



JUBILEE LEARNING CENTER
1595 BATTLE CREEK RD, JONESBORO, GA 30236

Welcome to Jubilee Learning Center!

Dear Parents,

Welcome to **Jubilee Learning Center** (Jubilee or JLC)! We are honored that you have chosen us to partner with you in your child's early learning journey. It is our great joy and responsibility to nurture each child's development—spiritually, academically, socially, and emotionally—in a safe, Christ-centered environment.

At Jubilee, we are committed to excellence in all we do. Our program is designed to provide children from 6 weeks to 4 years old with the strong foundation they need to thrive in life. We integrate high-quality early childhood education with biblical principles, creating a space where each child is empowered to grow in wisdom, respect, and purpose.

This handbook will serve as a helpful guide to our policies, procedures, and daily rhythms. We believe open communication between families and staff is essential to a child's success, and we welcome your questions, thoughts, and partnership throughout the year.

Thank you again for entrusting us with your child. We look forward to a wonderful year filled with growth, joy, and learning!

With warmest regards,

Jessica Washington

Founder & Director

Jubilee Learning Center

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Jubilee Learning Center Overview

JUBILEE Learning Center Core Identity

To help guide everything we do, Jubilee Learning Center follows the heart of our mission through the acronym **J.U.B.I.L.E.E.**:

- **J – Jesus-Centered:** Everything we teach, and model is grounded in the life, love, and truth of Jesus Christ.
- **U – Unity in Community:** We foster loving relationships with families, staff, and children as one body working together in peace and purpose.
- **B – Biblical Foundation:** We believe in the inerrant Word of God as our guide for life, learning, identity, and conduct.
- **I – Integrity in Action:** We strive to be honest, transparent, and trustworthy in everything we do.
- **L – Love and Leadership:** We aim to serve and guide children with gentleness, care, and spiritual leadership.
- **E – Excellence in Education:** We provide high-quality, developmentally appropriate, and Christ-honoring early childhood education.
- **E – Empowerment through Faith:** We equip children to grow in wisdom, confidence, and purpose through faith in Jesus.

Mission Statement

At Jubilee Learning Center, our mission is to provide a faith-centered community where children are nurtured even as they grow in wisdom, intellect, disciplines, and excellence. We aim to teach, train, and equip young minds with a strong foundation of faith and education as we assist families in developing future leaders for their divine calling and purposes.

We serve children and families seeking a safe, loving environment that fosters academic, personal, and spiritual growth. By integrating biblical principles with high-quality early childhood education, we nurture curiosity, character, and holistic development.

Non-Discrimination Statement (JLC Policy)

Jubilee Learning Center does not discriminate based on race, color, national origin, cultural heritage, disability, religion, family structure, or sex. Enrollment is open to all families who desire a safe, nurturing, and Christ-centered learning environment. Parents are not required to affirm our belief system to enroll their children but should understand that all teaching and curriculum are grounded in a biblical worldview.

JLC Biblical Affirmation on Gender and Sexuality

At Jubilee Learning Center, we affirm that God created humanity in His image, male and female, as an intentional and beautiful design (Genesis 1:27). We will refer to children in accordance with their biological sex and provide bathroom access and classroom guidance in alignment with this understanding. These truths will be taught respectfully and developmentally appropriately, as part of our commitment to God's Word.

JLC Biblical Affirmation on Marriage

We believe, in accordance with Scripture (Genesis 2:24; Matthew 19:4–6), that marriage is a covenant union designed by God between one man and one woman. As a ministry of faith, this definition of marriage informs the values we teach, model, and uphold within our school community.

JLC Employment Statement

Jubilee Learning Center is a ministry of Jubilee Christian Center. We are committed to hiring staff who align with our Christian faith, values, and biblical mission. While we do not discriminate based on race, color, age, or disability, we do reserve the right to hire individuals who affirm our statement of faith and uphold our biblical teachings in their conduct and lifestyle.

Statement of Kindness and Dignity

We believe every person is made in the image of God and is worthy of love, compassion, kindness, and respect. We do not tolerate harassment, bullying, or hateful speech or actions in any form. We affirm that God's grace, redemption, and restoration are available to all who seek Him. Our environment is built on truth spoken in love and modeled in everyday interactions.

Insurance

Jubilee Learning Center provides basic accident insurance coverage for all enrolled children during school hours and school-sponsored activities.

Mandatory Reporting

As mandated reporters in the state of Georgia, all Jubilee Learning Center staff are required by law to report any suspected abuse, neglect, or unsafe behavior involving a child. Staff are trained annually on how to recognize, and report concerns in accordance with Georgia law. Reports may be made to:

- Division of Family & Children Services (DFCS): 1-855-GA-CHILD (1-855-422-4453)
- Local Law Enforcement (Jonesboro Police): [Insert number once confirmed]

Failure to report suspected abuse or neglect is a legal offense. Staff cannot pass the responsibility to a supervisor—every team member is individually responsible for reporting directly.

