



Parent Handbook for Jump On Languages After School Program

2023-2024

WELCOME!

THANK YOU FOR JOINING JUMP ON LANGUAGES AFTER SCHOOL PROGRAM.

THIS HANDBOOK WILL PROVIDE YOU WITH A DESCRIPTION OF OUR PROGRAM AND DETAILED POLICY CONTENT FOR YOUR REFERENCE.

(Last update made on November 2023)

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Welcome to Jump On Languages

What is Jump On Languages

Jump On Languages is a family business founded by Venezuelan psychologist, social worker and entrepreneur Paola Mizrahi. Jump On Languages offers in-person and online programs that are always student centered and based on positive and meaningful relationships. We offer online language tutoring classes for kids and adults and in-person Spanish after school, preschool and camps.

Our Spanish preschool and afterschool programs are based in Seattle, WA and are open throughout the school year, from late August/early September through the end of June. We offer several day/week camps to cover Seattle Public Schools (SPS) breaks, and have fun summer programs in July and August for preschool and K-5 kids.

Mission Statement

Jump On Languages' mission is to bring people together by providing kids, youth and adults the opportunity to learn languages and culture in a dynamic, interactive and innovative way.

Our experienced teachers create curriculum tailored to specific needs, goals, and interests of every student. We are committed to creating an exceptional learning experience for all!

Jump On Languages provides affordable prices, scholarships and flexible schedules, because for us, learning a new language and culture is an opportunity everyone should have!

Spanish After School Program Overview

We offer a play based learning program for kids K- 5th grade. The JOL staff mission is to create a learning environment, in partnership with families that respects and honors the whole child, fosters social skill development and growth and provides experiential learning opportunities in a safe, engaging and culturally inclusive manner.

We welcome a wide variety of proficiency levels, from true beginners to fluent. Our teachers are bilingual and work hard to make the learning environment welcoming and inclusive for all, supporting every kid's progress in their Spanish language, based on the level they are at.

The JOL program focuses on:

1. Social and Emotional Learning (SEL): Out-of-school time is ideal for

engaging in social and emotional learning with students. We offer a curriculum in daily deliberate practice to help students develop a strong sense of community, learn to healthily manage their emotions, explore empathy and kindness, and develop a growth mindset.

2. Cultural exposure
3. The arts, creativity
4. Science, Technology, Engineering and Mathematics
5. Language
6. Physical activity: We try to incorporate as much outdoor time as possible, weather permitting. Please make sure to pack proper clothing (e.g. rain jackets, sweaters, shoes) for your child(ren).

Our Teachers

We recruit the best teachers for our online and in-person programs searching for the most qualified available. We look for native and/or fluent and proficient in the target language. We also expect each teacher to be dynamic and fun, while still being able to develop a professional curriculum that enables learning that is customized to each child's development process.

For our in-person programs, everything above applies, and all Lead Teachers have 8+ years of experience teaching kids. Our Assistant Teachers have 2+ years teaching the language or related field. Finally, we also believe in community development by recruiting high school students who are proficient in the target language to add even more dynamism and fun to select programs.

Location and Transportation

We are offering transportation for the after school program leaving from John Stanford International School, B.F. Day, Greenwood Elementary, and Whittier Elementary. With time we hope to add more transportation capacity and to more schools.

If your child is enrolled in transportation from one of the schools above, one of our teachers or admin staff will pick them up at the end of the school day. We wear easy-to-identify shirts and jackets with the JOL logo on them, so that kids can easily spot us on the playground. If needed, we may ask that parents provide an appropriate booster seat for their child. Please check in with Lorena at lorena@jumponlanguages.com to coordinate.

We can also arrange to have your child picked up from the PNA bus stop. Please confirm with us before the first day of your program to ensure that your child is on our pickup list.

Contact us to enquire about transportation from your school at info@jumponlanguages.com. The trips will be short, but safety is our priority so please provide a booster seat for your child.

Our in Person Spanish after School Program is located at the Phinney Center. 6532 Phinney Ave N, Seattle, WA 98103.

