



License # C18BR0305
3115 New York Avenue Melbourne, Florida 32934 Phone (321) 242-2011

Enrollment form

Child's Name:

_____ Last First Middle Nickname

Birthdate: ____/____/____
MM DD YY

Sex: _____
(M/F)

Enrollment date ____/____/____
MM DD YY

Name:	Parent/Guardian #1	Parent/Guardian #2
Relationship:		
Email address:		
Address:	Street	Street
	City code State Zip	City code State Zip
Home phone #:	()	()
Cell phone #:	()	()
Work phone #:	()	()
	Child lives here ____	Child lives here ____

Child's Physician: _____ (_____) _____
Name Phone #

Allergies: _____

How did you hear about Jelly Bean Junction: _____

Referred by: _____

Persons to be notified in case of illness or injury and who may remove the child			
Name	Relationship	Cell phone #	Work phone #
1.		()	()
2.		()	()
3.		()	()
4.		()	()

A two-week written notice is required when withdrawing a child from the center.

Date: ____/____/____ Signature of Parent/Guardian _____



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Personal Data Form

We hope to get to know your child almost as well as you do. The following information will help us make your child feel comfortable and secure. It will also help to guard against problems and misunderstandings that could easily be avoided. We welcome and encourage parent-teacher communication. Together we can make a smooth transition from home to the center.

The following information will be shared with your child's teacher:

Child's name _____ Nickname _____

Date of Birth ____/____/____ Was the child premature? ____ (Child's due date ____/____/____) Sex ____

Health concerns/allergies _____

Developmental concerns _____

Does your child take any medications? _____ Which ones? _____

Child's known fears _____

Does your child nap? _____ When and for how long? _____

When does your child go to bed? _____ Average hours of sleep _____

Please list people in the home, with relationships and ages:

Is there someone, specific, who may **NOT** pick up the Child? _____

Is there paperwork re. custody on file at center: ____yes ____ no

Comments & Special considerations:

Signature of Parent/Guardian

____/____/____
Date



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Discipline Policy

The goals of our discipline policy are mutual respect, safety and self-control. To achieve this, we have limits (rules) that are appropriate to the child's age and development. When a child "forgets" a rule, he or she will be reminded of the rule and the reason for the rule. The teachers will use redirection and positive encouragement. If it should become necessary, a child may be asked to sit in the "quiet corner" to reflect on what was done or to gain control. Children will never be embarrassed, humiliated or physically punished.

Signature of Parent/Guardian

_____/_____/_____
Date

"Know your Child Care Center" Brochure

On ____/____/____, I, _____ received a copy of the child care center brochure.
MM DD YY Name of Parent/Guardian

Signature of Parent/Guardian

_____/_____/_____
Date

Assessment / Screening permission

In order to develop lesson plans that address each infant's, toddler's and preschooler's developmental needs, children will be screened using an observational checklist such as The Ages and Stages Questionnaire. Parental involvement in the screening process is encouraged. Children may also be screened for hearing, vision, dental, speech or other reasons deemed necessary.

I / We understand that my infant / toddler / preschooler may be screened using The Ages and Stages Questionnaire or another similar instrument, as well as other screenings deemed necessary, and give my/our permission for the screening(s). I /we also understand that I/we will be asked to participate in the screening process.

Signature of Parent/Guardian

_____/_____/_____
Date

JBJ Parent Handbook

I / We have received a copy of Jelly Bean Junction's parent handbook and have read and understand the policies and procedures stated therein.

Signature of Parent/Guardian

_____/_____/_____
Date



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Policy on Sick Children

It is our desire to keep all the children as healthy as possible. Therefore, for your child's welfare, and the welfare of the other children, a child will not be permitted at school if he or she is ill. The following are some of the symptoms of illness:

- a fever (100 degrees measured under the arm).
- diarrhea (two loose movements close together)
- vomiting
- contagious illness (including, but not limited to: conjunctivitis, chicken pox, flu, impetigo, scabies)
- pinworms or head lice (until child has been treated and is nit free)

Parents will be called to come and pick-up their child if the child becomes ill while at school. We ask that your child be **symptom** free for 24 hours before they return to school or must be seen by a doctor with a note stating they are no longer contagious and may return to school.

It is the parent's responsibility to keep a current record of a **child's immunizations** (Form DH 680) and a current **physical examination** (Form HRS 3040) in the child's file. It is the child care operator's responsibility to remind you when the current forms in the child's file expire.

Pursuant to the Health Insurance Portability and Accountability Act, these records will be kept in files accessible only to management to assure the privacy of such information. The records will be made available to those agencies required by law (such as the Health Department or Child Care Licensing).

Jelly Bean Junction will administer medication to your child if:

- the medicine is prescribed by a doctor
- the medicine is in the original container
- the parent fills out a medication form

Jelly Bean Junction will administer medication one time daily, at the child's lunch / nap time.

_____/_____/_____
Signature of Parent/Guardian Date

Accidental Disclaimer

Jelly Bean Junction will take every safety precaution to ensure the health and safety of all children on its premises and to follow the Child Care Standards (Children and Families 65C-22).

The undersigned does hereby disclaim Jelly Bean Junction from full responsibility of any accidental injury that may occur to my/our child while at Jelly Bean Junction or on a scheduled field trip under the supervision of Jelly Bean Junction staff. Jelly Bean Junction cannot be held responsible for any belongings lost or stolen while on the premises. Normal and ordinary care will be given to all personal belongings.

_____/_____/_____
Signature of Parent/Guardian Date



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Photo Permission

Jelly Bean Junction has my permission to photograph and videotape my child while on campus and on field trips. Photos may be used, without compensation, in newsletters, JBJ web site, brochures and displays in the center. They may also be used in training sessions for teachers.

Twice a year, parents are informed of the dates when professional photographers come to take photos of the children. Jelly Bean Junction will have all children photographed (if they are willing). There is no obligation to purchase pictures.

I understand that the center uses closed circuit video surveillance cameras in the classrooms and office.

_____/_____/_____
Signature of Parent/Guardian

_____/_____/_____
Date

Social Media

Please circle one and sign below:

JBJ **DOES** or **DOES NOT** have permission to post photos of my child on the school website or any social media network that JBJ takes part in. Our social media networks are NOT private.

