



2011/12

**Parent
Information
&
Policies**

www.jubileejunctionpreschool.org

Jubilee Junction

Mission Statement

- To provide a loving and nurturing, Christ-centered environment in which the children can learn and grow
- To lead the children to know God's love and His active involvement in their lives
- To aid the children in having a positive and healthy feeling about themselves by giving them encouragement, love and guidance
- To be concerned with all aspects of the child's development including spiritual, social, emotional, physical and intellectual
- To enable the children to think for themselves, make decisions, solve problems and follow directions

General Information

ARRIVALS & DISMISSALS

Arriving - Our doors open promptly at 9:30. Please arrive on time so that your child has adequate adjustment time and does not miss out on opening activities. We ask that you say goodbye to your child at the classroom door and leave quickly so that they may start their day promptly. At the beginning of the year, those children having separation jitters will quickly forget their fears as they become engrossed in activities under the guidance of the teacher. By the third or fourth day, they are usually well on their way of becoming confident in their new surroundings.

Parents must release their child only when a Jubilee Junction teacher is present and takes charge of the child. Children may not enter the Jubilee Junction facility without an adult escort.

Dismissal - Parents are asked to arrive promptly at 2:30 to pick up their child. Please notify us as soon as possible if there is an emergency that will make you late. Teachers have various tasks to do before leaving and cannot attend to extra children after class. A late fee of \$5.00 will be charged for every five minutes past 2:40.

Caution is exercised in releasing children from our facility. Your signed Release Authorization Form, stating who has permission to pick your child up from Jubilee Junction, will be kept with your child's teacher. Your child will only be released to those persons listed. If we do not recognize the person picking up, we will ask to see a picture ID. Changes to this list must be made in writing. If an emergency situation arises, the Director will accept telephone authorization only if she can recognize the parent's voice or can call the parent back at home or work. If the parent is not at home or work, specific information will be asked from the child's record to satisfy the Director of the caller's identity.

Children must not be taken from the classroom or carpool line without the acknowledgement of a teacher.

WHAT TO BRING

- A lunch and drink brought in a labeled box or sack.
- A labeled diaper bag with an adequate supply of diapers and diaper wipes for the little ones not yet potty trained or in the process.
- A change of clothes for ALL ages.
- A labeled mat or towel along with a favorite blanket and/or pillow to be used at rest time for the 1's and 2's.

PEANUT PRODUCTS

When packing your child's lunch or sending goodies to share at parties, remember that WE ARE A PEANUT FREE FACILITY. Therefore, nothing containing peanuts, including peanut butter, should be sent. An alternative we suggest is soy or almond butter.

EMERGENCY MEDICAL TREATMENT

We must have a Medical Release form on file for your child prior to your child's first day. These must be kept current. Please notify us of any changes.

In the event that parents cannot be reached and the child requires emergency medical treatment, personnel trained in CPR and First Aid will render aid and contact the child's doctor or emergency medical technicians as necessary.

IMMUNIZATION RECORDS

Per the Richardson Health Department, we must have a CURRENT copy of your child's shot record on file prior to his/her first day. As your child's records change, please supply the office with an updated copy. The schedule of recommended immunizations is as follows:

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
Hepatitis B ¹	HepB		HepB									
Rotavirus ²			RV	RV	RV ²							
Diphtheria, Tetanus, Pertussis ³			DTaP	DTaP	DTaP	^{see footnote 3}	DTaP					DTaP
<i>Haemophilus influenzae</i> type b ⁴			Hib	Hib	Hib ⁴		Hib					
Pneumococcal ⁵			PCV	PCV	PCV		PCV				PPSV	
Inactivated Poliovirus ⁶			IPV	IPV			IPV					IPV
Influenza ⁷							Influenza (Yearly)					
Measles, Mumps, Rubella ⁸							MMR		^{see footnote 8}			MMR
Varicella ⁹							Varicella		^{see footnote 9}			Varicella
Hepatitis A ¹⁰							HepA (2 doses)				HepA Series	
Meningococcal ¹¹											MCV	

Range of recommended ages for all children except certain high-risk groups

Range of recommended ages for certain high-risk groups

WHAT TO WEAR

Your child should wear comfortable play clothes. Classes will spend time outside each day if the weather permits. Children should be sent with adequate clothing for cold days including a jacket, hat and mittens. Shoes should be comfortable and practical to play in. Please no cowboy boots or open-backed sandals. Rubber soled sneakers are the best for climbing and playing.

TOYS FROM HOME

Children are not allowed to bring toys from home except for show-n-tell. Doing so can result in lost or broken toys and can create disruption in the classroom. Younger children may bring a specific "security" item if necessary.

Play guns and weapons of any kind are not allowed on the premises.

BIRTHDAYS

Birthday celebrations are welcome and encouraged. If your child's birthday is coming up and you would like to send treats or goodies (cookies work best), let your child's teacher know in advance so that she can plan accordingly. No treats or goodies containing peanuts are allowed.

SECURITY AND SAFETY

We are committed to your child's safety. Therefore, the staff will strictly enforce all safety procedures. We would greatly appreciate your cooperation.