Schools that have a bus stop close to PNA are: West Woodland, Cascadia, McDonald International School, and JSIS. Contact Seattle Public School transportation at 206-252-0900 to ensure your child is enrolled for the school bus service. Ask your child's school for a temporary bus pass until you get confirmation from SPS Transportation that your child is registered on the route.

One of our teachers will always be waiting at the bus stop for each school and walk the kids to their classroom. Teachers have a list of the kids that are expected to come each day in the school bus and verify with the driver that all kids get off the bus. Please notify absences on Brightwheel. If your child doesn't get off the bus and we didn't get an absence notification you will be called by our staff right away.

School	Stop location	Bus Number
JSIS	Phinney N and North 67 St	642
McDonald	Phinney N and North 67 St	646
Cascadia	Phinney N and North 67 St	692
West Woodland	Phinney N and North 67 St	745
Green Lake Elementary	Phinney N and North 65 St	705

Non Discrimination

Jump On Languages does not discriminate against anyone on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or disability.

Religious and Cultural Diversity

Jump On Languages is an inclusive environment, in which we celebrate diversity by enjoying various non-religious festivals and holidays throughout the year.

Harassment, Intimidation, or Bullying

Jump On Languages does not tolerate harassment, intimidation, or bullying, and any instances should be reported promptly to a Jump On Languages Site Supervisor or Site Director, or to the Jump On Languages Executive Director. "Harassment, intimidation, or bullying" means: any intentionally written message or image—including those that are electronically

transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or employee or damages the student's or employee's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the program

After School Program's General Information

For the school year 2022-2023, our afterschool will be divided in three groups: Kindergarten; 1st-2nd grade; and 3rd-5th grade. If needed, we may change the groups to maintain a student:teacher ratio of 8:1 or lower.

Hours of Operation

Jump On Languages operates an after-school program at the Phinney Center on all regularly scheduled school days. Jump On Languages after-school program hours are 2:45 p.m. to 5:55 p.m. Monday through Friday, except for Wednesday early release with the after-school program starting at 1:30 p.m.

In addition, Jump On Languages extends its hours for parent-teacher conference days and other early dismissal times. JOL is open on SPS teacher in-service days and school vacations for day camp. Schedule changes will be emailed in advance and posted on the website; see the emailed JOL newsletters and the JOL website.

Program Vacations / Closure

Jump On Languages is closed on the following holidays:

- Labor Day
- Thanksgiving and the following day
- Christmas Eve
- Christmas Day (and sometimes the preceding or following day)
- New Year's Day (and sometimes the preceding or following day)
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth (June 19)
- Fourth of July (JOL summer camp)

Sample Daily Routine for the After-school Program and Camps

We will provide a quiet space for children to do homework and will try to be available to help them, but unless the student is enrolled in tutoring, we are not able to ensure your child does their homework.

Children are not required to take part in any particular activity, but they are encouraged to do so. Activities are led by our regular staff and specialized instructors. Each child-care area serves a specific age group allowing staff to provide developmentally age-appropriate activities. Enrichment areas reflect the interests of the children.

Afterschool

2:45 PM - 3:10 PM	Arrival
3:00 PM-3:30 PM	Snack time
3:30 PM - 4:10 PM	Recess outside
4:10 PM - 4:50 PM	Circle time, main activity, and Small Groups starting in October.
4:50 PM - 5:30 PM	Clean Up - all Classes move to Red Room (Enrichment Centers)
5:00 PM - 5:45 PM	2nd recess
5:45 PM - 5:55 PM	Finish Clean Up - Closure

Students that arrive later have snack and short recess (3:45-4:10)

Wednesday Early Release

1:45 PM-2:15 PM	Arrival and 1st Snack time
2:15 PM-3:00 PM	Recess outside
3:00 PM-4:00 PM	Circle time, main activity, and enrichment centers
4:00 PM-4:30 PM	2nd Snack Time