_____/_____/_____
Signature of Parent/Guardian

_____/_____/_____
Date

Alternative Nutrition Plan Agreement

Jelly Bean Junction will provide breakfast, lunch and an afternoon snack. Meals served follow the Child Care Food Program nutritional guidelines. There is no cost for meals. Menus are posted near the office. If your child has dietary needs please speak to admin for a separate form.

_____/_____/_____
Signature of Parent/Guardian

_____/_____/_____
Date



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3115 New York Avenue Melbourne, Florida 32934 Phone (321) 242-2011

Consent to Administer Infants' Ibuprofen/Children's Acetaminophen

For the protection of all children, we ask that you keep your child home if they have a temperature of 101 degrees or more. If your child develops a fever while at our center, the parent of guardian will be notified to pick the child up as soon as possible. In the event that a parent or guardian cannot be reached, or is unavailable to pick up the child immediately, the director or acting director will administer an age appropriate dose (see chart below) of Infants' Ibuprofen /Children's Acetaminophen if the consent is signed. The director will not administer medication unless the child's fever goes above 102 degrees, as recommended by most pediatricians. When you arrive to pick up your child, you will be given a "Medication Administered" form for your signature.

Child's Age:	Medication:	Dose:
Under 6 months	Will not administer without written consent from child's pediatrician.	-----
6-11 months	Infants' Ibuprofen	1.25 ml
12-23 months	Infants' Ibuprofen	1.875 ml
2/3 years	Children's Acetaminophen	5ml (1 tsp)
4/5 years	Children's Acetaminophen	7.5 ml (1 ½ tsp)
6-8 years	Children's Acetaminophen	10 ml (2 tsp)
9/10 years	Children's Acetaminophen	12.5 ml (2 ½ tsp)
11 years	Children's Acetaminophen	15 ml (3 tsp)

I hereby give my permission to Jelly Bean Junction's director or acting director to administer an age appropriate dose of Children's Tylenol/Children's Acetaminophen to my child under the circumstances described above.

Parent/Guardian Signature

Date ____/____/____

Parent/Guardian Printed Name

Child's Full Name

____/____/____
Child's D.O.B.

PARENT LETTER FOR NON-PRICING PROGRAMS

Dear Parent/Guardian:

Date: 2024-2025

We participate in the Child Care Food Program (CCFP), which provides reimbursement for serving nutritious meals to enrolled children. All meals served must meet meal pattern requirements established by the U.S. Department of Agriculture (USDA). In the operation of USDA child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability.

The information requested on the attached Free and Reduced-Price Meal Application is necessary so that we may receive reimbursement for meals served to your child while in care. The amount of reimbursement we receive from the CCFP depends on the household income status of the enrolled children. Please complete the attached application, sign, date, and return it to the address listed below. **Please refer to the back of the application for full instructions.** Your application will be placed in our files and kept confidential.

Children from households that receive Food Assistance Program (formerly known as the Food Stamp Program) or TANF (Temporary Assistance for Needy Families) benefits are eligible for free meals. Children enrolled in Head Start or Early Head Start (HS/EHS) are eligible for free meals, subject to the submission of official, acceptable HS/EHS enrollment documentation. With proper documentation, HS/EHS children will not need Free and Reduced-Price Meal Applications. Foster children are eligible for free meals regardless of the income of the household with whom they reside, subject to the submission of official, acceptable foster care agency/court documentation or a Free and Reduced-Price Meal Application. Children from households with total incomes less than or equal to the levels listed below are eligible for either free or reduced-price meals.

INCOME ELIGIBILITY GUIDELINES (Effective July 1, 2024 - June 30, 2025)

HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	BIWEEKLY	WEEKLY
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
For each additional family member, add	+9,953	+830	+415	+383	+192

HOW TO COMPLETE:

If any member of your household currently receives Food Assistance Program (FAP) or TANF benefits, then any child in the household is eligible for free meals. The application must include the child's name, the FAP or TANF case number, and the signature of an adult household member.

If completing a Free and Reduced-Price Meal Application for a foster child, the application must identify the child as a foster child, and include the child's name, any "personal use" income, and an adult's signature. Households wishing to apply for meal benefits for foster children should contact us if they have any questions.

If you do not list a FAP or TANF case number, or if the child is not a foster child, the application must include:

- the child's name;
- the names of all household members, including spouse, children, parents or other persons who live with you in the same household;

- the amount of income each person usually receives (before deductions for taxes, social security, etc.), how often it is received, and where it is from, such as wages, retirement, or public assistance. For self-employed persons, list net income. Net income is defined as gross receipts less operating expenses. For persons who do not receive any income, write "0" or "None";
- the signature of an adult household member; and
- the last four digits of the social security number of the adult household member who signed the application or the word "none" if that adult does not have a social security number.

VERIFICATION: Your application may be reviewed by the child care center or other officials at any time during the year to determine if it has been correctly approved. **CONFIDENTIALITY:** The information that you report will be used only to determine eligibility for free or reduced-price meals in the CCFP. **REAPPLICATION:** You may apply for free and reduced-price meals at any time during the year. If you are not eligible now but your household experiences a change, such as, a decrease in household income, an increase in household size, unemployment or receipt of Food Assistance Program or TANF benefits, then complete a new application.

Sincerely,

Lauren McGinnis- Director

Name and Title of Child Care Center Representative

3115 New York Ave, Melbourne, FL 32934

Address

Jelly Bean Junction

Name of Child Care Center

321-242-2011

Phone Number

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

CHILD CARE FOOD PROGRAM FREE AND REDUCED-PRICE MEAL APPLICATION - COMBO

Child's Name: _____ Center Name & Address: Jelly Bean Junction of Melbourne, Inc. - 3115 New York Ave, Melbourne, FL 32935

Primary Hours of Care: From: _____ To: _____ Days of the Week in Care: M T W TH F S S Meals Typically Served While in Care: BR MS LU AS SU ES None

Please read the instructions and accompanying Parent Letter before completing this form. If you need assistance completing this form, call: (321) 242-2011

STEP 1: Complete the following table for all INFANTS and CHILDREN through age 18 that reside in the household, even if not related. (include child listed at top of form)

Child's Name (Last Name, First Name)	Date of Birth	Attends this center? (circle)	Foster Child? (circle)	Migrant? (circle)	Homeless/Runaway? (circle)
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No

STEP 2: Do any household members (children or adults) receive Food Assistance Program (FAP/SNAP) or Temporary Assistance for Needy Families (TANF) benefits?

If NO, go to STEP 3. If YES, enter one of the following case numbers, then go to STEP 5.

