxieties. Any other familiar or comforting objects are also suggested for the first 2 weeks. This will help ease your child into the program. Please do not leave without saying goodbye, by doing so you are reassuring your child that you will return and that you are not abandoning them. It is never suggested to "sneak-out", this will only add to your child's anxiety.

Adjustment Period:

At JKA Academy we give all children and parents a 2 week adjustment period. This time will allow us to know if we are a great match to provide service and for you to receive services. During this 2 week process, your child is NOT allowed to miss any days, as this will allow them to get to know us and the daily routine. Having breaks in attendance will only complicate adjustment and hinder connections with staff. After this 2 week period we will assess the progress and continue or separate amicably.

Uniform/Dress Code:

Uniforms are mandatory for all children enrolled (with the exception of infant & 1 yr. olds) Uniforms will change from year to year and parent will be notified of changes at the end of each school year so that you will be prepared for the next school year.

When uniforms are not required and dress code is "Parent's Choice" please make sure that your child is dressed in weather appropriate clothing that fit, without being too snugged. We also ask that parents makes sure that your child is wearing comfortable shoes. Shoes should have just enough space so that your children toes are not scrubbing against the top and sides of shoes.

Please note* in dressing your child in "Parent Choice", when girls are wearing either dresses or skirts, please make sure that they have on shorts or rompers over them.

Please note that all children must wear full covered shoes. No flip-flops, sandals or open-toe shoes are allowed. Crocs that are covered in the front are allowed only if worn in "Sports mode"

Parents who have children in Foster Care will be given a 3 week extension on uniforms. We understand transitioning and needing immediate care. Until that time, we ask that you make sure that the child in your care is dressed weather appropriate with closed toed shoes.



