

*At Jack and Jill Preschool,
The sky's the limit!*

Jack and Jill Preschool family handbook

230 Iron Street
Lehighton, Pa 18235
610-377-6562

Website: jackandjillehighton.org
Email: jackandjillpreschool@yahoo.com

"Study after study shows that the sooner a child begins learning, the better he or she does down the road."

President Barack Obama,

State of the Union Speech, February 12, 2013.

'The value of early childhood education can never be underestimated. In today's fast paced society and the heavy emphasis on student success, preschool programs, no doubt provide a wonderful stepping stone in helping young children learn fundamental academic and social skills necessary to be successful in school. Early childhood programs also benefit parents in knowing that their child is gaining the confidence needed to transition from their safe home environment to a school environment. Today's youth need to learn resiliency, team work, co-operation, responsibility and set skill work to compete with the challenges they will face in the world. As a retired education with over 38 and a half years in education and now as an adjunct faculty member at the college level, I can sight numerous examples how the students who have crossed my educational path have been helped by some type of preschool program as well as supportive parents. The investment in early childhood is worth the future of America, as it will be our young who will shape the America of Tomorrow'

Gloria Bowman,

2012

Retired administrator, counselor, teacher,
Lehigh Area School District
Adjunct Faculty-Marywood University.



Welcome to Jack and Jill Preschool:

Since 1978 Jack and Jill Preschool has been a Christian non-profit, educational outreach program of Trinity Evangelical Lutheran Church.

This handbook was designed to answer some of the most frequently asked questions about Jack and Jill, to define the policies adopted by the preschool board and to share important information about Jack and Jill. Please take some time to thoroughly read through this handbook. After you have finished reading, detach and sign the last page and return it to your child's teacher by the first day of class.

The signature page must be signed and returned in order for your child to attend Jack and Jill Preschool. The Jack and Jill Staff and Board of Directors hope that you and your child have a very enjoyable year with us at preschool.

Notice of Nondiscriminatory Policy:

Jack and Jill Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and athletic and other school-administered programs.

Jack and Jill Statement of Purpose:

The Jack and Jill Preschool program is sponsored through Trinity Evangelical Lutheran Church as a Christian witness to the community, providing a basic educational program that promotes the psychological, physical and spiritual growth of the child.

This equal opportunity program incorporates the elements of education, fellowship, justice, worship and evangelism through a wide variety of age appropriate learning experiences.

This program provides opportunities for the student to achieve socialization skills, to become aware of the broader community, to experiment with various role models and to be exposed to religious understandings with a Lutheran perspective, thus enhancing the child's self concept.

The Jack and Jill Preschool encourage parental involvement as an integral part of the program, through participation, information, communication and support.

The Jack and Jill Preschool Building:

Classes at Jack and Jill take place in the preschool building at 230 Iron Street, Leighton. This building is owned by Trinity Evangelical Lutheran Church and is used by the preschool for its program. The preschool also has the fenced in back play yard for the children's use. In addition, the preschool conducts weekly worship in the Sanctuary of Trinity and occasionally uses Luther Hall for activities. The doors to the preschool building at 230 Iron Street are kept locked for safety. If you need to enter the building, please come to the side door on the porch, knock and a teacher will open the door for you.

Governing the preschool:

The preschool is overseen by a Board of Directors made up of both members and non-members of Trinity. Parents of currently and previously enrolled preschool children may also serve on the board. This board meets once a month to review the activities of the preschool, to make policy decision regarding the preschool and to direct the preschool's finances. A report is then forwarded to Trinity's Congregation Council for its consideration. The daily governing of the preschool is carried out by the director who oversees the preschool staff and activities.

Registration:

Registration for the next year's school term begins in the spring of the current school term. Beginning on the first Monday in February, any child can be registered for the upcoming preschool term. Even if your child is currently attending Jack and Jill, a new registration form and fee must be completed, paid and returned to the preschool in order for a child to be registered for the upcoming term. Families may download a registration form from our website: www.JackandJillLeighton.org, request a registration form by email: jackandjillpreschool@yahoo.com have one sent through the mail, or pick one up at the preschool building during regular class times.

The evening of the first Monday in March is the Jack and Jill Preschool Open House, where families can come, visit the preschool, meet the teachers, learn more about the Jack and Jill Program, and register their children for the next term's program. If families cannot attend the Open House, tours of the preschool can be arranged after school hours and by appointment.

A child is considered registered for the next year's preschool term only after the completed registration form is completed, and returned to the preschool along with the non-refundable registration fee. Registration fees for the 2014-2015 term are as follows: retuning Jack and Jill students, \$40; new students, \$50. Because class sizes are limited and taken on a first-come, first-served basis, no registration spaces will be reserved in advance. All children must register for the upcoming term, even if they are currently attending Jack and Jill.

Enrollment:

Children who are at least three years old by September 1, 2014 are eligible for the primary class in the 2014-2015 preschool term. Children who are at least four years old by September 1, 2014 are eligible for a pre-kindergarten class for the 2014-2015 term.

