

Parent Handbook



Jack & Jill
PRESCHOOL

230 Iron Street
Lehigh, PA 18235

Phone: 610-377-6562

Website: [Jack andJillLehigh.org](http://JackandJillLehigh.org)

Email: Jackandjillpreschool@yahoo.com

Table of contents

Topic	page number
All About Me posters	13
Allergies and health	8
Birthdays	9
Preschool building	3
Clothing	8
Communication	10
Discipline	10
Dismissals	12
Educational support services	5
Enrollment	3
Evaluations	11
Family involvement	11
Fundraising	14
Gifts and donations to the preschool	13
Governing the preschool	3
Holidays	10
Immunization policy	4
Nondiscrimination statement	2
Parent's Organization	11
Publicity	12
Registration	3
Scholarships	7
Scholastic book clubs	13
School pictures	11
School supplies	14
School term and snowday policy	13
Signature page	15
Snacks	9
Statement of purpose	2
Transportation	7
Tuition	6
Worship	10

Jack and Jill preschool has been a Christian, nonprofit, educational outreach program of Trinity Evangelical Lutheran Church since 1978.

The preschool's physical address is: 230 Iron Street, Lehighton.

Phone: 610-377-6562.

The preschool's website is: JackandJillLehighton.org,

The the preschool's email is: jackandjillpreschool@yahoo.com.

Trinity Evangelical Lutheran Church's physical address is: 175 South Third Street

The phone number of the church is: 610-377-4303.

This handbook was designed to answer 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 Preschool. In an effort to reduce paper, costs and waste, copies of the full handbook are available for everyone to read online at the preschool's webpage. Paper copies of the full handbook are made available to families only upon request. The last page of the handbook is the signature page, Each family receives a paper copy of this signature page which includes instructions on how to access the full handbook online, or to request a paper copy. Signing the signature page indicates that families have read the handbook online, or received a paper copy of the handbook to read, that by reading they are aware of the preschool's policies and tuition payment structure, that they have had the opportunity to discuss any questions or concerns regarding the preschool's policies and that they agree with and will follow the preschool's policies as set out in the handbook. The signature page must be signed and returned to the preschool within one week of your child's preschool start date. The Jack and Jill staff and board of directors hope that you and your child have a very enjoyable term with us at preschool.

Notice of Nondiscrimination 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 Preschool Statement of Purpose: The Jack and Jill Preschool program is sponsored through Trinity Evangelical Lutheran Church, Lehighton as a Christian witness to the community, providing an 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 encourages parental involvement as an integral part of the program through participation, information, communication and support. *Policy adopted, spring 1991*

Jack and Jill Preschool building: Classes at Jack and Jill take place in the preschool building located at 230 Iron Street, Lehighton. This building is owned by Trinity Evangelical Lutheran Church as is used by the preschool for its program. Preschool classes take place on the first floor of this building. All children and visitors must enter and leave the preschool via the door located on the side porch. The building is locked at all times. The preschool also has the fenced in play yard for the children's use. In addition, the preschool conducts weekly worship in the sanctuary and occasionally uses Luther Hall for activities.

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 decisions regarding the running of the preschool, to review any concerns, to oversee property issues, and to direct the preschool's finances. A report is then forwarded to Trinity's congregational 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. **Families do not have to be members of Trinity Evangelical Lutheran Church, or live in the Lehighton Area School District in order to have their child attend Jack and Jill Preschool.**

If your child is currently attending Jack and Jill, a new registration form for the upcoming term and fee must be completed, paid and returned to the preschool in order for a spot to be reserved for your child in the upcoming term. Families can download a registration form from our website: www.JackandJillLehighton.org, request a registration form by email: jackandjillpreschool@yahoo.com to have one sent through the mail, or pick one up at the preschool building during regular class times.

Students currently enrolled in the preschool's primary class will automatically be given a new registration form in their February newsletter. Registrations are taken on a first-returned, first-registered basis. Attendance in the primary class does not guarantee a spot in the prekindergarten class without completing and returning the new registration form and paying the non-refundable registration fee. 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 classes are 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 upcoming 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: In order to keep enrollment of the preschool in line with the Lehighton Area School

District enrollment policies, Jack and Jill Preschool changed it's age requirements for attendance in the classes. The LASD adopted a policy of possible kindergarten enrollment for children who will turn 5 years old between September 1 and October 15 of the upcoming term. The prior cutoff date for kindergarten admission was a birthday of 5 or older on or before September 1 of the school term. Please see the Lehigh Area School District's policy manual for full information regarding early kindergarten enrollment.

