

# JCPC HANDBOOK

## Jefferson Center for Preschool Children

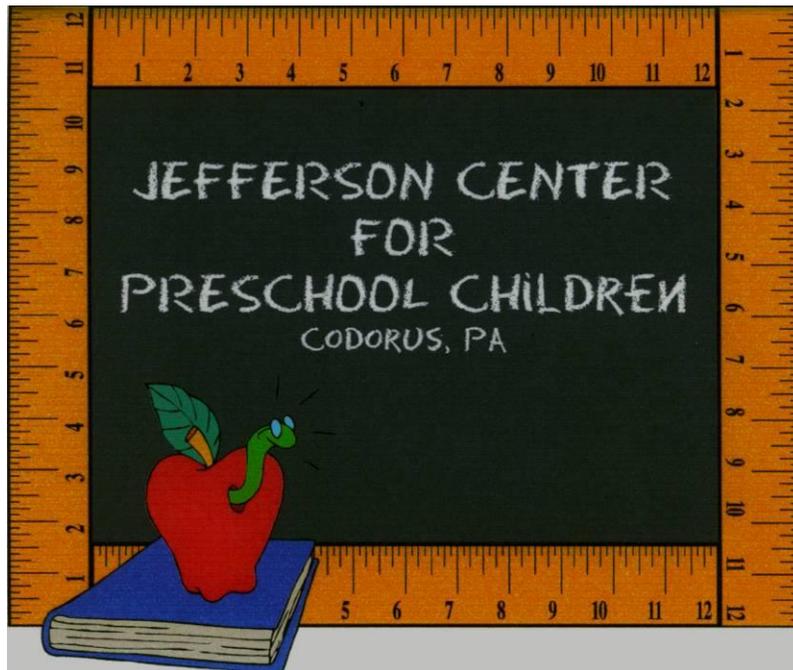
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## **Welcome to the Jefferson Center for Preschool Children!**

JCPC has grown from a sincere love for children. We are dedicated to preparing children emotionally, socially, physically and academically to meet the challenges they will face in everyday life and in future schooling. JCPC provides an environment that is safe and conducive to good health. It is also a place where children can work, play and learn together in a warm, fun, instructional atmosphere.

Preschool is a partnership that requires that parents and staff work together to guide the development and growth of the students. We are dedicated to helping parents raise caring, productive, happy children, and the success of this effort depends upon clear communication between parents and staff. This handbook contains classroom information and policies set forth by the JCPC school board. It is designed as a handy reference for you but cannot address every facet of the preschool experience. We suggest you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please contact the staff or a board member.

## Contacting Us

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### Confidentiality

JCPC maintains the strictest rules of confidentiality. Due to the intimate relationship that exists between JCPC and the home, information that you give to the Center concerning you or your child will remain between us. Your information will be shared among staff and board members only as needed. Persons not affiliated with the Center will not have access to our files without your permission. Any personal information that is handled or discussed by school staff or the board – whether in writing, during meetings, during personal conference or over the phone – is treated with strictest confidentiality.

Likewise, it is expected that you will not abuse or disseminate any information about staff, board members, other students or their families that you may acquire during your involvement with JCPC. You are expected to use common sense and common courtesy in using contact information made available in the student directory, in other school documents, in correspondence or in the classroom.

### Contact the Teacher

If you ever have any questions or concerns about your child's school experience, please do not hesitate to contact the teacher.

**In Person:** Please note that staff is not permitted to discuss students in the presence of others. If you wish to speak to the teacher after class, please wait until all other students have been dismissed. You may certainly also make arrangements to speak to the teacher at another mutually convenient time.

**In Writing:** Written correspondence is a great way to communicate – simply include it in your child's class folder. A reply will be given by the next school day.

**Phone:** You may contact the teacher at the school phone (229-9880). Although the teacher will not be available for conversation during class hours, calls will be returned before or after class. Every effort will be made to return messages by the next school day.

**Email:** Email ([jcpcteacher@gmail.com](mailto:jcpcteacher@gmail.com)) is a wonderful way to reach the teacher.

**Website:** Monitor the school website for general information, updates and reminders.

### Contact the Board

If you have comments, questions or concerns about registration, school policies, procedures, billing, financial arrangements, the facility or staff, please contact the board at any time, or feel free to attend the next monthly board meeting.

**Email:** Email [jpcboard@gmail.com](mailto:jpcboard@gmail.com).

**Phone:** Call the school at 229-9880 and select the "board" option. Voicemail will be checked regularly and calls returned as quickly as possible.

## **Our Classroom**

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### **Our Philosophy**

Our primary concern is to provide an environment and experiences that help the child grow in all areas of development, including fine motor, gross motor, cognitive, social and emotional development. We will strive to strengthen the development of each child's senses, add to his/her ability to speak, and work on other skills such as classification, relationships and discrimination. We will emphasize art, music, science, math, literature and drama, and will also help the child deal honestly with their emotions.