FAP/SNAP Case Number: _____ or TANF Case Number: _____

STEP 3: Children's Income Information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)

Children's Income – sometimes children earn or receive income. Enter the total income received by all children listed in STEP 1, then check how often the income is received.

Children's income – Total: \$ _____	How often received? (check only one): <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
-------------------------------------	--

STEP 4: Household income and adult household member information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)

Adult Household Members and Income – list all adult household members (age 19 and up) even if they do not receive income. For each adult, list the total gross income (before taxes & deductions) from each source in whole dollars only (no cents) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually). For an adult that does not receive income from any source, write "none" or "0." If you enter "none" or "0" or leave any income fields blank, you are certifying that there is no income to report.

Adult Household Member's Name (Last Name, First Name)	Earnings from Work (\$ Amount / How often?)	Public Assistance/Child Support/Alimony (\$ Amount / How often?)	Pensions/Retirement/All Other Income (\$ Amount / How often?)
	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually
	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly Twice a Month Annually

Total Household Members (Add STEP 1 & 4): _____ Last four digits of Social Security Number (SSN) of adult household member: _____ If no SSN, write "none."

STEP 5: Contact information and adult signature

By signing below, I am certifying (promising) that all information on this application is true and that all income is reported. I understand that this information is being given in connection with the receipt of federal funds and that institution officials may verify (check) the information. I am aware that if I purposely give false information, I may be prosecuted under applicable state and federal laws.

Home address (if available): _____ Daytime phone #: (_____) _____ - _____

Street Address, City, State, Zip Code

Signature of adult household member: _____ Printed name: _____ Date signed: _____

OPTIONAL: Child's ethnic and racial identities We are required to ask for information about your child's ethnicity and race. This information is important and helps make sure that we are fully serving the community. Responding to this section is optional and does not affect your child's eligibility for free or reduced-price meals. Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

FOR CONTRACTOR USE ONLY:

Categorical Eligibility: ☐ FAP/SNAP or TANF Household ☐ Foster Child Total Household Size: _____ Total Household Income: \$ _____

Eligibility Determination: ☐ Free ☐ Reduced-Price ☐ Non-needy How Often Income is Received (Frequency): ☐ Weekly ☐ Biweekly ☐ Twice a Month ☐ Monthly ☐ Annually

NOTE: If different income frequencies are listed, convert all income to an annual amount. Annual Income Conversion: Weekly x 52, Biweekly x 26, Twice a Month x 24, Monthly x 12

Reason for Non-needy Status: ☐ Income too High ☐ Incomplete Application ☐ Other Reason: _____

Determining Official's Signature: _____ Date: _____ Second Party Check Signature: _____ Date: _____

INSTRUCTIONS for completing the Free and Reduced-Price Meal Application (use a pen and print all information other than signature)

Print the name of the child you are applying for at the top of the form. Print the name and address of the child care center the child attends, if not already pre-printed. Print the primary hours of care for your child. Circle the days of the week your child primarily attends the child care center and the meals that you expect your child to receive while in care: breakfast (BR), morning snack (MS), lunch (LU), afternoon snack (AS), supper (SU), and/or evening snack (ES).

IF ANY MEMBER OF YOUR HOUSEHOLD RECEIVES FOOD ASSISTANCE PROGRAM (FAP/SNAP) OR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) BENEFITS, FOLLOW THESE INSTRUCTIONS: **STEP 1:** List all children age 18 and under that are supported with the household's income, even if they are not related to you. Be sure to include the child listed at the top of the form. If there is not enough space to list all children, use a second form and attach the forms together. List the date of birth of each child. In the next three columns, circle Yes or No to answer each question for each child listed. **STEP 2:** Enter either the FAP/SNAP or TANF case number in the designated space. The case number will be on your letter of eligibility; it is not the number on your EBT card. **STEP 3:** Skip this step. **STEP 4:** Skip this step. **STEP 5:** Enter your address and phone # (if available). An adult household member must sign the form. Print the name of the person who signed the form, then enter the date signed.

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS: With appropriate documentation, foster children are automatically eligible for free meals regardless of the income of the household where they reside. You have the option to provide the child care center with official documentation from the foster care agency or court that placed the child in the household, rather than completing this application. Should you choose to complete this application, and you are applying only for a foster child(ren), then only complete STEPS 1 and 5. If you are applying for foster and non-foster children, complete STEPS 1, 3, 4 and 5. If completing STEP 3, do not include payments to the household for the care of the foster child(ren). See the instructions listed below for the applicable steps.

ALL OTHER HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS: **STEP 1:** List all children age 18 and under that are supported with the household's income, even if they are not related to you. Be sure to include the child listed at the top of the form. If there is not enough space to list all children, use a second form and attach the forms together. List the date of birth of each child. In the next three columns, circle Yes or No to answer each question for each child listed. **STEP 2:** Skip this step. **STEP 3:** Enter the total income received by all children listed in STEP 1, then check how often the income is received. **STEP 4:** List all adults age 19 and older that are supported with the household's income, even if they are not related to you and even if they receive no income. If there is not enough space to list all adults, use a second form and attach the forms together. For each adult, list the amount of income he/she regularly receives before taxes or anything else is taken out and circle how often the income is received (frequency) in the appropriate columns. If self-employed, list net income. See examples below for sources of income to report. For any adult with no income, write "none" or "0." Any income fields that are blank will also be counted as a zero (0). Enter the total number of household members (all children and adults), then list the last four digits of the social security number (SSN) of the adult completing/signing the application (or write NONE if he/she has no SSN). **STEP 5:** Enter your address and phone # (if available). An adult household member must sign the form. Print the name of the person who signed the form, then enter the date signed.