4:30 PM-5:00 PM	Recess outside
5:00 PM - 5:40 PM	Enrichment Centers
5:30PM - 6:00PM	Clean Up Time and Dismissal

Full Day and Summer Day Camp Schedule

9:00:00 AM	Open/Free play/ Enrichment activities
9:30 AM	Ice breaker activity.
9:45 AM	Morning snack and guided activities outside. Recess time.
10:30 AM	Circle Time and Getting ready for the field trip
10:45 PM- 2:00 PM	Field trip/lunch
2:00 PM-2:45 PM	Snack and Enrichment Centers
2:45 PM-3:00 PM	Clean Up and Pick Up
3:00 PM - 5:00 PM	Aftercare with 3rd snack at 4pm

Registration, Tuition and Fees

JOL Registration

Once you've registered through our website (www.jumponlanguages.com), you will be charged automatically each month for registration through the end of the school year, unless you decide to cancel or change your plan before then. If you'd like to cancel your subscription make sure to do so by emailing info@jumponlanguages.com before the 20th of the previous month.

We charge the same amount from September through June. We do not prorate the cost of monthly tuition. We continue paying our teachers' salaries during those periods, as well as our lease at our Phinney Center location. Our monthly pricing is spread across the school year and considers the average number of open days across the whole school year.

Absences and Schedule Changes

If your child is absent, no tuition credits or makeup days will be given; tuition remains the same whether or not your child attends. We ask families to promptly notify Jump On Languages if a child will be absent from a scheduled program so we can plan accordingly and especially so we have a record of which kids should be in the program, which is a safety consideration. Please also keep us informed of your child's schedule and any changes.

Late Pick-Up Policies

We understand that a family's life can be hectic, but we still ask and expect all kids that attend our programs to be picked up before the time the respective program ends. This is important as teachers' time is as precious as that of each family's and it should be respected. We will provide a 5 minute grace period to pickups. After the 5 minutes, we will charge \$15 and increase another \$1 every minute that passes. Five tardy pickups in a school year can lead to termination from the program. We highly recommend you coordinate with other families in the program and [add them as authorized pick up on Brightwheel](#), so if at any point you realize you will not be able to pick your child on time, you can reach out directly to an approved family who can take care of your child while they wait for you. In extreme circumstances, you can contact us and explain why you are tardy. In case of true emergencies, we will always be there to support you.

Emergency Contacts

At time of registration, parents provide emergency contacts. Emergency contacts are adults who can assist your child when you are unreachable. Please remember to inform JOL about changes in address and telephone numbers for yourself or your designated emergency contacts. Current contact information is most important during such events as a medical emergency, snow storm, earthquake, or power failure.

Current JOL Fees

2023 - 2024 School Year Tuition

School Year After-school Program (Monthly)

2:45 PM- 6:00 PM

Monthly Tuition	1 day	2 days	3 days	4 days	5 days
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	\$340	\$504	\$673	\$785	\$875
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3:45 PM- 6:00 PM - Ideal for Schools with Late Bell Dismissal

Monthly Tuition	1 day	2 days	3 days	4 days	5 days
	\$255	\$378	\$504.75	\$560	\$656.25

Wednesday Early Release: There is an added **\$75 fee** per month if you are registering for Wednesday afterschool care, due to SPS early release.

Transportation Fees: The transportation fee from John Stanford International School, McDonald International School, Whittier, Greenwood, and B.F. Day Elementary School is **\$23/month per day**. We are considering adding transportation from one or two other schools, such as Daniel Bagley and Green Lake Elementary. If we cannot offer transportation from these schools, we will connect families to organize carpools and to add PNA to school-bus routes when possible.

Spanish lessons in Small Groups

Available for Afterschool Students that attend on Mondays, Tuesdays, and Wednesdays. Lessons are 45 minutes and are held during Afterschool hours. These are optional and have a cost of \$45 per month. Prices may change for the 23-24 school year. Students will be assigned a group depending on their Spanish level and day of attendance. Classes have a maximum of 10 students. Registration for Small Groups will be announced at the beginning of the school year.