JCPC stresses a positive idea of the self in all children – we believe everyone benefits from internalizing a sense of innate worth. Preschool children attain knowledge best by doing, not just from being told what to do. We also believe it is crucial to allow children to progress at their own pace. Our staff strives to be responsive to each child's individual needs and to meet each child at his or her level of development every day.

### **To help children develop emotionally, socially, physically and intellectually, we:**

- Nurture our students with encouragement and praise
- Promote creativity, curiosity and exploration
- Guide children as they learn how to work and play both in a group and independently
- Help children learn to make choices
- Provide opportunities for children to practice gross and fine motor skills
- Introduce the basics of an academic curriculum without pressure and according to each student's needs and abilities

### **Curriculum**

We see play as the children's "work," or the primary way the children learn. Therefore, our curriculum is built around play. Our classroom has several different play "centers," such as the block area, housekeeping area, art area, cognitive (academic) area, computer area and science area, which the child is encouraged to explore under the guidance and supervision of the teacher. In a typical day, there are both structured and non-structured periods, both individual and group activities. This type of programming is necessary because it allows the staff to work with each child as an individual with different needs, interests and levels of growth. Academically, the staff incorporates elements of the Handwriting without Tears and Everyday Math curricula into classroom instruction. If you wish for more information about these or other academic curricula in use, please contact the teacher.

In order to make JCPC accessible and welcoming to all members of the community, there is no explicit religious instruction included in the curriculum. Christian holidays such as Christmas and Easter may be addressed as part of cultural studies, and children sing or say a brief non-denominational prayer of thanks before snack. If you wish for your child not to participate in these or any other activities, please indicate such on the Questionnaire at the beginning of the school year or let the staff know before the

activities are scheduled to occur. If you are interested in Sunday School, we encourage you to contact Trinity Lutheran Church at 229-2619.

### **Assessment**

Assessment of student progress is a continuous process. Informal assessment occurs daily in the course of student/teacher interaction. Formal assessment of your child's attainment of certain developmental skills and milestones occurs regularly throughout the school year. Progress reports will be sent home twice a year and face-to-face conferences will be scheduled at least once a year. If there are specific concerns about a child's development at any point in the school year, the teacher will contact parents immediately. Please note that the progress reports and any communications are confidential and do not become part of any school district's formal record.

If you have general or specific questions about your child's progress or wish for more information, please contact the teacher at any time. Understand that all children develop at different rates and that it is normal for a child to achieve milestones at a different pace and in a different order than their peers. It is also quite normal for a child not to display some skills in the classroom that they have clearly mastered at home. Therefore, the assessments you receive from JCPC should be regarded together with your own observations in order to form a complete picture of your child's development.

### **JCPC Daily Routine**

#### **Our typical routine (varies by class and by day):**

- Arrival and table-toys
- Clean up
- Circle Time: calendar, weather, helper chart, songs or finger play. Letter, number, shape or color of the day – instructional time to teach each skill.
- Seatwork: Teacher and aide assist child with paper activities and explain project of the day.
- Project Time/Center Play: Children are called in groups to work with the teacher or aide to complete a project. Children engage in center play when not working on project.
- Clean up
- Story time
- Wash hands
- Snack
- Prepare items to go home/Quiet reading
- Music and movement
- Show and Tell/Games
- Parent pick up

**Arrival at Preschool**

Please do not bring your child before 8:55am. Each child attending JPCP must be accompanied to the preschool hallway by a parent or someone given custody of the child on that day and **MAY NOT BE LEFT** until his/her presence is acknowledged by the teacher. The purpose of this policy is to make sure that the child is safely within the building and in the care of the preschool personnel before the accompanying adult leaves the child. The outer doors in the rear of the church typically are locked during class time for safety reasons. If you require admittance to the preschool during class, please ring the bell.

**Departure from Preschool**

Please do not pick your child up later than 11:05am (3's) or 11:35am (4's). If you are going to be late, please call the school **BEFORE** the pickup time. The board will be notified and you will be billed a late pickup fee if you do not do so (please see Late Pickup Policy for more details).

If you are more than one hour late in picking up your child and the school has been unable to reach you or your emergency contacts, the law requires school staff to contact Social Services to pick up your child for safekeeping.

If someone other than those listed on the JPCP Permission to Release form will be picking up your child after class, you must make arrangements *prior* to the pickup time, and preferably prior to that day, by calling the school or sending written notice. This is for your child's safety. The person designated to pick up your child will need photographic identification.

School staff cannot release a child to a person younger than 18 years of age. Anyone under the age of 20 should bring identification providing proof of age.

**First-Day Jitters and Separation Anxiety**

Your child may experience separation anxiety, depending on their temperament and the amount of time they have spent away from the home. During the first days of school, he/she may cry and cling to you, begging you not to go. Just as going to the doctor can be a scary experience, so can starting preschool. As parents, we need to remind ourselves that children do not always know what is best for them. We encourage you to say your goodbyes and leave the school. Leaving the center at this time may be one of the most difficult things you will have to do. Again, this is a big step for a child and they need your help to get through it.

