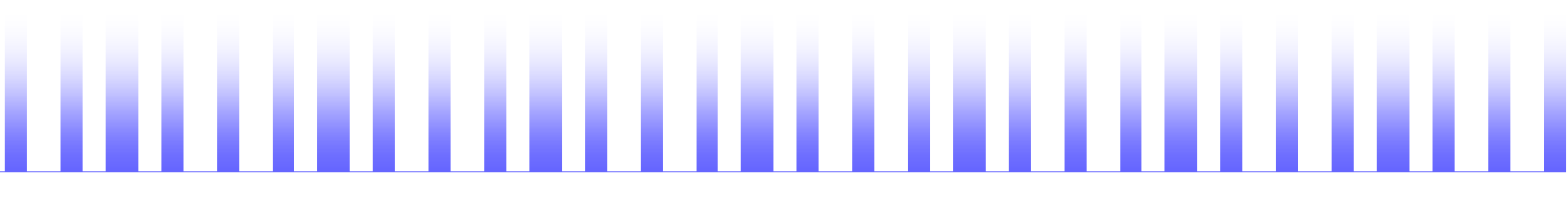




Ft Mitchell † Baptist Church



Parent Handbook



We welcome you to Jump For Joy!

Beth Walther, Director

Donna Sweeney, Assistant Director

www.Jumpforjoypreschool.com

Address: 2323 Dixie Highway
Fort Mitchell, KY 41017

Email: jfjpreschool@gmail.com

JFJ Phone #: (859) 331-2304

JFJ Fax #: (859)331-2362

Our Vision

At Jump For Joy Preschool, we strive to instill the joy of learning through God's love.

Our Mission

We will work with each child to build self-esteem and positive feelings about school. We also will challenge each child to develop an awareness of the needs of others around them, while learning to serve others and reach out to those in need in our community.

What Makes JFJ Special

Jump for Joy Preschool is a warm, loving environment designed to encourage learning. The unique low teacher to student ratio allows for a comfort level for each child to grow intellectually, socially, and emotionally.. We respect each child's individuality.

JFJ displays patience, kindness, gentleness, respect, and self-control to enhance our program and make it a place where children feel safe. We provide developmentally appropriate opportunities through hands on experience, allowing children to gain confidence, become independent, and build self-esteem.

We are a state licensed preschool with a 5 STAR rating. We want your child to have the best preschool experience possible!

Art, language, science, music, and early math and reading readiness will strengthen and prepare your child for kindergarten. Weekly Bible Time will introduce your child to God's incredible love for them, and His plan of salvation for all through Christ Jesus.

Classes Offered at JFJ

For 2's, 3's, and 4's options other than MWF or T Th may be available if needed.

All classes offered are based on enrollment.

We will try to honor requests for teachers or classroom placement with friends, but cannot guarantee these requests due to staffing and boy:girl ratios, etc.

<u>Classroom</u>	<u>Birthdate Cutoff</u>	<u>Potty Trained</u>	<u>Ratio</u>	<u>Days</u>	<u>Monthly Tuition</u>
2's	2 by Aug. 1 st	no	2:8	MWF	\$270.00
				T/Th	\$215.00
Younger	3 between Aug. 2 nd and Nov. 15 th	no	1:8	MWF	\$270.00
				T/Th	\$215.00
3's	3 by Aug. 1 st	yes	1:10	MWF	\$270.00
				T/Th	\$215.00
4's	4 between Aug. 2 nd and Nov. 15 th	yes	1:10	MWF	\$270.00
				T/Th	\$215.00

In order to prepare students for 5 day per week all day kindergarten, PRE-K is offered 3 days or 5 days per week.

Pre-K	4 by Aug. 1 st	yes	1:12	MWF	\$270.00
				MT/Th	\$270.00
				5 day MTWThF	\$425.00

JFJ School Year Fees and Tuition

One time registration fee due at registration:

\$75.00 Registration Fee **Per Child** - (Non-refundable)

One time classroom supply fee due Aug. 1st:

\$105.00 **T-TH** Students Classroom Supply Fee **Per Child**

\$130.00 **M-W-F** Students Classroom Supply Fee **Per Child**

\$180.00 **Every Day** Students Classroom Supply Fee **Per Child**

(Classroom Supply Fee is refundable up until Sept. 15.)