Day Camp (Daily)

To make up for SPS closures during the school year, we offer 9am-3pm at Phinney Center (with possible Field Trips) We offer after care from 3pm-5pm

You can register for a day camp on our website at www.jumponlanguages.com/day-camps. You can choose to enroll for 1, 2, 3, 4 or 5 days. Please register for each day separately.

- 9:00am - 3:00pm
- 3:00pm - 5:00pm

Families enrolled in our afterschool program will receive a 25% discount on non-school day camps and aftercare.

Activities will include arts and crafts, baking, cooking, STEM projects, and outdoor fun, all with our unique Spanish twist.

Summer Camp (Weekly)

In our Spanish Summer Camps, kids will learn and practice Spanish in a fun and unique experience. Campers will discover new places in Seattle, including cultural shops and markets, art spaces, public parks, and beaches. We go on 2-3 field trips a week.. Anticipating COVID restrictions, we will have smaller groups with a low teacher-student ratio. Specific trips will be decided closer to the date following all CDC recommendations. But we guarantee a week packed with fun and Spanish!

For 5-year-old kids, parents can choose whether to register them for summer camp or for our summer preschool program (see below).

For families with two or more kids registered for our summer programs we will refund 10% of tuition on the program of equal or lesser value. Scholarships available!

Find more information at <https://www.jumponlanguages.com/summer-camps>

Family Discounts

After their first plan, each family receives 10% off subsequent plans of equal or lesser value, up to a value of \$150.

Scholarships and Subsidies

We are proud to offer financial aid to those who need it. We believe in our mission to create community by bringing people together through the learning of languages and cultures. We currently self-fund the programs, but we do our best to cover as much as possible for whoever needs it. Please contact us if you would like to discuss further.

Refund and Cancellation Policy

After School

Families pay each month in advance with our automatic payment system, but there is no period commitment. Once a month is paid, we usually consider that payment non-refundable unless there are extenuating circumstances. However, if you need to withdraw a student from our program just contact us before the 20th of the month and we will not charge you the following month.

First month's tuition is non-refundable.

May and June's cancellation is combined. You must cancel for both or either month by April 20th.

Day Camps

If you cancel 2 or more weeks before the date of the day camp, you will receive a FULL REFUND, minus processing fees. If you cancel at least 72 hours in advance, you will receive a 50% refund. No refunds will be issued for cancellations made within 72 hours of the day camp start time. Exceptions will be considered for medical reasons or on a case-by-case basis.

Summer Camp

We understand plans change. We keep our policy as flexible as possible considering that the later a family needs to cancel, it takes away from another family who could have booked and may have had to make different plans. If you cancel before April 1st, you will receive a FULL REFUND, minus a \$25 non-refundable administration fee per kid. If you cancel after April 1st, you will receive a full refund if we are able to fill your spot by the beginning of the program. Exceptions will be considered for medical reasons or on a case-by-case basis.

Regarding program cancellations due to extreme circumstances.

For the most part this applies to Seattle based programs in practice, but it can also impact online classes. In recent years we have been experiencing more snow days in Seattle and the road conditions can be unsafe. Similarly in the summer we have experienced days with heavy smoke, and in most cases, we are able to creatively continue the program. This policy applies to those circumstances plus any extreme weather or man-made event that may cause us to abruptly suspend classes. We also acknowledge that our teachers depend on their JOL compensation to make a living and we will pay teachers as much as possible despite these missed days. We will also try to offer some programming online at no additional cost to enrolled families. With that in mind, we have the following policies for our different programs:

- **For afterschool:** we will notify families of cancellations as soon as we have enough information to determine it is unsafe for teachers and families to drive to our center. We will not issue prorated refunds for missed days if they total five days or less in a month. If more than five days in a month are missed, then we will prorate tuition to exclude day six and beyond upon family requests. When we notify you of cancellations, we will include information about online programs.
- **For camps:** as long as we are able to offer a safe version of the camp and your child has a spot, then we are not able to issue refunds. If there is a city-wide issue and/or most of our teachers are unable to make it to the program safely, we may need to cancel that day of camp and we will notify you as soon as we make the decision. We will provide online programming for students that were registered in camp. If we don't provide online

programming, we will issue a refund of 50% of the tuition prorated to the days missed. For example, for a week-long camp where we need to cancel 2 days, then we will refund 1 day of camp.