Even the hardest criers usually settle down a few minutes after parents leave. However, if you get home and still need a little reassurance, **PLEASE CALL!** We will tell you how your child is doing and ease your mind. If, when the teachers have had a reasonable amount of time to work with the child, he/she is still upset, you will be called back to school. Your cooperation in this matter will not only benefit your child but also the other children in the classroom.

Prepare for an adjustment period during the first two months. Even though your child may rebel at first, he/she just needs time. We will work with you and the child to make this adjustment period a positive experience. It may help, too, to talk to other parents whose children are already in the program. The adjustment period varies from student to student, but since the teacher and parent both have the child's best interest in mind, progress will occur. Once this separation issue is resolved, your child will LOVE preschool.

**Here are some suggestions to ease separation anxiety:**

- If your child has never been left at a playmate's home, daycare or church nursery, try to do this at least once *before* school starts.
- Present school casually, as a natural experience which you expect your child to enjoy. Sometimes too much preparation reinforces doubts in your child's mind if they are sensing your anxiety.
- Tell your child what you will do after you drop them off so they know they won't be missing any exciting happenings with you while they are at school.
- When you drop off your child, assure them you will return shortly.
- Keep goodbyes short, simple and upbeat.

**Daily Dressing and Outdoor Play**

We ask that each child be dressed appropriately for outdoor play every day (weather permitting). We recommend your child be dressed in casual, serviceable clothing. Clothes should be comfortable for children to play in and, although we try to protect clothing, parents should expect clothing may get messy from art projects and play. Clothing also should be easy for the child to get on and off while using the bathroom. Jeans, t-shirts, shorts, etc. are most acceptable.

On the first day of school, we request you provide a complete change of clothing for your child. The outfit should be placed in a plastic, sealable bag and labeled. You are responsible for changing the clothing throughout the year to accommodate changing seasons and your child's growth. All clothing will be returned on the last day of school.

Please label all clothing that may be removed during school hours, particularly outerwear such as coats, hats, sweaters and mittens. The school cannot be responsible for returning unmarked clothing.

**Toys and Personal Items**

If a child brings a toy or personal item to JCPC, the child may be required to share it with other children attending JCPC. JCPC assumes no responsibility for items that are brought to JCPC and will not be liable for anything that is lost, stolen or broken.

Children may **not** bring action figures, toy weapons (such as guns, knives, bows and arrows) or items that could be used as weapons to JCPC. School staff will immediately confiscate such items and hold them for delivery to the parents at the end of the school day.

**Juice and Snacks**

Children love to share in providing snacks for the preschool. Each child will bring snack for the class on a rotating basis. Assigned days will be indicated on the class calendar sent home at the beginning of every month. If you are unable to provide snack or your child is sick on their assigned snack day, please let us know and the school will provide snack. Teachers may ask parents to bring a special snack that reflects the monthly theme or a special activity.

**Typically, you will be asked to provide:**

- 100% juice or milk (48 or 64 ounce, *not* juice boxes or individual servings)
- Nutritious snack (washed and cut, if necessary)
- 5 ounce drinking cups
- Napkins

**Some Ideas for Healthy Snacks:**

Cut fresh fruit	Cut veggies	Goldfish crackers	Cheerios
Pretzels	Popcorn	Applesauce	Muffins
Raisins	Nuts	Pudding	Cheese chunks
Yogurt	Cheese crackers	Animal crackers	String cheese
Graham crackers			
Milk	100% juice		

**Unhealthy Snacks to Avoid (except for birthdays):**

Sweets such as:	Candy	Cookies	Cake	Brownies
Salty, greasy snacks like chips				
HiC	Hawaiian Punch	Lemonade	Gatorade	
Fruit “drink” (not 100% juice)				

**Birthdays**

The snack assignments will reflect student birthdays – typically, a parent will be asked to bring in snack on the student’s birthday or the closest class day. On this special day, we do make an exception to the healthy snack rule – students may bring non iced cookies.

**Field Trips**

Class field trips and short walking trips are scheduled occasionally to enrich your child’s educational experience. The teacher will arrange transportation for field trips using parent volunteers with clearances. The state requires that all children must have a car seat or booster seat. Permission slips will be required for each field trip. Children not participating in a field trip should remain at home that day.

**Fundraisers**

We schedule fundraisers several times during the school year. Students are *not* required to participate in any fundraising activities.

### **The Wishing Well**

When items are needed for the classroom, we will post a sticky note listing the item on the “Wishing Well”. If you are interested in purchasing any item, please remove the sticky note and bring the item in as soon as you are able. Parents’ support of the Wishing Well is deeply appreciated but any participation is strictly voluntary.

