

**2023 - 2024**

## **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

[msjubilee@trinityfellowship.org](mailto:msjubilee@trinityfellowship.org)

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

A ministry of:





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.

Lily Riemer  
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 first aid release
6. Allergy Action Plan completed and signed by physician (if applicable)

## Tuition

### Monthly Rates

One Day (Toddlers – 3's)	\$160
Two Days (Toddlers – 3's)	\$230
Pre Kindergarten Class	\$230
Pre Primary Class	\$265

The last month of the school year (May tuition) is paid the previous August. The remaining tuition is paid September 1 through April 1.

Tuition payments are scheduled monthly August through April. Tuition payments are due by the 5<sup>th</sup> of each month and are considered late after the 8<sup>th</sup>. Any payment received after the 8<sup>th</sup> must be accompanied with a \$20 late payment fee. Online payment transactions are automatically scheduled in each family's Brightwheel account to be due by the 5<sup>th</sup> of each month. Tuition payments are non-refundable.

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 through Brightwheel 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 provide your desired payment information. There is a fee associated with each payment made through Brightwheel. If using your bank account, Brightwheel will charge a \$0.90 fee. If using a card, Brightwheel charges 2.9% of the total transaction.*

### Withdrawal Policy

If you withdraw your child from Jubilee Junction any time through the school year, we require a thirty-day paid notification in writing. Regular tuition payment will be made for the child's final month of attendance. If withdrawal occurs with less than a thirty-day notice, tuition is still owed for a thirty-day window. The May tuition paid in August is non-refundable and does not count toward an early withdrawal.

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

- For children attending two days a week, there is a \$75 per child supply and party fee due each semester in September and January.
- For children attending one day a week, there is a \$60 per child supply and party fee due each semester in September and January.

No additional party fees will be collected throughout the school year.

\*Any possible teacher appreciation collections are organized by JJ parents, not by JJ staff.

### 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 \$40.

### Scholarship

JJ works hard to provide affordable tuition rates. Limited funds are available for scholarships. Please contact the Director for the application to be considered. Tuition assistance does not impact admissions decisions. The deadline for requests for the following school year should be submitted no later than April 19. Forms must be filled out annually.

**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:

### 2023 - 2024 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 for child-care facilities 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 in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) <sup>1</sup>	<i>Haemophilus influenzae</i> type b (Hib) <sup>2</sup>	Pneumococcal conjugate vaccine (PCV) <sup>3</sup>	Measles, Mumps, & Rubella (MMR) <sup>1,4</sup>	Varicella <sup>1,4,5</sup>	Hepatitis A (HepA) <sup>1,4</sup>
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	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

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

Rev. 02/2023

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.

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.

It is the responsibility of parents to alert JJ staff of any changes to contact information or medical release information. In addition, parents are responsible for keeping Emergency Contact information up to date in the Brightwheel app.

## 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 for celebrations, keep in mind that **WE STRIVE TO BE A NUT FREE FACILITY**. Therefore, nothing containing nuts, including peanut, almond, cashew, or hazelnut 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. Suggested alternatives are 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.

## Non-Prescription Medication

Over the counter (OTC) products such as sunscreen, lip balm, lotions, sunscreen, and diaper cream are not considered medication. Use of these products at JJ requires a written consent from the child's parents. The written consent should be given to the child's teacher with the OTC item. JJ does not provide OTC sunscreen, lotion, etc. In addition, insect repellent is not

administered at JJ. If needed, parents can apply to their child prior to entering school.

### 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 send a message on Brightwheel or 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
- Pink Eye or other eye infection
- Unexplained rashes
- Constant cough or croup/difficulty breathing
- Vomiting within past 24 hours
- Diarrhea within past 24 hours
- Impetigo or Ringworm
- Active chicken pox
- Inflamed throat
- Excessive fatigue and/or irritability
- First 24 hours on an antibiotic
- Lice
- Contagious diseases (strep, flu, mumps, covid-19, etc)

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 and staff to remain healthy and happy!

Please notify the office if your child should contract any contagious disease such as chicken pox, pink eye, COVID-19, flu, strep, hand foot and mouth disease, head lice, etc. Parents of children who were exposed will be notified.

If a child should become ill while in our care, he/she will be cared for in the office until a parent or an authorized person arrives for pick up. (Don't forget to keep authorized adults updated in Brightwheel).