Sources of Income for Children		Sources of Income for Adults		
Earnings from work	A child has a regular full or part-time job where they earn a salary or wages	Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income
Social Security • Disability Payments • Survivor's Benefits	<ul style="list-style-type: none"> • A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits 	<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) 	<ul style="list-style-type: none"> • Unemployment benefits • Worker's compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran's benefits • Strike benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private pensions or disability benefits • Regular income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • Regular cash payments from outside household
Income from person outside the household	A friend or extended family member regularly gives a child spending money	If you are in the U.S. Military: <ul style="list-style-type: none"> • Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) • Allowances for off-base housing, food and clothing 		
Income from any other source	A child receives regular income from a private pension fund, annuity, or trust			

The Richard B. Russell National School Lunch Act requires that, unless you list a current Food Assistance Program (FAP/SNAP) or Temporary Assistance for Needy Families (TANF) case number or are applying for a foster child, you must include the last four digits of the Social Security Number (SSN) of the adult household member signing the application or indicate that the signer does not have a SSN. Providing the last four digits of a SSN is not mandatory, but if this information is not given or an indication is not made that the signer does not have a SSN, the application cannot be approved. The information provided on this form may be verified through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a welfare office to verify receipt of FAP/SNAP or TANF benefits, contacting the state employment security office to determine the amount of benefits received, and checking any documentation produced by the household to prove the amount of income received. These verification efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs; auditors for program reviews; and law enforcement officials to help them investigate violations of program rules. **This institution is an equal opportunity provider. Please refer to the accompanying Parent Letter to read the full Nondiscrimination Statement**

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019

When life happens...Don't be a
**DISTRACTED
ADULT**



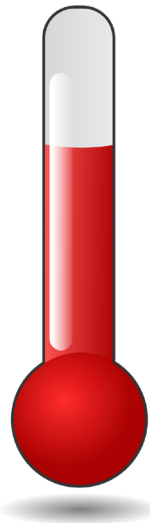


FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt
of the Distracted Adult brochure**

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

Date: _____

I, _____, parent of _____, have received the "Distracted Adult" and the "The Flu: A Guide for Parents" flyer from Jelly Bean Junction.

Parent Signature



Our NUMBER ONE priority here at Jelly Bean Junction is to keep **ALL** children safe. We take every precaution to do this. With that being said, sometimes accidents do happen. Please fill out the form below in its entirety and ALWAYS update if there are any changes.

Thank You,

Jelly Bean Junction Staff

EMERGENCY MEDICAL RELEASE AND TRANSPORTATION FORM

I _____, parent/legal guardian of _____ (Date of birth ____ / ____ / ____), give permission to Jelly Bean Junction of Melbourne, Inc. to seek emergency medical treatment for my child.

If there is an emergency and Jelly Bean Junction cannot get in contact with me, I hereby give authorization and consent for any emergency personnel, doctor, nurse, or any other medical professional to treat my child as necessary or medically needed. I also give permission for my child to be transported to the hospital listed below if the situation warrants it.

I will take full responsibility for payment of all medical services rendered due to an emergency situation. I also agree that I will not hold Jelly Bean Junction of Melbourne, Inc. or its' staff accountable for the accident in which emergency medical care was sought.

Name of Physician: _____ Phone: _____

Allergies of Child: _____

Medications Taken Regularly: _____

Any special health conditions: _____

Insurance company covering child: _____ Expiration Date (if applicable) _____

Hospital of Choice: _____

Signature of Parent/Guardian: _____ Date: _____



State of Florida
Department of Children and Families

CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ To: _____

Days of the Week in Care: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

Family Information: Child's Lives With: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Cell: _____ Work Phone: _____ Cell: _____

Custody: ☐ Mother ☐ Father ☐ Both ☐ Other (specify): _____

Medical Information: I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Address: _____

Phone Number: _____

Doctor: _____ Address: _____

Phone Number: _____

Dentist: _____ Address: _____

Phone Number: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern:



Emergency Care Plan Instructions (if applicable):

Emergency Contacts: Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work Phone	Home Phone
Name	Address	Work Phone	Home Phone
Name	Address	Work Phone	Home Phone
Name	Address	Work Phone	Home Phone

Helpful Information About Child:

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled “Know Your Child Care Facility” (CF/PI 175-24) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>], **or**
- Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled “Selecting A Family Day Care Home Provider” (CF/PI 175-28) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=841>].
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child’s records.

Signature of Parent/Guardian	Date
------------------------------	------

July 1, 2024- June 30, 2025 Jelly Bean Junction Tuition Policy

Initial on
each line

*all rates include breakfast, lunch, and snack

*rates are based on a max. 10 hours of care per day/ Additional charges will apply for over 10 hours

Infants/6 weeks-12 months/Special Needs \$305weekly

1 Year Olds/12 to 24 months \$265 weekly

2 Year Olds/24 to 36 months \$255 weekly

Preschoolers/3 to 4 years \$240 weekly

Preschoolers/4 to 5 years \$235 weekly

VPK Wrap-Around Care \$180 weekly

* "No VPK" days add \$20/day if your child attends full day

*When VPK is NOT in session \$235 (4 to 5-year-old rate)

SR JBJ Fee \$50 weekly

Camp Fee \$207 weekly for Camp (starting Fall break 2024)

School Age/Before & Aftercare \$105 weekly/additional \$25 if your child attends a full day
when Elementary Schools are closed and JBJ is open.

No Call/No Show fee for van pickups \$15 will be billed to your account if you do not notify the front
office that your child DOES NOT need a van pick up. This is for
the safety of your child; the teacher stays at the school until
your child is located.

REGISTRATION FEES:

Initial Registration \$100 first child/\$50 each additional child

Annual Supply Fee \$75 first child/\$35each additional child; BILLED September 2, 2024 to
all families enrolled prior to March 11, 2024.

.....
Tuition will be deducted from Tuition Express Monday afternoons/please be sure to have money in
your account to cover your child's weekly tuition.

*TUITION represents your child's place in our program. Tuition is owed whether or not your child is in
attendance.

*LATE FEE of \$20 will be added to balance on Tuesday by 9:00 AM if the balance is not paid by
Monday 6:00 PM if you have chosen not to use Tuition Express.

NO admittance on MONDAYS if you have a balance on Friday at 6pm. Balances will not be carried
over week to week.

Preferred Method of Payment:

***We request that you pay your tuition via Tuition Express. Applications are at the front desk. The more families we have participating in Tuition Express, the more time we can spend with your children and less time collecting tuition.**

Credit Cards:

We accept VISA/MC as a form of payment. There will be a 3.00% convenience fee added before payment is processed to recover the additional processing cost.

Other methods of payment: Cash, check, or money order

Returned Check Fee/Insufficient Funds from Tuition Express Deduction

***\$25.00 for each check returned for insufficient funds/Tuition Express Deduction. If 2 checks are returned, you will no longer be allowed to pay by check; your options would be cash, money order or credit card.**

Absent/Vacation Credits: (Must be enrolled for 12 continuous months for below policy to apply)

If your child attends two or more days, full week tuition is due.