Our doors will be locked between 10:00 a.m. and 2:15 p.m. We do maintain an "open door" policy with parents, however. You are welcome at any time. If you wish to enter the building in the middle of the day, ring the doorbell at the side entrance.

Children are not allowed to run in the hallways. Please help us enforce this rule at all times.

WEATHER OR EMERGENCY CLOSINGS

In the event of snow/ice or any unforeseen event, your child's teacher will notify you by phone or e-mail. Please be sure this information is kept current.

RELEASE OF PERSONAL INFORMATION

An annual Jubilee Junction Directory including addresses and emails will be released at the beginning of the school year. In an effort to protect your child, it is our policy to release only information you wish to share. If you do NOT want this information published, please notify the office in writing.

MEDICATION

In order to administer any medication to your child, we must have a written note stating the dosage and time to be given. It needs to be clearly marked with your child's name on it and needs to be personally handed to the Director upon arrival in the morning. **No medication is allowed to be kept in the classroom.**

COMMUNICATION

ALL E-MAIL ADDRESSES AND PHONE NUMBERS ON FILE MUST BE CURRENT. If numbers or addresses change, please notify us. Our main source of information to you is the monthly e-news sent out at the beginning of each month. It is designed to keep you fully informed of all that is happening and will include a calendar of events. Announcements and notices are also available on the home page of our website at www.jubileejunctionpreschool.org. Important dates and events can also be found on the Calendar page of our website. In addition, important announcements will scroll on the monitor mounted on the wall and clearly visible as you enter the building. Lastly, since this copy of our Information and Policies Manual is part of your child's take-home folder, it will always be "on hand" to refer to as needed throughout the year.

Sources of information for a particular class may include special notes or emails sent home by the teacher and/or notices that may be posted on the classroom door.

Communication with your child's teacher is important. It is helpful for us to be informed of changes and/or events in your child's life that may affect his/her emotions or behavior during the day. The best method to communicate with her is with notes, e-mails or scheduled conference calls. Conversations should be kept brief upon arrival and departure to include necessary information only or instructions for the welfare of your child. Teacher's attention and concentration belong to the children during this time.

Your comments or suggestions as to how we might further help your child or improve our program are always welcome.

LATE/ADDITIONAL FEES

The supply fee paid each semester does not include party or special event fees, which may be requested on an as needed basis.

Children picked up more than 10 minutes after dismissal will be considered late and parents will be charged \$5.00 for every five minutes.

Tuition payments must be received by the 8th of each month. Payments received after the 8th are considered late and a \$10 late payment fee will be charged. (See Tuition Agreement)

ENROLLMENT

Registration - Children are enrolled in February for the up-coming school year, which begins the day after Labor Day in September. Registration opens first for returning Jubilee Junction families for a period of one week. Exact dates will be announced in January. Registrations will be processed in the order in which they are received. Waiting lists will be started when classes are full. Jubilee Junction does not discriminate on the basis of race or national origin.

Children entering our 3-year-old classes need to be potty trained before school begins in September.

Registration fee - A \$90.00 non-refundable registration fee is due at the time of registration.

About Lunch

Eating at school is an entirely different experience for small children than eating at home! It's not uncommon for children to bring home much of their leftover lunch. If your child is not eating at school as well as at home, please do not worry. They tend to be very distracted by the other kids, curious about their neighbor's lunch and talking to new friends. All will eventually settle into the new routine of eating in a crowd.

When packing your child's lunch, please keep in mind that there are many foods handled with ease at home that pose a terrific challenge in their preschool environment, especially for the younger ones. Food needs to be cut in bite-size pieces for the 1 and 2 year olds.

Items to avoid are:

- Anything containing peanuts
- Carbonated drinks
- Red or purple drinks
- Go-gurts
- Fruit tape
- Excessive sugary items
- Anything that needs to be heated up

Some favorites: sugar snap peas, grapes or grape tomatoes (cut in half for the 1's and 2's), raisins, mini rice cakes, strawberries, meat or cheese roll-ups (in lettuce) or cubes, sandwiches cookie cut into shapes, celery with cheese spread or soy butter, apple wedges, tortillas and pretzels. Be creative and have fun with it.

Our teachers do require that they eat most of their main meal before they are allowed to eat dessert.

Discipline Procedure

Rules

1. BE KIND
2. SHARE WITH YOUR FRIENDS
3. FOLLOW DIRECTIONS

Loving discipline is a means of helping children govern their own behavior in ways that are beneficial to him and to others. Self-control is a life-long process. It is our goal to work together with you to help your child begin to learn it.

Based on the above three rules, teachers will strive to reinforce positive behavior and keep children on task. If, however, a child engages in actions contrary to those rules, the following steps will be taken:

1. REMINDERS AND REDIRECTS
2. TIME OUT
3. TIME OUT AND NOTE TO INFORM PARENTS
4. VISIT WITH THE DIRECTOR
5. VISITS WITH THE DIRECTOR AND CALL TO PARENTS
6. REMOVAL FROM SCHOOL THAT DAY

Time outs are a normal and necessary part of developing self-control in pre-schoolers. It simply gives the child a moment to quiet down, think about his actions and regain control of himself. If you receive an occasional note home informing you of a time out, usually no other action is necessary except to discuss it with your child and remind him/her to be kind or follow their teacher's directions, whatever the case may be.