Due to that change, Jack and Jill will also consider accepting children whose birthdates fall between those dates for enrollment into the primary and prekindergarten classes.

Therefore, children who are three years old by September 1 of the upcoming term may be registered for a primary class. Children whose third birthday falls between September 1 and October 15 of the upcoming term may be considered for registration in the primary class. All primary class children must be toilet trained, able to make their needs known to staff, and have emotional and self care skills that allow them to be away from familiar caregivers for the duration of class time. Children who are at least four years old by September 1, of the upcoming term may be registered for a prekindergarten class. Children whose fourth birthday falls between September 1 and October 15 of the upcoming term may be considered for registration in the prekindergarten class. All prekindergarten class children must be toilet trained, able to make their needs known to staff, and have emotional and self care skills that allow them to be away from familiar caregivers for the duration of class time. Should it be found by either parents or staff that a child is not ready for a preschool experience, the involved parties will meet and decide whether continuing in Jack and Jill is in the best interest of the child at that time.

Although Jack and Jill may accept children for early enrollment, attendance for either one or two terms at Jack and Jill will not guarantee that the child will be accepted into Lehigh Area School District's early kindergarten registration. The family must follow the district's policies, requirements, and decisions for early enrollment.

Immunizations: Although Jack and Jill is a private preschool, it is the policy of the preschool board to follow all PA school immunization requirements for children as they pertain to the age of the preschool student. The regulations are intended to ensure that children attending school in the commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases.

Admission for all children in all grades, (K-12) need the following immunizations for attendance:

DTAP4 Doses (tetanus, diphtheria and acellular pertussis)1 dose on or after 4thbirthday

IPV4 Doses (polio)4thdose on or after 4thbirthday and at least 6 months after previous dose given)

Hep B3 Doses3rdose on or after 24 weeks of age

MMR2 Doses (measles, mumps and rubella)

VAR2 Doses (chickenpox) or evidence of immunity (had disease)

A child must have the required medically-appropriate vaccines or a plan to complete those vaccines or risk exclusion from school. A child may still obtain medical, religious or philosophical exemption from meeting the immunization requirements. Talk to your child's pediatrician about the vaccines your child needs to attend school.

Exemptions to the school laws for immunizations are: MEDICAL REASONS • RELIGIOUS BELIEFS • PHILOSOPHICAL/STRONG MORAL OR ETHICAL CONVICTION A waiver signed by

parent must be documented and kept with student's records. If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

VACCINE SAFETY Vaccines are held to the highest standard of safety The United States has the safest, most effective vaccine supply in history. Vaccines are continually monitored for safety and effectiveness. Contact your health care provider or the PA Department of Health at 1-877-PA-HEALTH (1-877-724-3258). Vaccine information can be found at www.dontwaitvaccinate.pa.gov Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization).

To assure that all Jack and Jill students have met this requirement, families must have their child's doctor complete and sign the **Immunization Requirement form** which is located in the welcome folder, or provide a copy of the child's official immunization record.

Children receiving additional emotional, educational or emotional support: 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 limitations or concerns. 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 and services 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.

Families of children who receive additional support or instruction from outside sources, RedCo, Carbon/Lehigh Intermetidate Unit, etc. must complete a **Service Provider Information form** if there is the anticipation of any outside services or support being provided or scheduled *during* the child's regular preschool hours. Jack and Jill Preschool supports and encourages each student to achieve their highest abilities, and works with all outside service providers. Jack and Jill is also a private preschool, all families pay tuition for their child to attend preschool and have the expectation of a full preschool education and experience for their children. These considerations must be balanced when planning the types and times of services for children. Also, due due to the short number of days and hours that children attend Jack and Jill Preschool in a week, and the limited space available within the physical preschool building, it may not always be possible for services to take place within a student's scheduled days and hours of preschool.

If, upon review of the requirements and expectations of the outside service providers it is felt that Jack and Jill Preschool cannot accommodate these services, the family and service providers must make other arrangements for the child to receive these services outside of Jack and Jill Preschool.