Jack and Jill lovingly and willingly accepts all children into its program regardless of race, creed, nationality, religion, or ethnic origin. Jack and Jill also lovingly and willingly tries to provide any and all preschool services and activities to children regardless of any physical, mental or other handicap or limitations. However, the preschool staff is limited in the types, and kinds of educational opportunities and support that they are able to provide to special needs children.

In order to best determine if the preschool's services are acceptable and beneficial to a child, the preschool reserves the right to call a meeting which may include any and all of the following persons: the parents, preschool staff, member(s) of the Preschool Board, a representative of Trinity Evangelical Lutheran Church, support providers for the child, representatives from any other programs that the child receives and any others who may be deemed useful, unbiased and able to speak for and attend the child's best interests. Written records, statements and reports can and are welcomed at this meeting so that a full and complete picture of the types of programming that are needed for the child can be presented. At that meeting a determination will be made as to the ability of the preschool to provide the best possible environment, support and education for this child.

Tuition:



Tuition checks shall be made payable to: **Jack and Jill Preschool**. Tuitions can be paid annually, semi-annually or monthly. You must check the tuition payment plan that you will follow for the 2014-2015 preschool term on the Parent's Signature Page at the end of this booklet.

Tuition for the 2014-15 term is \$910 for a primary class and \$980 for a pre-kindergarten class. If two children from the same family are attending preschool at the same time, a family rate of \$10.00 per month discount is applied. If three or more children from the same family are attending preschool at the same time, a \$15.00 a month discount is applied.

Tuition must be paid according to the payment schedule which each family selects on the Parent Signature Page. Tuition payments must be made on or before the 27th of the month that they are due. Tuition installments that are paid *after* the first of the next month when they were due will be assigned a \$5 late fee. If a tuition installment is more than 30 days late, that child may be removed from the Jack and Jill rolls and the vacancy filled from the waiting list. If that occurs, immediate payment of all back installments, late fees, etc. is required.

If you choose to make monthly installments, the full tuition amount is cut into nine equal payment amounts due each month from August 27, 2014 through April 27, 2015. The monthly amount due represents

1/9th of the complete preschool tuition amount and does not reflect the number of days of preschool in any particular month.

If your tuition installment is made in cash, you will receive a receipt that lists your name, payment in cash, the installment payment number, and the amount that you paid. If the date paid is later in the month than the date due, you are required to pay the \$5.00 late fee-no exceptions. If you make payment by check, your canceled check is your receipt.

Tuition payments may be given directly to a preschool teacher, placed in your child's "take home" bag within their bookbag, or mailed to the preschool at the address listed on the front page of this handbook. An installment is considered received on time by the preschool if it has been given to a teacher or delivered by mail on or before the 27th of the month that it is due. Should the occasion arise when a family is unable to follow their chosen installment plan, they must meet with the director immediately to make new installment plan payments.

In the event that a check is returned to the preschool by the bank for insufficient funds, there is a \$30 per transaction fee per returned check.

Tuition payments must be up to date in order to register this child or a sibling for the following preschool term. Tuition installments must be up to date in order for a child to participate in the year end graduation and closing program. There are no refunds or discounts for snow days, cancellations or vacations.

In the event that a child is withdrawn from the preschool, the Director must be informed no later than the 15th of the month when they are withdrawn, or families will be required to pay for that month. Refunds will be made for the balance of payment for those families paying annually or semi-annually.

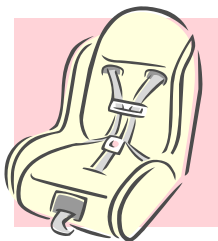
Scholarships:

Due to the kindness and generosity of many people, Jack and Jill Preschool is able to offer scholarships to families to help offset the costs of preschool.

There are two scholarships available for the 2014-2015 preschool term. The Trinity scholarship is made available through the congregation and friends of Trinity Evangelical Lutheran Church. The Trinity scholarship is available to children from either the primary or the pre-kindergarten class.

Through generous donations from members of Trinity, Jack and Jill families and members of the Hagenbuch family; Jack and Jill is proud to be able to offer the Ruth A. Hagenbuch Scholarship to selected children enrolled in an upcoming pre-kindergarten class. The Hagenbuch scholarship is named and memorialized to the mother of Jack and Jill's first director, Mrs. Christine Simock (founder and director from 1978-1991). Additionally, there may be money available to pre-kindergarten children through the Trinity Evangelical Church Scholarship. Like the Trinity scholarship for primary age children, this scholarship is awarded solely on the basis of financial need and is currently only available to children whose families reside in the Lehigh Area School District.

In order to be considered for either scholarship, families must complete the scholarship application and provide certain information to the Scholarship Committee. The Scholarship Committee meets independently and in private to consider any and all applications received. This committee awards any scholarships based on the money available and the need demonstrated by applicants. Families who receive the scholarship are notified by the committee.