Classes

Classroom Programming & Offerings

All classrooms will follow the GELDS (Georgia Early Learning and Development Standards) with the following key enrichment elements:

- **Music & Movement:** Daily dance, rhythm, and coordination-based activities.
- **Bible Time:** Age-appropriate scripture lessons, devotionals, and songs.
- **Character Education:** Weekly virtues (e.g., kindness, respect, gratitude) through storytelling and hands-on activities.
- **ASL (American Sign Language):** Simple signs taught across age levels to support communication and inclusion.
- **Academics:** Following GELDS standards (Literacy, Math, Science, Social Studies)

✨ Classroom Age Groups & Names (Aligned with Mission & Capacity)

Room Size	Age Group	Capacity	Class Name	Theme & Rationale
14x13 ft	Infants (6 wks–18 mos)	5 Children (1:6)	Little Lambs 🐑	Reflects the nurturing and gentle nature of infants—“lambs” are a biblical symbol of care, innocence, and love.
12x31 ft	Toddlers (18–24 mos)	11 Children (1:10)	Joyful Jumpers 🐼	Energetic and fun, this name reflects toddlers’ movement and exploration as they begin walking, running, and climbing.
19x26 ft	3k Preschoolers (3 yrs)	14 Children (1:15)	Bright Explorers 🗺️	Encourages curiosity, discovery, and early learning while affirming your goal of preparing children with wisdom and purpose.
19x26ft	4k Preschoolers (4 yrs)	14 Children (1*15)	Bright Stars ★	Bright Stars are confident, faith-filled leaders in the making—shining with curiosity, character, and school readiness as they prepare for kindergarten and beyond.

Class Selections

At Jubilee Learning Center, each classroom is intentionally designed to nurture a child's development in a faith-centered, safe, and enriching environment. Using the GELDS (Georgia Early Learning and Development Standards) as our foundational curriculum, we incorporate Bible lessons, character education, music & movement, and ASL (American Sign Language) to help build young minds spiritually, academically, socially, and emotionally.



Little Lambs Room (6 weeks – 18 months)

Our Little Lambs classroom is a warm, peaceful space for our youngest children, where love and safety are the foundation. We understand that babies begin learning moment when they are born, so we create a nurturing environment that supports early brain development through responsive care, sensory play, tummy time, music and movement, and gentle Bible stories.

Each infant is fed, changed, and soothed based on their individual schedule. Teachers engage in one-on-one bonding, use simple ASL, and speak words of affirmation daily. Early milestones such as rolling, crawling, and early walking are supported with care and encouragement. We aim to reflect God's gentle love through every interaction in this room.



Joyful Jumpers Room (18 – 24 months)

Our energetic Joyful Jumpers are on the move—and so is their learning! This toddler stage is full of curiosity, wonder, and big emotions. In this classroom, children begin to transition from parallel to interactive play, supported by a rich environment full of sensory exploration, music and movement, early literacy, and faith-based storytelling.

With their growing independence, children learn simple routines, how to follow directions, take turns, and express themselves using both words and beginner ASL signs. Bible time, praise & worship, outdoor play, and group activities help reinforce positive behaviors and the joy of learning in community. We also begin introducing early concepts like colors, numbers, and shapes through hands-on discovery.



Bright Explorers Room (3 years old by September 1)

Our Bright Explorers classroom is designed to inspire confidence, curiosity, and foundational learning. Children must be potty trained before entering this class. Here, three-year-olds thrive through structured learning blocks, character education, and opportunities to make sense of the world through play and exploration.

Our day includes small-group learning in early math, phonics, science, Bible lessons, art, and dramatic play—all guided by the GELDS standards. Children also participate in daily music & movement, learn memory verses, and are taught biblical values such as kindness, gratitude, and perseverance. Teachers nurture social-emotional growth, literacy, problem-solving, and independence in an environment that is joyful, creative, and Christ-centered.

Bright Stars Room (4 years old by September 1)

In the Bright Stars classroom, our four-year-olds shine as they prepare for the exciting transition to kindergarten. Every child is seen as a bright light with unique gifts, and our goal is to help them grow in confidence, curiosity, and character. Using Georgia's GELDS standards, we focus on pre-reading, early math, science discovery, social-emotional development, and Bible-based learning in a fun and engaging environment.

Children enjoy hands-on activities, interactive Bible time, Music & Movement, simple ASL, and character lessons that build kindness and responsibility. Our Bright Stars are equipped to leave Jubilee Learning Center ready to learn boldly and lead with heart.

Policies and Procedures

Please review the following policies carefully as they guide the structure and expectations of our program.

Admissions

Enrollment is offered on a first-come, first-served basis based on the date of completed registration. If a classroom is full at the time of inquiry, families may request to be added to the waiting list. Openings will be filled in the order of the list. A new waiting list is created annually upon request.

Registration

Registration for both the Summer Session and the upcoming School Year typically opens in January. A non-refundable registration fee is required per student. This fee includes enrollment for both Summer and School Year programming. For summer-only enrollment, a reduced registration fee applies and the amount will be determined each summer – please contact the Program Director for additional information.

Please note: Children do not automatically advance to the next class each year. Families must complete a new registration packet and pay the annual registration fee in order to secure a spot for the new school year.

Required Forms

For each child enrolled, the following forms must be completed and kept current:

- Pre-Registration Form (Interest Form)

- Registration Form
- Parental Agreement
- Medication Authorization Form (if applicable)
- Safe Sleep Policy Acknowledgment (for children enrolled all day)
- Infant Feeding Plan (for children 12 months and younger)
- Topical Medication Authorization Form (if needed)

Families are responsible for updating these forms throughout the year as changes occur.