Jack and Jill will provide information and input regarding the types of behaviors and goals set by the parents and service providers and will make these observations and information available to the service agencies via forms, phone calls, meetings, etc. as requested.

If a family or outside service provider wishes to discuss this policy further, a meeting will be scheduled between the service organization, parents, the preschool staff and members of the Jack and Jill Preschool board of directors. Other persons and organizations with pertinent input may also be included in this meeting.

Tuition: Although Jack and Jill is a Christian ministry of Trinity, the bills, salary, supplies, drinks, toys educational equipment, heating, internet, etc are paid primarily through the income brought in through tuitions. Therefore, it is important that families follow their tuition commitment to the preschool. The money brought in by tuitions goes back to enrich your child's preschool experience.

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 current preschool term on the Parent's Signature Page at the end of this booklet. Tuition for the current term is \$990 for a primary class and \$1080 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 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 may be assigned a \$5 late fee. Repeated late payment of tuition installments without an explanation or discussion with the director will be assigned the late fee. If a tuition installment is more than 30 days late, that child may be removed from the Jack and Jill rolls. 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 through April 27. 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 installments.

For a child in the current primary program:

Your first tuition installment will be \$110.00.

This must be paid on or before August 27, unless the child's registration for preschool falls after that date.

The following eight monthly installments will be \$ 110.00 each.

They are due by September 27 through to April 27.

For a child in the current prekindergarten program:

Your first tuition installment will be \$120.00.

This must be paid on or before August 27, unless the child's registration for preschool falls after that date. .

The following eight monthly installments will be \$120.00 each. They are due by September 27, through to April 27,.

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. Please place cash payments in an envelope with your child's name on it.

If you make payment by check, your canceled check is your receipt. Please note your child's

name on the memo line of the check.

It is strongly recommended that families keep a record of their tuition installment payments. To make that process easier, a tuition payment record form is provided to each family.

It is recommended that tuition payments be placed in an envelope with the child's name on it and 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 may be required to pay the \$5.00 late fee. In the event that a check is returned to the preschool by the bank for insufficient funds, there is a \$50 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. Refunds will be made for the balance of payment for those families paying annually or semi-annually. Families who experience financial difficulties that make following the tuition installment schedule difficult are strongly encouraged to discuss their concerns with the director. Alternate payment plans, or installment amounts can be applied, as well as other methods which may allow the child to remain at Jack and Jill without incurring additional fees to the family.

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 current 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 prekindergarten 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 prekindergarten 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. Scholarship forms can be downloaded from the preschool's website, or requested from the director. 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. The Scholarship committee's decisions are final.

Transportation: According to the PA Department of Transportation website: Car Seat Recommendations for Children • Select a car seat based on your child's age and size, and choose a seat that fits in your vehicle and use it every time. • Always refer to your specific car seat manufacturer's instructions; read the vehicle owner's manual on how to install the car seat using the seat belt or LATCH system; and check height and weight limits.

- To maximize safety, keep your child in the car seat for as long as possible, as long as the child fits within the manufacturer's height and weight requirements.
- Keep your child in the back seat at least through age 12.

Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness.

4-7 Years Keep your child in a forward-facing car seat with a harness until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.

At certain times, the preschool offers field trips which are offsite. The preschool provides no transportation and cannot be responsible for any children traveling in any vehicle to and from and field trip or event. Whenever there is a field trip for the preschool, families will be notified as far in advance as possible. For certain field trips, where a head count is necessary, permission slips will be sent home for families to complete. Ample time will be given in advance of any 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. Full responsibility for safe, legal transportation of children to and from any Jack and Jill sponsored field trip is the responsibility of the child's parents, guardians or caregivers. There is no school on field trip days for any child who does not accompany the class on a scheduled field trip.

Clothing: Please tag your child's outer garments with their name to prevent lost items. Each child in the preschool needs a bookbag or backpack. Items that travel to and from preschool (including tuition payments, receipts, notes, book orders, show & tell items, etc.) will be placed in the bookbag. 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 completely toilet trained and be able to tell a teacher when they need to use the bathroom. Children should wear proper undergarments to preschool, and as well as clothing that allows them to open them in order to use the bathroom. In the event that an accident occurs (spilling of beverages, messy food, art accidents, or bathroom accidents), teachers will assist the child in changing from wet/soiled clothes into a change of clothing. Families are encouraged to keep a spare set of clothes (especially undies, socks, and pants) in a ziplock bag labeled with the child's name and placed in the child's bookbag. If there is not a spare set of clothing, the teachers will change the child into some 'emergency clothing' that the preschool keeps on hand. If your child goes home in these emergency clothing, please wash them and return them to the preschool for future use.

