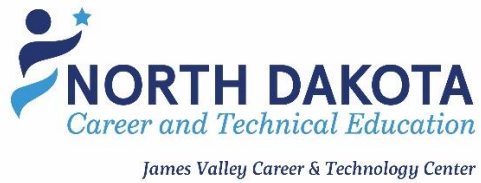


Parent Handbook

**Little Blue Jay Nest
James Valley Career and Technology Center
910 12 Ave NE
Jamestown, ND 58401
701-252-8841
Last updated 3/12/2025**



Mission/Philosophy

- Our mission is to serve children of Jamestown Public School employees by promoting physical, emotional, social, and academic growth in a positive, nurturing learning environment appropriate to each child's potential. We believe that every child who comes to Little Blue Jay Nest deserves high-quality care.
- Our classrooms are designed to meet the unique needs of each child, nurturing their social and pre-academic development. As a laboratory setting, this facility provides hands-on training opportunities for students enrolled in the Child Care and Development program at the James Valley Career and Technology Center (JVCTC). Under the close supervision of JVCTC Child Care and Development Instructors, these students gain valuable experience working with infants and young children. To ensure the highest standards of care and safety, all students undergo background checks, fingerprinting, and state-mandated training required for child care professionals.
- We are dedicated to nurturing and enhancing a child's overall well-being across all areas of development—sensory, physical, emotional, intellectual, and social. Our flexible program offers a balance of structured and unstructured activities, designed to provide healthy, enjoyable experiences that stimulate growth and development in every aspect of a child's life.

Hours/Days of Operation

- Little Blue Jay Nest will be open from 7:30-4:30 Monday through Friday following the Jamestown Public School Calendar for the current school year. The Center will be open on Parent/Teacher Conference nights (if needed) and Staff Inservice days.

Storm Days

- Little Blue Jay Nest will be open on the days Jamestown Public Schools are in session plus in-service days. If school is delayed, our center will be delayed (ex: if the district is 1 hour late, our center will open 1 hour late). We will also be closed when JPS closes schools. Families will be notified through the Jamestown Public School notification system and notice will also be posted on the James Valley CTC and/or JPS Facebook page.

Rates and Schedule

- Tuition for Little Blue Jay Nest for JPS/JVCTC employee rate is \$740 per child per month. Non JPS/JVCTC rate is \$1040 per child per month. We strongly encourage all families to complete the Child Care Assistance application. **Students who are parents and attending Jamestown Public Schools or working through GED program will be able to apply for childcare if space is available upon completion of forms. Short term care rate applies to students.
- Families will be billed a flat rate for the month, regardless of the hours attended, vacation or sick days. You will be asked to let us know at enrollment the hours and days you will need care for your children.
- Payment will be due the 1st of the month (September-May).
- If an employee leaves during the year, their child may continue to attend, but they will then be charged the non-employee cost for the remainder of the year.
- There will be registration deposit of \$150 per family that will be applied to the first month of care.
- If you have a change in schedule, please let the center coordinator know ASAP, preferably 2 weeks in advance. We will do our best to accommodate schedule changes but cannot guarantee that the request can be met. It will be evaluated on a case-by-case basis.
- The provider may be required to refund payments made for that child at a pro-rated amount if childcare services are terminated. Refunds must be requested by completing the appropriate form (available from the coordinator). The completed form needs to be returned to the coordinator who will forward it to the Central Office.

Short Term Child Care Needs

- Short term care is available when our schedule allows. A week's notice is recommended. A spot for short term care is not guaranteed.
- Before short term care can be provided, all the necessary forms need to be completed.
- The cost for short term care is \$45 per day and is due before care is provided.

Enrollment Requirements

- Little Blue Jay Nest accepts children between the ages of 4 weeks until they begin kindergarten whose parent/guardian is a staff member of Jamestown Public Schools or attends Jamestown Public Schools.
- Pre-admission visits will be provided to parent(s)/guardian(s) to view the facility and discuss policies. Parent(s)/guardian(s) shall be provided written notice of any significant changes in services or policies.
- The first two weeks of your child's enrollment will be considered a probationary period. If we/you feel things are not working out, we/you reserve the right to give notice for removal. If at the end of the probationary period, or at any time prior to that, we/you feel we cannot meet the needs of the child, it may be necessary for you to find other care for your child within a two-week period.
- The following required documents must be completed prior to attendance and updated annually. Forms are available in the appendix.
 - o Copy of Birth Certificate/Passport
 - o Copy of Custody papers or legal guardian papers
 - o SFN 845 - Child Information Sheet
 - o SFN 847 - Parent Statement of Health
 - o Certificate of Immunization/Immunization Records
 - o Parent Consent Forms
 - Insect Repellent Consent Form and Sunscreen Consent Form
 - Field Trip Consent Form
 - Infant Sleep Consent Form
 - Over-the-Counter Medication Consent Form
 - Prescription Consent Medication Form
 - Media Consent Form
 - o Signed Contract
 - o Food Program Form