Confidentiality

While staying in tune with the children in our program, we often learn of very private family matters. We need to know about these matters because they affect the children. The ethics of our profession and the expectation of JOL is that information of a confidential nature is disclosed only to those with a need to know. Please bring all concerns (e.g., no-contact or protection orders, change in parenting plans, custody arrangements, etc.) to the attention of our Executive Director.

Ratios

We maintain a low ratio to ensure the safety and support of each child and their individual needs. The ratio varies by age group and type of activity, but we do not allow it to exceed 8:1 students per teacher, and it may range as low as 6:1 for younger kids during outdoor activities.

Current Groups (all in PNA Blue Building)

Lower Level: KG (Grupo Azul in Blue Room) - 1st grade (Grupo Rojo - Red Room) - Upper Level: 2nd grade (Room 1 - Grupo Verde) - 3rd-5th grade (Room 3 - Grupo Amarillo)

Daily Attendance: Between 16-20 students per day per class.

Teacher-Student Ratio: 1:8 (2-3 teachers per classroom).

Staff Distribution: 2 Lead teachers and 1 Assistant Teacher per group.

Support Staff in the Center: 1-2 Additional staff available to support as needed.

Media at JOL

Students have spent a lot of time on devices and in front of screens over the last year. In general, students will not be permitted to have/use devices unless it is part of a planned activity, orchestrated and supervised by JOL staff. Computer or device use will be for:

- Educational purposes, where programs and activities are deemed appropriate and relevant to group activities or classroom learning

- Research purposes, to allow for completion of homework, information gathering, finding the perfect coloring sheet, etc.
- Homework when parents have authorized on an individual basis.

What to Wear and Bring

We try to incorporate as much outdoor time as possible, weather permitting. Please make sure to pack proper clothing (e.g. rain jackets, sweaters, shoes) for your child(ren). Always send your child with a water bottle to the program. They can refill their water bottle on site.

Labeling and the Lost and Found

Please label everything that can be marked. JOL cannot be held responsible for lost items. At the end of each day all unclaimed articles will be placed in a lost and found box. At the end of each month, unclaimed articles are donated to charity. We highly encourage you to leave valuable items at home.

Approach to discipline

At JOL all kids are expected to be kind with each other, to include all friends, to respect other students' bodies and boundaries, to look out for each other and to solve disagreements using constructive verbal feedback. Therefore, at JOL we do not allow students to be disrespectful with each other or the teachers, and always behave safely towards themselves and others. We do not make fun of friends, do not call names, or yell at each other. We expect students to listen to their teachers and follow instructions, and respectfully express disagreements. Students are not allowed to use physical force including pushing, hitting, kicking, or throwing objects at other students or teachers.

If a student is showing disrespectful and/or unsafe behaviors, the teacher present will give the student a warning (AVISO) and will talk individually with the student to explain why that behavior is inappropriate or unsafe. After 3 warnings the student will be asked to take a break from the activity and either sit in the carpeted area or go out of the room with a teacher for a while. They could also miss some recess time, either staying in the classroom with a teacher or sitting in a quiet space outdoors if they are already outside. The kids will always be supervised.

If a student consistently receives warnings, we will reach out to their parents and work together in finding a safe way for the student to participate in our programs.

We also provide positive reinforcement through incentives both at the individual and group level. For example, when the class works together well to complete an activity, when they follow instructions or when they go above

and beyond to help a friend or teacher. We will do “classroom parties”, watch a movie (in Spanish), provide special treats or other prizes.