Jubilee Junction reserves the right to implement random temperature checks throughout the day.

If your child cannot play outdoors for any reason, he/she should be kept home. All children

should be able to participate fully in all school activities without limitations or restrictions unless there are special circumstances.

### **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

**Arrival:** Our doors open promptly at 9:30 am. 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. In addition, parents/approved adult must escort their child all the way to the classroom door for drop off. All persons dropping off are required to use Brightwheel to sign the child in using the app or the provided tablets. If a parent or approved person does not know their assigned Brightwheel code, ask the Director for assistance.

**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. It is the responsibility of parents to keep an updated list of authorized adults for pick up in your child's Brightwheel profile information. This list is kept with the Director and classroom teachers. Your child can 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 can be made by a parent in Brightwheel or changes must be made in writing or via email to the Director. 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 inside the building are required to sign the child out using Brightwheel.

**Late Fees:** Children picked up more than 10 minutes after dismissal (after 2:40 pm) 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. ALWAYS keep car doors locked and valuables hidden. Schools are a regular target for car thefts.**

**\*Children are assigned to the care of the teacher once they step into the classroom**

**door/gate and the parent/guardian exits the doorway. Children are returned to the care of the parent/guardian once they have crossed over the doorway/gate and are in contact with a parent.**

### What to Bring to School

- A lunch and clean water bottle filled and clearly labeled
- 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 any type of accident
- A labeled nap mat along with a favorite blanket and/or pillow to be used at rest time for the 1's and 2's. Only 2's class will need the nap mat.

### Toilet Training

Parent's instructions for training are followed to ensure uniformity of the learning routine. All children in the process of toilet training should be sent to school with an adequate supply of changes of clothes and pull-ups/underwear. Children must wear either underwear or pull ups under clothing while toilet training.

We believe that toilet training should be positive and individually initiated. Children that are in the process of potty training are given assistance and encouragement while at Jubilee Junction. After a degree of success has been accomplished at home with toilet training (2-3 days accident free), it is appropriate for him/her to come to school in underwear. Teachers should always be informed of a child's toilet training progress. Teamwork between home and school is essential for a successful potty-training experience. All children in the process of toilet training should be sent to school with an adequate supply of back up change of clothes and pull-ups/underwear. Children must wear either underwear or pull ups under their clothing while toilet training.

Children entering the three-year-old class should be able to use the toilet independently with limited assistance (or in the process of independence). Classrooms are not equipped for potty training and it is expected that children in the 3's class are potty trained by the start of school. If your child is not fully trained at the beginning of the year, please inform the Director before the start of school to make parent assistance accommodations.

### What to Wear

Play clothes are best for school. Expect for your child's clothes to get dirty as creative and active play can be messy no matter the age of a child. Dress up costumes are not allowed unless it is a special dress up day at 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. Shoes should be comfortable and practical to play in. **Rubber soled sneakers are best for climbing and playing.** Please no flip flops or sandals.

\*\*\*Children (no matter what age) are required to ALWAYS have a seasonally appropriate full

change of clothing packed in his/her school bag. If a child requires a change of clothes and there is not an extra set in the backpack, parents will be called to either immediately come pick up their child or immediately drop off a change of clothes.

### Toys from Home

Children are not allowed to bring toys from home except for special class projects planned by teachers. 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.

While we encourage sharing and a generous spirit, children will not be allowed to "trade" items from home in the classroom. Children are also encouraged to give any gifts to friends either before or after school and not in the classroom. Gifts and trading need to be done with the permission and supervision of parents.

Jubilee Junction is not responsible for lost or broken toys or accessories (hats, watches, jewelry, etc) brought from home.

### Birthday Celebrations

Birthday celebrations are welcome. If your child's birthday is coming up and you would like to send treats or snacks (cookies work best) **let your child's teacher know in advance** so that she can plan accordingly.

Store bought or bakery bought treats are preferred. **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 for invitations to be passed out at school.

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 snacks that are sent home.

\*\*\*If your child has a food allergy or sensitivity, please provide a box of approved snacks/treats that can be stored in the classroom so that your child can enjoy a treat when birthdays are celebrated.

### 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.

The doors to the church building are always locked. JJ entrances are opened for drop off and pick up and a staff member is always at an opened door. We do maintain an "open door" policy with parents; 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 a staff member will let you in.

