

The Preschool at Jenks Church
STUDENT HANDBOOK
2017-2018



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The Preschool at Jenks Church
2017-2018 School Year
Student Handbook

Philosophy of Education

The Preschool at Jenks Church welcomes and celebrates all children! Using a hands-on developmentally appropriate curriculum, activities, specials, weekly chapel and various family field trips, we strive to enhance each child's individual learning potential, while providing a loving, nurturing, Christ-centered environment.

Monthly Tuition

1:6 or below Ratio	1 day a week	\$125 per month
	2 days a week	\$225 per month
	3 days a week	\$325 per month
1:8 or above Ratio	1 day a week	\$100 per month
	2 days a week	\$195 per month
	3 days a week	\$265 per month

DHS Ratio Chart

Child Care Centers, Drop-In Programs, and Part-Day Programs

Single-Age Group Chart Use when the: •group of children are the same ages or •Mixed-Age Group Exception* applies.	Ratios	Maximum Group Size
Infants	1:4	8
1-year-olds	1:6	12
2-year-olds	1:8	16
3-year-olds	1:12	24
4-year-olds	1:15	30
5-year-olds	1:15	30
6-year-olds (and older single-age groups)	1:20	40

Child Care Programs 110 Effective 1-1-16

Enrollment Fee: There will be an annual non-refundable enrollment fee of \$80 due upon each child's enrollment. This fee does not go toward tuition.

Supply Fee: There will be a \$40 supply fee due once per year, at the beginning of the year. In addition, a family may be asked to bring in supplies each month (i.e. wipes, diapers, etc.)

***There will be a \$10 per month discount on tuition given for second and consecutive children.*

TUITION IS DUE THE FIRST SCHOOL DAY OF EACH MONTH. A late charge of \$5 per business day will be added to the tuition fee after the 7th day of each month.

TUITION IS ALWAYS THE SAME FOR THE MONTH, regardless of the days attending (holidays, illness, bad weather, etc.). Please notify us by calling the Preschool office if you have a need regarding tuition. **Special arrangements must be discussed with and approved by the Preschool Co-Directors *in advance* if your tuition needs to be paid on a different or later date.** Please visit with the Co-Directors if you are in need of assistance.

School Hours and Days

Preschool will be open from 9:00 a.m. to 2:00 p.m. on Mondays, Wednesdays and Fridays. Before and After Care will be offered through the Children's Ministry of Jenks Church on these days from 8:00 a.m. to 9:00 a.m., and then again from 2:00 p.m. until 5:30 p.m. Tuition listed above does not include Before and After Care; it is inclusive only of Preschool hours.

Prices for Before and After Care

8:00-9:00 and 2:00-5:30

*Prices below are only for before and after care, tuition is not included in these prices.

Three Days a Week Monthly Cost:

Before and After \$205
Before Only \$90
After Only \$150

Two Days a Week Monthly Cost:

Before and After \$140
Before Only \$60
After Only \$100

One Day a Week Monthly Cost:

Before and After \$70
Before Only \$30
After Only \$50

Drop-In Prices Per Day

Before Only \$8
After Only \$16

You must call for availability:

Lori Martin @ 693-4717 or Becky Goad @ 510-3070 during preschool hours

Rachel Hill after hours @ 808-3502

All fees are due at the time of pick-up!

* No discount is given for days not attended due to sickness, vacation, family plans, etc.*

Before Care and After Care is not open to the public. You must be enrolled and attending the Preschool at Jenks Church to utilize before and after care services.

Withdrawal

When a child is enrolled, he/she is enrolled for the full school year or the remainder of such. If a child will be withdrawing from his/her class, two weeks notice (in writing) is required. Tuition will be due for the full month, no exceptions will be made.

Absenteeism

No credit is given for days missed and no make up days are permitted. The fee is the same for each month, long or short. There are NO exceptions to these policies. Please let us know, however, if your child is going to be on vacation or is ill for more than one day.

Arrival and Departure

Arrival

Parents are to drop off their children at the back entrance of the preschool at 9:00. Teachers will be outside receiving children until 9:15. After 9:15 the gate will be closed. All children arriving after 9:15 must use the front entrance and a parent must escort his or her child to their classroom.

Departure

Parents are to walk in and pick-up their children at their classrooms at 2:00. Children that are not picked by 2:15 will be taken to aftercare and a \$16.00 late fee will be assessed per occurrence. **NO EXCEPTION.** If you are experiencing an uncommon incident (traffic, emergency, etc.) that will cause you to be late at pick up time, please notify us immediately so that we may inform your child of the situation. We appreciate your help with this

Door Policy

Parents who have children enrolled at the Preschool at Jenks Church are welcome at any time to come and see their child. However, unless it is drop off or pick-time, you must enter through the front entrance only. This policy is in place to ensure the safety of our children. We appreciate you helping us keep our kids safe!