If your child does not attend at all or attends one day, half of your normal weekly tuition is due to hold your spot. This is considered an Absent/Vacation Credit. You are allotted FOUR Absent/Vacation Credit weeks per fiscal year (January 1-December 31).

If you use all four Absent/Vacation Credit weeks and your child is out all week or attends only one day, full weeks' tuition is still due.

All Absent/Vacation Credits will be posted to your account the Sunday following the week your child was absent. Please let administration know if you have any questions.

ABSENT/VACATION CREDITS ARE NOT GIVEN FOR:

***Holidays that we are closed**

***Emergency closure days, i.e. Hurricane days**

***Closure due to pandemic**

Late Child Pick Up Fees

***Your child MUST BE PICKED UP BY 6:00 PM. You will be charged \$1.00 per minute per child until you arrive to pick up your child.**

JBJ is CLOSED the following days for July 2024- June 2025:

Independence Day Observation and the Day after (July 4-5, 2024); Labor Day (Sept. 2, 2024); Thanksgiving and Day after (Nov. 28-29, 2024); Christmas (Dec. 25, 2024); New Year's Day (Jan. 1, 2025); Martin Luther King Jr. Day (Jan. 20, 2025); President's Day (Feb. 17, 2025) ; Good Friday (April 18, 2025); Memorial Day (May 26, 2025)

Two weeks withdraw policy:

When withdrawing your child, we require a notice put in writing. If you withdraw without two weeks, you will be required to pay for both weeks regardless of attendance.

PARENT SIGNED RECEIPT OF Jelly Bean Junction's Tuition Policy

July 1, 2024-June 30, 2025

***This contract for Child Care Services/Fee Agreement may be amended/cancelled by Jelly Bean Junction at any time with or without notice.**

***This contract may be cancelled by the Parents/Guardians with 2 weeks written notice. Any unused tuition paid by the Parents/Guardians will be refunded within 30 days of cancellation.**

***By signing below, I/we the Parents/Guardians of the child listed on page 1, hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely and agree to abide by the conditions set forth herein as well as the policies contained herein by reference from Jelly Bean Junction's Parent Handbook.**

Parent/Guardian's Signature

Parent/Guardian's Signature

Parent/Guardian's Printed Name

Parent/Guardian's Printed Name

Date

Date

***In an effort to communicate more efficiently with our families we ask that you give us the name of your cell phone provider as we can text you through our computer software for non-emergency issues.**

Cellular Phone Provider

Cellular Phone Provider

Cell Phone #

Cell Phone #

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT [REDACTED]

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name		Phone #	
Address		City	State Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Authorized Signature		Date	

Your Name
Any Street, Anytown
Tel: (001) 555-0000

PAY TO THE ORDER OF

ATTACH VOIDED CHECK HERE
DEPOSIT SLIPS NOT ACCEPTED

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

DATE _____

\$ _____

100 DOLLARS Security features Included. Details on back.

RE _____

MP _____

123456789

000123456789

0001

ROUTING
NUMBER

ACCOUNT
NUMBER

CHECK
NUMBER

FOR OFFICIAL USE ONLY

Date Received

Employee Signature

800.338.3884 • procaresoftware.com

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Parent Handbook

State of Florida

Gold Seal Certified

APPLE Accredited

3115 New York Avenue

Melbourne, FL 32934

Phone: (321) 242-2011

Fax: (321) 420-4547

Website: www.jellybeanjunction.info

Dear Parents and Guardians,

Welcome to Jelly Bean Junction Preschool and Early Learning Program. Our core values for the school are SAFETY, HAPPY STAFF/CHILDREN/FAMILIES, ENVIRONMENT OF RESPECT FOR ALL, ENGAGED CHILDREN, AND QUALITY. Thank you for placing your child in our care.

~Eric and Janette Kuang

Owners

Hours of Operation

6:30am until 6pm, Monday through Friday. There will be a late fee charged to parents who are late picking up their child (\$1 per minute after 6pm for each child/sibling are charged separately. If late pickups become consistent, you may be withdrawn from our program.

Our Philosophy

Jelly Bean Junction will provide an environment in which children are actively involved in the learning process. The underlying Early Childhood structure is based on the Learning Beyond Paper Curriculum which stresses that children learn by doing. Therefore, our students will be encouraged to explore, manipulate objects, work cooperatively, think, feel, trust, and evaluate themselves. The teacher's role is to guide the child's emerging identity, to clarify social norms and to create learning opportunities which motivate and provide structure. Our focus is on early literacy experiences. It is in this environment that the child will become responsible for his or her own learning.

Non-Discriminatory Policy

Jelly Bean Junction does not discriminate against anyone (adult or child, staff, or parent) based on sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status.

Americans with Disabilities Act (ADA)

Jelly Bean Junction includes children with special needs and makes accommodations as required by the ADA.

Children Served

Jelly Bean Junction is proud to offer loving infant care, starting at 6 weeks of age, all the way up to before and after school care for children up to 12 years of age. We offer summer, winter, and spring break camp programs for K-6th Grade.

APPLE Accreditation- Gold Seal

Jelly Bean Junction holds an APPLE Accreditation. It is a voluntary process that measures our program against recognized standards of excellence. The successful completion of this process, including an on-site verification visit, results in the awarding of accreditation. The Gold Seal is awarded by the State of Florida to Child Care Programs that have achieved accreditation. Gold Seal is official recognition of child care/early learning programs as an educational institution.

New Children

Children will be enrolled for Monday/beginning of the week start. Parents must have all enrollment paperwork turned in by the Thursday before their start date, no later than 2pm, for their child to attend. A member of admin will review the documents with the parent and take the time necessary to review with the parent any areas of concern. We review the child history page very carefully with parents in the event there are any concerns we must share with the teacher to ensure the child is successful and comfortable daily.

Our Program Objectives

Jelly Bean Junction has adopted our objectives from our curriculum, which is Learning Beyond Paper, and its' principles:

Positive interactions and relationships with our staff provide a critical foundation for successful learning. Our staff demonstrate respect for children's ideas and their efforts to solve problems. They model self-talk that supports children's thinking. They offer ideas about how to approach tasks successfully.

Social-emotional competence is a significant factor in school success. Staff offer opportunities for children to work together and to learn social skills. Staff teach turn taking and sharing, and model cooperation. We focus on teaching children how to understand their own and others' feelings, regulate and express their emotions appropriately and build relationships with others.

Constructive, purposeful play supports essential learning. Our staff give children opportunities to make choices and decisions, solve problems, pursue their interests, build oral language and literacy skills, discover mathematical relationships, be scientists, and see themselves as competent learners.