Weekly Tuition, Fees and Scheduling

Care at Jubilee Learning Center is provided Monday - Friday and begins as early as 7:00 am and ends at 5:00 pm, apart from children in After Care (5:15 pm - 7:00 pm).

Please note that tuition is based on contract not hours/days of attendance. Full tuition for the week of care is to be paid in advance at the beginning of care and should not include deductions for holidays and absences.

Age Group	Registration (one-time fee)	Tuition (paid weekly)	After Care Fee (paid weekly)
Infants	\$80.00	\$265.00	\$60.00
2 yrs - 4yrs	\$80.00	\$240.00	\$60.00

Rates Explained:

- A registration fee of \$80.00 per child is required for admission into the program.
- Tuition discounts are available for families enrolling multiple children, per family.
- **Tuition is charged weekly and is due every Friday in advance of care for the upcoming week.** This means tuition for the following week must be received before your child may attend.

- A **late fee** will be applied if payment is not received by the deadline unless prior arrangements have been made with the Director. If payment is not received in a timely manner, **your child may not return to school until the balance is paid in full.**
- Tuition payments must be made via our preferred digital payment system, available through the church website. Instructions will be provided at enrollment.
- For families choosing to pay by check or through your bank's bill pay system, please ensure your **child's full name** is written clearly on the payment to ensure accurate credit.
- A **returned payment fee** will be charged for any check or transaction that fails to clear.

Important Tuition Notes:

- **Tuition is still required during your child's absence**, including but not limited to: illness, vacation, or personal scheduling changes.
- **Tuition is not adjusted or refunded** due to center closures caused by holidays, inclement weather, staff professional development, teacher workdays, or other circumstances beyond our control.
- In the event of an unplanned **withdrawal from the program**, any unused prepaid tuition will be refunded via check from our Administrative Office (if all balances are current). Please see the Program Director.
- Weekly or bi-weekly payment schedules may be approved based on employer pay periods or unique financial circumstances — please speak with the Director to discuss.

Late Pick-Up Policy

A late fee of \$1 a minute will be charged for each minute past that time. Late drop off does not constitute late pick up. Repeated offenses (more than three) may result in a higher penalty fee. If a child has not been picked up within one hour of closing and emergency contacts cannot be reached, we are required to notify the Georgia Division of Family and Children Services (DFCS) for support.

Refund Policy

Jubilee Learning Center does not offer refunds for absences due to illness, family vacation, or inclement weather closures.

Holding a Spot

Once a child is enrolled and the non-refundable registration fee of \$80 has been paid, Jubilee Learning Center will hold that child's spot provided tuition is received by the scheduled due date. If payment is not received, the child's spot may be released and offered to a family on the waitlist.

Deferred Enrollment

Families who wish to delay the child's start after registering and paying the registration fee of \$80 may do so while keeping their spot only if weekly tuition payments are kept current. If tuition is not paid during the deferred period, the spot will be forfeited and offered to the next family on the waitlist. A two-weeks' notice is required for any withdrawal.

Early Withdrawal

Should a family choose to withdraw from the program, a two-weeks' written notice is required. Failure to provide notice will result in a withdrawal fee of the full two weeks' tuition. Registration fees are non-refundable, unless the family is moving out of state and provides proper documentation. Withdrawals for alternative school options result in a forfeiture of the registration fee.

Health and Medical Emergencies

We are committed to maintaining a healthy, secure environment for all students and staff.

Immunization Records

All children must have a current Certificate of Immunization (**Form 3231**) on file prior to attending. This can be obtained from your child's pediatrician or local health department. Medical or religious exemption forms are accepted but must be notarized.

When to Keep Your Child Home

Please do not bring your child to school if they have had any of the following symptoms in the past 24 hours:

- Fever of 99.9°F or higher
- Vomiting or diarrhea

- Persistent cough
- Yellow or green nasal discharge
- Rash of unknown origin
- Eye redness or drainage

Children must be symptom-free for 24 hours without medication before returning to school.

If a child becomes ill during the day, a parent will be notified immediately. If unreachable, emergency contacts will be called. If no contact is available and the illness is serious, we will follow emergency medical protocols, including ambulance transportation if necessary.

Symptom Presenting Children

Children shall not be accepted nor allowed to remain at the center if the child has an oral temperature that is the equivalent of 101 degrees or higher and/ or another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat. Parents will be contacted at the onset of symptoms for early pick-up of the child.

Minor Injuries

Small injuries such as bumps, scrapes, or bruises will be cared for with compassion and standard first aid. An Accident Report will be completed and shared with the parent at pick-up.

Communicable Diseases

If a child has been exposed to a communicable disease (such as Hand, Foot & Mouth, lice, or chickenpox), we will notify families by email, text, and a classroom door notice. A full list of communicable diseases and their symptoms will be available in the parent information area.

Common Illness Policies

For illnesses that require medical intervention and/or prescription antibiotics, children may return once program clearance from medical office staff is obtained via a doctor's note.