Monthly tuition due Aug. 1 through April 1st in 9 paymentsst:

	<u>Annual</u>	<u>Monthly</u>	<u>\$15.00 monthly 2 children discount</u>
T Th 2 days	\$1935.00	\$215.00	\$415.00
MWF 3 days	\$2430.00	\$270.00	\$525.00
M - F 5 days	\$3825.00	\$425.00	\$835.00

Annual tuition may be paid in full for the incoming school year, or may be divided into 9 monthly payments, due on the 1st of August, by the 15th, and each month thereafter through April. (Next installment is due on September 1st, to be paid no later than Sept. 15th and then for each month following through April of the school year. (There is a \$25.00 fee for any returned check.) A **late fee** of \$15.00 will be added for any payments not received by the 15th of each month

Registration Procedure

1. Turn in a registration form with the \$75.00 registration fee **for each child.**
2. First Tuition installment and classroom supply fee are due August 1st, of the school year by August 15th. Monthly tuition due on the 1st of each month. A **late fee** of \$15.00 will be added for any payments not received by the 15th of each month.
3. Once a tuition account reaches the 2nd month of overdue status, the student will be dismissed from the program, and will be permitted to return to school once the account is brought current.
4. Please provide a 30 Day Notice for withdrawal during the school year. Payment will stop after the 30 day notice.
5. **No** tuition adjustments will be made for weather related closings.
6. **No** tuition adjustments will be made for unexpected closures or absences.
7. **We MUST have your child's current immunization form (physician signed and dated) on file PRIOR to the first day of school. Per state regulations they will not be permitted to begin without it.**

Our School welcomes families of any faith, race, creed or ethnic origin. In-house registration, for current students and church members will occur 2 weeks prior to open public registration. After this initial 2 weeks of in-house registration, **all** registrants are accepted in the order in which they are received.

JFJ Drop off Procedures

We will begin receiving children from the car line at **9:20**. The car line will run until 9:30. The doors will be locked at 9:30 and classes begin. For late arrival, please ring the doorbell/buzzer to the right of our door and someone will assist you.

1. Please turn on Silver Ave and enter the 2nd entrance to the parking lot behind the church.
2. **Drop off Line:** Please pull up to green awning next to playground so that your passenger side door is facing the front JFJ entrance under the awning. Your car should be facing out towards Silver Ave. Place car in park and turn off car. Please remove your child from their car seat and walk them to a JFJ staff member at our door under the awning, to be walked to class.
3. *****We understand that you may wish to walk your child to their classroom at the beginning of the school year or that your child may experience separation anxiety. We ask that you park your car in the lot and come in through the JFJ front door. **Once your child is used to the drop off process, we encourage you to use the car line, as it helps the morning flow much smoother. If you walk your child in, please do a quick drop off so that it minimizes disturbance to the classroom.*******
4. Some of you may want to park your car and then line up with your child under the awning to wait for the door to open. **Please stay with your child until you know that they have been received by a JFJ staff member.**

JFJ Pick Up Procedures

Only persons on your child's pick up list will be permitted to pick up your child. You will be asked to show your Photo ID at time of pickup. Always have it with you. Once our staff knows you, we will not ask for it. Any changes to persons permitted to pick up your child must be submitted in writing that day to the school office and that **person must provide a valid Photo ID for pick up. No exceptions.**

Dismissal is at 1:20. Please arrive no later than 1:30. Please park and come to the assigned pickup area for your child's class. You must sign your child out when they leave.

It is very important to be on time when picking up your child. Being late causes children to worry. A late fee of \$25 will be charged for the first 5 minutes **after 1:30 pick up** with an additional \$5.00 per minute after that time

Our Discipline Policy

Children need to learn and understand acceptable and unacceptable behavior. Our teachers are here to help the children learn self-control and respect for each other.

When a child misbehaves or is disruptive, he/she is gently removed from the situation and redirected to a more appropriate behavior. If the behavior continues, the teacher will remove the child completely and allow them to sit and watch the others behaving appropriately.

If the disruptive behavior continues, a child may be removed from the classroom and brought to the school office . Upon returning to the classroom, if the inappropriate behavior continues, parents will be called for a conference.

The safety of every child at Jump For Joy Preschool is our top priority. In cases where inappropriate behavior is such that the safety of the students in the classroom is at risk, i.e. biting, physical violence, etc., the following procedure will be followed:

First Occurrence: The child will be removed from the classroom. Parents will be notified of the incident both verbally by phone and in writing with an incident report.

Second Occurrence: The child will be removed from the classroom. Parents will be notified of the incident both verbally by phone and in writing with an incident report. Parents will be asked to pick up the child. The child will be suspended from the program for the remainder of that day, as well as their next school day.

Third Occurrence: The child will be removed from the classroom. Parents will be notified of the incident both verbally by phone and in writing with an incident report. Parents will be asked to pick up the child. The child will be terminated from enrollment in the program for the remainder of that school year.

In order for a child who has been dismissed from the program to return to Jump For Joy Preschool the following school year:

- Readmission request must be presented to both the Director and the Jump For Joy Advisory Council in writing.
- The Director and Jump For Joy Advisory Council must approve readmission.
- Once readmitted, it is understood that the child will be dismissed from the program at the first occurrence.