### **Inclement Weather – School Delays and Cancellations**

While we will try to maximize class time, our first concern is always the safety of all the students of JCPC. Decisions regarding closings, delays and early closings will be made by the teacher based on conditions near JCPC and in surrounding areas. **Decisions may not correspond to those of surrounding school districts, so please be sure to check for announcements specifically concerning JCPC.**

#### **Cancellation**

Announcements will be made on TV Channel 8 (WGAL) or online at [www.thewgalchannel.com](http://www.thewgalchannel.com). Closing decisions for JCPC may not correspond to those of nearby school districts. We will make every effort to have announcements posted by one hour prior to the start of class.

#### **Delays**

If we announce a one-hour delay, we will open at 10am. However, school will end at the regularly scheduled time (11am for 3’s, 11:30am for 4-5’s). If we have a two-hour delay we will open at 10:30am and will end at noon for 3’s and 12:30pm for 4-5’s. The door to the school will not open early on snow delay day to allow safe travel for our staff. We will make every effort to have announcements posted by one hour prior to the start of class.

#### **Early Closing**

If inclement weather arises during class, an announcement of early closing will be made on Channel 8. Such decisions may not correspond to school closing decisions for nearby school districts - please watch Channel 8 for announcements specifically about JCPC.

### **Parents in the Classroom**

**Observation:** You are always welcome to observe your child in the classroom for all or part of any school day. Act 34 and 151 clearances are *not* required to observe. While observing, parents are expected to be unobtrusive and may not interact with other students.

**Volunteering:** We welcome parent involvement in the preschool and feel it benefits not only the preschool, but the parent and child as well. There are many ways a parent can volunteer to participate in the preschool experience, including helping with field trips, special events and holiday projects. Act 34 and 151 clearances *are* required to volunteer in the classroom. Please see the Volunteer Packet for more specifics.

## Health and Safety

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### Discipline

JCPC does not condone the use of physical punishment of any type. JCPC staff will talk to the child about their behavior, redirect the child's interest, withhold privileges or require the child to take a cool-down period. If the child remains unruly, parents will be called to remove the child for the remainder of the day.

If a child is required to take a cool-down period, a Broken Rule Notice will be sent home with the child. This notice needs to be signed and returned to the teacher.

If a child's behavior is dangerous to the child, other students, or staff, or results in damage to the facility or classroom resources, the teacher may recommend immediate suspension of the child to the board. Please refer to the Emergency Suspension Policy.

### Safety

In the event of an emergency, the classroom is equipped with a telephone and there are two staircases to exit the second floor. In order to keep the students safe, the school doors (nearest the parking lot) are kept locked except during designated student drop off and pick up times. If you need access during class hours, ring the bell located by the door. Note that these doors may be unlocked if there are church activities taking place downstairs. Likewise, the side door is kept unlocked only when someone is in attendance in the church office and can observe arrivals and departures through that door.

### Dangerous Items

If a child brings any weapon, drug, weapon-like toy or *any* other item to school that may endanger the child, other students or staff, the item will be confiscated immediately and the teacher will contact the parents and the JCPC board. Authorities will be contacted immediately if a student brings any illegal item, such as a weapon or drugs, onto school grounds.

### Potty Training

Children must be potty-trained or in the process of training in order to enroll in classes.

We expect the child:

- To be able to indicate the need to use the bathroom
- To be interested in staying dry/clean
- To be dry for long periods of time during the day
- To be able to manage all aspects of bathroom use or to be able and willing to ask for help

If a child is prone to accidents, he/she must wear pull ups and parents must provide disposable supplies – pull ups, wipes and rubber gloves – in case of accidents.

## **Emergency Contacts**

JCPC must have on file phone numbers where parents can be reached during class hours. It is critical you update your child's file as soon as any contact information changes. Additionally, we require two emergency contacts that live within a 30-mile radius who are willing to pick your child up if the occasion arises. Please discuss what your plan of action is with your emergency contacts so there is no confusion if they should be called upon to take responsibility for your child.

We may call your emergency contacts if:

- Parent is more than 15 minutes late picking up the child and has not contacted the school
- Any medical situation arises during class and staff is unable to contact the parents
- There is an emergency school closing or early dismissal
- Staff has not been given permission on the Questionnaire form to change a student's clothing in the event of a potty-training or other accident
- Student behavior requires emergency measures

## **Non-Smoking Environment**

JCPC prohibits smoking on church/school property, in vehicles carrying students during school field trips or in the proximity of students during any school function.

## **Reporting Child Abuse**

Federal law and Pennsylvania state law require that school staff report any suspicion of child abuse to the proper authorities.

## **Immunization**

We require a copy of each child's immunization history. This must be provided by the end of the first month of school, or the board may send a suspension notice. We adhere to the Childhood and Adolescent Immunization Schedule published by the Centers for Disease Control and Prevention. If a child is not vaccinated accordingly, for their protection they may be excluded from class and activities during an outbreak of a vaccine-preventable disease.

## **Illness**

We expect children to:

- Come to school neat and clean at all times
- Remain at home if sick
- Be treated at home for injuries received outside the school grounds

Parents should not send children to school if they have been ill during the night or early morning. Also, children should be free of any fever for 24 hours before returning to school. We ask that parents call or send a note if a child will be out of the class for more than two days.

