



Ft Mitchell † Baptist Church



Parent Handbook





We welcome you to Jump For Joy!

Beth Walther, Director

Donna Sweeney, Assistant Director

Address: 2323 Dixie Highway
Fort Mitchell, KY 41017
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JFJ Phone #: (859) 331-2304
JFJ Fax #: (859) 331-2362

Our Mission at Jump For Joy

At Jump For Joy Preschool, we strive to instill the joy of learning through God's love, by helping your child 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. Each classroom has a lead teacher and an aide. 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

2 yr old class: Child must be 2 by August 1, of the incoming school year. (MWF, T/Th, or Everyday)

3 yr old class: Child must be 3 by August 1, of the incoming school year . (MWF, T/Th, or Everyday)

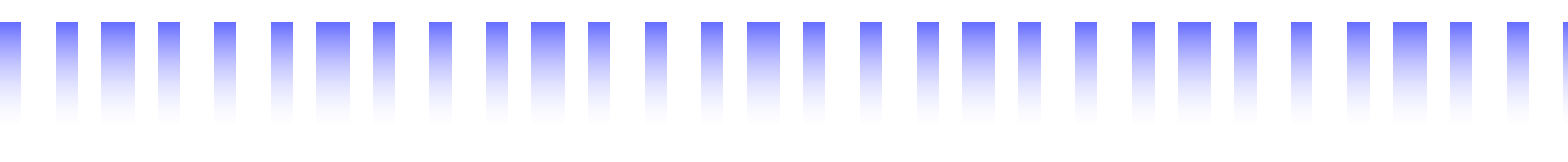
Fall 4's : Child must be 4 by December 31, of the incoming school year and potty trained. (MWF, T/Th, or Everyday)

Pre – K class: Child must be 4 by August 1, of the incoming school year and potty trained. (MWF, T/Th, or Everyday)

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.

Jump For Joy Preschool Early Jumpers

This program is designed to fill the need for families with consistent childcare needs prior to our regular Jump For Joy school day. Doors will open at 7:30 am. You may drop off your child any time after 7:30 am. The cost will be \$12.00 per day, due on the first of each month with monthly tuition, beginning August 1st. Space will be limited. To register your child:

1. Please fill out the registration form so that we have all information on your child.
 2. Please indicate on the registration form which mornings you will be using the early morning program.
 - If you are a MWF student, you can register for the early morning program all 3 days, or any combination from 1-3 days as long as it is consistent each week.
 - If you are a T/Th student you can register for the early morning program both days or one of the days as long as it is consistent each week.
 - If you are an everyday student you can register for the early morning program every day or any combination of the 1-5 days as long as it is consistent each week.
 3. You may send in a packed breakfast/snack for your child.
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JFJ School Year Fees

\$50.00	Registration Fee Per Child due at registration - (Non-refundable)
\$90.00	T-TH Students Classroom Supply Fee Per Child
\$115.00	M-W-F Students Classroom Supply Fee Per Child
\$165.00	Every Day Students Classroom Supply Fee Per Child (Classroom Supply Fee is refundable up until Sept. 15.)


JFJ School Year Tuition

	<u>2019-20 Annual</u>	<u>2019-20 Monthly</u>	<u>2019-20 2 children discount/monthly</u>
T Th 2 days	\$1530.00	\$170.00	\$330.00
MWF 3 days	\$1980.00	\$220.00	\$430.00
M - F 5 days	\$3150.00	\$350.00	\$690.00

Annual tuition may be paid in full, August 1 of the incoming school year, by the 15th, 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 \$10.00 will be added for any payments not received by the 15th of each month

Registration Procedure

1. Turn in a registration form with the 50.00 registration fee and appropriate classroom fee **for each child**.
2. First Tuition installment is due August 1st, of the school year by August 15th, . Monthly tuition due on the 1st of each month. A **late fee** of \$10.00 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 Hours/Drop off and Pick up Procedures

JFJ is open from 9:30-1:30 Monday-Friday. Our doors open daily at 9:25 am. **We ask that you please have your child to school no later than 9:40 am.** Consistent late arrivals are very disruptive to your child's entire class and to your child's day.