Emergency Policies and Procedures

- JFJ has a fire drill monthly and tornado, earthquake, and lock down drill quarterly.
- Please see the attached Evacuation Plan which provides information on where to pick up your child if our building must be evacuated due to an emergency situation.
- Doors are locked daily at 9:40 Please ring doorbell on the JFJ door if you need to pick up a child early from school. Your child will be brought to you at the door for check out.
- 911 will be called for extreme injuries. Preferred hospital and doctor's contact information must be kept on file in the school office. Please keep forms up to date with contact information in case of emergency. Parents will be informed, and an accident report will be filled out and kept on file for minor injuries.
- Any incident at JFJ, requiring medical attention, must be reported to the KY Cabinet for Health and Family Services, by the Jump For Joy Office.

Medication Policies and Procedures

- No Medication will be administered at JFJ, other than those required for allergies or asthma. EpiPens and Benadryl will be kept on hand for severe allergic reactions, and asthma inhalers kept on hand for asthmatics, and must be clearly labeled by the pharmacy with child's name and correct dosage. These will be kept daily in your child's teacher's emergency backpack, and stored in a locked cabinet over night. These medications will travel from place to place with the teacher at all times. We ask that each family provide WRITTEN instructions on the provided medication form for these emergency medications.

Sickness Policy

When a child presents with an illness at school they will be isolated from other children, and supervised in a first aid/sickness room.

The parent or guardian **must remove the child from the program within 1 hour**, as outlined in the state regulations.

Students should be fever free, and symptom free of any illnesses including diarrhea and vomiting for at least 24 hours before they return to school.

Attendance Policy

Please call our school at 331-2304 and notify us if your child will be absent that day.

Please make sure we have a contact number where you can be reached at all times in case we need to contact you due to an emergency or illness.

There are no "make up" days or tuition refunds for absences.

Weather Closure Policy

We have adopted the following policy for weather closures.

We will communicate all weather closures through email. Always **check your email** for weather updates. A school wide email will be sent when a school closure or delay has been made. Please be sure that we have your correct email in the school office.

If Kenton County is CLOSED, Jump For Joy **will be** CLOSED.

If Kenton County is on a 2 Hr. Delay, Jump for Joy will be on a delay with doors opening at 10:00 am.

If Kenton County is on a 1 Hr. delay, Jump For Joy will begin at the REGULAR start time.

We do not give tuition reimbursement for weather related or other emergency closures. Circumstances with excessive days of closure due to weather will be reviewed by the Director and the Jump For Joy Board of Directors to determine if make up days will be included in the school calendar.

Assessment and Curriculum

The staff of Jump for Joy Preschool work to support learning goals for individual children, through ongoing observation, ASQ-3 Assessment which is administered within the first 30 days of enrollment, and biannual curriculum-based assessment. Results of these assessments are used for individual and group instruction, as well as curriculum development that best serve individual students, meeting their needs in the classroom. Our curriculum is aligned with the KY Early Childhood Learning Standards.

We request that families provide us with copies of a student's IEP/IFSP, so that we may collaborate with parents and providers to support goals for each child.

What do I need to bring each day?

- Please do not bring in toys from home.
- Each child should bring:
 - A **backpack** labeled with their name.
 - **Lunch box** with lunch labeled with name. Please see lunch requirements below.
 - **Refillable water bottle** labeled with name.

- Please keep a seasonally appropriate **change of clothes** in your child's backpack, including underwear and socks.
- Please keep extra **pull-ups or clean underwear** in your child's backpack, if needed.

Lunch

(revised September 2021)

- Every child should have a lunch box labeled with child's name.
- Every child should bring a packed lunch to school daily.
- Our school is a **peanut and tree nut free** school.
- Per State of KY requirements, each packed lunch must contain:
 - 1% Serving of Milk, either in a disposable carton or sealed cup 6 oz
 - Protein
 - Bread (whole or enriched grain)
 - Two (2) different vegetables OR
 - one (1) fruit AND one (1) vegetable.
- Per state regulations **we are NOT permitted to prepare food.** **Food Preparation includes: heating, reheating, cooking, chilling, cutting, or processing food.** We are not permitted to microwave your child's food. Please pre-peel or pre-cut your child's food.
- Please **label** all cups that are brought to school.
- Please pack lunches that are **peanut and tree nut (hazel nut, almond, cashew, walnut, pecan, etc) free.**
 - Sunbutter (sunflower seed), WOW Butter (soy), are wonderful substitutes. .
- Birthday treats must be store bought and will be distributed to the class at the discretion of the teacher. Please consult with your child's teacher prior to providing birthday treats.