



**2018 - 2019**  
**Parent Information & Policies**

JUBILEE JUNCTION MOTHER'S DAY OUT, PRESCHOOL AND PREPRIMARY

TUESDAYS & THURSDAYS

9:30 – 2:30

932 S. Greenville Ave • Richardson, TX 75081

Phone: 972.690.9365 • Fax: 972.690.9562

[www.JubileeJunctionPreschool.org](http://www.JubileeJunctionPreschool.org)

A ministry of:

 **TRINITY**  
FELLOWSHIP CHURCH



Welcome to Jubilee Junction! It is our goal as a staff to provide your child with a safe, fun, loving and Christ centered environment to grow and learn.

We seek to partner with you as parents to help your child develop and become ready for the school years ahead. Our mission for your child is:

- 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

We look forward to a wonderful school year ahead and pray that your child will be touched by the remarkable love of Jesus during these early, preschool years.

Pam Wrobel  
Jubilee Junction Director  
972-690-9535  
[msjubilee@trinityfellowship.org](mailto:msjubilee@trinityfellowship.org)

# Enrollment / Tuition and Fees Information

## Enrollment

Children are accepted into the Jubilee Junction program based on student/teacher ratios in each age group.

Each enrolled child must have the following documents on file in the Jubilee Junction office **before** the first day of class:

1. Current copy of a physician signed immunization record
2. Completed and signed release authorization form
3. Medical release
4. Photo release
5. Over the counter release
6. Allergy Action Plan completed and signed by physician (if applicable)

## Tuition

### Monthly Rates

One Day (Toddlers – 3's)	\$145
Two Days (Toddlers – 3's)	\$210
Pre Kindergarten Class	\$210
Pre Primary Class	\$245

The last month of the school year is paid the previous July. The remaining tuition is paid September 1 through April 1.

Tuition payments are due and payable the first Tuesday or Thursday each month and are considered late after the 8th. Any payment received after the 8th must be accompanied with a \$15 late payment fee

A 10% discount applies to second or more children in a family. Tuition is based on an annual fee divided into nine equal monthly payments; therefore, it is the same each month regardless of holidays, days absent or additional school days in the month.

*Payments can be made electronically on our website or with a check. Checks should be made payable to **Trinity Fellowship Church** with your child's name written on the 'memo' line and may be handed to the Director or placed in the tuition drop box by the entrance door. If paying online, you will need to set up an account and provide your desired payment information.*

If you must withdraw your child from Jubilee Junction any time through the school year, we require a thirty-day paid notification in writing. The tuition payment made in July serves as the final payment.

We require a two-week written notification in the event of a change in classes, such as dropping from two days a week attendance to one day a week.

There will be a \$30 fee assessed on any NSF checks. If a problem should arise and you cannot get your payment in on time, please let us know.

### **Additional Fees**

- \$40 per child supply fee due each semester in September and January
- \$7.50 per child party fee due each semester in September and January for those enrolled 1 day/week
- \$15 per child party fee due each semester in September and January for those enrolled 2 days/week

Party fees offset the cost of 7 special events parties we have throughout the year and covers the cost of lunch, bounce house, ice cream truck, etc. No additional party fees will be collected throughout the school year.

### **Extra Day Policy**

Every effort is made to ensure that special, school-wide celebrations and parties are scheduled for everyone to enjoy, regardless of the days they are enrolled in class. However, there are occasions, when students enrolled only one day a week will miss out. Special permission must be obtained from the director and classroom teacher for a child to attend a class day that he/she is not enrolled. The cost of an extra day is \$35.