- **Lice:** A no-nit policy is enforced. Children must be cleared for program attendance by medical office staff/pediatrician before returning.
- **Hand, Foot & Mouth Disease:** Children with visible blisters must stay home for 3 school days and be fever-free for 24 hours before returning.
- **RSV:** If diagnosed, children must remain home for 5 school days and be fever-free for 24 hours without medication before returning.
- **Pink Eye:** Children may return 24 hours after starting antibiotics with a doctor's note.
- **Flu/COVID/Colds:** Children must be fever-free for 24 hours without medication and symptoms must have improved before returning.
- **Stomach Bug:** Children must be symptom-free for 48 hours before returning to class.
- **Fever:** Children must remain home the day after a fever is detected and may only return after being 24 hours fever-free without medication.
- **Ear Infections:** While not contagious, symptoms may mask a virus. Children with fever must stay home and be fever-free for 24 hours.
- **Croup:** Children may return once symptoms subside, and they are fever-free.
- **Seasonal Allergies:** If allergy symptoms resemble those of a cold or infection, a note from the child's doctor is required to return.

Medication Administration Policy

At Jubilee Learning Center, the safety and well-being of each child is our highest priority. To maintain a secure and healthy learning environment, only prescription medications will be administered during school hours, and only with proper documentation.

Medication Guidelines

- All prescription medication must be in its original container, clearly labeled with the child's full name and dosage instructions.
- Parents must complete a Medication Authorization Form before any medication can be administered.
- Medication is securely stored in a locked cabinet within the classroom.
- Only designated teaching staff will administer medication, with a second adult present to observe.
- If a child spits out or refuses medication, parents will be notified immediately. Staff will not attempt to re-administer the medication.

Daily Log and Monitoring

Staff will maintain a Medication Log, which includes:

- Child's name
- Name of medication
- Dosage and time administered
- Name of staff administering
- Observations of any side effects or reactions

Medications must be taken home daily. The center will not open outside operating hours for medication retrieval.

Parent Questions for Medicine Drop Off

To ensure safe handling, parents will be asked:

1. When was the last dose given?
2. How is the medication usually administered?
3. Are there known side effects?
4. What techniques work best for your child?
5. How should the medication be stored?

Medication Disposal

Expired or unclaimed medication will be returned to the parent. If not collected by the end of the school week, it will be safely discarded according to GA safety guidelines.

Emergency Response for Allergic Reactions

In the case of a suspected allergic reaction:

- 911 will be called immediately if the child shows signs of distress (difficulty breathing, loss of consciousness, etc.).
- The Director will be notified immediately.
- Parents/guardians will be contacted.
- An incident report and follow-up plan will be completed and kept on file.

Emergency Preparedness & Evacuation Plan

Jubilee Learning Center follows state-approved Emergency Response Procedures to always ensure the safety of all children. Emergency procedures are posted in each classroom and in the front lobby. Parents may request a printed copy at any time.

- Fire Threat: The program will evacuate all staff and children at a minimum of 50 feet from the curb of the building.
- Bomb Threat/Multi-Hazard Threat: The program will evacuate all staff and children at a minimum of 300 feet from the curb of the building.
- Power Failure: The program will contact parents for early dismissal in the event that the power failure affects program ability, climate control or causes structural damage.

Emergency Relocation Site

If relocation becomes necessary due to fire, power outage, or another emergency, children and staff will be safely transported to:

Dollar General Store 14975 / 1575 Battlecreek Road, Jonesboro, GA, 30236-7980

Each child's emergency bag and file (including parent contact info and medical needs) will be brought. Staff will notify families by text, phone call, or email, and updates will be shared as available.

Emergency Medical Support

- In life-threatening situations, emergency medical services will be contacted.
 - The Director will be notified immediately.
 - Parents or guardians will be notified immediately.
 - If parents or emergency contacts are unreachable, the child will be transported to the nearest hospital:
 - Southern Regional Medical Center: 11 Upper Riverdale Rd, Riverdale, GA 30274
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Arrival, Drop-Off & Dismissal Procedures

To ensure a smooth and peaceful start to the day:

- Parents must escort their child inside the building and sign in using the electronic check-in system or designated form.
- Handwashing is required for children upon arrival.
- Please refrain from lingering in the classroom unless pre-arranged.

- If you feel your child needs a support item (pacifier, blanket, etc.), please ensure it is labeled.

Helpful Tips for Smooth Drop-Off

1. Develop a consistent morning routine.
2. Offer a quick, confident goodbye (hug, kiss, and go).
3. Leave comfort items (like a stuffed animal or pacifier) if needed.
4. Stay calm—your confidence helps your child feel safe.
5. Trust that our loving team will support your child every step of the way.

Departure & Pick-Up Procedures

At Jubilee Learning Center, safety, clarity, and consistency guide our dismissal process. As a Christ-centered program committed to excellence and integrity, our pick-up procedures reflect our commitment to protect every child, respect staff time, and maintain order.

Dismissal Procedures

Full-Day Dismissal (7:00 a.m. – 5:00 p.m.)

Children in our 2K, 3K, and 4K classrooms will be dismissed **at 5:00 p.m., but the program will allow for a 15-minute grace period (5:15 pm)**. Parents must enter the building and sign out their child(ren) using the electronic check-in system or designated form.

A late fee of \$1 a minute will be charged for each minute past that time. Late drop off does not constitute late pick up. Repeated offenses (more than three) may result in a higher penalty fee. If a child has not been picked up within one hour of closing and emergency contacts cannot be reached, we are required to notify the Georgia Division of Family and Children Services (DFCS) for support.

