



Micro School Parent Handbook

2332 Henshaw Road
Inwood, WV 25428

(304) 229-4343

www.jaydees.com

academy@jaydeesfun.com

Updated 1/2025

Statement of Purpose

Welcome

Welcome to JayDee's Academy! We are thrilled that you have chosen to enroll your child in our program. We strive to provide a fun, educational, and safe environment for students ages 2-5 throughout the entire year in our Preschool Program, and Kindergarten and 1st Grade through the school year (August-May). An equivalent structure is provided for school-aged summer campers, 6-10 years of age, during the summer months. JayDee's Academy is a child care facility licensed through WV DHHR & and Micro School through the WV Department of Education.

We plan to add 2nd Grade in the 2026-2027 school year.

Mission Statement

Our mission is to create life-long learners through play-based learning while simultaneously promoting the wellbeing of children in a safe and nurturing environment.

Philosophy

At JayDee's Academy, we understand that all students are unique, as are their families. We strive to incorporate children's interests and backgrounds when planning our units of study. We carefully plan our lessons to be developmentally appropriate to meet all students' needs. It is our intention to educate the whole child which includes growing social and emotional abilities. Various styles of social interactions are incorporated throughout the days in order to provide children the opportunity to develop interactive skills with both teachers and peers. The students enrolled in the Micro School are provided with enrichment classes including Art, Music, PE, and Spanish. We want to serve the community to the very best of our abilities.

Enrollment

JayDee's Academy accepts enrollment on a non-discriminatory basis. We accept all children regardless of race, religion, ethnicity, gender, ability or sexual-orientation. Applications will be accepted on a first come, first serve basis.

Our Academy aims to provide reasonable accommodations for children in order to create adequate quality of care to all students including those with differing abilities.

Children must be 5 years of age by July 1, 2025 to qualify for Kindergarten for the 2025-2026 school year.

Enrollment Procedures

Once a family has decided to contract with JayDee's Academy, required enrollment paperwork and documentation must be filled out for admittance. All paperwork must be completed and any fees and tuitions must be submitted by the start of the planned attendance date.

Micro School Requirements

The following are the requirements for a child to be enrolled in our Micro School program:

- Child(ren) must be 5 years of age by July 1, 2025
- Registration fee of \$250 to hold your child's spot. This is non-refundable.
- Registration forms must be completely filled out
- Micro School Letter of Intent form
- Proof of vaccinations for child must be submitted by August 1, 2025.
 - The following vaccinations are required: DTaP/DTPtd/Tdap, Polio, MMR, Varicella, Hep B.
- A health assessment performed by your child's doctor must be submitted within 30 days of enrollment

Hours of Operation

JayDee's Micro School runs Monday-Friday 8:00am-3:30pm, with the exception of holidays.

Our Micro School has the option of adding before and after school care for those families in need of additional time in care. Before care is available starting at 7:30am and after care is available from 3:30pm-5pm. The before and after care does have an additional fee of \$6/day (each service used).

A late pick up fee of \$1.00 per minute per child will be charged for all children who are not picked up by 5:00 pm. To avoid this fee, make sure you have emergency contacts that are able to pick your child up when you are unable to do so. It is imperative that

these names and numbers be listed on the child's Emergency Form to allow us to release your child to someone other than yourself.

In addition to weekends and holidays, JayDee's Micro School may close for circumstances beyond our control such as severe inclement weather or situations which leave us without water or electricity. On days which we will need to close, information will be shared via our Brightwheel app.

We do not follow the Berkeley County School inclement weather delays or closing. This helps lessen the chance of adding additional days to the end of our school year.

Attendance

JayDee's Micro School observes 180 days with an average of 6.5 hours per day. Attendance is taken daily and is made available to Berkeley County Superintendent, a school, or board, upon request.

JayDee's Academy is also required to provide a list of names and addresses of all students enrolled in the program, when requested.

JayDee's Academy is required to submit a letter of intent to the Berkeley County Board of Education with the names of the children that are enrolled in our program. This form is part of the enrollment packet.

Attendance by a child at any other school which complies with this article satisfies the requirement of compulsory school attendance.

Fire Prevention Course

JayDee's Kindergarten program has Fire Prevention Week. We will work with the Berkeley County Office of Emergency Services to teach students the importance of preventing fires and what to do in an emergency.

Confidentiality

Information regarding your child will remain confidential. Staff members will not disclose your child's information to others outside of our program.