Any student at school with fever, vomiting or diarrhea will be isolated from others and parents will be called to pick them up.

### **Communicable Diseases**

If a student shows suspicious signs of particular contagious diseases such as the ones listed below, a teacher will isolate the child from the class and call for the parents to pick them up. An Exclusion Notice will be sent home with the child. The student may return to the classroom only when a doctor certifies in writing that the child did not have the suspected disease or that he/she has recovered from the disease.

If a child develops one of these diseases outside the classroom, parents must call and inform the teacher that the child has a communicable disease. JCPC is required to notify all parents of the presence of communicable diseases, but your privacy will be protected.

Children with the following diseases are to remain out of school for the specified lengths of time. A doctor's certificate of recovery is required only where specified.

**Diphtheria** – Two weeks from onset or until appropriate negative culture tests

**Measles** – 7 days from onset of rash

**Mumps** – 9 days from onset of illness or until fever and swelling have subsided

**Impetigo** – Until judged non-infectious by physician (written certification required)

**Chicken Pox** – 7 days from last crop of vesicles

**Pediculosis Capitis (Head Lice)** – Until judged non-infectious by a physician (written certification required)

**Acute Contagious Conjunctivitis (Pinkeye)** – 24 hours from institution of appropriate therapy

**Ringworm (all types)** – Until judged non-infectious by physician (written certification required)

**Scabies** – Until judged non-infectious by physician (written certification required)

**Respiratory Streptococcal Infections**, including:

**Scarlet Fever** – No less than seven days from onset if no physician is in attendance, or 24 hours from institution of appropriate antimicrobial therapy

**Rubella (German Measles)** – 4 days from onset of rash

**Tonsillitis** – 24 hours from institution of appropriate therapy

**Trachoma** – 24 hours from institution of appropriate therapy

**Whooping Cough** – 4 weeks from onset, or 7 days after institution of appropriate antimicrobial therapy

## First Aid and Emergency Care

JCPC requires its teacher and aide to maintain current CPR/First Aid certification.

### For minor injuries:

Any abrasion will be cleaned and a bandage will be applied. Ice packs will be applied to bumps or bruises. If the child remains uncomfortable after first aid, the parent will be called. In all cases, an “Ouch Report” explaining the injury, date, time and first aid applied will be sent home with the child. The Report must be signed and returned.

### For major injuries or emergencies:

It is our policy to notify a parent/guardian when a child suffers a serious illness or injury during class time or JCPC activities. Such injuries might include, but are not limited to, a sprain, broken bone, serious fall, deep cut, uncontrolled vomiting or sudden high fever. If the situation does not permit OR if we are unable to reach the parent/guardian, JCPC staff may take action at their discretion, including but not limited to taking the child to an emergency medical center (such as a hospital emergency room) or calling 911.

Each child is required to have a Consent for First Aid form and a Consent for Treatment Form on file. Parents must update the forms as necessary.

## Administration of Medication

The giving or application of medication, including individual special medical procedures, shall be carried out by preschool staff only on written order or a prescription from a physician to the child’s parents or guardians and only if medically necessary that the medication be administered or procedure be performed during class hours.

If a student must take a medication in school, even for ONE day, the parent is responsible for providing a Medication Consent Form directly to the teacher. The Medication Consent Form is available from the teacher. Both the parental consent **and physician’s instructions** sections must be completed and signed. The form includes a release from liability. A separate form will be required for each new illness or medication.

Please note:

- We *will not* give over-the-counter medications unless provided with a written order from a physician. This includes cough syrup, aspirin, Tylenol, allergy medication, etc.
- We *will not* administer the FIRST dosage of any medication to a child.
- Children *may not* have medications in their possession during school, nor should they transport medication on school grounds.
- A Medication Consent Form must be completed for any medication that will be used only as needed, such as an inhaler for asthma.
- All medications must be in their original containers or packaging.

## Policies and Procedures

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### The School Board

The preschool is sponsored by Trinity Lutheran Church and is operated by an unpaid board comprised of students' parents, members of Trinity Church and members of the community. The board's duties include budgeting and management of school funds, fundraising, advertising and PR, facility maintenance and improvement (in coordination with the Church's Property Committee), hiring and supervision of preschool staff, and policy creation and enforcement. School board meetings are held monthly at the church. The date and time of meetings will be included in the monthly school calendar.

The board relies upon voluntary membership, including that of parents. Because parent members often stop participating in the board when their children graduate from JCPC, we are always looking for current parents to join us. A small time commitment of a few hours a month can give you a big say in your child's preschool experience. Please contact a current board member if you are interested.

### Attending a Board Meeting

You do not need to be a board member to attend a meeting. All parents are welcome and are encouraged to attend board meetings whenever possible. If parents or members of the public are in attendance, the board will conduct a public segment of the meeting, during which any public information can be freely discussed and parents are welcome to raise issues, express opinions and discuss matters of concern to them. If a parent wishes to discuss a confidential matter, they may contact a board member to schedule a special meeting of the board or may request a private session during a regularly scheduled board meeting.