Parents or emergency contacts will be called to come and get child immediately if any other type of 'accident', i.e. vomiting, loose bowels or diarrhea, etc. occurs during school time.

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 has a wonderful outside 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 with temperature appropriate jackets, sweaters, coats, hats, etc.).

Allergies and health: Families with children who have allergies must complete an **Allergy Alert** form which the staff will keep on file. A copy of the completed form will also be given to the family for their reference. The staff of Jack and Jill Preschool will make every effort to follow the guidelines laid out by the parents/guardians and to fulfill the response listed on the Allergy Alert form. If the allergy is food related, a full list of the foods and beverages allowed to the child should be outlined on the form. Parents with children who have any type of severe reaction to exposure to food items will be required to provide food and/or beverage items that are safe and acceptable for their child to consume. These will be the only items given to the child at snack time to assure their safety. The other families in the class will be informed of the allergy and asked to not send snacks for the rest of the class that contain the allergen.

Families who for other medical, personal or religious reasons follow a specific diet must also provide the food/drink items that they wish their child to consume at snack time. Families with any food/drink restrictions or specifications must discuss their situation with their child's teacher so that together a plan can be formulated to keep the child safe, and allow them to participate in snack time as much as possible.

The preschool staff makes every effort to provide a safe, clean environment for children to learn and play, is certified in infant 1st aid and CPR, and will make every effort to respond to any and all health related situations that arise when the children are at preschool. However: the staff of the preschool are not health care professionals and can only respond to the best of their abilities and training.

Teachers must do the best that they can with daily observation and care, but children become ill quickly. Therefore, the parents of any child who appears ill when at preschool (fever, falling asleep, vomiting, diarrhea, excessive coughing and/or sneezing with extreme nasal discharge -beyond seasonal allergies-or other complaints) will be called to pick them up immediately to prevent the spread of germs. If your child has a communicable illness (like pink eye, flu, or other which requires a visit to the doctor or hospital) contact the director immediately. Families may be asked to provide a doctor's note upon their return to preschool. Jack and Jill requires that families follow physicians instructions for returning to preschool. If your child will be absent from school for an illness, please contact the school via phone or email to let the staff know that they won't be there on a specific day.

Snacks: The preschool children have their snacks at the art/snack room tables. These tables are sanitized each day after each snack time. The preschool provides a choice of, 100% apple juice or water with snack every day. Parents are asked to take turns supplying the daily 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. The number of children in each class is listed on the monthly snack calendar. Families are asked to provide snacks in quantities enough to be shared with all class members. If a child in the class has a severe food ingestion/exposure allergy, all families in that class will be asked to refrain from bringing snacks that have that ingredient in it to prevent exposure. The teacher will inform the families if this is the case.

Unless a child has a food allergy/medical restriction/or strong family commitment to eliminating dietary or other additives, the preschool discourages children from bringing personal snacks that differ from the one that is provided for a specific day. If the 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 themselves.

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 birthday date is chosen for your child's snack birthday. Sometimes we have more than one child share a birth date in a class. If that is the case, we schedule each child a separate birthday snack day. The date that is set aside for your child's birthday at preschool is marked on the monthly snack calendar by an *. 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 unbirthday party date is set aside in May. Invitations to parties held outside of school may be given out to your child's classmates. Put the invitations in your child's bookbag, and the teachers will see that they go home with the rest of the class. On birthdays, the preschool will supply a birthday crown, candles and a card for the special child.

Holidays: It is important that the children celebrate holidays during the preschool term. The teachers incorporate celebrations into their teaching curriculum to show why these days are special. Families can choose to send special snacks and goodies in to school for the holiday parties. Sign up sheets are posted on the preschool bulletin board on the porch. These holiday parties are noted on the yearly preschool calendar and also on the monthly snack calendars and in the monthly newsletters.