We have a drop off carpool line that begins at 9:25 every school morning. Please turn on Silver Ave and enter the 2nd entrance to the parking lot behind the church. Follow the edge of the parking lot until you come to the green canopy door. Here, teachers will be available to greet your child and take them to their classroom.

If you would like, you may park and walk your child to their classroom using the same entrance. We ask that you please drop your child off in a timely fashion as to not distract the classroom and other students.

WALKERS USING CROSSWALK: If you are walking your child in, please use our crosswalk as the ONLY entrance to our green awning area.

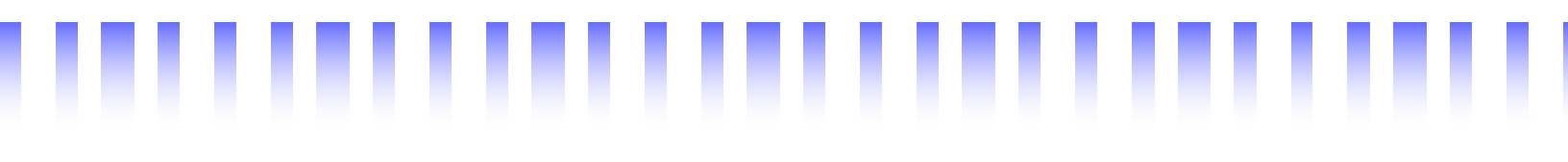
CAR LINE: Please keep your car outside of the white line next to the playground wall. This space is to be used ONLY by staff to open your car door and get your child.

Please DO NOT walk your child in next to the wall at any time. Use only the crosswalk.

CAR LINE AND CROSSWALK: DO NOT BLOCK THE CROSSWALK WITH YOUR CAR. Two cars should be able to be unloaded beyond the crosswalk. The next car should stop before the crosswalk. **Please do not block the crosswalk with your car.**

The doors for dismissal will open at 1:20 and we ask that your child be picked up no later than 1:40pm. Please stand outside the classroom door until the teachers approve the time for dismissal. At this time, every child needs to be "signed out" on the clipboard with your initials **AND** pick-up time.

It is 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 and an additional \$5.00 for every minute after





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 for a time out in the school office with the Director. Upon returning to the classroom, if the inappropriate behavior continues, parents will be called for a conference.

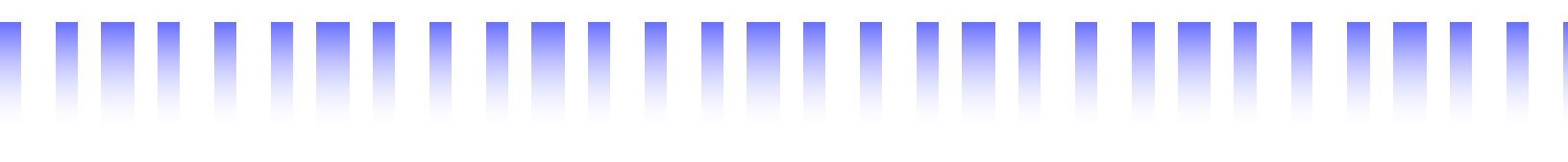
The safety of every child at Jump For Joy Preschool is our top priority. In cases where inappropriate behavior is such that the safety of the students in the classroom is at risk, i.e. biting, physical violence, etc., the following procedure will be followed:

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. In school disciplinary action will be taken. The child will be held in time out in the school office during gym time or art time or joy room time, etc. in order to remain in a time out and discuss the inappropriate behavior.