We kindly ask that you please review these expectations with your student so we can continue having a fun, safe and inclusive environment for all. If you have any questions or concerns, please do not hesitate to email us at lorena@jumponlanguages.com or paola@jumponlanguages.com

Communications

a. Brightwheel

When a child is registered at our after school program parents will receive an invitation to set up an account with Brightwheel. Jump on Languages uses Brightwheel to:

- Provide contactless check in and check out. If your child is being picked up at school the teacher will do their check in.
- Log your child's daily health screen. This will help keep our families and staff members safe.
- Safely get photos and videos of our class activities.
- Send notes to communicate with teachers at any point during After School hours.
- Access our weekly newsletter.
- Communicate with staff members by directly sending a message to them.

[Check out this Parent Overview Video to learn more.](#) Please add a photo and fill out the information on your student's profile, including your mobile number if it's not already listed so we can use text alerts.

Parent Resources:

[Introducing Parents to Brightwheel](#)
[Parent Overview \(pdf\)](#)
[Parent's Guide to Brightwheel \(video\)](#)
[Check-in Kiosk Demonstration \(video\)](#)
[Edit Your Check-in Code](#)

Jump On Languages does not bill tuition through Brightwheel so please know you don't have to log in your billing information at Brightwheel

Babysitting, Hiring, and Socializing with JOL Employees

JOL employees are prohibited from performing babysitting, nanny services, or other childcare or services outside the scope of their JOL employment for anyone connected with a JOL family. Such arrangements create conflicts of interest and limit JOL's ability to provide a quality program for each student.

Similarly, JOL families are discouraged from including JOL employees in their social networking, including via electronic media.

Please know that JOL offers an additional program called Language Playtime, a language service for Seattle-based families with kids 2-10 years old. Language Playtime is a play-based child care program where a fluent speaker of the target language takes care of your child in your home or in a place of your choosing. During each session, the caregiver works on developing your child's socio-emotional skills as well as their gross and fine motor development through engaging activities in the target language. Individualized curriculum and supplies are provided by Jump On Languages. You can reach out to our Administration Office if you'd like more information regarding Language Playtime.

Health and Safety

Safety is our #1 priority. We follow CDC and local state and city health department guidelines. Every teacher is fully vaccinated, and we encourage the use of masks indoors. We disinfect all common furniture and materials as much as possible and have hand sanitizer available. We prioritize outdoor activities and keep windows and doors open as much as possible for ventilation. Every classroom has an air purifier.

We recognize that providing child care is critical for families, so we do everything possible to safely remain open.

Potential or Confirmed Exposure to Covid-19

Our program will comply with the most recent guidance from King County Public Health (for childcare), the Washington State department of Health, and requirements of Seattle Public Schools as minimum guidelines for the protection of our students and staff. As this guidance changes, the requirements outlined in this handbook may also change. JOL reserves the right to impose restrictions on attendance and enrollment for health and safety reasons with or without prior notice. The precautions and exclusion criteria in place for Covid-19 supplant our normal exclusion criteria for student and staff illness and disease. Every effort will be made to notify families in advance of changes that may impact them.

- Please notify us immediately if your student exhibits any of the following symptoms: fever over 100.4 degrees, cough, shortness of breath or difficulty breathing, or new loss of taste or smell.
- Please be aware that at any moment, you may be required to retrieve your child(ren) from childcare, and that the group, or entire program, may be required to close if we're not able to provide proper staffing.
- We rely on all the families of JOL to stay abreast of information that is sent/posted and to adhere to that guidance. Please be advised that

non-compliance with health and safety requirements included in this Handbook, posted in the center, or sent via email to enrolled families can result in disenrollment from the JOL program.

Immunization policy

All students are required to be vaccinated against, or show proof of acquired immunity for, the following vaccine-preventable diseases before attending JOL:

- (1) Chickenpox (Varicella);
- (2) Diphtheria;
- (3) German measles (Rubella);
- (4) Haemophilus influenzae type B disease;
- (5) Hepatitis B;
- (6) Measles (Rubeola);
- (7) Mumps;
- (8) Pneumococcal disease;
- (9) Polio (Poliomyelitis);
- (10) Tetanus; and
- (11) Whooping cough (Pertussis).