Worship: Jack and Jill is a Christian preschool and worship is an important part of the curriculum. All children attending Jack and Jill have weekly worship time in Trinity's sanctuary. On special occasions the children may see Mrs. Lovejoy, Pastor Moore, or Vicar Sara. During these worship times, the children sing hymns, recite prayers and take part in Bible stories and lessons. Prayers are also said daily before snacks. Bible songs, stories and activities are also used as learning tools within the classroom.

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 before and after class time if a parent wishes to speak to them. In addition, families can leave a note in their child's folder for a teacher to read. Families can send the preschool an email: jackandjillpreschool@yahoo.com (the email can also be linked from the preschool's website: JackandJillLehighton.org).

Families are also strongly encouraged to request to join the preschool's Facebook page: [Jack and Jill Preschool](#). Be sure that you have Jack and Jill Preschool in Lehighton. That is also a closed group but managed by members of the Parent Organization. Joining the Jack and Jill Preschool Facebook page is a great way for parents to share information, and for the preschool to provide immediate information to families.

In addition, each month your child's teacher will send a copy of their monthly newsletter home with your child.

Discipline: It is the policy of the preschool to teach using positive reinforcement with a emphasis on

learning life skills 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 adults and children.

Occasionally, this requires the careful application of redirection and behavior correction techniques within the classroom. When this 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 move away from the group and to have some quiet time with just them and a teacher. This is done to give the child time to handle their emotions, to give the teacher the opportunity to reassure the child, and to have some time to consider alternative behaviors. On some occasions, removing the child from the group is beneficial to everyone so that the rest of the class can continue with their activities.

The teachers recognize that each child is an individual and they respect that fact. What that means in terms of corrective behavior is that a technique that may help one child function well in the school environment may not be the right one for another child. When assessing behavior, the teacher will always try to understand the background and experiences of the child. This may mean that conferences between parents and staff may be necessary. Conferences in this case, 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. At various times in the term, 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 addressed for a particular child. Evaluations are done before Christmas, and progress reports 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 all interested preschool parents can schedule parent-teacher conferences for one-on-one discussions. The director and teacher 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 April). At that time, forms are 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, 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.

Jack and Jill Parent's Organization: The Jack and Jill Parent's Organization is the preschool's 'PTO'. It functions separately from the preschool, raises it's own funds and conducts events like Family Fun Nights, the Preschool Prom and refreshments for the Closing Program. This group of interested families schedules it's own meetings, and plans events and activities for all of the preschool families. They set their own agenda, and have their own officers. Information, activities and sign up sheets for their special events are posted on the smaller bulletin board to the left of the porch door of the preschool. Fliers with information about their meetings will go home in your child's folder.

Class Dismissal Times: Children must be dropped off and picked up at the side porch door of the preschool. Parents, grandparents, babysitters, etc. must wait outside the building with the children until the start of the preschool, and also be there at the end of the child's class times. If you need to drop off a child later than the usual starting time, or pick them up early from school, knock on the door and a teacher will open it for you. The doors to the building are NOT left unlocked. Unless there is a reason, adults are discouraged from entering the building with the children.

At dismissal, the children will wait in the circle time room and the teacher will call them to come out as their adults arrive. Adults are discouraged from walking outside the building during class time. This is a security issue because the staff may not know who is outside. Also, it is a distraction for the children.

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 after your child's class are the time when the teachers are setting up for the day, cleaning up, answering phone calls and emails, and getting prepped for the class. This time is necessary for the teachers to be ready to welcome and to teach the next class.

The preschool does not take children into the building before classes begin. On very few occasions, families have had situations where they needed to drop their child off early. If and when this may occur, depending on what the teachers need to do, we may be able to accommodate you. but this is not an opportunity to drop off a child at Jack and Jill early on a regular basis. If the teachers are busy, families will have to make other arrangements. Likewise, families must be prompt in picking their children up at dismissal times. When dismissal time arrives, the teachers have other responsibilities and commitments which they must honor, they are not at preschool to provide additional babysitting services. If you find that an emergency has occurred, and you are unable to pick your child up on time, call the preschool immediately, to see if staff will be able to stay with your child.