### **Jubilee Junction Tax ID # 75-1559954**

# Health / Medical / Emergency Information

## Immunization Records

Per the Richardson Health Department, we must have a **current** copy of your child's shot record or an *Exemption from Immunizations for Reasons of Conscience* on file prior to his/her first day of school. As your child's records change, please supply the office with an updated copy. The schedule of required immunizations is as follows:

### 2017-2018 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

<sup>1</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

↓ Notes on the back page, please turn over. ↓

Rev. 03/2017

The *Exemption from Immunizations for Reasons of Conscience* form can be found at <http://www.dshs.state.tx.us>

Please be aware that if your child has not been vaccinated and is exposed to another child that has become sick with a vaccinated illness, your child will need to be excluded from class for a minimum of two weeks per Texas Department of State Health Services.

## **Emergency Medical Treatment**

We must have a current Medical Release on file for your child prior to the first day of school. Please notify us of any changes.

In the event that parents cannot be reached and your 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.

## **EPIPEN Procedure**

If your child has been prescribed an EpiPen, we will need an "Allergy Action Plan" on file signed by the diagnosing physician. This plan can be a statement of protocol from your physician **or** an Allergy Action Form found at: [www.foodallergy.org](http://www.foodallergy.org). A photo of the child must be attached to the action plan document.

The EpiPen, in its original prescribed box, will be kept along with the "Allergy Action Plan", by the director.

EpiPens are NOT allowed to be kept in classrooms or in backpacks. All staff is aware of where the EpiPens and Action Plans are located and have access to them during operational hours.

## **Nut Products**

When packing your child's lunch or sending goodies to share at parties, keep in mind that **WE STRIVE TO BE A NUT FREE FACILITY**. Therefore, nothing containing nuts, including peanut or almond butter, should be sent. Please read labels to determine if products contain peanuts or nuts. Highly sensitive children could be affected by just the smell of nuts in the air. An alternative we suggest is soy or sun butter.

## **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 in the original prescribed or over-the-counter packaging and clearly marked with your child's name on it. **Medication is not allowed in the classroom.** Please hand it personally to the Director upon arrival in the morning.

## **Injuries**

Should your child sustain an injury at Jubilee Junction, and additional medical attention is needed (either at the time of the injury or after school hours), your individual health insurance policy will be the primary coverage and Trinity Fellowship Church policy will be secondary. Please contact the Director for insurance information and a claim number.

## **Sickness Policy**

*If your child is ill, please call or e-mail the office in the morning to let the Director know that he/she will be absent.*

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
- Yellow drainage from nose or eyes
- Questionable rashes
- Constant cough or croup
- Vomiting or diarrhea
- Impetigo or Ringworm
- 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 children who were exposed will be notified.

If a child should become ill while in our care, they will be cared for in the office until a parent or an 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.

If your child cannot play outdoors for any reason, they should be kept home.

## **Lice Policy**

Jubilee Junction has a no-nit policy, excluding students from school until all lice and nits have been removed from the student's hair. When students return to school they need to have a final check before they can return to class. A parent or guardian must accompany the student for the lice check in case the student is not nit-free and will be sent back home.

## **Medical Releases**

Should your child have surgery or a hospitalized illness, a doctor's release must be turned in to the director upon returning to school.

# General Information

## **Arrivals and Dismissals**

**Arriving:** Our doors open promptly at 9:30. It is important to 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 to 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. All persons dropping off are required to sign the child in at the classroom door.

**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.

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 on their cell. **Children must not be taken from the classroom or carpool line without the acknowledgement of a teacher.** All persons picking up students are required to sign the child out.

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

**Children must be supervised at all times when they are in the building or outside in the front lawn and parking lot.**

**NEVER leave your car running, unlocked or with an infant / child unattended when you are dropping off or picking up.**

## **What to Bring to School**

- A lunch and drink brought in a labeled box or sack
- An adequate supply of diapers for the little ones not yet potty trained or in the process
- A backpack big enough for a take-home folder, lunch and change of clothes
- A labeled change of clothes for **ALL** ages in case of accidents
- 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



## **Toilet Training**

Children that are in the process of potty training are given assistance and encouragement while at Jubilee Junction. Parent's instructions for training are followed to ensure uniformity of the learning routine.