Responsibilities of Parent(s)/Guardian(s)

- Children's Arrival and Parent/Guardian Departure.
- Parents/Guardians need to notify the director of any address, phone number or custody changes.
- Parents/Guardians need to notify the director if there is a change in their scheduled attendance. If you know in advance that there will be a change in their schedule, please notify us before their absence. Please call the center (701-252-8841) in the morning and let us know if your child is out sick.
- Parent/guardian/approved adult must walk their child to and from Little Blue Jay Nest when they arrive and depart. Parents are responsible for ensuring that the child's outerwear (boots, jackets etc.) are removed and that they are dressed and ready for the day. Outerwear and all personal belongings should be placed in the child's cubby. It is important to have a verbal exchange with staff when dropping off and picking up your child to make sure staff are aware that the child has arrived or departed. This is a good time to notify the staff of any vital information pertaining to your child (ex. Medication, health, appointments, change in schedule or if someone else will pick them up).
- Please park in the circle on the south side of the James Valley Career and Technical Center for drop off/pickup. We appreciate you leaving the "No Parking" area by the entrance open so others can use it and people entering and exiting can see all the children. Please use extra caution in our drop off/pick up area.
- Parent/Guardian should remove the infant from the car seat.

- Upon departure, the parent/guardian should place their own child in their car seat and secure the car seat safety straps.
- If the program suspects the person picking up the child is under the influence, we will call one of the alternative people listed to transport the child.
- Please make sure to sign your child in and out each day so we are aware of which children are with us at Little Blue Jay Nest. You will sign your child in and out on the iPad. We will use this information to ensure we always have the correct children in our care, but especially in an emergency.

Grievance Procedure

- If you have any concerns or complaints about the program, please address them with the coordinator as soon as possible. If you do not feel that your concern is being handled appropriately, please contact the JVCTC director or assistant director. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, Robin Opsahl rlopsahl@nd.gov or 701-204-3143.

Mandated Reporter

- As a mandated reporter, child care providers are required to immediately report suspected child abuse or neglect as required by North Dakota Century Code section 50-25.1-03. To report suspected child abuse and neglect, call the statewide toll-free Child Abuse & Neglect Reporting Line 1-833-958-3500, *between 8 a.m.-5 p.m. Central Time, Monday-Friday*. If a child is in immediate danger CALL 911.

Confidentiality

- All records and information with respect to children, families and staff are kept confidential. Licensing staff will have access as required to perform necessary duties.

Accountability Procedure

- While we highly encourage our regular attendance with our learning programs, we understand and value time with family. Please let our teachers know via a ProCare message by 9AM the day of the absence for safety, planning, and lunch purposes. If we do not hear from you by 9AM a ProCare message will be sent from our teachers. If we do not receive a response by 9:30AM, phone calls will be made to primary guardians of the child. If we are unable to get ahold of the parent(s), the emergency contact will be contacted. If the efforts fail to find the responsible party, the local law enforcement center will be notified. We value safety and appreciate communication regarding your child's attendance.

Authorization to Pick Up Child(ren)

- Only authorized people listed on your Child Information Sheet may pick up the child(ren) from the program. Please notify the center of any contact information changes. People unfamiliar to our staff will be asked for photo ID before releasing the child. Please let us know if someone other than the parents will be picking up your child.
- If you need to have your child dropped off/picked up by someone not on the list, please notify us. Verbal communication is acceptable via a phone call; however, you will be asked to call back and leave a voicemail with information of who will be coming. When that person comes, they will need to be buzzed in by our staff and provide a valid photo ID so that we can make a copy for our records.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents to drop-off/pick-up child(ren), you must provide the program with a copy of that court order.
- Children must be picked up by adults 18 years of age or older unless written permission is given from the child's parent prior to the child being picked up.
- North Dakota car safety restraint laws must be followed when picking up children from Little Blue Jay Nest.