Aftercare Dismissal

Children enrolled in aftercare must be picked up no later than **7:00 p.m.** Repeated late pickups will result in additional fees and possible dismissal from the aftercare program.

A late fee of \$1 a minute will be charged for each minute past that time. Late drop off does not constitute late pick up. Repeated offenses (more than three) may result in a higher penalty fee. If a child has not been picked up within one hour of closing and emergency contacts cannot be reached, we are required to notify the Georgia Division of Family and Children Services (DFCS) for support.

Late Pick-Up Policy

- Pick-up must be completed by 5:15 p.m. for full-day students.
- Late Fee: \$1 per minute after the designated pick-up time will be applied.
- Repeat Offense (3+ times): A flat \$50 fee will also be charged.
- If a child is not picked up by 5:15 p.m. and parents or emergency contacts cannot be reached, the center is legally required to contact:
Department of Family and Children Services (DFCS) at 1-855-422-4453.

Staff will complete a Late Pick-Up Form which must be signed by the parent/guardian upon arrival.

Safety, Supervision, Child Protection

Parent Access & Security

Parents have the right to immediate access to their child during operating hours. All visitors, including parents, must (**call or knock on the front door**) and check in with the Director or assigned staff member before entering classrooms.

Court-Ordered Custody and Restrictions

In cases involving custody arrangements or protective orders:

- The center must have a certified copy of the most recent legal order on file.

Both parents must sign off if requesting changes to court-ordered pick-up permissions.

Pick-Up Identification & Safety

- Families will receive two laminated pick-up tags with matching identification numbers.
- If a pick-up card is forgotten, parents will be asked to step aside until verification is complete.
- A valid photo ID will be required if no pick-up tag is present. The ID must match a name listed on the child's authorized pick-up form.
- No child will be released to an individual not listed in the child's file without parent/guardian permission and proper verification.
- Pick-up tags and identification are used to always uphold child safety and security.

Authorized Individuals for Child Pickup

- Parents must designate at least two (2) individuals, other than themselves, who are authorized to pick up their child in emergency situations. Only those persons authorized by the parent on the Authorization to Pick-Up form may sign out, pick up, or visit a child. Parents must notify the center when persons other than themselves will be picking up or visiting children so the staff is prepared. Photo identification will be requested.
- Verbal permission will be accepted over the phone **ONLY** if that person is already authorized. If the parent or authorized adults are unavailable or cannot be

reached within 30 minutes after closing time, the center will contact Child Protective Services to take custody of the child.

- If you request that we deny access of any person to a child or deny release of a child to a particular person, you must provide us with the court documents validating that request and stipulating what law enforcement shall do in such an event. In families where parents are separated or divorced, the custodial parent must have on file at the Center a copy of the legal documents stipulating custody and/or visitation. Consistent with Georgia state law, sole custody of children born to parents who were not married to each other at the time of the child's birth resides with the mother. Only a parent with custody may pick up a child, and only a parent with custody may designate and authorize someone else to pick up a child.

Mandated Reporting Reminder

All Jubilee Learning Center staff are mandated reporters as required by Georgia state law and Bright from the Start regulations. If a staff member suspects that a child may be subject to abuse or neglect—or if a pick-up situation raises concern—they are legally required to report it to the Department of Family and Children Services (DFCS) at 1-855-GA-CHILD (1-855-422-4453).

Mandated Reporting of Suspected Abuse or Neglect

In accordance with Georgia state law, all staff at Jubilee Learning Center are **mandated reporters**. This means we are legally required to report any **suspected abuse or neglect** of a child to the appropriate authorities.

- Staff are **not required to notify parents** prior to making a report.
- We are **not responsible for investigating** suspicious marks, behavior, or disclosures. Our role is to report **in good faith**.
- Failure to report suspected abuse can result in legal consequences for staff.
- All reports are made to the **Georgia Division of Family & Children Services (DFCS)** by calling the **24-hour hotline at 1-855-GACHILD (1-855-422-4453)**.
- If a child is believed to be in **immediate danger**, staff will contact **911 first**, then DFCS.

Jubilee Learning Center is dedicated to protecting every child in our care. Our team takes this responsibility **seriously, respectfully, and prayerfully**. Reports made in good faith are **protected under the law** and are done solely for the child's welfare.

Pickup by Someone Who Appears Impaired or Unwell

If an authorized person appears visibly impaired (due to drugs, alcohol, or illness) or unable to ensure a child's safety, staff will:

- Politely suggest alternate arrangements for the child's safe transport.
- Involve the Director or designated staff member immediately.
- Contact emergency contacts or local law enforcement (911) if the person insists on leaving with the child and safety is at risk.

Pickup by an Unknown Individual

If someone unfamiliar to staff attempts to pick up a child:

- Staff will verify identity using photo ID.
- The child's file will be reviewed to confirm authorization.
- If the person is not listed as an approved pick-up, the parent or guardian must be contacted directly to give written or verbal consent.
- No child will be released without direct approval and proper verification. If an unauthorized person insists, 911 will be called immediately.

Court Orders Affecting Enrolled Children

If an enrolled child is subject to a legal court order (e.g., **Custody Order, Restraining Order, or Protective Order**), the parent/guardian is **required to submit a Certified Copy** of the most recent court order and any updates to the Director.