Parent Communication

Parent communication is a vital piece of our program. We believe that it is important for parents and teachers to work together to be able to educate children entirely. We will use the app, Brightwheel, for most communication. This app allows staff members to share information about your child's day and any important updates in real time.

Monthly newsletters and menus will be shared during the last week of each month.

Brightwheel

JayDee's Academy uses Brightwheel for billing, communicating with parents, signing students in/out, and sharing pictures throughout your child's day. When you enroll your child with us, you will be sent a text message and email to set up your own account with this app. You must set this up ASAP as it is a lifeline for our program. If you need further assistance, you can contact the director or your child's teacher. During our Orientation, we will be available to assist in getting all aspects of this app set up for you.

Child Form Updates

If your child needs any information updated on their forms, please contact the director immediately. These forms are essential for our operation, compliance, and the safety of your child.

Parent-Teacher Conferences

We know that communication between teachers and parents is a vital part of your child's education. We believe that when we work together, we are able to meet the needs of children more thoroughly. We are happy to meet with you to discuss your child's progress and address any questions or concerns you may have. We ask that you do not discuss your concerns in front of other parents. We want to keep all information confidential. Please contact the director or your child's teacher via Brightwheel to schedule a meeting.

We have two scheduled times for parent-teacher conferences within the school year. We will have one conference in the fall after the first report card is dispersed and a second conference after the third report card is distributed.

What to Bring (label everything)

Each JayDee's Academy child will need to bring the following:

- A complete change of clothing including socks and underwear in a large plastic bag labeled with your child's name to be kept at our facility at all times. As clothing items are used, parents will be contacted to replenish the used items. Please be mindful of the season changes and clothing size to ensure we have clothing pieces that will work for your child.
- A well balanced lunch if your child prefers to pack their lunch. Please label all lunch box items that are reusable with your child's name. We do offer a lunch meal plan if you would prefer to buy lunch at school.
- A water bottle. Please label with your child's name.
- JayDee's Academy Homework Folder should be brought to school each day.

Toys and Electronics Policy

Toys/Electronics from home are not permitted at JayDee's Academy unless designated by the classroom teacher as appropriate (show and tell, special event days, etc). We have numerous activities and toys to occupy the children during the day. Toys from home tend to create problems among the children. JayDee's Academy will not be responsible for toys/electronics/cell phones/etc. brought from home that are lost or damaged.

Children are not permitted to bring cell phones or other electronic devices from home. We reserve the right to confiscate these items until the child is picked up by a parent or guardian.

Appropriate Attire for Children

We encourage parents to dress their children in clothing that lends themselves to exploration and activity. Keep in mind that we create art masterpieces, enjoy sensory activities, and play outside daily. Children should be dressed comfortably so that they are able to participate fully in most activities.

Shorts must be worn underneath skirts or dresses.

Flip flops or shoes without a back are not permitted at JayDee's Academy as they hinder the children's ability to play and may lead to unsafe situations.

Ensure children wear sneakers for PE days. The day will be listed on their schedule given at the beginning of the school year.

Extra clothing- All JayDee's Academy children will need to have a full set of clothing (including socks and underwear) available at our facility at all times in case of an accident. These items will be stored at our facility and should be changed as needed for size and season appropriateness.

Meals at JayDee's Academy

Lunch is available for Micro School students for an additional cost. The cost of lunch is \$4/per day lunch is purchased and will be billed at the end of each month. A lunch menu will be provided at the end of each month for the next month.

We follow the WV State guidelines for the planning and preparation of meals. Lunch will include: a protein (this could include meat, meat alternative, eggs, beans, cheese, peanut butter, nuts, yogurt), vegetable, fruit, bread, and milk.

If you are packing a lunch for your child, parents are responsible for providing a healthy meal option for their child(ren). We recommend a variety of foods, including fresh fruits and vegetables. Please do not send sugary drinks, such as soda, in your child's lunch.

Glass containers are not permitted at JayDee's Academy for neither food nor beverages. Young children may bring and use lidded drink cups.

Please label all reusable food containers, water bottles, and lunch boxes to prevent children being given the wrong food/item.

Lunch boxes are to have their own ice packs as we do not provide a refrigerator to store meals. We also do not provide a way to warm up food; therefore, if your child would prefer a warm lunch, please provide a thermos for that style of meal.

JayDee's Academy will provide a daily morning and afternoon snack.

Special snacks are welcome for special occasions such as a child's birthday or a holiday. Please contact your child's teacher to discuss this ahead of time, learn of any dietary restrictions within the class, and arrange a date and time. All foods brought in to share with the class must be store-bought. No homemade items are permitted.