Transportation:

It is essential that all people who transport children in their vehicles follow all PA driving laws, especially those which apply to child restraints.

Pennsylvania state law requires that children under age 4 ride in a federally approved car seat or booster that is appropriate for the child's age, height and weight. Children ages 4 to 8 must use a booster seat if they are no longer in a car seat. Pennsylvania law

further requires that children ages 8 to 18 use a seatbelt whenever they are in a vehicle, regardless of seating position.

In addition, the teachers remind everyone that texting while driving is prohibited in PA.

The preschool provides no transportation and cannot be responsible for any children traveling in any vehicle to and from any field trip. Whenever there is a field trip for the preschool, permission slips will be sent home at least two weeks in advance for families to choose if they want their child to participate in the trip. Only those children whose parents have returned the completed permission slip will be allowed to attend the field trip.

Ample time will be given in advance of any upcoming field trips that would require driving to a different location so that family members can make arrangements to transport their child if at all possible. "Family members" includes parents, grandparents, siblings, babysitters, aunts, uncles, etc. or any other adult to whom the parent assigns supervision of their child. Parents, siblings and other family members are welcome to accompany the preschool on driving field trips.

If a parent cannot attend a field trip with their child, and they choose to make arrangements with another Jack and Jill Preschool parent to transport their child-the family assumes any and all responsibility and liability for the transportation of their child. Parents volunteering to drive assume all responsibility for insurance, to provide a seat belt (and/or safety seat as mandated by law) for each child they are transporting and to see that all passengers are properly secured into a backseat of their vehicle. Parents may leave car seats and booster seats at the school on field trip days for their child's use while traveling in another vehicle.

There will be no school on field trip days for any child who does not accompany the class on a scheduled field trip (unless it has been canceled due to bad weather).



Clothing:

Please tag your child's outer garments with his/her name to prevent lost items! Each child in the preschool needs a book bag or tote bag. Items that travel to and from school (including notes, book orders, etc.) will be placed in the book bag.



All children who attend Jack and Jill must be able to take care of their own bathroom needs with minimum assistance from staff. Children should be toilet-trained and be able to tell a teacher when they need to use the bathroom. Children must wear proper undergarments to preschool.

In the event that an accident occurs (spilling of beverages, messy food, art accidents or urine) teachers will assist the child in changing from wet/soiled clothes into a change of clothes that the preschool keeps on hand. Parents/emergency contacts will be contacted to come and get a child immediately if any other type of "accident" (vomiting, bowel movements, etc.) occurs while at preschool. Proper footwear which allows the children to safely run, play and take part in all activities is necessary. The teachers strongly recommend sneakers or sandals which are secured by straps for the children. Except when wearing sandals, socks are required on children when they are at preschool.

The preschool now has a wonderful outdoor play area, and the staff encourages the benefits of outdoor play as often as possible, therefore please be sure that the children are properly dressed for the weather (play shoes, jacket, hat, gloves, etc.).

Health

Please report any known allergies to the preschool director. In the case of severe food allergies, or medically required special diets, families must provide the food/drink that their child is allowed to consume. Parents and teachers must do the best that they can with daily observation and care. Therefore, parents are asked to keep their children at home when there are any suspicions of the onset of colds and sickness. Since symptoms develop quickly, a child may become ill at school, in this case a parent will be called immediately.

Please call the director if your child develops any communicable diseases. You will be informed as to the preschool's policy regarding re-admission.



Daily snacks:

The preschool children have their snacks at the art/snack room tables. The preschool provides beverages of milk, juice or water. Parents are asked to take turns supplying snacks. A monthly schedule for families is sent home before the beginning of each month. Families are encouraged to help promote good nutrition by providing

healthy snacks for the children. Unless a child has a food allergy, or a family follows a specific dietary practice the preschool discourages children from bringing personal snacks that differ from the one that is provided for a specific day. If children do not care for a snack, they may choose to refuse the snack. Many times when children see their peers eating and enjoying different foods, they are motivated to try new foods too.

Allergies: If a child has a food allergy, the family is required to complete & sign a separate copy of the Allergy Alert paper, which states:

This child is allergic to the items listed below. Avoid exposure to these items. (Parents must then list the items, and other important exposure and prevention information).

Further, the Allergy Alert document states:

'I understand that the staff of Jack and Jill Preschool will make every effort to follow these guidelines and to fulfill the response listed above to the allergens that I have listed.

I give permission and authorize the staff of Jack and Jill Preschool to administer any and all of the immediate responses to the allergen exposures that I have listed above.

I understand that while the staff of Jack and Jill Preschool has current adult/child CPR & 1st Aid certification, they are not health care professionals and can only respond to the best of their abilities and training. By giving the instructions listed above, and signing this document, I absolve the staff of Jack and Jill Preschool from any liability for any and all reactions or responses which may occur from their fulfilling my directions.'

The allergy form that is completed and signed by the family is placed in the snack room for reference and in case of emergency.