Methods for Parent Communication

The following methods are used to facilitate ongoing communication between teachers and parents to share goals, expectations and problem solving:

*Parents can call admin at any time to set up a parent conference. These can be held via conference call or in person. Parents may call and be transferred to the classroom at any time to ask the teachers quick questions if it does not warrant more time for a conference.

*Lesson Plans are posted in each classroom for parent review. Parents may take a picture of the plan each week or they can request a copy.

*Monthly e-newsletters are emailed out to all families and can be found on our website under "Monthly Newsletter." Our newsletters include the weekly themes for each class.

*We have a Facebook page that highlights activities.

*Procare Parent Communication app will highlight your child's day with information and easy messaging communication.

Open Door Policy

Once a child is enrolled at our school, parents may visit at any time. For the protection of our children, we do not allow unauthorized persons to visit.

Parent Involvement and Volunteers

We hold classroom parties throughout the year in which the teachers will ask for assistance and donations of goodies. Info for these parties will be posted right outside the classroom doors for parents to volunteer their time or goodies.

If a staff member is in need of a parent volunteer on a regular basis, Florida law states they must undergo background screening and results must come back stating that they are eligible to engage with children before they may volunteer. The parent would be responsible for the cost of the fingerprinting.

Meals are Served Daily @ Jelly Bean Junction

***We are a peanut free facility**

JBJ offers daily breakfast, lunch, and an afternoon snack to all its students. We have a full time cook who prepares meals according to the guidelines of the Child Care Food Program. (CCFP). Our approved menus can be found on our website. The Child Care Food Program provides JBJ reimbursement for nutritious meals and snacks served to children in childcare settings. This program is funded by the U.S. Department of Agriculture and is administered in Florida by the Department of Health, Bureau of Child Care Food Programs. Your weekly tuition includes all meals.

We do not allow outside food into JBJ. This is to protect our children that suffer from food allergies. If your child has a food allergy, we must have a CCFP note signed by your child's doctor along with the food/beverage your child needs a substitute for.

The only time we allow outside food is for parties and at that time the food must be store bought and not contain peanuts.

Breakfast Rules

For your child to be able to get the best opportunity to make the most out of each day, we ask you follow our breakfast rules:

- Breakfast is OVER at 8:00, SO please have your child in proper area (classroom for toddlers, breakfast area for preschoolers) BY 7:50 am
- Children will be asked at 8:00 to throw away their plates as breakfast is DONE by this time
- If you are going to miss breakfast time and get your child something on the way, PLEASE allow them to finish in your car, outside food will be asked to be thrown away upon entering JBJ, to protect children with food allergies.

Milk Served

Whole milk is served to children between the ages of one year and 23 months. Milk is given in a sippy cup. Once a child turns 2 years, they will be given 1% milk. Milk at the ages of 2 and up will be provided in an open cup.

Jelly Bean Junction also provides Soy milk and Lactose free milk, with a parent note provided. Jelly Bean Junction will also provide almond milk, but we require a doctor's note per the CCFP.

Breastfeeding Policy

Jelly Bean Junction is committed to providing a breastfeeding friendly environment for our enrolled students. Jelly Bean Junction subscribes to the following:

Mothers shall be provided a place to feed or express milk

A refrigerator will be made available for storage of milk

Sensitivity will be shown to feeding mothers and their babies

Staff shall be trained in handling breast milk

Breastfeeding staff shall be provided flexible breaks to accommodate feeding or expressing

Breastfeeding resources are available to all families.

Infant Room

Parent's Choice Premium formula along with Parent's Choice Soy formula is provided to infants by Jelly Bean Junction. We also provide Stage 2 puree baby food. Once your child is ready and with parent notice, we will provide the child with solid foods prepared in the kitchen.

Per the Department of Children and Families, parents cannot bring in blankets, pillows, stuffed animals, or toys for cribs, swings, or baby bouncers.

Parents may bring in sleep sacks or sleeper (pajamas with pants and feet) for staff to change children into before their nap to keep them cozy.

Biting Policy

Biting is a normal stage of development for children 12 through 18 months of age. This is primarily due to teething and lack of verbal communication skills. If a child is bit by another child, the bitten child will immediately be consoled, and the bite area will be cleaned with soap/water. An ice pack will be applied if necessary. The parent of the bitten child will be called. An incident note will be written for the parent to sign via Procure.

The “biter” will receive a note so the parent is made aware of the situation and the teacher will offer tips to help the parent in the event this is also happening in the home environment.

JBJ’s Responsibility to Report Suspected Child Abuse/Neglect

Florida statutes require any person who knows or who has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, or that a child is in need of supervision and care and has no parent or legal custodian, to report such knowledge or suspicion to the Florida Abuse Hotline. (s. 39.201, F.S.)

Sickness Policy

It is our desire to keep all children as healthy as possible. Therefore, for your child’s welfare, and that of the others in their class, a child will not be permitted at school if he is ill. The following are a sampling of symptoms that can be indications of illness:

A fever (101 degrees or higher, measured in the ear)

Diarrhea (2 loose bowel movements within 1 hour)

Vomiting

Contagious illness (including but not limited to pink eye, chicken pox, flu, impetigo, scabies, and any others indicated by your doctor)

Pinworms or head lice. JBJ is a nit free school. Your child will be sent home if lice/nits are present on their head. Once your child returns, for the next two weeks they will be checked by administration before being permitted into the classroom, **NO**

EXCEPTIONS!

Parents will be called to come and pick up their child if the child becomes ill while at school. We ask that children be symptom free for 24 hours before their return to school or receive a doctor’s note, cleared to return. It is the parent’s responsibility to keep a current record of a child’s immunizations (DH form 680) and a current physical examination (DH form 3040; good for two years) in the child’s file.

Medications

Jelly Bean Junction may administer medication up to 2 times a day for affected children IF the proper medication form is completed by the parents, AND the medication is in the original prescription box with their name on it.

Epi-Pens/Emergency Inhalers

If a child has an emergency epi-pen or inhaler, then a medication form must be filled out and medications must be in their prescription box with prescription label. Parents must check the expiration dates before they drop off and replace when expired.

Accident Policy

Parents will receive accident notifications and photos through their Procure app under “Incident Reports” and will be asked for an electronic signature. For more serious incidents, parents will be contacted via phone, along with an incident report being written. We will always have a staff member on duty who is certified in CPR and First Aid.