**The following policies and procedures have been approved and will be enforced by the board of JCPC.**

### Enrollment Requirements

The Jefferson Center for Preschool Children admits students of any race, color, national or ethnic origins to all the right privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national or ethnic origin in the administration of its educational policy, administrative policies, scholarship and loan programs, or other administered programs.

#### Age

**3's Class:** Children must be three years old. The teacher may make exception on a *provisional* basis (see Student Evaluation Policy below).

**4-5's Class or Pre-K:** Children must be four years old by the kindergarten-entering date of the *child's* local school district (September 1<sup>st</sup> in many school districts). The teacher may make exception on a *provisional* basis (see Student Evaluation Policy below).

**PreK**

Admission to the PreK program is contingent upon teacher evaluation and interview. Because the class is intended to provide a more in-depth academic experience for the student, children admitted to the PreK program must exhibit a certain level of cognitive, social, behavioral and emotional development.

**Potty Training**

Children must be potty-trained or in the process of potty-training. If a child proves not to meet the criteria outlined in the Health and Safety section or otherwise requires excessive help with bathroom use, the teacher may request a meeting with the parent/guardian to re-evaluate the student's readiness for school. If parents and teacher cannot resolve the issue, a special board meeting can be scheduled (see Student Evaluation Policy below).

**Documentation**

We require that the following documentation be submitted in a timely manner for every student enrolled in JCPC:

- Completed registration form
- Questionnaire
- Handbook Agreement Form
- Medical History
- Immunization Record
- Consent for Emergency Medical Treatment (*must be signed in order to enroll*)
- Consent for First Aid
- Permission to Release Form
- Emergency Contact Form
- Student Directory form
- *Certified* custody agreements and court orders, where applicable (without these, staff may not be able to prevent your child from leaving with their non-custodial parent)

It is expected that all information submitted to JCPC is true and correct, to the best knowledge of the parent/guardian.

If any document is not received within one week of the due date specified for that document, the board may issue a Suspension of Services notice, preventing the student from re-entering the classroom until the document is submitted.

**Custody Agreements and Court Orders**

JCPC staff must regard both biological parents of a child as possessing full custodial rights unless we have on file notarized custodial agreements or court orders detailing limits on custodial rights for either parent. Without any such documents on file, staff cannot prevent a biological parent from communicating with a child, participating in the child's education, signing papers on behalf of the child or removing the child from the school premises. Please make necessary arrangements and provide the necessary documents *before* your child begins school.

**Liability**

The Jefferson Center for Preschool Children is not liable for any accidents or injuries which may occur during the operation of the school and/or on church and school grounds. Any and all expenses, medical or otherwise, incurred due to accident or injury are the full responsibility of the parent or guardian. By signing the Handbook Agreement form, you acknowledge and agree to this policy.

**Withdrawal Notice**

If you wish to withdraw your child, we require written notice two weeks in advance.

**Use of Students' Names and Images**

Throughout the school year, JCPC may have opportunities to share newsworthy information and/or pictures of its students with local newspapers and through various school publications. In addition, the school may maintain a webpage for sharing newsworthy information about our students, including names, photos and/or student artwork. We assume parents' implied consent for the use of your child's name or image unless you provide written notification to the contrary. If you prefer that your child's name and/or identifiable photograph not be used in any publication, webpage or other medium, please send a letter to the board stating such.

**Late Pickup Policy**

Children become upset when parents are late picking them up. If you are late picking up your child, the board will issue a notice of Late Pickup Fee, which accrues at the rate of \$10 for every 15 minutes you are late, for up to one hour. This fee *may* be waived at the board's discretion IF you call to inform staff of late arrival BEFORE the pickup time. However, repeated late pickups are grounds for termination of services even if you call.

If you are more than one hour late and the school has been unable to reach you or any of your emergency contacts, the law requires staff to contact Social Services to pick up your child for safekeeping.

**Supportive Parent Policy**

JCPC is built upon the assumption that educating your child is a team effort with teachers and parents working together in support of each other. This supportive relationship must be in place for education at JCPC to work. As you are a parent of a JCPC student, you have made a commitment to support the facility and staff of JCPC and trust in their ability to provide the best education for your child. This includes support for the staff's administering consequences for poor choices made at school, willingness to meet with teachers personally to work out any issues or differences of opinions that may arise in the education of your child, and the willingness to talk through concerns with teachers and the board rather than with other parents and community members.

## **Volunteer Policy**

Please refer to the Volunteer Packet for full volunteer policy. The primary concern of our volunteer policy is always the safety and well-being of our students. Volunteers are expected to be familiar with all the policies and guidelines laid out in this handbook and to adhere to those policies while volunteering.