- We are **legally obligated** to follow the court's directive as written.
- If both parents are afforded **shared custody** but would like to make adjustments for pick-up or visitation, those requests must be submitted in writing and **signed by both parents**.

- In the **absence of a court order**, both parents will be granted equal access to the child as permitted by Georgia law.

Jubilee staff cannot interpret or enforce informal arrangements. Employees cannot violate or amend the terms of court orders unless directed by the issuing court.

Any **violations of a legal order** will be reported to the proper authorities.

Other Program Guidelines, Policies & Procedures

Guidance and Discipline

At Jubilee Learning Center, we believe in guiding children with love, understanding, and grace. Discipline is not punishment, it is a method of teaching responsible, respectful, and safe behavior. Our goal is to redirect inappropriate behavior and help children grow emotionally and socially in a nurturing, faith-filled environment. Discipline will always be handled with care, consistency, and compassion.

Discipline Policy

Staff will never use physical punishment, intimidation, or harsh language. Any form of physical or verbal abuse is strictly prohibited and may result in immediate dismissal. Children will never be ashamed or disciplined in front of their peers.

Teachers will manage behavioral concerns using appropriate strategies such as:

- Calm redirection
- Time away from group activities (1 minute per year of age)
- Positive reinforcement
- Offering children choices and discussing better options

If a child is overwhelmed, staff will calmly offer space and support until the child regains control. Persistent challenges will be addressed with the support of the Director and parent collaboration.

Children will never be excluded from outdoor play as a form of punishment. Every child is required to participate in outdoor activities.

Biting Policy

Biting is a common developmental behavior, particularly in toddlers. However, to protect all children and staff, Jubilee Learning Center maintains a clear, structured response:

Procedures:

- Bites are cleaned and assessed immediately.
- Both families (biter and recipient) are informed, and incident reports are filed.
- A second bite in one day will result in the child being sent home for the day.
- Repeated biting (three times in one week) may lead to a two-day suspension.
- Continued biting may result in disenrollment, at the discretion of the Director.

Behavior management plans will be created for children with frequent biting incidents, in collaboration with parents and, if needed, child development professionals.

Disenrollment Policy (Behavioral)

While Jubilee Learning Center is a loving, inclusive environment, there may be instances when a child's behavior significantly disrupts the classroom or creates safety concerns. In such cases:

Steps:

1. A conference with the parent(s), teacher, and Director will be held.
2. A behavior plan will be implemented, with progress monitored over a set time.
3. If safety or disruption continues despite intervention, the child may be suspended or disenrolled.

Our aim is always to support every child. Disenrollment is a last resort when all other options have been exhausted.

Diapering Procedures

- Infants and toddlers who are not yet potty-trained will be changed every 2 hours or as needed.
- Diapers are changed on sanitized, nonporous surfaces with gloves worn at all times.
- Staff will never leave children unattended on changing tables.
- All diapering areas are cleaned and disinfected after each use.
- All staff will wash their hands with warm water and soap after each diaper change.

Naps and Safe Sleep Policy

At Jubilee Learning Center, we prioritize safe sleep practices and nurturing rest environments for all children, in accordance with Bright from the Start regulations and our Christ-centered commitment to excellence and care.

Infant Safe Sleep Policy (6 weeks – early walkers)

Each infant follows an individualized sleep schedule based on their developmental needs and family input. The following safe sleep practices will be upheld at all times:

- Infants will always be placed on their backs in a crib to sleep, unless a written physician's note is submitted specifying an alternative position. The note must include detailed instructions and the length of time the recommendation is to be followed.
- Cribs used meet CPSC and ASTM safety standards, are regularly inspected, and kept in excellent condition.
- No items will be placed in or on the crib with a sleeping infant. This includes: blankets, pillows, toys, stuffed animals, bumper pads, quilts, or comforters.
- Crib attachments such as mobiles, mirrors, or toys are not permitted when the infant is sleeping.
- Wearable sleep sacks, sleepers, or swaddles must be parent-provided, appropriately sized, and must comply with manufacturer safety standards. Swaddling is only permitted with written medical authorization.
- Elastic headbands, bows, necklaces (including teething necklaces), or other jewelry will be removed prior to sleep.
- Infants who arrive asleep or fall asleep outside of their cribs (e.g., car seats, swings, or floor mats) will be gently transferred to an approved crib immediately.
- Wedges, positioners, or monitors are not permitted unless accompanied by a doctor's note specifying usage instructions and duration.

Naptime for Toddlers and Preschoolers Policy (18 months – 4 years)

Children enrolled in our 2K, 3K, and 4K programs will rest on individually assigned nap mats following lunch each day.

- If a child does not fall asleep, they will be provided with quiet activities such as books, puzzles, or coloring, while resting on their mat.
 - Cribs are not permitted in toddler and preschool rooms. We ask families to help children begin transitioning to nap mats before enrollment.
-

Supplies

Most school supplies are covered by your weekly tuition and registration fee. Teachers may provide a small supplemental list during the parent-teacher conference for classroom-specific needs. Donations of items such as disinfectant wipes, paper towels, or Lysol spray are always welcome and appreciated

Toys

We understand that transitions can be difficult for young children. If your child experiences anxiety at drop-off, a *comfort item* such as a **small plush toy** may be brought **into the classroom upon request**. All such items must be kept inside your child's designated cubby or bag, out of reach during the school day. These items are for comfort only and will not be shared or used during class activities unless deemed appropriate by the teacher. Personal toys from home (e.g., action figures, dolls, electronics) are **not permitted**, as children at this age are still developing social-emotional skills like sharing. Donations of books, puzzles, and quality preschool learning toys are always welcome and appreciated.