Daily/ Communication & Reports

- Written daily reports will be available for all children enrolled in Little Blue Jay nest through the ProCare app that will be updated throughout the day. This will include naps, feeding, diapering schedule and other activities that the child participated in or was offered throughout the day. Licensing regulations state that all parents of infants receive a written daily report. This will be through ProCare.
- All communication will be through the ProCare program.
- There is a board located by the iPad when you enter the building that will contain information for Little Blue Jay Nest, including the menu. Each classroom will have a board for items specific to that room.
- Staff will use ProCare to communicate with parents about their child's day and any necessary supplies etc. We will also periodically have a newsletter and flyers that will be placed in your child's cubby and emailed to parents.
- Please refrain from using your cell phone during arrival and departure times. These moments are important opportunities for staff to connect with you, share updates about your child's day, and address any questions or concerns.

Daily Schedule

- Parents will receive a copy of their child's daily schedule upon enrollment, and they will be posted in each classroom. The infant and toddler age daily schedules are very flexible to meet the individual needs of each child and used as a guideline. Daily routines foster the development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep, and mealtimes with opportunity for various experiences.

Transition of Children

- We strive to make Little Blue Jay Nest feel as comfortable to the children as possible. This is why we believe that transitioning children into a new classroom is so important when they hit the transition ages. The child will be introduced to their new teacher and classmates at their own pace. The times that we will implement transitions to other rooms are when they become an age that is no longer appropriate for the room they are assigned to, during the beginning of a new school year, or per our licensing requirements.
- The steps that we will take during a classroom transition are as follows:
 - Determine that the child is ready for the transition by discussing the developmental abilities of the child with the child's teacher
 - Inform the teacher in the classroom that the child will be transitioning
 - Discuss the transition with the child's parent/guardian
 - Introduce the child's parent/guardian to the new teacher and give a tour of the classroom
 - Bring the child to their new classroom for part of a day to help them make a smooth and comfortable transition and gradually increase time in the new room until they are fully in the new room
 - Parents will be kept up to date on how the transition is going and will be informed when their child is officially in the new room and should be dropped off there in the morning
- Children may transition from one room to another periodically during the day to maintain licensing ratios.
- Parent/guardian wishes are always considered but may not always be granted due to staffing and licensing regulations.

Visitors

- To maintain a safe and nurturing environment, all visitors must follow these guidelines condensed from JPS District Policy KAAA:
 - **Check-In & Access:** All visitors must check in upon arrival. As a secured facility, only staff can grant access to visitors, except for parents, grandparents and emergency contacts listed on enrollment forms.
 - **Parent Visits:** Parents are encouraged to observe or participate. Please notify staff in advance to ensure minimal disruption to daily routines.

- **Conduct:** Disruptive, threatening, or inappropriate behavior will not be tolerated. Visitors may be asked to leave if conduct interferes with operations.
- **Photography & Recording:** To protect privacy, visitors may not take photos or videos without prior approval.
- **Solicitation:** Unapproved solicitation is not permitted on the premises.

Required Supplies

- Children should bring a change of clothing to be left at Little Blue Jay Nest in their cubby. Please label these clothes with the child's name and replace them as needed. Please ensure that the clothes fit your child and are appropriate for the season. Should a child's clothes become soiled and require changing they will be put in a plastic bag and left in the child's cubby for the parents to take home and wash. All the children should come to the center dressed in clothes that they can wear and get dirty. A big part of learning is playing with a variety of various kinds of materials. Parents can expect that their children's clothes may be messy when they are finished with their day.
- Parents are responsible for having seasonally appropriate clothing for their children, including winter gear for playing outside. Children must wear shoes in the classroom. During the winter, boots must be worn outside. Children must have separate shoes for indoor and outdoor.
- Parents are responsible for providing diapers, wipes, breast milk or formula (if not using the formula provided by Little Blue Jay Nest) baby food, bottles, blankets, medication, and water bottles as appropriate for the age of their children. Each child will have a labeled cubby to store their personal belongings. Items for the infants, including their diapers, bottles, blankets, and pacifiers will be stored in the infant room in the child's cubby.
- Toys may not be brought from home unless they are on their assigned show-and-tell day. Any toys brought from home must stay in their backpack or cubby during the day. We are not responsible if the toys are broken or lost.
- Children may bring a comfort item and a blanket for use only during nap time.