For newly-enrolled students, parents/guardians are asked not to volunteer in the classroom until the teacher has granted permission to do so. This allows the student to settle into the classroom environment and learn to interact with their peers and the staff in a structured environment independently of their parents. Typically, the classroom volunteer calendar is not posted for the first month of the school year to allow students this opportunity. Parents/guardians of students enrolling mid-year are likewise asked to refrain from signing up for classroom volunteer duties until the teacher deems it appropriate. The number of classroom volunteers per day should not exceed the number indicated on the volunteer sign-up calendar.

## **Registration Fee**

A \$20.00 registration fee will be collected from each child, regardless of when he/she enrolls in the school. This is a non-refundable fee that is required at the time of registration. This fee will hold your child's space, as received on a first-come, first-served basis.

## **Tuition**

Tuition is due monthly, according to rates established by the board prior to the start of the school year. Monthly rates will not be adjusted for school days lost to holidays, sick days or inclement weather. Tuition is due on the 1<sup>st</sup> of the month. The first tuition payment should include first *and* last month's tuition. No tuition payment need be made for the last month. If the student does not complete the school year for any reason, the last month's tuition payment is non-refundable. This policy provides funds for "start up" supplies and costs at the beginning of the school year.

No refund will be made for absenteeism.

Checks should be made payable to JCPC. Please include your child's name on checks or money orders. Payments may be dropped in the box located outside the classroom, using the envelopes provided, or can be mailed to JCPC, PO Box 218, Codorus, PA 17311. Receipts are available upon request.

If you experience difficulty making payment, *please* contact a member of the board as soon as possible. While we rely on every penny of income and tuition alone does not cover all school expenses, we are sincerely committed to providing a continuous educational experience for your child and will make every effort to work with you to make arrangements.

### **Returned Check Policy**

If *any* check made out to JCPC is returned to JCPC by a financial institution for any reason, the board will issue notice to the parent of a \$25 returned check fee.

#### **If the check was for a fundraiser, late pickup fee or other non-tuition matter:**

The notice will ask the parent to pay the returned check fee *plus* the initial amount of the returned check by cash or money order within one week of the notice date.

#### **If the check was for tuition:**

Payment of the returned check fee *plus* the tuition amount due must be made within one week of the board's notice OR the parent must contact the board to make payment arrangements. If that week passes without action by the parent, the board will issue a late payment notice and the terms of the Late Payment Policy (below) will go into effect.

If any two checks issued by a parent/family are returned, the board will issue a notice requesting all future payments by cash or money order. Chronic returned checks may also be grounds for termination of services.

### **Post-Dated Check Policy**

JCPC cannot accept post-dated checks. If a check is post-dated, the board may consider it non-payment and may request immediate payment and apply late fees or other penalties as defined by board policy. To avoid late fees or other penalties, please contact a board member if you need to make arrangements for late payment.

### **Late Payment Policy**

- Tuition is due by the 1<sup>st</sup> of the month.
- If payment is not received by the 7<sup>th</sup> of the month, the board will send you notice of a \$20 late fee (which accrues monthly). We encourage the parent/guardian to contact the board at this point if they need to make arrangement for payment.
- If payment in full is not made within one week after receiving the late fee notice and the parent/guardian has not contacted the board, the board will send a notice of Suspension of Services. The student will not be readmitted to the classroom until the parent/guardian pays the full delinquent amount (plus the next month's tuition payment, when it comes due) OR contacts the board to make arrangement for payment.
- If no action is taken by the parent/guardian within a week of the Suspension of Services, the board will send a notice of Termination of Services.
- **Note:** If a late payment notice is issued as a result of a returned check (see Returned Check Policy above), the board will enforce the Late Payment Policy as outlined here *even if* payment of subsequent months' tuition has been made on time. Again, if you are having trouble catching up after a returned check, please contact the board to make arrangements.

## **Student Evaluation: Classroom Needs and Behavior**

JCPC will ensure each child receives the best care the teachers are capable of giving. To that end, JCPC may request a conference involving teachers, parents and the board if a child exhibits classroom needs or behavior that require special or excessive attention from staff. Although we are sincerely committed to providing a continuous and consistent learning experience for every student enrolled, JCPC reserves the right to terminate services to a particular child if the teachers and the board feel they are unable to meet the needs of the child without jeopardizing the quality of services provided to the other children in the school.