Allergies

Please inform the director and specify on the child's health forms of any allergies that you are aware of for your child. We want to ensure that we are aware of anything your child can not have or be exposed to. We require a doctor's note stating the allergy and an action plan to prevent possible exposure to the known allergy. Guidelines are required with instructions to follow in case of allergen exposure.

Child Safety and Security

JayDee's Academy is inspected by the WV DHHR, Fire Marshal, and Health Department to ensure that our facility is in compliance with all laws governing areas which house and care for children.

We maintain smoke and fire alarms throughout the building which are inspected annually by the WV Fire Marshal. Additionally, JayDee's Academy conducts monthly fire drills. Additionally, disaster evacuation drills and severe weather drills are conducted throughout the year. Our goal is to teach and exemplify safety in numerous areas.

We encourage parents to hold their child's hand when crossing the parking lot. It can be challenging to see a small child who may choose to run to the building or towards a car. We want to keep all students safe.

All Academy staff is trained in CPR and First Aid. We conduct background checks on all staff members as well to ensure that your child(ren) are in safe hands.

Our facility has swipe cards for all employees entering the facility. The doors lock behind those entering and exiting the facility (except during the JayDee's Family Fun Center open hours). If you need to enter the building, please ring the doorbell and a staff member will be with you as soon as possible. We also have a camera system set up in our entire facility, including the main Academy entrance door, and in the classrooms where your child will spend most of the day.

While we maintain a welcoming atmosphere in our center, in order to ensure the safety and security of all our students and staff, the director reserves the right to deny permission for entry based on the best interests of the staff and students at that time. All visitors are required to show their identification to enter the center.

If your child has an accident while on the premises, an incident report will be completed. A parent or guardian must sign and return this form acknowledging the incident.

Child Abuse and Neglect Reporting

A staff member who has reason to believe that a child has been abused, in the Academy or outside of the Academy, shall report that belief directly to the Child Protective Services Unit of the local department or to a law enforcement agency. This is required under West Virginia State Law. The law further protects the teacher against liability for referring such cases in good faith.

If a staff member has reason to believe that a child has been neglected, in the Academy or outside of the Academy, he or she shall report that belief directly to the Child Protective Services Unit of the local department.

Sick Child Policy

We strive to keep all of our students healthy. We ask that you do not send your child to JayDee's Academy if your child shows any of the following illnesses:

- Fever of 100.4 degrees or higher
- Sore throat or trouble swallowing
- Diarrhea (2 or more loose stools within a 24 hour period)
- Severe/constant coughing
- Vomiting more than 1 time and accompanied by another symptom
- Green/yellow discharge seeping from the nose
- Pink/red, swollen, itchy, seeping eye
- Untreated infected skin patches/rashes
- Evidence of lice infestations or other parasite infestations

Our goal is to provide a safe and healthy environment for all children to the best of our abilities. If a child has a high fever, serious reaction, or other severe illness and we are unable to reach a parent or emergency contact person listed on the child's Emergency Card, our staff will contact Emergency Medical Personnel for assistance. In the event that a child needs to be transported to the hospital by EMS and a parent is not available, the Director or other staff member will accompany the child.

If you are aware that your child has contracted any contagious illness, please let us know as soon as possible. Often we can take measures to inhibit the spread of harmful germs if we are aware that a child has been diagnosed with a particular illness.

Again, the well being of our students and staff is of utmost importance. With that being said, it may be necessary to exclude a child from JayDee's Academy in order to help

keep our other students healthy. The following symptoms or circumstances are necessary for exclusion from the Academy until the child is better: Chicken Pox, Conjunctivitis (Pink Eye), Diarrhea, Strep Throat, Head Lice, Fever, and Vomiting.

If a student shows signs of an illness while in JayDee's Academy, we will contact a parent for the child to be picked up. If the parent is not able to pick the child up, we will contact the next person on the emergency list. While the child is waiting to be picked up, he/she will be isolated from the rest of the students, but still in sight and hearing distance of a supervising adult. The child will be cared for in another room away from the other students to help prevent transmission.

A child may re-enter JayDee's Academy after all of the following conditions are met:

- 1) As soon as all signs of illness are gone,
- 2) Fever free for at least 24 hours without fever reducing medication,
- 3) The parents feel that the child's own health is not in danger,
- 4) After the isolation period has ended.

Medication Administration Policy

No medications or vitamins will be administered at JayDee's Academy at any time, unless they are emergency medications. All emergency medications must have a written order from a licensed health care provider with all proper forms on file.