Preschool Staff

A competent, loving, Christian staff with combined education and experience has been selected to give nurturing, exceptional care and instruction to our Preschool children. Staff receives ongoing training from the Co-Directors, Preschool Advisory Board and the Children's Minister, in addition to attending quarterly meetings with specially scheduled and qualified experts in the field of Early Childhood. There will always be at least one staff member working that is currently CPR and First Aid certified. Teachers abide by professional standards and codes of conduct set by the Preschool Co-Directors, Jenks Church, and Advisory Board. Please **always** keep communication open with your child's teacher and the Co-Directors. We promote and encourage your involvement so that we may better serve your family's needs.

Health and Safety

The health and safety of our students is of extreme priority to us. **We require that your child be current on their immunizations.** All children must provide immunization information on our health records. If you choose not to immunize, you must keep on file a signed waiver approved by the State Health Department These waivers are available from your child's doctor. If your child becomes ill, you will be called to pick him/her up. In such cases, they will be isolated from other children and kept in the Preschool office until he/she is picked up.

PLEASE KEEP YOUR CHILD HOME IF ANY OF THE FOLLOWING APPLY:

- 1) They have not been fever free for 24 hours **without the use of medication.**
- 2) They have a cold less than 4 days old.
- 3) There is heavy nasal discharge or constant cough.
- 4) They have diarrhea or vomiting. **Must be 24 hours free without the use of medication to return.**
- 5) The day they have surgery outpatient or not.
- 6) They are generally not feeling well.

As a result of the Center for Disease Control's projections for a severe upcoming flu season, we will practice stringent diligence to abiding by the above rules. If flu has been diagnosed or suspected in your home, we ask that you keep all children home for 3 to 5 days after the person with the flu has been diagnosed. In this, we are trying to maintain the healthiest environment for both children and staff. **PLEASE ADHERE TO THESE RULES!**

If your child contracts or is exposed to a communicable disease, please notify the Co-Directors. If your child needs medication during the day (even as a one time occurrence) a medication form must be filled out in the Preschool office. The office is where the medicine will be kept. All steps will be taken to ensure the safety and well being of your child.

Holidays and School Calendar

Our calendar closely follows that of the surrounding Public School System with a few exceptions. Tuition is not discounted during holiday breaks. A school calendar is given out at Open House to keep families aware of when closings are. Please refer to it often when planning for the month, so there are no surprises. If you lose your original copy, go to your child's teacher or the Preschool office to get another.

Bad Weather

Our school will close when one or more of the surrounding area public schools are closed due to inclement weather. Please listen to KRMG and other radio and TV stations concerning school closings. If your child needs to be picked up due to impending inclement weather, you will be notified immediately. Excessive closure due to inclement weather will be made up at the director's discretion. *Tuition is not discounted for weather closures nor are days made up.*

Authorization for Child Pick-Up

Children will be released to parents/legal guardians only, unless the school has written authorization from the parent for a particular person to pick up your child. If an unexpected situation occurs and you are unable to write this in advance, the Preschool office must be notified by phone ASAP. We understand that friends/relatives frequently pick up children. If it is someone other than the person regularly picking up a child, they must come in through the front door show their picture I.D. (Drivers License) to the teacher and/or director, verifying identification before the child will be released. Please help us by communicating with the Preschool staff.

Security

If a family chooses to pick up their child in the middle of the day and comes in the back door (through the playground gates), they will be redirected to the front door. This seems tedious, but we do this for the sole purpose of protecting our children and being aware of who is entering and exiting the building. Thank you for your cooperation in this.

Timely Arrivals/Departures

For each classroom, teachers establish a morning and afternoon routine. Children need to arrive by 9:00 and in class no later than 9:15 to create the best morning scenario. This time is created to help the child transition smoothly into the day. When brought in late, children miss out on these transition activities and lose their adjustment time. Teachers plan a busy, productive day for their classes. It is difficult for a child to arrive in the middle of an activity and receive the full benefit from it. It also creates difficulty for other children in the class who are distracted from their activities and for the teacher, who is well into the routine. Unless there is an urgent need, please make every attempt to arrive in a timely manner. Consistent late arrival can make the day difficult for everyone involved. If a child is consistently late, the Co-Directors reserve the right to ask them not to come until recess time, when no disturbances will occur. Be aware that being late affects everyone. It is written with the utmost kindness that no child is the exception to this scenario; please be considerate of this.

Picking up your children on time is very important. When children see other children getting picked up or taken to the after care program and they are not leaving, it is hard for them to know why. The teachers also have much to do in a little time when school ends. They put extra time and effort into their kids and classrooms; please be respectful of their time and schedules.