It is the families' responsibility to notify Jack and Jill Preschool of any changes to the list of allergens or exposure responses as they become available. It is also the parent/guardian's responsibility to provide both a list of acceptable & unacceptable snacks and to keep a supply of acceptable snacks on hand at the preschool. Those snacks will be offered to their child when the regular snack is not acceptable.



Birthdays:

Whenever possible, we try to celebrate your child's birthday on the actual date. When this is not possible, a school day as close as possible to the birth date is chosen for your child's snack birthday. Sometimes we have more than one child share a birthdates, if that is the case, we schedule each child a birthday snack day.

The date that is set aside for your child's birthday at preschool is marked on the snack calendar by a *. On that day, families may bring in special birthday snacks or treats to share with your child's classmates. For the children who have birthdays during the summer, a special "un"birthday party date is set aside in May. Invitations to parties held outside of school may be handed out or the teachers will place them into the children's bags only if all children in the class are invited. On birthdays, the preschool will supply a birthday crown, pencil, birthday certificate and candles for the birthday snack.

Holidays:

It is important that the children celebrate holidays during the preschool term. The teachers incorporate celebrations into their teaching curriculums to make the holidays important. Special sign-up sheets are posted on an easel on the porch for any interested parents who care to provide party snacks for holiday party days. These holidays are noted on the yearly preschool calendar and also on the monthly snack calendars.



Worship:

Jack and Jill is a Christian preschool and worship is an important part of the curriculum. All children attending Jack and Jill have a weekly worship time in Trinity's Sanctuary with a member of the preschool or church staff. During these worship times, the children sings hymns, recite prayers and take part in Bible stories and lessons. Prayers are also said daily before snacks. Bible songs, stories and are activities are also used as learning tools within the classrooms.

Communication:

It is vital that the lines of communication between home and preschool remain clear and open. Families can call the preschool at 610-377-6562 any time and either speak to a teacher, listen to any outgoing preschool messages or leave a message for a teacher. The teachers are available each day at the beginning and ending of class time if a parent wishes to speak to them. In addition, in each book bag there will be a plastic bag with your child's name on it. That will serve as a "message bag" for parents and teachers. The teachers will place any information that needs the parent's attention in it (this will include: monthly newsletters, monthly snack calendars, payment slips, permission slips, book order forms, notes to parents, etc.) Parents are also encouraged to place any important information for the school in the bag (tuition payments, response forms, book orders, notes to teachers, etc.). These plastic message bags will be checked daily when your child arrives at preschool, and anything in it will be handled by the teachers.

In addition, each month a copy of the preschool's newsletter; *Jack and Jill Jottings*, and the monthly snack calendar will be sent home. If you need additional copies of this information (for grandparents, caregivers, etc.), please contact a teacher. Families can also contact the preschool through our email account: jackandjillpreschool@yahoo.com, or via the preschool's website: jackandjillleighton.org.

Discipline:

It is the policy of the preschool to teach using positive reinforcement, encouragement and Christian values. Many times, preschool is the first opportunity for children to interact with peers and adults who are not family members in situations outside of home and family. Therefore, one of the functions of the preschool is to foster positive social skills and to help guide the children in their interactions within a group of other children. Occasionally this requires the careful application of discipline techniques within the classroom. When discipline is necessary, the teachers try to do so in a manner which will help the children learn the reasons why certain behaviors are not appropriate within a school setting while still respecting the child's feelings. Teachers attempt to re-direct actions and help the child replace less acceptable behaviors with positive actions. At times it may be necessary for a child to have "time out" away from the group (but not away from a teacher). This is done not only to help the child learn the consequences of inappropriate behaviors, but also to protect the rest of the children from the disturbing classmate's acting out behavior.

The teachers recognize that each child is an individual, and they respect that fact. What that means in terms of discipline, is that a technique that may help one child function well in the school environment may not be right for another child. When assessing behavior the teachers will always try to understand the background and experiences of the child; this may mean that conferences between parents and staff may be necessary. These conferences are an opportunity for the teachers to better know the child and their needs and allow for a smooth transition between home and school where the welfare and happiness of the child is the most important fact.

Evaluations:

The curriculum of the preschool is designed so that children graduating from Jack and Jill will have been introduced to the information that they will need in order to enter kindergarten. Each child who begins preschool is unique in their background, learning and development. The staff of the preschool recognizes and respects these facts.

Twice a year children are given evaluations to measure their own personal growth and development. The evaluations also serve as tools for teachers and parents because they indicate areas of the curriculum which may need to be stressed for a particular child.

Evaluations are done in the autumn, and the report cards are sent home for families to review. If at that time parents or teachers have a concern, a conference may be scheduled. A second set of evaluations is done in spring and at that time the teachers will meet with all of the preschool parents to discuss each child's progress throughout the school year. The director and teachers are also available for more formal and informal conferences throughout the preschool term as needed.