Dismissing Children to Others: Families have been given the opportunity to list caregivers and others who they authorize to drop off and pick up their children on a regular basis from preschool. If your childcare arrangements change, please notify Jack and Jill in a note of any additional people to add to or remove from the list. If a person is designated to pick up your child, the preschool must have a phone number where to reach them. Families who are in custody or other legal situations where access to the children is limited must provide the preschool with copies of all court documents that outline custody, visitation, PFA's limitations, etc. If there are any specific, private, or immediate situations that arise, please contact the director. If a family finds that someone who is not on the list will be dropping off or picking up their child, they must either send a note to the preschool with the person's name and phone number on it, call the preschool and leave that

information , or send an email with the information.

Publicity, Photography, Videography: Throughout the preschool term, the teachers may take pictures of the children as they engage in various activities at the preschool. We may use these pictures on the Facebook page, on the preschool's website, Trinity Evangelical Lutheran Church's facebook page, as part of a bulletin board display, or in a display at Trinity. On very rare occasions, there may be times that the children could be photographed by the Times News &/or the Allentown Morning Call newspapers, BRC Channel 13, etc. as they participate in special activities. No children's photographs or videos will be taken if the parent has indicated it on the Signature Page at the end of this document. Please be sure and indicate your preference on the Signature Page. The children will not be 'tagged' or identified by name on any Facebook posts.

School term/snow days: Each family is provided with a copy of the current preschool term, the term calendar is also available on the preschool's website. Each month, party days, vacation days and closures are listed on the snack calendar. Jack and Jill follows the Lehigh Area School District for most of it's major holiday closures, including Thanksgiving, Christmas, Martin Luther King Day, President's Weekend and Easter. **The preschool does not follow** the district's closures for scheduled early dismissals, Act 80 days, etc. All of these holidays are outlined in the term calendar.

In the event of inclement weather: If the Lehigh Area School District (LASD), is closed for the day due to bad weather, the preschool will also be closed for the day, regardless of what day of the week it is. If the LASD has a bad weather early dismissal, there will be no afternoon classes at the preschool, regardless of what day of the week it is.

Gifts and donations to Jack and Jill: The preschool's primary form of support is from tuitions and donations. All of the supplies, toys, books, paper products, snacks, educational supplies, cleaning supplies, etc. are provided from this income. In addition, Jack and Jill pays for the heating oil, water, sewer, electric for the building. As you can imagine, having children utilize the facility and its supplies daily can at times become a challenge. Jack and Jill is always grateful to accept any donations to the program, both monetary and otherwise. Age appropriate new or gently used toys, puzzles and games that have all their parts are welcomed. In addition, any large outdoor play equipment would be appreciated.

All About Me: During the term each child in the preschool will have the opportunity to complete an "All About Me" poster and share it with their classmates. The teachers assign these posters alphabetically each month throughout the term. When it is your child's turn, the teacher will send a blank poster home with your child. Please work on it with them and return it to preschool as soon as possible. During your child's month, the poster will be displayed on the snack room wall. At the end of the month, it will be taken down to make room for the next friend. By the end of the preschool year, each child will have done a poster and shared it with their classmates. Jack and Jill will keep these posters until the end of the term, and use them as part of our decorations for the Closing Program in June. At that time, families are invited to take the posters home.

Scholastic book clubs: Each month, order forms from the Scholastic book clubs will be sent home with your child. Families can choose whether or not they want to order books. Families can also order online. Information about online ordering will be sent home along with the order forms. When

families order books, the preschool gains bonus points which can be redeemed for items. In the past, Jack and Jill has been able to gain many, many classroom supplies, games, and equipment through the bonus points that it has earned.

Fundraising:It is an economic reality that organizations have to fundraise in order to survive. Jack and Jill engages in several fundraisers throughout the term. We appreciate your support of these programs. Fundraisers change from term to term. Your participation in these fundraisers benefit your child and the preschool.

School supplies: Each child is asked to have a backpack/bookbag large enough to hold an 8 $\frac{1}{2}$ x 11 folder (which will be provided by the preschool), and to bring it to school each day. In addition, they are asked to have a pencil box marked with their name, and in it a pack of eight primary color crayons, a pair of scissors, two play dough containers and two glue sticks. The children's change of clothes can also be kept in the backpack. Families who would like to donate supplies to the preschool could consider: 100% apple juice, paper towels, tissues, surface sanitizing wipes, dry floor cloths, wet floor cloths, etc.