Hiring

- All staff (including volunteers) must meet the minimum requirements set forth by the State of North Dakota in Administrative Rule for Child Care Center Early Childhood Services. Training will be provided as required.
 - o Educational requirements: Getting Started, ND Safe Sleep (Annually for any staff that work with children under 12 months), Mandated Reporting (Annually)
 - o Annual continuing education hours are required and are based on the number of hours a staff member works
 - o All staff must have Pediatric CPR with AED and Pediatric First Aid
- Staff under the age of 18 will not be left alone with children and must always be supervised by an adult.

Liability Insurance

- Our center carries liability insurance, per the requirement of the State of North Dakota.

Curriculum Overview

- Little Blue Jay Nest will use age appropriate curriculum that fosters social intellectual, emotional and physical growth for each child. Little Blue Jay Nest will provide a calendar of units/topics to be covered in each room monthly for the parents.

Guidance & Discipline

- A particularly important part of the child care experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than the parent. The teachers will focus on the positive behaviors of the children and try to reinforce those behaviors as often as possible. Our basic philosophy on discipline is outlined here:
 - o Corporal punishment is never used

- o We encourage children to use their words when having a disagreement with another child
- o Teachers will help facilitate children in attempting to settle their own disputes
- o We redirect behavior and/ or the activity whenever possible
- o A temporary separation of children who are having disputes may be used
- o When appropriate, children will be spoken to individually about a concern
- o The parents will be made aware of any significant discipline concerns from the staff

Field Trips

- Little Blue Jay Nest may go on periodic field trips within walking distance from the center. Since we do not provide transportation, we will walk anywhere we go.
- Permission slips will be signed at enrollment and each year when paperwork is updated to allow children to go on field trips to places such as the soccer field, playground near Wilson Arena, walks etc.
- We will provide a specific form for field trips when we go somewhere out of our usual places that must be signed prior to children being allowed to go on field trips.
- Staff will take along a first aid kit, a recent photo of each child, emergency contact information, any emergency medication, and a copy of the care plan for children with special needs whenever we leave the center.

Pets and Animals

- Little Blue Jay Nest will not have pets or animals at our center due to possible allergies and therefore will not be allowed for Show and Tell.

Incident Procedure

- The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and, in the case of a member of the staff, of the particular individual. Each principal will be charged with directing the immediate care of ill or injured persons who come within their area of responsibility. At each school, procedures for the proper handling of such emergencies will be developed and made known to the staff. Procedures will incorporate the following requirements:
 - o No treatment except first aid, CPR and AED is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
 - o Teachers and other trained people will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
 - o A master first aid kit will be kept and properly maintained in each school.
 - o Parents will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
 - o Parents of children with allergies must provide the school with an individualized action plan prepared by their physician.
 - o In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted, if possible, and the instructions included in student information on ProCare or in the child's file will be followed. In extreme emergencies, arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
- Emergency drills will be practiced in all rooms. Staff working in each room will be aware of the emergency procedures.
- In the event that we need to evacuate, parents will be notified through the district notification system and ProCare. We will make sure to communicate with parents as quickly as possible but will make sure that all children and staff are safe before contacts are made.

Children with Special Needs

- All children with diagnosed special health needs (food allergies, diabetes, asthma, ADHD, etc.) are required by licensing to have a current written health care plan signed by a parent/guardian or physician. Care plans must be updated yearly and emergency medication/supplies specified in the care plan must be provided by the parents to always have

available during care hours (on and off site).

- Emergency medication and/or equipment included in a child's care plan should be provided by the parent, so it is available when the child is in care. If not provided, the program will need to call 911 or have an emergency plan in place.

Immunizations

- Licensing requires that children be up to date with their immunizations or have a valid exemption.
- A Certificate of Immunization may be obtained from the child's primary medical provider or local Public Health Agency. The original copy must be retained in the child's school record, and a copy must be retained by the parents or guardian. Students may be exempt from immunization requirements for the following reasons: Medical Exemption: Requires a certificate of immunization form signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child. Philosophical, Moral or Religious Belief Exemption: Requires a certificate of immunization form signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization. History of Disease Exemption: Requires a certificate of immunization form signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.
- Provisional Admission-- A child may be admitted to school under the provision that such child is in the process of receiving the required immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school.

