

# Jump Start Family Handbook

Thank you for enrolling your child in our Jump Start before school program. In both school and before school programs, children benefit most when their families and staff communicate regularly, and build a positive, trusting relationship. We hope that this Family Handbook will help build understanding and expectations between the staff and you.

## Behavior

We ask the cooperation of family members at home to reinforce behavior. At each program we want to provide a safe environment that promotes appropriate social interactions. In order to do that we have developed the following behavior rules. On the Signature Page we ask that you acknowledge and accept these guidelines.

Students in the Jump Start before school program must possess basic ADL (activities of daily living) skills, including the ability to toilet themselves. The program does not provide one-on-one care for students, and is intended to provide academic enrichment, not child care services.

Immediate removal from the program will occur if a student exhibits physical behavior that risks the safety of his/herself or another student or staff member. The following actions may be taken if a child fails to comply with program rules.

- For the first incident a verbal warning will be given to the students and parent/guardian will be notified.
- Second disruptive incident will result in a meeting with the parent and a one day program suspension.
- Third disruptive incident will result in a meeting with the parent and a suspension from the program for a designated number of days (at the discretion of the staff).
- If there is a fourth disruptive incident, the student will be removed from the program with parent/guardian notification. At a meeting with the family and staff a decision will be made as to whether the student can return for subsequent sessions.

## Bullying Policy

As part of our behavior policy, we have also developed a Bullying Policy that is applicable to our after school programs. This policy sets clear guidelines regarding bullying, with established consequences for bullying behavior. A copy of this policy is available from each site coordinator for you to review.

## Attendance

If you enroll your child in our before school program, it is with the understanding that they should attend on a regular basis. If a child's attendance is irregular, we will consider giving the space to another child who is prepared to attend consistently, and therefore, will likely get more out of it. Specific guidelines are as follows:

- Students must attend a minimum of two days per week.
- Students must attend the days they are scheduled for. Funding is based on consistent attendance. If student attendance falls below 80%, h/she may be dismissed.

Children in our Jump Start program must arrive at the program by 7:10 am (6:55 am at the Salemwood School). Because our program gives student's opportunities for academic enrichment and recreation, our staff cannot wait for late arriving students. If your child is consistently late, we will request a meeting to discuss a solution.

## Financial Responsibility

Because we hire staff according to the number of children registered at each site, it is imperative your child attend for the entire session you register for. There are no refunds once the program starts, and the registration fee is non-refundable. If your child leaves the program during the session, you will be billed and are financially responsible for the remainder of the session fees. We do require a two week notice if you child will be leaving the Jump Start program.

## Closings

Jump Start is closed when school is closed. We do not provide a refund since we will make up all missed days at the end of the school year.