Emergency medications would include EpiPen and Inhaler, unless something else is documented by the child's doctor.

Medical Emergencies

If a medical emergency occurs, JayDee's Academy will contact 911 first and then notify the parents/guardians of the situation. Medical and emergency consent forms must be filled out during registration.

Incident/Accident Report

If a child needs any first aid while in the care of JayDee's Academy, staff will complete an incident report to document the description of the event, what first aid was administered, the staff member present, the time, date, and location of the incident/accident. The parent will then need to sign this form when picking up their child to document that JayDee's Academy staff shared this information.

Emergency Procedures

At JayDee's Academy we strive to keep all students and staff safe. To assist with this, we practice emergency procedures regularly.

- **Fire**
 - Children will evacuate JayDee's through the closest exit possible (this varies depending on where children are at the time).
 - Children will remain outside until it is deemed safe to return inside the building.
 - We practice this twice a month to ensure students understand the drill and safest way out of the building.
- **Tornado/Hurricane Warning**
 - Children will be moved to an interior room of the building without windows.
 - We will remain there until it is deemed safe to return to other areas.
- **Relocation**
 - If there is a danger at our facility and students need to be evacuated, we will go to the dance studio across the street from JayDee's. This may change if this business is sold.
 - Inwood Performing Arts Co
2297 Henshaw Road
Inwood, WV 25428
 - If the danger is in the area of our facility and we are not able to relocate across the street, we will relocate to the Inwood Food Lion.
 - Inwood Food Lion
130 Duella Drive
Inwood, WV 25428

Curriculum

JayDee's Academy's goal is to provide a curriculum that encompasses the whole child; emotionally, educationally, and socially. We want our students to be well-rounded and ready for the following grade level both academically, but also socially. Micro School students will be using the Houghton Mifflin curriculum with a comprehensive curriculum, engaging libraries, and innovative applications for home and school. The curriculum gives children the opportunity to build a strong foundation for years to come. The curriculum focuses on different themes that the lessons will connect to while incorporating reading, math, writing, social studies, and science. Students will be engaged in small groups, whole-group, some stations, sensory activities, games, STEM projects, crafts, and more.

We also strive to keep parents informed about their child's progress. We complete a portfolio for each child that goes with them throughout the years in our Academy.

Micro School Activities Throughout Our Day

- **Circle Time**
 - This is the time in our day we come together to discuss the calendar, weather, stories, calendar math, songs, connections for the day, and review.
- **Foundations**
 - Children are engaged in word play to enhance their phonological and phonemic awareness.
- **Whole Group Learning**
 - The teacher will work with the whole class introducing new topics, modeling various types of instruction, and giving guidance as needed.
- **Small Group Instruction**
 - Small group instruction allows the teacher to work with a few children or independently with learners that need additional support with various material.
- **Sensory Exploration**
 - Students will have opportunities to engage in sensory activities where they use fine and gross motor skills. Sensory play encourages learning through exploration, curiosity, problem solving and creativity. It helps to build nerve connections in the brain and encourages the development of language and motor skills.
- **Restroom/Hand Washing**
 - Sanitation is an important skill that young children must learn. We give students bathroom breaks throughout the day, but children are able to go to the restroom when needed as well. We model proper hand washing after using the restroom and before snacks and lunch.
- **Meal Time (Snacks and Lunch)**
 - Lunch and snack time give the students the time to work on communication skills with their peers. This is also a good time to work on table manners, sharing, and cleaning up skills.
- **Recess**
 - This is a great time for students to socialize with their peers and work on various gross motor skills through play. We will provide outdoor equipment for students to use and enjoy. Students will also have the opportunity to

play in the indoor jungle gym. Staff will use their best judgment if students should be outside and for how long in regards to the weather. We do try to have students outside during at least one of their recess times within the day. Students should dress appropriately for outside play time.

- **Enrichment Classes**

- Students participate in PE, Music, Art, and Spanish once a week.

Homework

Your child will have homework on a daily basis. Please ensure you are checking your child's homework folder daily and completing any homework assignments. Homework is expected back the next day or the due date that is indicated by the teacher.

Make-Up Work

If your child is absent for any reason, make-up work will be sent home and is due by the next day your child returns to school, or the date the teacher has indicated. It is vital that your child completes the make-up work in a timely manner to ensure he/she is getting all the information they missed while absent and does not get behind in the curriculum.