Drop off and Pick up of Children

Each child must be signed in and out **DAILY** using the Biometrics machine. If a parent forgets to do this, administration will do it for them based off the classroom attendance sheets.

Security Procedures for Drop off/Pick up

New persons picking up will be required to show identification until they are registered to use the Biometrics system. For someone new to pick up, their name must be in writing to be added to the pickup list. Unauthorized persons will not be permitted to remove the child from the center.

Children will not be released to a caretaker who appears to be intoxicated or otherwise impaired. Authorities will be called if necessary and another person from the pick-up list will be called to get the child.

Environmental Health Concerns

To protect the health of children and teachers, parents must turn off their vehicles when parking in the school's lot.

If there is smog in the area, the children are given alternate physical activities to do instead of playing outside.

The facility is also tested to ensure there is no toxic materials inside and out per our DCF code book.

Holidays

We are closed to celebrate the following holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day/day after, and Christmas. There may be holiday's added or taken away at Jelly Bean Junction's discretion. **There will be no reduction in tuition for these holidays.**

Guidance/Discipline Policy

Jelly Bean Junction's guidance will be appropriate, respectful, not tied to food or toileting and will be within appropriate developmental expectations. Corporal punishment is NOT PERMITTED!

Field Trips

Field trips are taken by our afterschool program during days off during the week or holiday breaks. If it is an off day of school during the week, the fieldtrip will be sent out in a message to our current families along with in our newsletter.

During holiday breaks, there is an application that will be required to be filled out for our camp programs. Field trips are listed on the application with the location, the time the students will leave, the time the students will return, and any items they children will need for the day. Applications are required to be turned in for children to attend any field trip!

Expectations for Children's Behavior

When a child "forgets" a rule, he or she will be reminded of the rule and the reason for the rule. The teachers' job is to keep the children safe and it is the child's job to help them do so. The teachers will use redirection and positive encouragement. If it should become necessary, a child may be asked to sit in the "Quiet Corner" to reflect on what was done or to regain control. Children will always be treated with respect. Children will never be embarrassed, humiliated, or physically punished.

*When a child begins acting out in the classroom (i.e. not being safe by being disruptive to the learning environment) they will be given a VERBAL WARNING.

*If behavior continues, child will be placed in the QUIET CORNER for the appropriate time (i.e. 1 minute for each year of the child's age: a 3-year-old=3 minutes). Child will then return to group setting.

*If behavior continues, the child will be SENT TO THE OFFICE and A NOTE will be sent home from the Director to inform parents of the child's behavior.

*If negative behaviors are consistent, a parent conference will be made mandatory to attend and the outcome of future attendance will be decided at that time.

Developmental Screenings

To ensure that all children, up to the age of 5 are developing to their full potential, we will periodically use a screening tool, such as the Ages and Stages Questionnaire. Parental involvement in the screening is desired. We do refer children to Early Steps and Child Find for speech/language concerns with parental consent. Our VPK children are assessed using a VPK screening tool and results are given to parents in report form.

Parent Responsibilities at Jelly Bean Junction

It is your responsibility as the parent to be sure **ALL** contact information is always up to date. Contact information is defined as: cell phone number, cell phone provider services, and email. We utilize texting and emailing through our systems to communicate with you.

Expulsion Policy

Families will be asked to withdraw from the program for the following reasons:

Behavior is disruptive or dangerous

Dangerous behavior is defined as threatening the safety of themselves, other children, and/or staff members.

**A child can be withdrawn if their behavior injures another student
or staff member.**

Suspension Policy

Families will be asked to pick their child up from the program and not return for the remainder of the week when:

Behavior is dangerous and child will not take redirection from staff

Dangerous behavior is defined as threatening the safety of themselves, other children, and/or staff members.

Dismissal Policy

Families will be asked to withdraw from the program when:

Attendance policy is not being followed

Tuition is not paid in a timely manner

Verbal abuse by parents towards staff, administration, or other families

Dress Code

Children will be involved in many activities, some of which will be messy. Please send your child to the center in clothes that are comfortable and easily washable. We suggest shorts or pants for both boys and girls sneakers and socks only for their safety as the playground is covered in mulch. Children have playground time daily, weather permitting, so dress your child appropriately.

All children should have a complete change of clothes in their cubbies for emergencies. Please label all items with your child's name and place in a large zip-lock bag.

Television

The use of television is limited to occasional usage when appropriate to the weekly theme. TV viewing is not a routine occurrence and when used, reinforces lesson plan themes. Media is prescreened by teacher and is developmentally appropriate.

Celebrations

Holidays will be celebrated in a traditional manner. Parents are invited to come and participate in the festivities. Parents who cannot attend are invited to send in healthy snacks for the children to share. All foods brought into classrooms MUST be store purchased. We cannot serve homemade foods due to health and licensing laws.

Birthdays will be celebrated by class singing Happy Birthday. We encourage you to donate a book to your child's class in honor of your child's birthday. A book is a special treat that can be enjoyed again and again. Perhaps you would like to come and read it to the class? Teachers have a suggested list of healthy snacks you can bring in, in place of cake that the children can share to celebrate the birthday. Birthday party invitations can only be passed out in Friday Folders if EVERY child in the class is invited to the party to prevent hurting anyone's feelings. The teacher will NOT be responsible for any party organizing.

Nap Time

We will provide a mat or cot for each child. We ask you to please bring a small blanket and fitted sheet to cover mat/cot. They may bring a small stuffed animal (needs to fit inside cubby). Label all items with child's name. All items are to be taken home on Fridays to launder and brought back on Mondays. All children, toddlers, and preschoolers will be expected to rest.

Classroom Pets

Jelly Bean Junction permits classroom pets in our facility. All pets are required to carry the proper vaccines/immunizations needed. Jelly Bean Junction does not permit any aggressive animals to be classroom pets. Please notify your child's teacher if you do not wish you child to interact with the classroom pet. Children are not permitted to touch any reptiles, should the classroom have a pet reptile. During a classroom show and tell, children are permitted to bring their classroom pet. Teachers must be notified of the intent to bring the animal and proof of proper vaccines/immunizations are required before the classroom visit. No aggressive, poisonous, or toxic animals permitted.