### **Evaluation Process**

Prior to termination, we are committed to making every effort to work with the parents and student to continue services:

- **First Conference:** The teacher will inform the board of the issue, and the board will make arrangements for a conference between parents, teachers and board members to discuss the matter. At that conference, we will discuss our goals and come up with a mutually agreed upon plan of action.
  - If the parent refuses to attend a conference, the board will issue a notice of Termination of Services.
  - If no agreement can be reached by the end of the conference, the parent may choose to submit a two-week withdrawal notice (and the student may attend classes for no more than two more weeks) or the board may issue a notice of Termination of Services.
  - If an agreement is reached, at the conclusion of the conference the parent will be asked to sign a Two-Week Probation notice that outlines the goals and plans agreed upon. A second conference involving parents, teachers and board will be scheduled for the end of the two-week probationary period.
- **2-Week Probation:** During a two-week probationary period, the parent is expected to confer with the teacher regularly, whether formally or informally, to assess the situation.
- **Second Conference:** At the second formal conference, a decision will be made as to whether or not to continue services.
  - If the parent decides to remove the child, they may do so immediately or take up to one week to do so.
  - If the issue has not been resolved or shown significant improvement, the board may issue a notice of Termination of Services.
- **3-Month Probation:** If the decision is made to continue services, the parent will be asked to sign a Three-Month Probation notice that outlines goals and plans. During the three-month probationary period, the parent is expected to confer regularly with the teacher to assess the situation.
  - If, during probation, any party feels progress is not being made, the parent OR teacher may contact the board at any time to request another formal conference regarding the matter.
  - If teacher and parent are satisfied with progress at the end of the three-month probationary period, the matter will be considered resolved. If that

issue or any other issue involving the child arises at a later time, the evaluation process will begin again.

- Note that termination of services is applied on a child-by-child basis in this case. If the family has other children enrolled who have no classroom issues, those other children may remain in attendance.

### **Emergency Suspension Pending Termination**

The following extreme situations may require immediate action on the part of the teacher and board:

- A student behaves in a manner that is threatening, dangerous, offensive or disrespectful to him/herself, the staff, parent volunteers, other students or the classroom facility, property or resources
- A child or family member brings dangerous or illegal items, such as drugs or weapons, onto church or school grounds
- A student's family member engages in any activity that is dangerous, threatening, offensive or disrespectful to an enrolled student, a student's family, the staff, parent volunteers, or the classroom facility, property or resources
- A parent/guardian endangers students or staff by knowingly bringing a child who has a contagious illness or disease to school

### **Procedure for student misbehavior:**

1. The teacher will isolate the child and contact parents for immediate pickup. A notice of Suspension of Services will be sent home with the student.
2. The parent is responsible for contacting the board to arrange a conference between parents, teacher and board as soon as possible.
3. At that conference, the Evaluation Process outlined above will go into effect. If the parent fails to contact the board to schedule a conference, the board will issue a notice of Termination of Services. Note that termination of services is applied on a child-by-child basis in this case. If the family has other children enrolled who have no classroom issues, those other children may remain in attendance.

### **Procedure for family member misbehavior:**

1. A notice of Suspension of Services will be issued by the teacher or the board (depending on whether the behavior occurs in school or not). The notice will be sent to the offending party, if they are a student's parent or guardian, or to the parent/guardian if the offending party is another family member.
2. The parent is responsible for contacting the board to arrange a conference between parents, teacher and board as soon as possible. If the parent fails to contact the board to schedule a conference, the board will issue a notice of Termination of Services.
3. At that conference, the matter will be discussed and the board will decide whether to place the offending party on probation or to issue a notice of Termination of Services.
4. During probation, *any* further threatening, harmful or offensive behavior on the part of that individual will result in immediate termination of services to *all* children in that family.

## Non-Emergency Suspension Pending Termination

The following behaviors may result in the board's issuing a notice of suspension of services, pending possible termination of services.

- A child is picked up late more than 3 times in one month
- Late pickup fees are not paid
- Tuition payments are late more than 2 times in one school year (a returned tuition check will count as a late payment)
- More than 2 checks are returned from any one family in a school year
- A student and/or parent consistently violates various policies as outlined in this handbook
- It is found that information about a student has been deliberately misrepresented during the application and registration process
- Required forms or documents are not submitted in a timely manner

### If such a situation arises, the following procedure will be followed:

1. At their discretion, the board will issue a notice of Suspension of Services.
  2. Upon receiving the notice, the parent will be responsible for contacting the board to schedule a conference as soon as possible.
  3. At that conference, the matter will be discussed and the board will decide whether to place the offending party on probation or to issue a notice of Termination of Services. Probation will stipulate that *any* further violation of policy on the part of that individual will result in immediate termination of services. If the parent fails to contact the board to schedule a conference, the board will issue a notice of Termination of Services.
- Note: If the offending behavior is committed by only one student, a termination of services will apply only to that student. If the offending behavior is committed by a parent or guardian, the termination of services will apply to all enrolled children in that family.

## Readmission after Termination of Services

If the board terminates services to a particular child based on the policies outlined above, the family must contact the board to arrange a conference between parents, teachers and board before applying for admission for *that* child in subsequent school years.

If the board terminates services to a *family* based on the policies outlined above, the family must contact the board to arrange a conference between parents, teachers and board before applying for admission for *any* child in the family in subsequent school years.

## Policy Revision

JCPC reserves the right to revise policies and procedures and to create new policies and procedures as needed. New policies and revisions will go into effect immediately upon board approval, unless a specific effective date is indicated. Policies, forms and documents will be reviewed periodically and updated as needed. Written notice will be provided to all parents when changes are made and approved.