Guidelines for Exclusion in Cases of Illness

- Little Blue Jay Nest can override a health care provider's orders based on our program's policies.
- The following outline is the recommendations for exclusion for specific diseases. For specific resources, please see the North Dakota Department of Health fact sheets at www.ndhealth.gov/diseases.
 - The child has a fever (oral temperature above 101 degrees F)
 - Fever of 99.0 degrees F or above; school employees will evaluate the child's condition and can advise parent(s) or guardian(s) to consider picking up their child.
 - Consideration for students not feeling well school employees will advise the parent(s) or guardian(s) of illness that are going around the school.
 - The child has diarrhea.
- Significant Infectious Diseases--The District adopts this policy with the intent of protecting the health and safety of all district students, staff, and independent contractors. The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.
 - Once the illness is classified by a public health officer or ND licensed physician, the Superintendent shall comply with any applicable reporting and/or referral requirements contained in state law or administrative code (See NDCC 23-07-02 and ND Administrative Code 33-06-02-01). The District will comply with and implement all applicable provisions in the district's significant contagious disease policy (ACBB) if the illness is classified as such. 8 If a student's or employee's personal physician or the multidisciplinary team (in case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction the District may provide either reasonable accommodations, special provisions, or an individualized education program. Reference Jamestown Public Schools District Board Policy ACBB. Head Lice Policy and Protocols refer to Jamestown Public School Policy FCAC.

Medication

- According to the Jamestown Public School policy: “The giving of aspirin/Tylenol at school is not approved without the prior consent of the parent or legal guardian.” Over-the-counter medication provided by the parent or guardian may be administered only with written consent. The Jamestown Public Schools’ staff may assist in the dispensing of prescribed medicines during school hours upon prior written approval of the parents and the family physician. Prescription medication must be in the original pharmacy labeled container. Medication brought to school may not exceed a one-month supply. Exceptions to this policy may be discussed and approved through the principal. Parents are asked to bring the accompanying drug interaction/side effect sheet (from the pharmacy) regarding their child’s particular medication. This will be kept with the daily documentation form which staff is required to sign each time medication is dispensed. All medications must be picked up at the end of the school year, when the medication is no longer needed by the student or when the student withdraws from school. If prescription medications are not picked up by the end of the academic year, the school will contact the pharmacy that filled the prescription or any local pharmacist for proper disposal.

Outdoors

- We believe outdoor play is valuable to a child’s physical well-being. The staff will determine the length of time spent outdoors based on the weather conditions and children’s interest. The National Weather Service temperature and wind chill chart will be used to determine whether the exposure risks are too great. All age groups (except infants) do go outside daily; except when the wind chill/temperature is below zero degrees Fahrenheit or at or above 90 degrees Fahrenheit.
- Children are required to go outside unless they have a written order from a health care provider.
- Parents are responsible for providing weather-appropriate clothing and shoes for active outdoor play. Please send snow pants, hats, gloves, boots, and winter coats when appropriate. We recommend rubber soled, closed toe shoes with a strap on the back for outdoor play.

Aquatics

- Little Blue Jay Nest does not offer outdoor aquatic activities.

Meals and Snacks

- Meals will be prepared and catered in by Jamestown Public schools and are included in tuition. Breakfast and lunch will be served and will meet USDA requirements.
- Nutritious snacks will be provided during the day.
- Little Blue Jay Nest will provide 1 type of formula for infants. You are welcome to bring your own formula or breastmilk.
- All infants will be fed on demand unless signed alternative instructions from a physician are provided.
- If a child of any age has alternative feeding instructions a written order from their physician is required.
- Weekly menus will be posted at the entrance bulletin board as well as in each classroom.
- If your child has any special dietary restrictions (examples: allergies, special diets, or religious requirements), please make sure to notify the director in writing so we can make appropriate arrangements.
- Food brought from home for meals needs to be given to staff so we can keep it in the refrigerator until it is time to eat. Please keep in mind that our classrooms don’t have microwaves (except infants) so the food provided should be able to be eaten cold.
- We love birthdays and encourage you to bring treats to help celebrate your child’s big day. Please discuss with the teacher or director prior to bringing treats to ensure treats are safe for everyone to consume.
- Little Blue Jay Nest participates in the food program.