Proof of immunization status shall be made by submitting to JOL a complete and accurate Department of Health Certification of Immunization Status form. Proof of acquired immunity shall be through documentation of laboratory evidence of antibody titer or a health care provider's attestation of a child's history of a disease sufficient to provide immunity against that disease. Failure to provide the necessary documentation will result in the student being unable to attend JOL.

JOL recognizes that some students may be unable to be vaccinated due to religious beliefs or specific health conditions. In such cases, a student shall submit to JOL a complete and accurate Department of Health Certification of Exemption form. JOL is a private organization and believes strongly in the benefits of vaccination to protect both its students and employees. Students who intend to claim a personal or philosophical exemption to vaccination shall bring this to the attention of the JOL's Director before enrolling in any of our programs.

Emergency Procedures

Sickness, Injuries & Policy Procedure for excluding ill children

To ensure the most healthful environment for all children, we ask that sick children be kept home. All children in attendance must be healthy enough to participate in program activities. A child who arrives at JOL with a fever, vomiting, diarrhea, signs of infection, or possible contagious diseases (e.g. pink eye, chicken pox, flu) will be sent home immediately. If a child becomes ill while at JOL, staff will notify parents. The child will be kept comfortable

and isolated from other children as appropriate until the parent arrives to take the child home. If your child has a communicable disease, we must notify the other families that their child may have been exposed. Confidentiality will be maintained. In case of injury, the staff are trained in first aid and CPR. If the injury is serious, JOL will call 911 and the parent. Copies of all emergency policies are available upon request.

Medication Management

Medication will only be given with prior written consent of the child's family/legal guardian. This consent (The Medication Authorization Form) will include the child's name, the name of the medication, reason for the medication, dosage, duration (start and stop dates), special storage requirements and any possible side effects (use package insert or pharmacist's written information).

A family/legal guardian will be the sole consent to medication being given, without the consent of a healthcare provider, if and only if the medication meets all the following criteria:

- The medication is over the counter and is one of the following:
 - o Antihistamine
 - o Non-aspirin fever reducer/pain reliever
 - o Non-narcotic cough suppressant
 - o Decongestant
 - o Ointments or lotions intended specifically to relieve itching
 - o Diaper ointments or powders intended for use with "diaper rash"
 - o Sunscreen for children over 6 months of age
- The medication is in the original container and labeled with the child's name; *and*
- The medication has instructions and dosage recommendations for the child's age and weight; *and*
- The medication is not expired; *and*
- The medication duration, dosage and amount to be given does not exceed label-specific recommendations for how often or how long to be given.
- For sunscreen and diaper ointment, the written consent may cover an extended time period of up to one year.

For all other medications (such as fever reducers, cough medicine, or antibiotics), the written consent may only cover the course of the illness.

Lice Policy

If a child is found to have head lice while attending JOL, the child's parents will be contacted and asked to pick up their child immediately. Because lice are considered contagious, we must look after the best interests of all children attending our program.

Food: Snacks and Lunches

During afterschool operations JOL provides daily healthy snacks around 3pm, and on Wednesdays we provide a snack at 2pm and at 4 pm. Since snacks have to be outside, we provide a mix of individually wrapped snacks such as popcorn, pretzels, granola bars, cheese sticks, and food that we serve on bowls or plates like yogurt, cut fruit, cereal with milk, bagels with cream cheese, etc. If your child doesn't want what we have, we encourage them to look in their lunchboxes if there is something they have left from lunch that they can have. Feel free to send them an extra wrapped snack they can eat if they don't want what we have. Be sure your kids bring a water bottle every day. We can fill them up here.

On camp days during the school year and summer, we ask families to pack a nut-free lunch for their child(ren). JOL will provide morning and an afternoon snack during day camps.