Arrival and departure times are NOT the appropriate times to discuss concerns or problems with your child's teacher. If you need to speak with them, please call or email to set up an appointment. They are getting class started and closed at arrival and departure times, and although they desire open communication with you, their first priority at these times is their classroom and children.

We encourage families getting to know one another. However, please do not stop and visit in the preschool and elementary areas before and after school. Congestion in these areas does not allow us to create a secure place for our children. If you do wish to visit with another parent, PLEASE do this out in the main church area or fireside room, which is convenient in proximity and available for use.

Separation Anxiety

It is our desire for children to be as comfortable as possible with their preschool experience. We encourage parents to work with their child's teacher to do what is best for their child's individual needs so that preschool is a positive experience. If a child is in extreme distress for longer than 20 minutes, you will be notified, without fail.

School Records

For your child's safety, please consistently notify of changes in home addresses, emergency contact numbers, custody issues and other pertinent information.

Lunches

Each child will be responsible for bringing his/her own lunch, including a drink. We find that children eat better when provided with finger friendly foods (i.e. small sandwiches, carrot matchsticks, bite sized cheese, etc.). Children under four years of age do better with bag or box drinks, or a sippy cup, rather than thermos drinks. If you prefer a thermos, please send a straw for ease. **Also please send lunches that do not require warming.** If you wish to send a warm lunch, you may purchase a high quality thermos that will do a good job of keeping a meal warm. If you wish to keep lunch colder, you may include icepacks in with the packed lunch. Children may bring peanut products in their lunches **UNLESS** there is a child present with possible anaphylactic reactions to nuts. Depending on severity of the allergy, other families may be asked to avoid sending the product that could cause the reaction. This will be handled on a class by class basis.

Lunch will sometimes be catered in. Payments for this will be made in advance for that month.

There are times that lunch does not make it to school with the child. **If this happens and you are unable to furnish lunch in a timely manner, we will provide it for a cost of \$6 that will be due at pick up time.**

Please know that this is for emergencies only and do not take advantage of this assistance.

Snack Time

A morning and afternoon snack will be served daily. These snacks and drinks are to be parent provided. Your child's teacher will let you know how this will work in their classroom. Sometimes the children will prepare a special cooking project for their snack. For health and sanitary purposes, we kindly ask that all snacks be **store bought**.

PLEASE INFORM US OF ANY FOOD INTOLERANCE OR ALLERGIES ON YOUR CHILD'S INFORMATION FORM!!

School Supplies

A supply fee will be due when you fill out enrollment forms. We will purchase these supplies at the beginning of the school year, and may again request help during the school year. Please notify the preschool office if you are in need of a school supply scholarship.

Birthdays

We will recognize your child's birthday in his/her class. Please let your child's teacher know if you plan to bring a special celebration treat for snack time. Summer birthdays can be celebrated at the "half-birthday" or in May. We welcome you to come and have fun with your child and his/her class during a special time (scheduled in advance with the teacher) that day. **Regarding birthday invitations...unless there is one for each child in the class, PLEASE DO NOT pass out at school.** We do not want to cause hurt feelings through thoughtless actions.

Celebrations

Holiday parties and other celebrations will be held under the direction of preschool staff. We very much appreciate parent involvement with these events, and will provide sign up sheets outside the classrooms for participation. If you wish to do something special for your child's class, it must be approved by the preschool director. We want to avoid one class being provided with a much bigger celebration than other classes, because this is not something children understand. No special events outside of the classroom will be held without co-directors approval, and if approved, they must apply to the entire school rather than to one classroom.

Fundraisers

Fundraisers will be held during the school year; information on those will come as needed. Each fundraiser will provide families with advance notice of the purpose of the funds being raised.

Parent Involvement

Parents are a great help in so many ways, especially when it comes to special celebration days! Please sign up when your child's teacher provides the opportunity and feel free to volunteer your help any time! We will offer chances throughout the year to be involved in many ways, including special reading times and celebrations days. We appreciate your helps and you will gain a greater sense of involvement in your child's preschool experience by helping out. Your kids love it too!

Several times during the year, we will have "Family Field Trips" on a Tuesday or Thursday, or rarely on a weekend. These are group outings that are meant to encourage family involvement and act as an extension of the children's learning. We strongly encourage that you participate in these events whenever possible. They are provided as a benefit to you and your children.

Chapels

All-school Chapels will be held on Wednesday mornings in the auditorium or in the Elementary area. There will be a Bible lesson, praise and worship, and prayer led by a Jenks Church staff member, preschool staff, or special guest during these times.

Communications

School notes, emails, and calls will be frequently sent home. These are designed to inform you of special events, themes of study and pertinent information. Please read these very carefully. The time you take to review communication will help you be involved in your child's school learning process and growth. Your child has worked hard on their accomplishment, and even if it is not kept long, they are proud to show off to you what they have learned! We also have a website you can check for up to date information, www.jenkschurch.org.