School Pictures:

Formal school pictures (both individual and group) are scheduled and taken in the spring of the term, usually in March or April. At that time, forms will be sent home for families to order packages of pictures from the photographer.

Family Involvement:

Jack and Jill supports and encourages the involvement of families in the preschool program. If you or another family member would like to share a skill, read a story, do a craft or cooking project, do a musical activity, help with parties or in any other way please see the director. We would love to have you as part of the program. Likewise, if you know of any field trip sites or activities that would allow preschoolers and can be fit into our class times definitely come and see the director!



Jack and Jill Parent's Organization: The Jack and Jill Parent's Organization was an idea that was developed in 2006 by the teachers to function as an additional service which the preschool can provide to families enrolled in Jack and Jill. Since then, due to the dedicated service of our parent volunteers, the program has grown into a separate, self-supporting group that plans and implements events and activities for the preschool children and families throughout the year. These active and involved families meet monthly to plan special events which take place outside of the normal preschool hours. They are looking for new members and would appreciate and welcome anyone who cares to join. If you have any questions about the Parent Organization and don't know the members, see your child's teacher and they will put you in contact with the group.

Fire Drills:

The preschool conducts regular fire drills during the course of the preschool year. Children practice lining up, walking quickly and quietly from the building. In the event of an emergency and if it becomes necessary to evacuate the church grounds, the children will be taken to the parking lot of the **Lehigh Fire Co.** on Third Street until families can arrive to take them home. In addition, Jack and Jill staff members are certified in both first aid and CPR.

Class Address Lists:

To assure the privacy and security of our families, Jack and Jill does not release the address or phone number of any child or family enrolled in the preschool to any outside person or group. The names and addresses are made available to the parent organization so that they can contact preschool families to inform them about their events and activities. If you want to obtain the address or phone number of another family, either contact them directly or contact your child's teacher who will then forward the request to the other family.

Class Dismissal Times:

Children must be dropped off and picked up at the side door of the preschool (on the side porch). Parents, grandparents, babysitters, etc. must wait outside the building until the start of preschool and again at the end of the children's class times. A teacher will come to the door and open it when it is time for school to start and again when school is over for the day. If you need to drop off a child later than the usual starting time, or pick them up early from school, please knock on the door and a teacher will open it for you. We do NOT leave the door unlocked for any reason.

At dismissal, the children will wait in the Circle Time room and the teachers will call them to come out as their adults arrive. The children will have their coats, hats, gloves, bookbags, art projects, show & tell, etc. with them when they leave the school.

We discourage adults from walking outside the building during class time; this is a security issue because the staff does not know who is outside. Also, it is a distraction for the children. We understand that it is a temptation to want to "peek in" and see the children at school, but please remember that there are quite a few children in the class and policies are made for the safety and benefit of everyone. If you care to observe your child's class, please let the director know.

The teachers make every effort to dismiss the children on time, please make every effort to drop off and pick-up on time. The times before and between classes are the teacher's opportunity so set up supplies and materials for the next class. In addition, between the a.m. and p.m. classes, the teachers have their lunch break. This "prep time" is necessary for the teachers to be ready to welcome and teach the next class. At the end of the preschool day, the teachers must clean the rooms, set up for the next day and address any issues that may have arisen, please be respectful of their commitments and pick your children up on time. If a family is consistently late in picking up their child, the situation will be addressed

Dismissing children to others:

School policy requires that the teachers be notified of any changes in who picks up the children after school. Teachers will NOT dismiss children to persons who have not been designated in advance by the parents. In the case of shared custody/parental conflicts/non-custodial parents, **THE PRESCHOOL MUST BE PROVIDED WITH A COPY OF ANY AND ALL COURT DOCUMENTS THAT OUTLINE CUSTODY, VISITATION, PFA'S, LIMITATIONS, ETC.** This information will be kept in the strictest confidence, but is necessary to have on file. Without any such documentation, the preschool is limited in what it can do to prevent a parent from removing a child from the school.

It is preferred that all persons authorized to pick up a child be mentioned by name in a dated, written note, however a phone call from a parent may be acceptable under some circumstances. If the teachers question a person who is picking up a child (especially in the beginning of the term while we are learning all of the new names and faces) please remember that this is for your child's safety and security. If there are any specific, private or immediate concerns regarding your child, please contact the director to discuss the situation.

Telephoning, website, email & facebook:

The phone number for the preschool is 610-377-6562 which is the building at 230 Iron Street. The director is available Monday-Friday 8:00-3:00 and by appointment to assist and to answer any questions or concerns. Messages can be left on the answering machine any time when the preschool is closed. On some occasions, if the staff is busy when you call during the school day, you may get the answering machine, please leave a message and your call will be returned as soon as possible.

Our preschool maintains a wonderful website at: JackandJillLeighton.org where families and interested members of the community can check in & stay updated with the preschool's activities & events. Families must give the preschool permission to use their children's photographs and/or names on the website.

You can also contact the preschool by email: jackandjillpreschool@yahoo.com. We check the site many times a day and will be happy to get back to you as soon as possible.