Teachers are always willing to discuss incidents that occur within the classroom BUT WILL NOT NAME OTHER CHILDREN INVOLVED. Please don't ask them to do so. We strive to have a safe environment for the children in our care. Therefore, you will be notified of any continual aggressive and/or disruptive behavior, which hurts other children. This includes biting, kicking, scratching or hitting. In extreme cases, when the first five steps have failed, we will ask you to come and take your child home for the remainder of the day.

The Battle of Germs

If your child is ill, please call or e-mail the office in the morning to let the Director know that he/she will not be here.

In order for us to provide a healthy and safe environment, children with any of the following symptoms should be kept at home:

- Fever within past 24 hours
- Green or yellow drainage from nose or eyes
- Questionable rashes
- Constant cough
- Vomiting or diarrhea
- Impetigo
- Active chicken pox
- Inflamed throat
- Excessive fatigue and/or irritability
- First 24 hours on an antibiotic

If your child has a continual clear-runny nose or rash due to allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of the children to remain healthy and happy!

Please notify the office if your child should contact any contagious disease such as chicken pox, strep, head lice, etc. Parents of other children exposed will need to be notified.

If a child should become ill while in our care, they will be cared for in the office until the parents or authorized person arrives to pick them up.

Our goal is to keep all the children as well as the teaching staff as healthy as possible in a group setting.

Afternoon Carpool Pick-up

Begins the second week of preschool

Afternoon drive through pick-up for 3 and 4 year olds begins the second Tuesday of the school year. This is an optional service offered for your convenience. You are always welcome to come inside the building to pick up your little one.

To use the carpool, enter the parking lot located at the west end of the building forming a line facing north. When it is your turn, pull up to the sidewalk leading to the west entrance door. Teachers will place your child in your vehicle. Teachers cannot buckle the children in for liability reasons. We request that you **do not get out of your car** while in the carpool line unless you have pulled to the end of the curb and are no longer in the flow of traffic. After your child is in your car, we ask that you pull immediately into the **LARGE** parking lot and stop there to buckle your child in. This allows the carpool line to keep moving.

Please do not U-turn in the small lot as this clogs up traffic.

We will place your child in your vehicle on the **PASSENGER SIDE ONLY** and request that the booster or car seat be on that side.

We ask that you refrain from talking on your cell phone during carpool. We need your attention and may need to communicate with you from time to time.

You will be given a number/name card, which should be hung from your rearview mirror where it can be plainly seen from the door. For reminders of carpool procedures, refer to the instructions given on the back of your number card.

Carpool ends at 2:40 after which you will need to come inside to pick up your child. Please call as soon as possible if there is an emergency that will make you late.

There will be no carpool if it is storming. Signs will be posted.

Tuition Agreement

The cost of our program is \$110 per month for children attending one day a week and \$165 for two days. A 10% discount applies to second or more children in a family. Tuition is the same each month regardless of holidays, days absent or additional school days in the month. Payments should be made in the form of a check or money order only.

Check should be made payable to Trinity Fellowship Church and may be handed to the Director or placed in the tuition drop box by the entrance door.

Tuition payments are due and payable the first Tuesday or Thursday of every month from September through May and are considered late after the 8th. Any payment received after the 8th must be accompanied with a \$10 late payment fee.

If you must withdraw your child from Jubilee Junction any time through March 31, we require a thirty days paid notification in writing. This allows another child the opportunity to attend our program. Should you withdraw after March 31, tuition must be paid for April and May.

There will be a \$20 fee assessed on any NSF checks. If a problem should arise and you cannot get your payment in on time, please let us know.

See attached coupons for your convenience to submit with your tuition payment. Please use a paperclip to attach to your check or place both in an envelope.

2011/12 Calendar

August 30 - Teacher In-service

September 1 - Class Visits

September 6 - First Day

September 13 - Car pool pick up begins for ages 3-5

September 29 - Picture Day

October 27 - Open House

November 22 & 24 - Thanksgiving Break

December 15 - Christmas Parties/Last Day of Semester

December 20 - January 3 - Christmas Break

January 5 - Classes Resume

February 7 - Fall Registration Begins

March 13 & 15 - Spring Break

March 29 - Class Pictures Taken

April 24 - Teacher Appreciation Luncheon

May 10 - Mother's Day Tea

May 17 - Last Day and Spring Program

Parent Policies Acknowledgement

I have read the Jubilee Junction Information Book in its entirety and understand and agree to the policies and procedures stated therein.

Child's Name:	Date:
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Signature:	Print Name:
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**PLEASE DETACH AND RETURN TO THE JUBILEE JUNCTION OFFICE BY
SEPTEMBER 13, 2011.**