Children entering the three-year-old class should be able to (or close to) using the toilet independently with limited assistance. If your child is not fully trained at the beginning of the year, the teacher will work closely with you to ensure independence is successfully achieved as soon as possible.

## **What to Wear**

Play clothes are best for school. Your child should be able to play, work and climb without worrying about getting clothes soiled or torn. Girls over two years of age must wear shorts underneath skirts or dresses. We spend time outside each day if the weather permits. Your child should be sent with adequate clothing on cold days including a jacket, hat and mittens. Shoes should be comfortable and practical to play in. **Rubber soled sneakers are best for climbing and playing.** Please no flip flops or sandals.

## **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. Toddlers may bring a specific "security" item if necessary.

Play guns and weapons are not allowed in the classrooms.

## **Birthday Celebrations**

Birthday celebrations are welcome. 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 nuts are allowed.**

If you are planning a birthday party for your child and wish to send invitations through the school, all children in the class must be invited.

No small trinkets, latex balloons or other choking hazards should be included in goody bags being distributed to the children. Teachers must approve treats and goodies that are sent home.

## **Building 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 9:45 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 bell at the south entrance and you will be buzzed in.

NEVER leave your car running, unlocked or with an infant / child unattended when you are dropping off or picking up.

Children are not allowed to run in the hallways. Please help us enforce this rule at all times. Children must be supervised at all times when they are in the building or outside in the front lawn and parking lot.

### **Weather or Emergency Closing**

In the event of snow/ice, if Richardson ISD closes, Jubilee Junction will also be closed. However, there are times when circumstances of our staff will warrant closure even when RISD remains open. If Jubilee Junction does choose to close you will be notified by text through our text messaging system, Remind.com.

Closure information will also be posted on the Jubilee Junction website.

### **Release of Personal Information**

Class rosters that include names and email addresses only are available upon request to the classroom teacher. If you do NOT wish to share this information, please notify the office by September 2<sup>nd</sup>.

Shared information should not be used for solicitation of any kind.

### **Parent Teacher Conference**

Spring conferences will be held with parents in the pre-k and pre-primary classes. Dates and times will be announced at a later date.

If at any time you would like to schedule a conference, please contact your child's teacher.

### **Emergency Preparedness Plan**

In the event of an emergency due to unforeseen circumstances during school hours, all classes will be evacuated to a pre-determined safe area. Each class has an emergency escape route to follow that is posted at the door. You will be contacted by text message how and when to pick up your child should an emergency arise.

We practice safety, bad weather and fire drills throughout the school year.

### **Next School Year Enrollment**

Children are enrolled in January for the up-coming school year, which begins the first Tuesday in September. Registration opens first for returning Jubilee Junction families for a period of one week. Enrollment dates are announced in the monthly e-news and posted on our website. 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. A \$100.00 non-refundable enrollment fee is due at the time of registration.

## **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 [jubileejunctionpreschool.org](http://jubileejunctionpreschool.org). Dates and upcoming events can be found on the Current Families 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, this Information and Policies Manual should 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 through texts, 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.** Teachers' 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.

## **Lunchtime**

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 their classmates, 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:

**Anything containing nuts**

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 will require that they eat most of their main meal before they are allowed to eat dessert.

### **Parent Visits to the Classroom**

Parents are always welcome to visit their child's class, however we ask that you let the teacher and / or director know prior to your arrival. In doing so, you will be better advised of the class schedule and any considerations or preparations before you come.

### **Parent Participation**

There are occasions when parents are asked to help with special events in the classroom. Please be sure to check in with the director before going to the classroom. This ensures that we know how many people are present in the building at all times.

### **Special Needs Referrals**

There are occasions when a parent / teacher conference must be scheduled to discuss academic or developmental concerns the teacher may see with your child. Teachers have experience and training regarding child development in the classroom but cannot diagnose childhood disorders or difficulties. However, we will make every effort to assist you in finding resources should you choose to pursue additional support.