We also maintain a site on facebook, Jack and Jill Leighton. This is a closed group & anyone who wants to join in order to be able to post or to view pictures on this site must be approved by Mrs. Zellner. Interested families may send a "friend" request to Shelly Zellner on the Jack and Jill facebook page.

School Term:

Each family is provided with a copy of the preschool calendar which lists scheduled school holidays and classroom party dates. It is the responsibility of each family to note school holidays and scheduled closings.

School Closings Due To Inclement Weather:

The preschool policy regarding bad weather closing is:

If the Leighton School District has a delayed start because of bad weather-there will be NO A.M. preschool class for that day.

If the Leighton School District has an early dismissal because of bad weather-there will be NO p.m. preschool class for that day.

If the Leighton School District closes for the day due to bad weather-preschool will be CLOSED for the day.



Book Clubs:

Jack and Jill sends copies of the Scholastic Book Club order forms home with the children each month during the school term. Families may choose if they wish to order books from the club. If you are ordering books, complete the order form, if paying by check make the check payable to: FIREFLY. Place the order form, cash or check into an envelope and mark it with your child's name. Jack and Jill does not serve as an agent for the book club and the teachers do not in any way profit from this program. It is offered as an enrichment and benefit to the children of the preschool. Mrs. Howells is the teacher in charge of the book club, if you have any questions about the program, please contact her.



Publicity, photography, & videography:

Throughout the preschool term, the teachers take pictures of the children as they engage in various activities at the school. We use these pictures as part of our bulletin board displays in the classroom and on special occasions in the Narthex of Trinity Evangelical

Lutheran Church. We also may use the pictures on the preschool's website www.JackandJillLehighton.org.

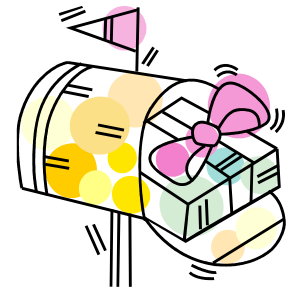
On even more rare occurrences, there are times that the children have been and may be photographed by the Times News &/or the Morning Call newspapers or Channel 13 as they participate in special activities here at the preschool, or while on field trips. Often these situations arise with little or no prior notification. If photographs or videos are taken by a reporter in conjunction with any event, parents will be notified as soon as possible either before or after the event.

Please indicate on the signature page of this handbook if you wish your child to be included in these photographic opportunities. Also, please indicate if you give permission for your child's name to be used in conjunction with their image.

In addition, the preschool operates a "closed group" Facebook page: [Jack and Jill Preschool, Lehighton](#). Only parents and immediate family members are allowed to be a part of this group, and Mrs. Zellner is the group coordinator. Pictures of the preschool children during their classroom activities are posted on this page. Again, no names or tags are used on this page. We also post information about upcoming events on the Facebook page. Membership to the Facebook page is available by sending a "friend request", & Mrs. Zellner will handle each request. We do ask Facebook page members to remember that social media is a powerful tool and we aim to keep all comments and postings as positive as possible. The preschool's Facebook page is not to be used to promote a business, nor to post negative comments. If a family has a concern, it needs to be handled in a private discussion either in person, by phone, email or notes. Families who do not follow these rules will be removed from the group.

Gifts and donations to Jack and Jill:

The preschool totally supports itself through tuitions and donations. All of the supplies, toys, books, paper products and upkeep of the school are provided through this income. In addition, Jack and Jill pays for its own heating oil, water, sewer, and electric. As you can imagine, having children utilize the facility and its supplies daily can at times become a challenge. We are always grateful to accept any and all donations to the program. Age appropriate new or gently used toys, puzzles and games that have all their parts are welcomed. In addition, any outdoor play equipment would also be appreciated. Donations of cash will be applied as needed.



"All About Me": During the term, each child in the classes will have the opportunity to complete an "All About Me" poster and share it with their classmates. The teachers assign these posters at random and each month two children from each class will be highlighted. By the end of the preschool term, all of the children in all of the classes will have had the opportunity to do their "All About Me" poster.

When it is your child's turn, the blank poster will be sent home along with your monthly newsletter and snack calendar. We ask that you help your child complete the poster and send it back to school within the next week. Your child will be given the chance to show their poster to their classmates and to talk about what makes them special. For the rest of the month, the poster will be hung on the wall of the snack/art room for the rest of the children to see. When it is the next child's turn to do a poster, the ones that have been hung up will be kept at the preschool for use in the Closing Program at the end of the term. At the conclusion of the Closing Program, families can retrieve the posters and take them home.

Registration:

Registration for the next year's school term begins in the spring of the current school term. Beginning on the first Monday in February, any child can be registered for the upcoming preschool term. Even if your child is currently attending Jack and Jill, a new registration form and fee must be completed, paid and returned to the preschool in order for a child to be registered for the upcoming term. Families can download a registration form from our website: www.JackandJillLeighton.org, request a registration form by email: jackandjillpreschool@yahoo.com have one sent through the mail, or pick one up at the preschool building during regular class times.