Toilet Training

- We will have a discussion with parents/guardians before starting toilet training. It is important to consider if the child is developmentally/physically ready, (a toileting readiness checklist is available upon request), and the importance of consistency between home and child care. If you are ready to begin toilet training, please visit with us so we can help support the process.
- Parents/guardians are required to provide several changes of clothing as well as undergarments in case of accidents.
- Please keep your child in diapers/pullups until toilet training has been mastered. Sanitary conditions cannot be maintained if children are having more than occasional toileting accidents while at child care.
- All soiled clothing will be sent home with the child in a plastic bag.

Nap and Rest Time

- All children will be asked to rest for at least 30 minutes each day—if they choose to sleep that is up to them. After children have rested, they will have the opportunity to quietly play in a different area while the other children sleep. Quiet activities will include items such as puzzles, books, coloring activities etc.
- Little Blue Jay Nest will provide a crib or cot for each child for naps and rest time. We will provide sheets that we will wash weekly (or more often as needed). Each family is responsible for supplying a blanket for their child. The blanket needs to be taken home at the end of the week, washed by the family and returned to the center the following week.

Infant Sleep

- All infants (under 12 months) must be placed completely flat on their backs in a safety approved crib unless a written note for the infant's health care provider is provided stating the medical reason and the specific time frame that an alternative sleep position or sleep surface is required. Once a child is placed on his/her back, the child may reposition themselves to a comfortable sleeping position, which may include their stomach.
- Infants will not sleep on soft mattresses, car seats, swings, bouncy seats, or other soft surfaces.
- Infants must be removed from their car seats (and have any outer clothing removed) by their parents and handed over to our classroom teacher during drop-off times. Children will not be allowed to sleep in the car seat even if they arrive at the center sleeping there.
- All infants' heads will remain uncovered.
- Soft materials such as pillows, stuffed toys, loose bedding, bumper pads, quilts, and comforters will not be placed in an infant's sleep environment.
- Infants will not share cribs/playpens.
- Supervised 'tummy time' will be observed when the infant is awake.
- Infants will remain lightly clothed, and room temperature will be kept between 68-72 degrees Fahrenheit. No hoodies or hooded sweatshirts will be allowed during sleep times.
- Bibs and hats will be removed before laying an infant down for sleep.
- Pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing at any point during the child's day.
- Pacifiers may not have stuffed animals or toys attached to them.
- All infants will be closely monitored when they are sleeping, by listening to and directly observing them.
- Infants will only be swaddled using one thin blanket and it will come no higher than the infant's shoulders. Swaddling will be discontinued once the infant becomes mobile or shows signs of rolling over.
- Staff will check the crib before laying an infant down to make sure the mattress is down to the lowest level appropriate for the child's abilities.
- Staff will conduct regular visual checks which means that the staff member will walk up to each crib and check the infant's color and breathing, making sure that the child's head is uncovered and adjust any clothing if needed.
- If an infant falls asleep while not in a crib or pack-and-play, the infant must be moved

- immediately to crib or pack-n-play.
- The infant Sleep Permission form must be completed for all children under 12 months of age.

Jamestown Public School District Policies

Tobacco, Electronic Smoking Devices, Alcohol, and Illegal Drugs

- Per School Board policy, students shall not at any time use tobacco products, electronic smoking devices, imitation tobacco products, lighters, alcohol or illegal drug possession or consumption on school property and/or facilities. Such acts may constitute the reason for suspension or expulsion. School property and/or facilities shall mean property and/or facilities owned or leased by the Jamestown Public School District. See Board Policy FFA and ABBA