Clothing

Children at Jubilee Learning Center engage in hands-on, active learning experiences throughout the day, including **arts and crafts, outdoor play, music and movement**, and potty training. Please dress your child in **comfortable, weather-appropriate clothing** that allows for easy movement and independence.

- Avoid overalls, tight jeans, or clothing with difficult clasps or buttons, especially while potty training.

- For safety, children must wear **closed-toe shoes with rubber soles**. Flip-flops, open-toe sandals, crocs, cowboy boots, and shoes with high heels are not allowed.
- Each child must have a **labeled change of clothing** stored in a shoebox-sized plastic container in the classroom.
- Necklaces, teething beads, or jewelry that could present a **choking or entanglement hazard** are not permitted.

Meals and Celebrations

Jubilee Learning Center **does not provide food or snacks**. Parents are responsible for providing all meals and snacks, including breakfast (before arrival), lunch, and two snacks (one morning and one afternoon) in accordance with their child's schedule.

Please note the following:

- Food must be packed in a **labeled lunchbox or container** with your child's **first and last name**.
- All food must comply with **Bright from the Start USDA guidelines**, which recommend:
 - **One grain** (e.g., bread, rice, crackers)
 - **One protein** (e.g., turkey, eggs, beans)
 - **One fruit and/or vegetable**
- **Candy, soda, chips, and cookies** are not allowed.
- We have **refrigerators** for storing perishable items. Please include ice packs as needed to maintain freshness.
- **Microwaves and bottle warmers are not available**, so all food must be ready to serve.
- If a child arrives **without lunch or required snacks, parents will be contacted immediately**. We are unable to provide substitute meals due to our facility limitations (no kitchen).

- Infants must have a completed **Infant Feeding Plan** on file before their first day. Parents must send **pre-made bottles** daily, labeled with the child's name and date/time of preparation.
- Any updates to a child's **allergy, dietary, or feeding plan** must be submitted in writing to the Director and classroom teacher.
- Water is always available throughout the day and provided at snack and lunch periods.

Celebrations

At Jubilee Learning Center, we love celebrating joyful moments together as a school family! We will host **seasonal class celebrations** throughout the year, including:

- **Thanksgiving**
- **Christmas**
- **Valentine's Day**
- **Easter**

Parents will be invited to **volunteer** and **sign up for party items** such as snacks, drinks, plates, and utensils. These celebrations are kept simple, safe, and meaningful for our young learners. Information will be shared in advance through email and your child's classroom teacher.

Birthday Celebrations

We celebrate each child's birthday as close to their special day as possible. Summer birthdays will be honored in **May**. Your child's teacher will communicate the celebration date and guidelines with you directly.

- Parents are welcome to send in **store-bought, pre-packaged** treats to share with classmates.
- **No items containing peanuts or peanut butter** are permitted due to allergy risks.

- All treats must be delivered **at drop-off** and will be served during the scheduled snack time.
 - If you'd like to send **invitations to a private party**, they may only be distributed at school if **the entire class is invited**. Otherwise, please use an outside method for delivery.
-

Parental Volunteers & Conduct Expectations

We strongly encourage parental involvement and are grateful for families who want to contribute their time and talents. Research shows that children thrive when parents engage in their early learning environments.

Volunteer opportunities may include:

- Reading to the class
- Assisting during crafts or snack/lunch times
- Leading songs or special activities
- Helping prepare classroom materials

If you're interested in volunteering, please contact the Director. All volunteers must follow JLC safety protocols and procedures.

Parent Conduct

At **Jubilee Learning Center**, we are committed to fostering a peaceful, faith-filled, and respectful environment for every child, family, and staff member. Therefore, we maintain a **zero-tolerance policy** for inappropriate parent or guardian conduct that disrupts the emotional, physical, or spiritual well-being of our school community.

Inappropriate behavior includes, but is not limited to:

- **Abusive, profane, or aggressive language**, spoken or written, directed toward Jubilee staff or other parents
- **Disrespectful or hostile attitudes** toward staff or leadership
- **Verbal outbursts or displays of anger** in the presence of children or others on site
- Any **threatening, intimidating, or inappropriate behavior** while on Jubilee Learning Center property, including the parking lot or walkways

Violation of these expectations may result in a **meeting with the Director** and could lead to the **dismissal of the child** from Jubilee Learning Center. Maintaining a positive, cooperative, and safe atmosphere is non-negotiable and in the best interest of all children in our care.

Communication

Clear, consistent communication between home and school is key to student success.

- We will communicate through **email, text messages**, and **our private Jubilee Learning Center Facebook page**.
- Important updates, announcements, and school-wide news will be sent via **email**. Please ensure we have an updated and active email address on file.
- Our closed Facebook group is optional. Upon registration, you can request to be added or opt out.
- Parent-teacher conferences will be scheduled as needed throughout the year to discuss student growth and classroom success.

