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|   | Parent Handbook |



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**We welcome you to Jump For Joy!**

**Beth Walther,** Director

**Donna Sweeney**, Assistant Director

 Rev. 01/01/2023

**Address:** 2323 Dixie Highway

 Fort Mitchell, KY 41017

**Email:**  jfjpreschool@gmail.com

**JFJ Phone #:** (859) 331-2304

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**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**

Fall 3 year old class: Child turns 3 between August 2nd and November 15th 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, and **potty trained.** (MWF, T/Th, or Everyday)

Fall 4’s : Child must be 4 by November 15, 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.

**JFJ School Year Fees**

**$50.00**  Registration Fee **Per Child** due at registration - (Non-refundable)

**$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.)

**JFJ School Year Tuition**

 **Annual Monthly 2 children discount**

**T Th 2 days $1845.00 $205.00 $400.00**

**MWF 3 days $2295.00 $255.00 $500.00**

**M - F 5 days $3465.00 $385.00 $760.00**

**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 Drop off Procedures**

We will begin receiving children from the car line at **9:00 am** in order to facilitate the drop off process.

1. Please turn on Silver Ave and enter the 2nd entrance to the parking lot behind the church.

2. You will drive down either Row A (classrooms in front hall) to the green awning or Row B (classrooms in back), worship entrance glass doors.

3. Please pull up to curb. Place car in park. Please remove your child from their car seat and car and hand them off to an aide to be walked to class. Any child with separation anxiety, or parent needing to walk their child in to school, we ask that you park your car in the lot and walk in through the correct 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.

**Row A drop off: PLEASE plan to exit to your left onto Silver Ave. and then to Dixie Highway.**

**Row B drop off: Please plan to exit to your right and exit to Dixie Highway from North side of building, not from Silver Avenue.**

**We ask that you please have your child to school no later than 9:30 am.** Consistent late arrivals are very disruptive to your child’s entire class and to your child’s day.

 **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. 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.

**1:00 1:10 Dismissal** –

Ms. Maggie/Ms. Jania Fall 3’s – Green awning front door

Ms. Billie/Ms. Alison/Ms. Carrie/Ms. Billie – Green awning front door

**1:20 Dismissal** – Ms. Bobbie pre-K - front parking lot glass door

Ms. Susan pre-K - side door next to playground

Ms. Brandi pre-K – Front Glass doors entrance to church

Ms. Tina/Ms. Carrie Fall 4’s – Green awning front door

Ms. Nancy Fall 4’s/pre-K – Green awning front doors

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 1:20 for 1:00 pickup and 1:40 for 1:20 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 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.

 **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**

If a **child** has a symptom associated with COVID-19 **AND** they receive a negative COVID-19 test result or a definitive, alternative diagnosis (e.g. ear infection, strep throat, etc.), they may return to child care after being 24 hours fever-free without fever-reducing medication, **with presentation of a note from the doctor**. If the child does not receive a definitive alternative diagnosis and is not tested for COVID-19, they must isolate following current guidance for COVID-19.

Symptoms associated with COVID-19 are as follows, but are not limited to: cough, myalgia, headache, shortness of breath, difficulty breathing, fever of 100.4 or greater (subjective or measured), chills, sore throat, and new loss of taste or smell.

When a child presents with an illness at school with any of these or other contagious symptoms, 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.

Enrolled families will be notified of a diagnosed case of COVID19 in the program, while still protecting the privacy of the diagnosed individual.

If a case of COVID-19 is identified in child care environments, recommendations for quarantining other children will have to be made on a case by case basis. School could be closed for an amount of time to ensure that the virus does not spread and has not spread to other individuals.

Lab tested positive COVID-19 is a reportable disease.

For reporting to the Northern Kentucky Health Department (Boone, Campbell, Grant and Kenton Counties), call 859-363-2070

**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. It is imperative that you inform the office if your child or another family member has been diagnosed with COVID19.

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.

 **Child/staff tests positive for COVID-19 Policy**

If a child/staff member of JFJ tests positive for COVID-19, they may return to the preschool setting when all the following criteria are met per guidance from the CDC and the Health Department:

* + At least 5 days have passed since symptoms appeared **AND,**
	+ At least 24 hours have passed since the last fever without the use of fever reducing medications; **AND**
	+ Symptoms (cough, shortness of breath, etc) have improved.

Children/Staff members with laboratory confirmed COVID-19 who have not had symptoms should be excluded from childcare until 10 days have passed since the date of their first positive diagnostic test, assuming they have not developed symptoms since the positive test.

Vaccinated staff members and students are not required to quarantine unless they develop COVID 19 symptoms or test positive for COVID 19.

Your physician’s decision for your family is important to us. If your physician’s recommendation to your family is different from the above positive COVID 19 test policy, we want you to follow it and provide us with documentation of your physician’s decision.

 **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 willbe 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, 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 much 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.