### **Photograph Policy**

At the beginning of each school year we ask for a completed Photo release for each student. We make every effort to ensure that the wishes of every parent is followed, however, there are some circumstances that are beyond our control. Please be aware that there may be times when pictures are taken and posted to social media sites without our knowledge or consent.

Likewise, we ask all parents to be considerate of others that may not want pictures of their child posted on social media sites or shared with others.

### **Changes in Parent Policies**

Notification of any changes to the Parent Policies will be in the form of written notice via email and / or notes sent home in the student folder.

### **Grievance Procedures**

It is the desire of Jubilee Junction to maintain a harmonious, pleasant, and positive childcare environment. If there should be a grievance with a classroom teacher, please discuss the situation with the teacher first. If the situation is not adequately resolved, please speak with the director or assistant director.

Jubilee Junction and Trinity Fellowship Church is committed to addressing concerns and resolving conflicts with families in a manner consistent with principles set forth in the Bible.

## Classroom Behavior Expectations and Guidance

Loving guidance and discipline is a means of helping children to learn self-regulation in ways that are beneficial to him and others. It is our goal to work together with you to help your child begin to learn the lifelong process of self-control.

***We want to help your child develop self-control, not merely elicit behavior that is pleasing to the teacher.*** Therefore, we practice guiding our students to govern their own behavior in ways that are advantageous for them and others. Realistic limits are set for student behavior according to age and developmental levels.

Jubilee Junction students are expected to follow these three rules:

1. Be Kind
2. Share with Your Friends
3. Listen and Obey

Based on these three rules, teachers guide the class in a positive manner to keep students on task. If, however, a child engages in actions contrary to these rules, the following steps are taken.

1. Reminders
2. Redirection
3. Reflection Break with Guidance Talk
4. Parent Contact
5. Visit with the Director and Parent
6. Removal

There are times when a 'reflection break' or 'calm down time' is a normal and necessary part of learning self-control. It simply gives the child a moment to calm down, reflect on the situation / feelings, and regain control of himself. This is not necessarily seen as removal from peers and classroom activities, rather a place to take a break within the classroom.

Sometimes, children have a hard day when it comes to behavior. While this is developmentally appropriate, as they are growing and learning to manage themselves and their emotions, it does not excuse or make the behavior acceptable. If you receive an occasional note home informing you of behavior issues, 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, or whatever the case may be.

Teachers are always willing to discuss incidents that occur within the **classroom but will not name the 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 above six steps have failed, we will ask you to come and take your child home for the remainder of the day.

## **Biting**

Biting is a developmentally appropriate behavior, however that does not mean it is acceptable.

When a child bites there is usually an underlying reason such as:

- Teething
- Seeking attention
- Response to feelings of frustration, anger, anxiety

When a child bites another child, the biter is moved away from the remainder of the class so he can have a time of reflection. The child that has been bitten is then attended to.

Notification of a biting incident is made to both sets of parents, the biter and the one bitten. Names are not used when discussing the incident with parents.

If a child continues to struggle with biting behavior, the Director, teacher and parents will conference to come up with an action plan.

## **Afternoon Carpool Pick-up Begins the second week of preschool**

Afternoon drive through pick-up for 3, 4 and 5 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.

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.

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. A staff member will place your child in your vehicle on the passenger side. The driver of the vehicle is responsible for ensuring that the child is properly secured and buckled before exiting the carpool line.

**Every child in the vehicle must be securely buckled in an appropriate car seat or booster seat before leaving the carpool line.**

***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.

Please refrain from using your cell phone during carpool so that we have your full attention and can communicate with you if need be.

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 lightening. Signs will be posted.

# 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(ren)'s Name(s):	Date:
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Signature:	Print Name:
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**PLEASE DETACH AND RETURN (ONE FORM PER FAMILY) TO THE JUBILEE JUNCTION OFFICE BY SEPTEMBER 15, 2018**