Should you need to pick your child up early, please let a staff member know and ring the doorbell when you arrive.

NEVER leave your car running, unlocked or with an infant / child unattended when you are dropping off or picking up. School parking lots are an easy target for burglary. Always lock your car when it is unattended.

For safety purposes, 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 could be times when circumstances of our staff will warrant closure even when RISD remains open. (Ex. Not enough staff are able to safely drive to the building). If Jubilee Junction does choose to close, you will be notified by text through Brightwheel and/or by email.

Refunds are not issued for weather related or emergency closings. Days missed due to closings will not be made up on a later date.

### **Release of Personal Information**

Class rosters that include names and email addresses only are available upon request to the Director. If you do NOT wish to share this information, please notify the office by the first day of school. Shared information should not be used for solicitation of any kind.

### **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, inclement 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 for each child 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. Dates and upcoming events are announced in the monthly e-news as well as through Brightwheel messages. Phone notification setting should be “on” for the Brightwheel app so that you can receive important communication for the Director and teachers.

This Information and Policies Manual should always be on hand to refer to as needed throughout the year.

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 messaging using the Brightwheel app, notes, or scheduled conferences. **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, especially for the 1 and 2 year olds. Food needs to be packed in a way that is ready to eat for your child. Please be sure to include the necessary plasticware should your child need it for the meal.

Items to avoid:

**Anything containing nuts (peanuts, almonds, cashews, etc)**

Carbonated drinks

Red or purple drinks

Go-gurts

Fruit tape

Excessive sugary items

Anything that needs to be heated up or refrigerated

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 sunbutter, apple wedges, tortillas and pretzels. Be creative and have fun with it.

Our teachers do their best to have children 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/Volunteers**

There are occasions when parents are asked to help with special events. 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, developmental, or behavioral 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**

We ask for a completed Photo Release for each student for the Jubilee Junction website. We make every effort to ensure that the wishes of every parent are 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 who may not want pictures of their child posted on social media sites or shared with others. Avoid posting pictures of other children other than your own.

Jubilee Junction staff does use Brightwheel to privately post and share pictures of children within each class. Pictures posted on Brightwheel are not used for JJ website or publication purposes unless approval is indicated in a child's photo release form. If you have questions about Brightwheel pictures, please contact the Director.

### **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.

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 loving discipline are 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, choking, 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.



## Bodily Harm to Students

Any form of physical aggression by a child will be taken seriously. This includes, but is not limited to biting, scratching, kicking, spitting, choking, and pinching. These behaviors are often inevitable when children/toddlers are together. Even though these are developmentally appropriate behaviors at some younger ages, it does not make them acceptable. In the event of any of these actions, the following steps will be taken.

1. The children will be separated. The biter/scratcher/pincher will be disciplined based on the age of the child using the removal method and verbal correction.
2. If there is a wound, it will be washed with soap and water or antiseptic wash, and bandaged, if necessary.
3. Parents of all children involved will be notified about the incident.
4. Both children will remain anonymous.
5. If the harmful behavior continues, a parent conference will be required. JJ will work with the parents on actions that can be put into place both at home and at school to change the pattern of behavior.

Depending on the severity of the action, the child may be sent home for the remainder of the day.

If harmful behavior persists, a Behavior Action Plan will be implemented that is individualized for the child. The Director, teacher, and parents will conference to review this plan together. If all possible interventions/adaptations have been utilized and there is no growth toward a positive outcome, exclusionary measures will be considered.

It is important that the safety and health of all children and staff in the classroom be considered. JJ strives to work with every child and implement all possible interventions/adaptations to help a child succeed in the classroom. It will be at the Director's discretion if the child needs to be suspended or removed from the program.

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

Afternoon drive through pick-up for 3, 4 and 5 year old classes (Lambs, Ducks, & Elephants) 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 by staff.

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 exactly 2:40pm after which you will need to use the main JJ entrance to come inside and pick up your child. Please message on Brightwheel as soon as possible if there is an emergency that will make you late.