Section 504 of the Vocational Rehabilitation Act of 1973

- The Jamestown Public School District prohibits discrimination against any student with a disability as defined in Section 504 of the Rehabilitation Act of 1973 ("Section 504") and in the policy AAC, Nondiscrimination and Anti-Harassment Policy. The Board designates Heidi Budeau as the 504 Coordinator to ensure compliance with applicable laws and policy. The 504 Coordinator may be contacted at: 207 2 AVE SE, Jamestown, ND 58401, 701252-3376, or Heidi.Budeau@k12.nd.us.
- The Superintendent or designee must provide annual notice to students with disabilities and their parents or guardians of the district's responsibilities under Section 504. Various methods may be used to provide notice, including but not limited to, websites, handbooks, email, or postings.
- Parent/guardian and student rights are designed to keep you fully informed regarding district decisions about your child and to inform you of your rights if you disagree with any of these decisions.
- If your child is identified for Section 504 services, you have the right to the following actions:
 1. To have the district notify you of your rights (this document);
 2. To have your child take part in, and receive benefits from, public education programs without discrimination based upon a disability;
 3. To receive written notice with respect to identification, evaluation and placement of your student;
 4. To have your child receive a free and appropriate public education (FAPE). This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and supports necessary for the student to benefit from FAPE.
 5. To have your child educated in comparable facilities and to receive comparable services to those provided for students without disabilities;
 6. To have evaluation, program, and placement decisions made based upon a variety of information sources, and by individuals familiar with the student, the meaning of the evaluation data, and the placement options;
 7. If eligible, to have your child receive accommodations under Section 504.
 8. To have your child re-evaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement;
 9. To have your child receive an equal opportunity to participate in appropriate nonacademic and extra-curricular activities offered by the school;
 10. To examine all relevant educational records relating to decisions regarding your child's identification, evaluation, education program, and placement;
 11. To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access;
 12. To receive a response from the school to reasonable requests for explanations and interpretations of your child's records;
 13. To request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of privacy rights. If the school district refuses a request for amendment, it shall notify you within a reasonable time, and advise you of the right to an impartial due process hearing;
 14. To request mediation or file a complaint through the local grievance-complaint procedure (AAC-BR1). The availability and use of this grievance procedure does not prevent an

individual from filing a request for an impartial due process hearing or a complaint of discrimination with the Office for Civil Rights at any time before or during the grievance procedures; and

15. To request an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and may choose to have an attorney represent you at your cost. Requests for an impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

Nondiscrimination and Anti-Harassment Policy

- The Jamestown School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities and facilities. The District prohibits discrimination and harassment based on a student, parent/guardian, and/or employee's race, color religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

Grievance Coordinators

- The Title IX Coordinator's core responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, or the District's policies and procedures on sex discrimination and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Kristi Grounds, Business Manager, as the Title IX Coordinator. She can be contacted at: 207 2nd Avenue SE, Jamestown, North Dakota 58401, Kristi.Grounds@k12.nd.us, or 701-252-1950.
- The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the District's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of all reports and complaints raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Heidi Budeau, Director of James River Special Education Cooperative, as the 504/Title II Coordinator. She can be contacted at: 207 2nd Avenue SE, Jamestown, North Dakota 58401. Heidi.Budeau@k12.nd.us or 701-252-3376.
- The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates Robert Lech, Superintendent as the Nondiscrimination Coordinator. He can be contacted at: 207 2nd Avenue SE, Jamestown, North Dakota 58401, Robert.Lech@k12.nd.us, or 701-252-1950.
- The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for investigation of discrimination complaints, shall receive training. This training must include (1) definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination & Harassment Grievance Procedure (AAC-BR1); and (3) applicability of confidentiality requirements. Reference Jamestown Public Schools District Board Policy AAC

Sexual Harassment

- Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Jamestown School District to maintain learning and working environment that is free from sexual harassment. The Jamestown Public School District prohibits any form of sexual harassment.
- It shall be a violation of this policy for any student or employee of the Jamestown Public School District to harass a student or an employee through conduct or communication of a sexual nature.
- The Jamestown Public School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually

harasses a student or employee of the School District. Reference Jamestown Public Schools District Board Policy AAC

Possessing Weapons Policy (District Policy FFD & FFK)

- The Jamestown School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the school district. The Jamestown Public School District and its students are, in addition to being subject to the District's possessing weapons policy, subject to state and federal laws and regulations passed and adopted pursuant to N.D.C.C. 15.1-19-10, the Gun-Free School act 18 USC 921 and Dangerous Weapon 18 USC 930. The provisions of these laws are incorporated into these policies by reference. The most restrictive requirements shall apply in any instance of violation.
- All violations of this possessing weapons policy FFD shall be referred to the appropriate law enforcement or juvenile court authorities.
- Students are prohibited from possessing on school property or at a school function a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used, to intimidate or cause bodily harm. In addition, and not by way of limitation, such weapon shall be defined to include any weapon as that term is defined under 18 USC 921, Gun-Free School Act, NDCC 62.1-01-01(1) and NDCC 62.1-01-01(3).
- Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Dangerous weapons will be confiscated and may be turned over to the student's parents or law enforcement officials at the discretion of the administration, or as defined in North Dakota Century Code Section 15. 1-19-10 except as herein otherwise provided.
- Due process proceedings will be observed in all suspension and expulsion proceedings under this policy FFK.