Parent Teacher Conferences

Parent Teacher conferences will be held at the teacher's discretion for age 3 and up. If, at any time, you are concerned or need information, please do set up a meeting with your child's teacher and/or preschool director. If you have younger children, please do the same.

Personal Belongings

Each belonging your child brings to preschool should have their name attached or written on it. Items are too easily lost and confused with others if we can't clearly identify them. Please leave toys at home, with the exception of comfort items and items that children have been specified by staff to bring for a special day (i.e. show and tell, letter day, etc.).

Rest Time

Each child will have a rest time in the afternoon. Please send a nap mat to be left here at the preschool. Tri-fold mats can be purchased at Wal-mart, Target, and Mardels. Rest time items should remain at school and will be sent home monthly for washing. The children may bring something that comforts them for rest time (cuddle toys, paci, pillow, blanket, etc). Please make sure these items are labeled with your child's name. Every child is given an opportunity to rest and have a brain break! However, if they do not fall asleep on their own, after a period of time, they may get up and go to the wake room during the remainder of the rest period.

Adjustments

All children need time to adjust to new situations. We find that one of the best ways to make friends and look forward to school is to have play dates outside of school. It takes the first six weeks to two months for some children to get used to the routine and bond with their teacher. Please be positive and encouraging during this adjustment time. With this in mind, it is best that you drop your child off and say good-bye. Please do not linger as it only makes it harder for your child to adjust. If your child does not calm down within 20 minutes, we will call you.

Dress Code

Please dress your child comfortable and modestly. We appreciate clothing that your child can manipulate himself, rather than difficult or complicated buckles, fasteners and belts. Tennis shoes are quite practical for the playground and busy activities. ALL children need a COMPLETE change of clothing (including socks and underwear) in their classroom/backpack EVERY DAY !!! It is suggested that you leave a set of play clothes in the basket, rather than bring one every day...just change the clothes as seasons change. Even minor spills can make clothing uncomfortable. **It is good to dress your child in easily washed "play" clothes as much of their learning will be hands on and messy!**

Accidental Injury

In case of an injury, every effort will be made to contact parents/legal guardians. We have emergency cards on file for this purpose. Should we be unable to contact the parent or persons on the emergency contact list, we will call the child's physician. An ambulance will be called if necessary. **PLEASE HELP US BY KEEPING US INFORMED OF CURRENT CONTACT NUMBERS AND PLEASE BE AVAILABLE BY PHONE DURING SCHOOL HOURS.**

Discipline Policy

Discipline plays an important role in the education and maturation of our children. In each class, limits are set and rules will be established according to the child's developmental level. Parent-Teacher-Child cooperation is essential in our program. It is our desire to work with each parent and child to promote positive behavior patterns.

No spanking or physical discipline is permitted at The Preschool at Jenks Church. Discipline includes teaching the child what is expected of him/her in any situation and being patient and consistent in guiding him/her to behave so that he/she treats his/herself and other with respect and in a Godly manner. Redirection, time outs (to calm, rather than to isolate and punish) and visits to the preschool office are utilized, in that order.

If your child has been involved in an incident that has caused or resulted in harm, whether your child is the aggressor or the one aggressed against, we will notify you of the incident. However, we will NOT under any circumstances release the name of the other child involved. Please do not put your child's teacher in an awkward position by requesting this information.

It is easy to target one child that appears to display undesirable behavior, especially if it is not your own child. In these instances, please be aware of your actions toward that child and attempt not to single him/her out. We appreciate open communication with families about concerns and feel strongly that the teacher/staff are the ones who can help. Please respect the confidentiality of all families and understand that we will all face difficult situations with our children.

The following are important to help your child understand:

- 1) No hitting, punching, biting, pinching or kicking others. Physical aggression is not tolerated. If a child desires what another has, he must learn to use acceptable forms of communication. We will help them learn this through consistent discussion and example. We also understand that many of these behaviors at certain ages are developmentally appropriate and will pass with maturity.
- 2) Children must obey their teachers. Teachers will use finger plays, songs and other appropriate techniques to get the children involved in positive activities. Teachers will ignore some inappropriate behavior and reinforce those children who are caught "being good" in order to help eliminate undesirable behavior.
- 3) If a child is disruptive and does not respond to the teacher's direction, the teacher might have a child take a time out in a designated area for a few moments. The child will always be spoken to about the incident and attempts will be made to make amends with other children/staff is necessary before returning to an activity.
- 4) The teachers will affirm belief in the child's ability to behave in a socially acceptable way. We love God, he loves us infinitely and unconditionally – and that is the foundation we wish to instill in these children.

REVISED August 2017