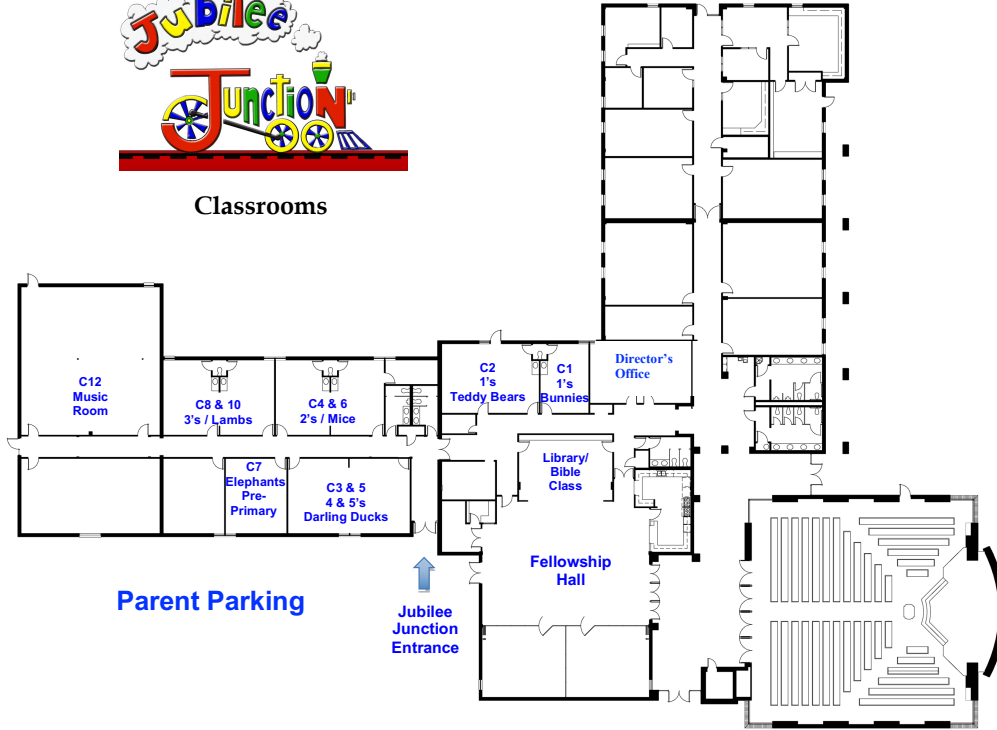
There will be no carpool if it is lightening. A message will be sent on Brightwheel should carpool not be available.

\*\*\*Please note that the west parking lot is used by RISD as parking for the bus drivers. The lot is usually full of RISD employee cars during afternoon pickup.



Classrooms

Carpool Line



Parent Parking

Jubilee Junction Entrance

Parent Parking

BUCKINGHAM RD

S. GREENVILLE AVE

# Parent Policies Acknowledgement

Child(ren)'s Name(s):	Date:
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\_\_\_\_\_ I have read the Jubilee Junction Information Book in its entirety and understand and agree to the policies and procedures stated therein.

\_\_\_\_\_ I have reviewed the school calendar and understand the closing dates

\_\_\_\_\_ I understand that Jubilee Junction is a nut free school

\_\_\_\_\_ My child is allowed to be served snacks or treats brought in by other students for birthday celebrations. My child is also allowed to be served snacks or treats provided by JJ for school special event days.

\_\_\_\_\_ If my child has food allergies or sensitivities, I agree to send snacks that can be stored at school and served to my child during special birthday celebrations. I understand that JJ will provide allergy friendly snacks during JJ specific special events.

\_\_\_\_\_ I give permission for my email information to be shared upon request with other parents in my child's class. Information should only be used to contact other families in your child's class and may not be used for personal monetary gain.

\_\_\_\_\_ I understand that if my child is picked up any time after 2:40 pm it is considered a late pick up and a \$5 charge will be added for every 5 minutes after 2:40 pm. I will alert staff via Brightwheel if there is an emergency that causes a late pick up for my child.

\_\_\_\_\_ I understand that every child, no matter what age, is required to have a seasonally appropriate full change of clothes stored in his/her school bag each day.

\_\_\_\_\_ I understand that pictures of my child could be shared over Brightwheel or email with other families in the same class. These pictures are not public, and I will not post or share pictures of other children (other than my own) without permission from parents.

\_\_\_\_\_ I understand that my child can be released only to authorized pick up persons listed in his/her Brightwheel account. It is my responsibility to make sure all authorized adults are listed.

Signature:	Print Name:
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**PLEASE DETACH AND RETURN (ONE FORM PER FAMILY) TO THE JUBILEE JUNCTION OFFICE BY SEPTEMBER 7, 2023**