Toys from Home

Jelly Bean Junction classrooms are filled with toys and activities for your child(ren) to enjoy. We ask that toys from home be left at home. Jelly Bean Junction is not responsible for toys that are lost or broken. A small stuffed animal is acceptable for nap time. If your child does bring in toys, they will be kept with the teacher and sent home with the parent. Nap items and an extra change of clothes will be stored in their cubby.

Attendance Policy

Children are expected to be in attendance daily by **9a.m.** A phone call is required if your child will be out or later than 9 a.m.

Required Admission Forms: Completed, Signed and Dated:

- *Enrollment form *Personal Data form *Discipline policy
- *Child Care Facility Brochure *Policy on Sick Children
- *Accidental Disclaimer *Medical Release form *Photo and Social Website Permission
- *Screening Permission *Alternative Nutrition form *Tuition Agreement
- *Application for Free and Reduced-price meals *Flu information
- *DH forms 3040 (physical) and 680 (immunizations)

Hurricane/Tropical Storm Policy

Jelly Bean Junction monitors the weather closely. When an advancing storm system threatens the Melbourne area JBJ will close if:

barrier islands are evacuated
we lose electrical power, telephone service, or drinkable water
public schools close

JBJ will reopen after a storm as soon as it is safe and we are able to open, which may be before the Brevard County Schools reopen. If you call JBJ and phone is not working, we are not open. Check our website and Facebook for updates.

Evacuation Policy

An evacuation agreement had been established between our facility and Big Boy Toy Storage. In the event our building had to be evacuated, we will relocate to the following address:

3161 Skyway Circle
Melbourne, Florida 32934
(321) 259-5444

(This location is around the corner from our location)

Emergency Medical Situation

In the event of a medical situation that requires professional medical care, JBJ will contact 911. The parent will be contacted after 911 has been called.

Handbook Revisions and Renewals

Any and all revisions to the handbook will be made prior to the new school year. At the beginning of each school year, a new handbook will be emailed to all families, with the revision highlighted. You will be required to sign paperwork at the facility that you have read and understand the Jelly Bean Junction handbook.

We appreciate all of you understanding and cooperation in creating a safe and healthy environment!

JBJ Code System

Fire drills are held monthly. Every room has an evacuation plan located by the phone. If you happen to be in the building during a fire drill, please follow the evacuation plan located in the classroom you are in. It is especially important your child stays with their class and teacher during fire drills as each teacher is accountable for their children and will be conducting head counts. Stay and wait for the “all clear” sign prior to returning inside the building.

GREEN

PURPLE

YELLOW

RED

BLACK

SEVERE WEATHER WARNING

When we have severe weather in the area children are not permitted outside; are staff will continue engaging our students in our daily activities inside. i.e. thunder storms

TORNADO WARNING

If a tornado warning is issued for our area, each class will move to their designated safe area and utilize their storm fun kit to engage their class in activities.

INTERNAL THREAT WARNING

This warning would be issued if we have an unwanted person in the building. Our staff are trained to move their classes into their safe areas and wait until they are released from this warning. i.e. attempts by unauthorized individuals to pick up a child.

EXTERNAL THREAT/ LOCK DOWN WARNING

This warning would be issued if there is a conflict occurring on the property but not in the building. The facility will go on lock down to assure safety for our students and staff. i.e. suspicious individuals or car in the vicinity.

INTERNAL CONFLICT WARNING

This warning would be issued if we have a conflict that is occurring in our building (i.e. potential parental disputes/abduction threats.) Staff will shut doors to their classrooms and remain in their classrooms until conflict is removed off our property. This also includes if a child is missing.



Items Needed for First Day in Class

- Shot record (form DH 680)* & Physical (form DH 3040)*
- Labeled Fitted sheet and a small blanket for nap
- Extra change of clothes in a labeled zip-lock bag
- Toddlers – diapers, wipes, diaper cream
- Water bottle (2 +) or sippy cup
- Family photo for classroom family tree*
 - We are an APPLE accredited facility, and it is mandatory that each class has a family tree up with each child's family photo on it.
 - If you do not have a family photo, you can create your own collage! If you can not print the photo, please email info@jellybeanjunction.info so we can print!

* required within the first 30 days of enrollment

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.



For additional information, please visit
www.myflfamilies.com/childcare
or contact your local licensing office.

This brochure was created by the
Department of Children and Families in
consultation with the Department of Health.

KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



<u>Age of Child</u>	<u>Child: Teacher Ratio</u>
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

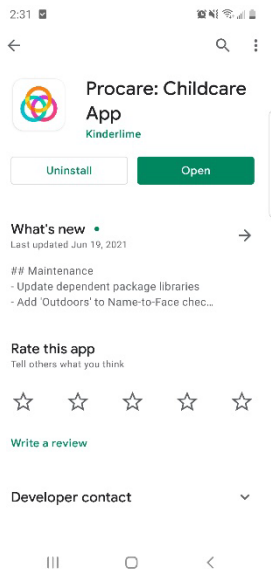
Date: _____

I, _____, parent of _____, have received the "Distracted Adult" and the "The Flu: A Guide for Parents" flyer from Jelly Bean Junction.

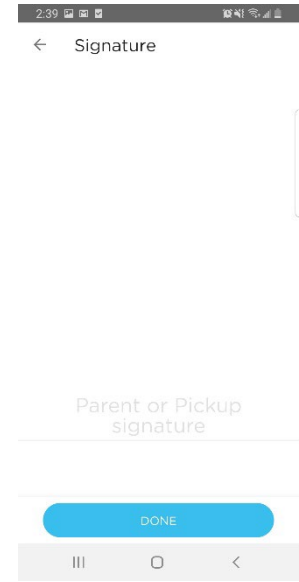
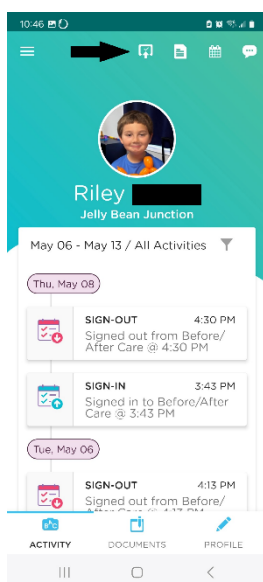
Parent Signature

How to use the Procare App

1. Download the Procare Childcare App from the Google Play store or Apple store



2. check your email for a message from "Procare"
3. Use the 10-digit code to input on your app, your child's information will appear
4. Use the QR code located in the office or your location to sign in or out
5. Click the box with the arrow and follow the prompts, sign at the end!



Stop at the front desk if you have any questions!