Discipline Policy

Our goal at JayDee's Academy is to teach the whole child- emotionally, academically, and socially. We strive to teach children to work through their emotions to help assist in their behaviors and to be ready to learn.

We have established rules and expectations which are clear and age appropriate throughout our Academy. Our classrooms determine a few important expectations to help keep children safe and to improve their social and emotional skills.

Aggressive, abusive, sexual or any other type of inappropriate behavior will be reported to the parent and these behaviors will be closely monitored by the child's teacher. Repeated behavior of this nature will result in a conference with the teachers, parents/guardians, and Director. If the behavior persists after the conference, the child may be suspended or expelled from JayDee's Academy. We have a zero-tolerance policy for aggressive behaviors including, but not limited to fighting, biting, hitting, kicking, punching, etc.

JayDee's Academy prohibits corporal punishment on its premises and during off-site center activities while the child is participating.

Enrollment can be terminated at any time and is at the sole discretion of the Director and owners of JayDee's Academy.

Payment Policy/Schedule

Registration Fee

A registration fee of \$250 is required at the time of enrollment. The registration fee is non-refundable as they serve as a commitment to services and the purchase of the curriculum materials needed for the school year.

Payment of Tuition

All tuition fees are to be paid a month in advance. Tuition payments are to be made on our Brightwheel payment system. There is a \$25 late fee if tuition is paid past the due date.

Kindergarten Rates

\$7,400 for the school year (\$740/month)

This includes a morning and afternoon snack. Lunch is extra (\$4/lunch).

Non-Refundable Registration fee of \$250

Before Care \$6/day (arriving any time before 8:15am)

After Care \$6/day (staying any time later than 3:30pm)

Lunch \$4/day- you can pack daily if you prefer

*These add-ons will be billed at the end of each month.

Late Pick-Up Fee

JayDee's Academy is open from 7:30am-5:00pm Monday through Friday. When a child is not picked up by closing time, a fee of \$1.00 per minute, per child will be charged. This fee will be added to your next week's tuition. To ensure that someone is always available to pick up your child on time, be sure to keep your child's emergency contact information up to date.

This applies to after-school care from 3:30pm-5:00pm.

Account Inquiries

JayDee's Academy tuition accounts are managed by the Director. Please address all inquiries to this individual (lauren@jaydees.com).

Withdrawal from JayDee's Academy

Any family who withdraws a child from JayDee's Academy is required to give a one month written notice. During that time, you will be required to pay all regular tuition and fees, and any outstanding balances on your account.

Communicating with Families

Our staff is available to answer questions and discuss concerns that parents/guardians may have about your child's experience at JayDee's Academy. During drop off and pick up times, brief conversations between parents/guardians and our staff may occur. However, since not all staff members are available during that time frame, we recommend making an appointment in order to have ample time needed to discuss your concerns. Parents should drop off their child at the door and not enter the classroom unless deemed necessary by the teacher.

JayDee's Academy also communicates with our families through an informational monthly newsletter, daily updates using our BrightWheel app, Facebook page with activities, and our website. You can contact the Director (lauren@jaydees.com), or your child's teacher.

Parent Participation/Volunteers

We encourage parents to become involved in every aspect of their child's education and experience while attending JayDee's Academy. We have an open door policy for parents/guardians and you are welcome to visit us at any time. Please inform the teacher or director if you would like to volunteer in the classroom.

Throughout the year, there will be many opportunities to volunteer your time and talents for special events, holiday parties, and within the classroom. There will be times when the teachers will ask for guest speakers/volunteers to supplement their educational themes. Information about these opportunities will be conveyed through monthly newsletters, emails, and notes from your child's teachers.

Grievance Procedures:

All grievances regarding JayDee's Academy can be addressed with the Director. All concerns are considered carefully and responded to in a timely manner.

If you are unhappy with the decision of the Director, you are encouraged to communicate your concerns with the owners.

Insurance

Information regarding liability insurance coverage including information on coverage or non-coverage of accident/injuries can be viewed upon request. In the event of an accident or injury, JayDee's Family Fun Center liability insurance is secondary insurance. JayDee's Family Fun Center carries liability insurance and does not carry accident/injury insurance.

Amendments

JayDee's Academy reserves the right to revise the parent handbook at any time with written notification to the parents and guardians.

Compliance Complaints

As a parent or guardian, you have the right to report to the Secretary any complaints related to compliance without retaliation, according to the provisions of the WV Code Chapter 49, Article 2, Part I and all the requirements of this rule. A copy of the WV Child Care Licensing regulations is available on site for you to view.