Parent & Teacher Kickoff Night

- We believe parents are our greatest partners. In line with our mission to nurture each child's faith, character, and developmental growth, we provide opportunities for intentional communication between families and teachers.
- Before the school year begins, parents are invited to Parent Teacher Kickoff Night. During this meeting, families will complete a Readiness Questionnaire to help our teachers understand your child's current developmental milestones. This helps us personalize classroom instruction to your child's needs and promote growth spiritually, emotionally, socially, and academically.

School Calendar & Closures

Jubilee Learning Center follows the **Clayton County Public Schools academic calendar** as a general guideline for breaks and holidays (e.g., Thanksgiving, Christmas, Spring Break). A copy of our annual calendar will be distributed upon enrollment.

- In the case of **inclement weather**, Jubilee Learning Center will **follow Clayton County Public Schools' closings** and delays.
- If **our host church closes for safety or security reasons**, the center will also close.
- We will notify families of any changes via **email, text message, and Facebook**.

Please be aware: We do not adjust tuition for closings due to **weather, holidays, church closures, or emergencies**.

Note: Jubilee Learning Center follows the Clayton County Public Schools calendar for major holidays and breaks. In the event of inclement weather or other emergencies, closures will align with Clayton County Public Schools announcements. Please stay informed through our official communication channels.

JUBILEE LEARNING CENTER

2025-2026 Fall/Winter Calendar	
Date(s)	Event / Holiday / Note
July 29–30, 2025	Teacher Onboarding & Required State Training Days <i>(No Students on Campus)</i>
7/31/2025	Teacher Prep Day <i>(No Students on Campus)</i>
8/1/2025	JLC Kickoff Parent Meet and Greet (9 AM–12 PM & 4 PM–7 PM)
August 4, 2025 (Mon)	First Day of School
September 1, 2025 (Mon)	Labor Day – Closed
October 10, 2025 (Fri)	Early Closure – Closes at 4:15 PM <i>(No After Care)</i>
October 13–17, 2025	Fall Break – Closed
November 21, 2025 (Fri)	Early Closure – Closes at 4:15 PM <i>(No After Care)</i>
November 24–28, 2025	Thanksgiving Break – Closed
December 19, 2025 (Fri)	Early Closure – Closes at 4:15 PM <i>(No After Care)</i>
December 22 – Jan 5	Christmas/Winter Break – Closed
January 6, 2026 (Tues)	Teacher Workday/Training – <i>No Students</i>
January 7, 2026 (Wed)	Return from Winter Break
January 20, 2026 (Mon)	Martin Luther King Jr. Day – Closed
February 16–20, 2026	Winter Break – Closed
March 30 – April 3, 2026	Spring Break – Closed
April 3, 2026 (Fri)	Early Closure – Closes at 4:15 PM <i>(No After Care)</i>
May 18–22, 2026	JLC Spirit Week 🎉
May 22, 2026 (Fri)	Field Day + Last Day of School Year 🎓
2026 Summer Calendar	
Date(s)	Event / Holiday / Note
May 27–28, 2026 (Wed–Thurs)	Teacher Onboarding & Work Days (No Students on Campus)
June 1, 2026 (Mon)	First Day of Summer Programming
July 3, 2026 (Fri)	Independence Day Observed – Closed
July 20–24, 2026 (Mon–Fri)	JLC Summer Spirit Week 🎉
July 24, 2026 (Fri)	Last Day of Summer Programming + Field Trip for 3K/4K 🚌 🎓
July 27–31, 2026 (Mon–Fri)	Center Closed – Teacher Planning & Parent Conferences

We Invite You to Worship with Us

Jubilee Christian Church of Atlanta

1595 Battle Creek Road • Jonesboro, GA 30236

Pastors: **Peter & Jordan Kanyi**

At Jubilee Learning Center, we are more than a school—we are a ministry of **Jubilee Christian Church of Atlanta**, where our heart is to serve families not only academically, but also spiritually. We invite you and your family to worship and grow with us!

Our mission at Jubilee Christian Church is:

To empower believers through biblical teaching, fervent prayers, and Spirit-led worship—enabling them to walk in purity, power, and purpose.

Our Core Values

- **PRAYER** – Essential for Faith and Spiritual Growth
- **PURITY** – Commitment to Holiness and Integrity
- **POWER** – Empowerment through the Holy Spirit
- **PURPOSE** – Raising and Developing Leaders to Fulfill Their Divine Calling

Our Vision

To teach, train, and equip the body of Christ with the Word of faith so that believers may live a victorious life.

When you visit, expect a warm welcome, passionate worship, and a community committed to walking in faith and excellence—just like we model at Jubilee Learning Center.

Sunday Service is Live on YouTube and in Person at 10:00am

We hope to see you and your family soon!

With love,

Jubilee Learning Center

 daycare@jccatlanta.org

The Parent Handbook of Jubilee Learning Center was discussed with me. I was given a copy of the Parent Handbook for the 2025-2026 school year. I have reviewed this handbook and understand that this is a part of my contractual agreement with **Jubilee Learning Center**. I understand that I will be notified of any changes to these policies.

Child's Legal Name: _____

Parent/Guardian Signature: _____

Date: _____