Bullying (District Policy ACEA)

- The Jamestown Public School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.
- Specific Definitions, Prohibitions, Documentation and Retention, Investigation Procedures, Disciplinary & Corrective Measures, Victim Protection Strategies, and Dissemination and Education can be found in District Policy ACEA.

Asbestos Management Plan

- Jamestown Public Schools has developed an Asbestos Management Plan for all school buildings. This management plan contains the findings and recommendations prepared by the consultant firm that conducted the assessment - Institute for Environmental Assessment, Anoka, Minnesota. Jamestown Public Schools controls the asbestos material contained in the Jamestown Elementary School buildings. The latest recommendation on asbestos control urges management of the substance rather than removal of it. This building is inspected twice a year and immediate action is taken if it is determined that asbestos fibers could be released into the air.
- The office address and telephone number of our coordinator is:
Jerome Wegner
Box 269
Jamestown, ND 58401
(701) 252-1950

Website

- The Jamestown Public Schools is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities.
- If you cannot fully access the information on any web page of this site, www.Jamesotwn.k12.nd.us, please let us know the accessibility issue you are having by

contact Quentin Pettys, Webmaster, at 701-252-1950 or by email at JPS.Webmaster@k12.nd.us. We will try to provide the information to you in an alternate format and /or make the necessary improvements to make the information accessible.

Little Blue Jay Nest Contract

Parent/Guardian: _____ Address: _____

Work phone: _____ Cell Phone: _____

Email: _____

Parent/Guardian: _____ Address: _____

Work phone: _____ Cell Phone: _____

Email: _____

Name of child: _____ Date of birth: _____

Hours of Operation

- Little Blue Jay Nest will be open from 7:30 am-4:30 pm and will follow the Jamestown Public School calendar. Care will be provided _____ days per week from _____ to _____.

First Day of Care

- The first day of care will be _____. (date)

Child Care Rates and Fees

Regular Rate

- The rate is \$740 per month for JPS and JVCTC Employees. Non JPS/JVCTC employee rate will be \$1040 per month.
- If the client is receiving subsidy payments from a government agency, the client is responsible for paying the full amount of the fees under this contract if the government agency does not pay the provider for any reason.

Short Term Needs Rate

- Short term care may be unavailable depending on openings. A week's notice is recommended.
- The fee for short term care is \$45 per day. Fees are due before care is provided.

Rate Increases

- The rate will increase annually in August. Clients will be notified of the amount of increase in May.

Payments

- Rates are due prior to services rendered. Payments are due on the 1st of the month (September-May).

Late Payment Rates

- If the child care fee is not paid when due, an overdue payment fee of \$10 per day will be added to the past due amount until it is paid.
- The fee for an insufficient funds check will be \$30.00, plus the amount of any bank charges to the program's account.

Late Pickup Rates

- The client will pay an additional fee of \$1/minute/child if dropped off earlier or picked up later than the time stipulated in this contract without prior arrangement.

Holding Rates

- The program agrees to hold a space until _____(insert date) for the client’s child. The client agrees to pay the program \$150 per during the holding period. Payment is due monthly. If the client decides not to enroll the child before the end of the holding period, the holding fee will not be refundable. The holding fee will not be applied to care once the child is enrolled.

Registration Deposit

- The client will pay a registration deposit of \$150 per family by August 15 that will be applied to the first month of care.

Termination of Care

- The client has the right to terminate the contract but must give a 2-week written notice to end this contract. Payment is due for the notice period whether the child is brought to the program for care during that time.
- The program may terminate this contract at will.
- The program reserves the right to immediately terminate this contract if the client does not meet payment obligations.

The Signatures of the Parties to the Contract

- By signing this contract, clients indicate that they have read and agreed to the contract.

_____	_____
Parent or legal guardian’s signature	Date

_____	_____
Parent or legal guardian’s signature	Date

_____	_____
Co-signer	Date

(A co-signer is required if the client is under the age of 18. The co-signer guarantees the contract and agrees to be responsible for all its financial terms if the client fails to pay the provider.)

_____	_____
Program/Provider signature	Date