Allergies or Special Dietary Requirements

Please let the staff know if your child has allergies or special dietary requirements. These needs will be met at each snack time in a respectful manner. These should also be noted at time of registration. JOL may notify you if your child's lunches do not meet these guidelines. If your child has allergies, depending on the allergy, there may be additional forms required by licensing that the parent must complete.

Nut-free Environment

Jump On Languages is absolutely "Nut-Free" due to student and staff allergies. This policy includes peanuts and tree nuts. On occasions when food is sent from home, please respect this for our safety!

Child Abuse and Neglect Policy

Jump On Languages will not tolerate any form of child abuse, sexual, physical, mental, or emotional. We prohibit any person on the premises to use corporal punishment, or hit, jerk, shake, spank, slap, kick, or inflict physical pain to students. JOL Staff is required by Washington State law to report immediately to the police and /or CPS, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect or exploitation of a child. Staff may or may not consult with JOL administration, call CPS and document the occurrence as required by CPS

regulation and/or recommendation.

We may or may not notify families if the police or CPS is called about a possible child abuse/neglect/exploitation, depending on the reporter's judgement and the recommendation by CPS.

Feedback and Suggestions

JOL welcomes suggestions for improvement, as we are constantly striving to improve our program. Please direct any suggestions you might have to our after school Coordinator or the Executive Director, who will in turn consult other JOL staff if further input is needed. Compliments are always welcomed, as a small family business Jump On Languages highly benefits from good reviews on pages like Yelp, Facebook, and Google.

Problem Resolution (Resolving Family Concerns)

Should a situation arise that involves the JOL program or employee, please follow the following guidelines to have your concerns addressed:

Bring your issues to the attention of the after school coordinator and Executive Director. Every effort will be made to address the issues and reach a solution.

If you wish to make a formal complaint, provide a short written explanation of the issue to the Executive Director. If deemed necessary, a meeting will be scheduled to address the issues.

The Jump On Languages Founders and Directors

Jump On Languages is a family owned business founded by Paola Mizrahi and her spouse, Eddy Reif.

Paola Mizrahi - CO-FOUNDER & EXECUTIVE DIRECTOR

Paola holds a BA in Psychology from the Catholic University Andrés Bello, Caracas, Venezuela, and a Masters of Social Work from the University of Washington. She has more than 20 years' experience working with families and children in different positions.

She was Family and Community Engagement Supervisor at Seattle Public Schools, Spanish Preschool Teacher at Hutch Kids Childcare Center in Seattle, and has been leading groups and camps for children since she was 16 years old.

She was born and raised in Venezuela, where she learned not only the rich Spanish Language but also the lively Latin-American culture, based on community values, festive spirit, curiosity and creativity.

She strongly believes that children thrive when they are engaged, motivated, and challenged in a safe environment. Her philosophy for Jump on Languages is based on positive relationships, interactive learning, and celebration of growth.

Eddy Reif - CO-FOUNDER & CHIEF EXECUTIVE OFFICER

Eddy has always been passionate about working with kids, from being counselor for youth programs in his home country of Venezuela to serving on the board of Hutch Kids (the day-care affiliated with the Fred Hutch Cancer Research Center, SCCA and UW) for six years. Eddy is the co-founder of Jump On Languages and runs the business and administrative side of the program. He was born and raised in Venezuela, and he holds a degree in Industrial Engineering from Simon Bolivar University, as well as an MBA from UC Berkeley. His professional career includes experience in brand management at Procter & Gamble, marketing for Venezuela's largest newspaper, management consulting, and 15 years at Amazon leading product and engineering teams. In January 2021, Eddy decided to dedicate himself full time to the community and to running Jump On Languages. He loves using his business and project management experience to make an impact. He also spends time supporting Seattle Public Schools' COVID protocols at John Stanford International School and teaching project management courses at UW.

DISCLAIMER

Please note that while we do our best to maintain a detailed and thorough Family Handbook, with or without notice, based on the decisions of the JOL Administration. If you find any part of this document unclear, or have a recommendation for additional content, please speak with the JOL Administration.