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.
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Emergency and Medical Procedures

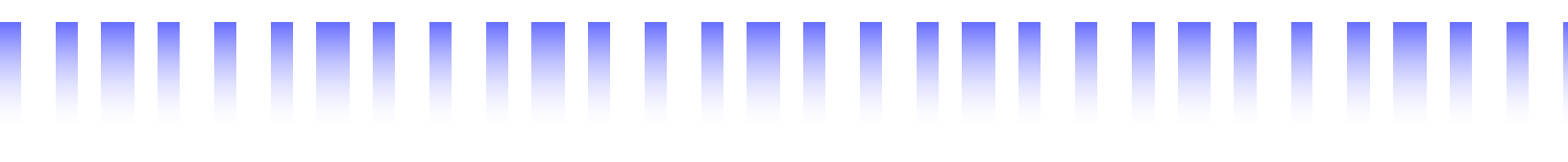
- JFJ has a fire drill monthly and tornado and earthquake drill quarterly.
- Please see the attached Evacuation Plan which provides information on where to pick up your child if our building must be evacuated due to an emergency situation.
- Doors are locked daily at 9:40 and are not reopened until 1:20 pick up. Please ring doorbell on the JFJ door if you need to be admitted prior to 1:20.
- 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.
- 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.

Absences and Attendance

Please call our school at 331-2304 and notify us if your child will be absent that day. There are no "make up" days for absences. If your child has had a fever, vomiting or diarrhea within 24 hours before the start of the school day, he or she should not come to school. 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.

Persons Approved for Pick Up

You have provided a list of Emergency Contacts and persons approved for pick up on your child's registration form. **Please provide a written notification of any transportation changes for the day, even if these changes include persons on the Emergency Contacts/approved pick up list. CHILDREN WILL NOT BE PERMITTED TO LEAVE with anyone not on the approved pick-up list without written permission from parents/or guardians. Please be sure that non-regular pickup persons bring in a photo ID.**





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. There will be **NO EARLY JUMPERS**.

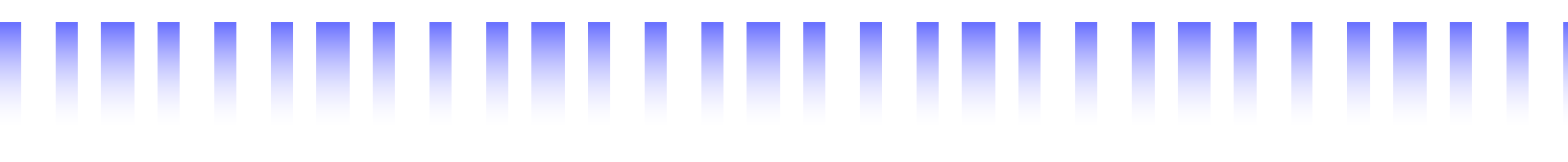
If Kenton County is on a 1 Hr. delay, Jump For Joy will start at REGULAR time with doors opening at 9:20 am. There will be **NO EARLY JUMPERS**.

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 Advisory Council 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, 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.





Lunch

- 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:
 - Protein
 - Bread
 - Two (2) vegetables OR two (2) fruits, OR one (1) fruit AND one (1) vegetable.
- Jump For Joy Preschool will provide 1% milk for lunch.
- Per state regulations **we are NOT permitted to prepare food.** **Food Preparation includes: heating, reheating, cooking, chilling, cutting, or processing food.** For example, there is no cutting of apples or hot dogs, peeling tangerines, etc. 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 free.**
 - Sunbutter (sunflower seed), WOW Butter (soy), are wonderful substitutes.
 - Any products containing nuts will not be served.
- Please inform teachers in advance about birthday treats. Please do not send in cupcakes. **Per state regulations:** ALL BIRTHDAY TREATS MUST BE STORE BOUGHT. (and labeled with ingredients).

What do I need to bring each day?

- Please discourage bringing in toys from home unless the teacher requests it.
 - Each child should bring a backpack labeled with their name and a folder.
 - Please keep a seasonally appropriate change of clothes in your child's backpack, including underwear and socks.
 - Please keep extra diapers or pull-ups in your child's backpack if needed.
 - Donations of Clorox wipes, paper towels, etc. are always welcome any time of the school year. THANK YOU!
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