The evening of the first Monday in March is the Jack and Jill Preschool Open House, where families can come, visit the preschool, meet the teachers, learn more about the Jack and Jill Program, and register their children for the next term's program. If families cannot attend the Open House, tours of the preschool can be arranged after school hours and by appointment. Registrations are accepted until the class is filled.

A child is considered registered for the next year's preschool term only after the completed registration form is completed, and returned to the preschool along with the non-refundable registration fee. **Registration fees for the 2015-2016 term are as follows: returning Jack and Jill students, \$40; new students, \$50.** Because class sizes are limited and taken on a first-come, first-served basis, no registration spaces will be reserved in advance. All children must register for the upcoming term, even if they are currently attending Jack and Jill.

Enrollment:

Children who are at least three years old by September 1, 2015 are eligible for the primary class in the 2015-2016 preschool term. Children who are at least four years old by September 1, 2015 are eligible for a pre-kindergarten class for the 2015-2016 term. Jack and Jill lovingly and willingly accepts all children into its program regardless of race, creed, nationality, religion, or ethnic origin. Jack and Jill also lovingly and willingly tries to provide any and all preschool services and activities to children regardless of any physical, mental or other handicap or limitations. However, the preschool staff is limited in the types, and kinds of educational opportunities and support that they are able to provide to special needs children.

In order to best determine if the preschool's services are acceptable and beneficial to a child, the preschool reserves the right to call a meeting which may include any and all of the following persons: the parents, preschool staff, member(s) of the Preschool Board, a representative of Trinity Evangelical Lutheran Church, support providers for the child, representatives from any other programs that the child receives and any others who may be deemed useful, unbiased and able to speak for and attend the child's best interests. Written records, statements and reports can and are welcomed at this meeting so that a full and complete picture of the types of programming that are needed for the child can be presented. At that meeting a determination will be made as to the ability of the preschool to provide the best possible environment, support and education for this child.

Tuition:

Tuition checks shall be made payable to: Jack and Jill Preschool. Tuitions can be paid annually, semi-annually or monthly. You must check the tuition payment plan that you will follow for the 2015-2016 preschool term on the Parent's Signature Page at the end of this booklet. Tuition for the 2015-16 term is \$910 for a primary class and \$980 for a prekindergarten class. If two children from the same family are attending preschool at the same time, a family rate of \$10.00 per month discount is applied. If three or more children from the same family are attending preschool at the same time, a \$15.00 a month discount is applied.

Tuition must be paid according to the payment schedule which each family selects on the Parent Signature Page. Tuition payments must be made on or before the 27th of the month that they are due. Tuition installments that are paid after the first of the next month when they were due will be assigned a \$5 late fee. If a tuition installment is more than 30 days late, that child may be removed from the Jack and Jill rolls and the vacancy filled from the waiting list. If that occurs, immediate payment of all back installments, late fees, etc. is required.

If you choose to make monthly installments, the full tuition amount is cut into nine payment amounts due each month from August 27, 2015 through April 27, 2016. The monthly amount due represents 1/9th of the complete preschool tuition amount and does not reflect the number of days of preschool in any particular month.

In order to make monthly tuition installments in even dollar amounts your first tuition installment will be more than the subsequent instalments.

For a child in the 2015-2016 primary program your first tuition installment will be \$110.00. This must be paid on or before August 27, 2015. The following eight monthly installments will be \$ 100.00 each. They are due by September 27, 2015 through to April 27, 2016.

For a child in the 2015-2016 pre-kindergarten program, your first tuition installment will be \$116.00. This must be paid on or before August 27, 2015. The following eight monthly installments will be \$108.00 each. They are due by September 27, 2015 through to April 27, 2016.

If your tuition installment is made in cash, you will receive a receipt that lists your name, payment in cash, the installment payment number, and the amount that you paid. If you make payment by check, your canceled check is your receipt. It is recommended that tuition payments be attached to the inside of your child's preschool class folder and placed in their bookbag. The teachers check folders each day and will remove your tuition installment at that time. An installment is considered received on time by the preschool if it has been given to a teacher or delivered by mail on or before the 27th of the month that it is due. If the date paid is after the first of the next month when it is due, you are required to pay the \$5.00 late fee. Should the occasion arise when a family is unable to follow their chosen installment plan, they must meet with the director immediately to make new installment plan payments.

In the event that a check is returned to the preschool by the bank for insufficient funds, there is a \$30 per transaction fee per returned check.

Tuition payments must be up to date in order to register this child or a sibling for the following preschool term. Tuition installments must be up to date in order for a child to participate in the year end graduation and closing program. There are no refunds or discounts for snow days, cancellations or vacations. In the event that a child is withdrawn from the preschool, the Director must be informed no later than the 15th of the month when they are withdrawn, or families will be required to pay for that month. Refunds will be made for the

balance of payment for those families paying annually or semi-annually.

Scholarships:

Due to the kindness and generosity of many people, Jack and Jill Preschool is able to offer scholarships to families to help offset the costs of preschool. There are two scholarships available for the 2015-2016 preschool term.

The Trinity scholarship is made available through the Special Gifts fund at Trinity and that money comes from the congregation and friends of Trinity Evangelical Lutheran Church. **The Trinity scholarship is available to children from either the primary or the pre - kindergarten class.**

Through generous donations from members of Trinity, Jack and Jill families and members of the Hagenbuch family; Jack and Jill is proud to be able to offer the **Ruth A. Hagenbuch Scholarship** to selected **children enrolled in an upcoming pre-kindergarten class.** The Hagenbuch scholarship is named and memorialized to the mother of Jack and Jill's first director, Mrs. Christine Simock (founder and director from 1978 -1991).

In order for consideration for either scholarship, families must complete the scholarship application and provide certain information to the Scholarship Committee. The Scholarship Committee meets independently and in private to consider any and all applications received. This committee awards any scholarships based on the money available and the need demonstrated by applicants. Families who receive the scholarship are notified by the committee.

Transportation:

It is essential that all people who transport children in their vehicles follow all PA driving laws, especially those which apply to child restraints.

Pennsylvania state law requires that children under age 4 ride in a federally approved car seat or booster that is appropriate for the child's age, height and weight. Children ages 4 to 8 must use a booster seat if they are no longer in a car seat. Pennsylvania law further requires that children ages 8 to 18 use a seatbelt whenever they are in a vehicle, regardless of seating position.

In addition, the teachers remind everyone that texting while driving is prohibited in PA.

All parents/guardians must sign and return this page in order for their child to participate in Jack and Jill Preschool for the 2015-2016 preschool term.

The Jack and Jill Parent's Handbook is available for view, download and printing from the preschool's website: www.JackandJillLehighton.Org. Paper copies of the handbook are available from the preschool to any family who requests one. It is each family's responsibility to read the handbook with regard to the preschool's policies.

Families are encouraged to discuss any concerns regarding these policies with the preschool staff at any time prior to signing this document. Families can reach the director or a teacher directly either before or after preschool class time, by email: jackandjillpreschool@yahoo.com, or by phone: 610-377-6562.

By signing this document, you are the legal representative for the child listed on the document and in that capacity you accept responsibility for the child named here, including the payment of tuitions to Jack and Jill Preschool for the preschool term listed here.

In that role of representative, you agree that you will follow these policies during the 2016-2017 preschool term while your child attends Jack and Jill Preschool. You also are responsible for providing the information regarding preschool policies to other members of the child's family/guardians/caregivers, so that they too are aware of preschool policies.

During the 2016-2017 term, my child will attend the:

- _____ a.m. primary class (tuition, \$910/term)
- _____ a.m. pre-kindergarten class (tuition, \$980/term)
- _____ p.m. pre-kindergarten class (tuition, \$980/term)

I will pay my child's tuition in the following manner:

- _____ Monthly, due by the 27th of each month-August 27, 2016 through April 27, 2017.
 - First monthly primary installment: \$ 110.00
 - _____ \$100 a month September 2016-April, 2017 for a primary child
 - First monthly pre-kindergarten installment: \$ 116.00
 - _____ \$108.00 a month September 2016-April 2017 for a pre-kindergarten child.

Note: if paying by the monthly installment plan, any and all payments that are received by the preschool after the first of the month following the month that they are due will be charged the \$5 late fee.

- _____ Semi-annually, due by August 27, 2016 and January 27, 2017
 - _____ \$455 an installment for a primary child
 - _____ \$490 an installment for a pre-kindergarten child

- _____ Annually, due by August 27, 2016
 - _____ \$910 for a primary child
 - _____ \$980 for a pre-kindergarten child

_____ I have more than one child enrolled at the preschool at during the same term, my tuition amount and payment schedule are outlined on the back of this page:

_____ My child/children have started Jack and Jill after August 27, 2016. A separate tuition payment sheet will be issued to cover each child's unique starting date and payment amount.

_____ I DO _____ I do NOT Give permission for my child to be photographed/videotaped during authorized preschool activities and with a preschool teacher in attendance either by a Jack and Jill staff person or by a representative of the established news media-including the Times News of Lehighton, the Morning Call newspaper of Allentown, TV Channel 13 of Lehighton, or another local news outlet. Your child's name may be used in any articles or reports. If you do NOT want your child's name used in the media, please include a note to that effect at the end of this form.

In addition, by giving permission, photographic images of your child will be used on the preschool facebook page, and/or the Jack and Jill Parent's Organization facebook page.. Certain images may also be used on Trinity Evangelical Lutheran Church and/or Jack and Jill Preschool's websites-NO children will be named or "tagged" by preschool staff if placed on the internet without parental consent.

Parent/guardian signature: _____

Date: _____