



Jackson Christian

Preschool Handbook
18 months to 4-Years-Old



Preschool
1490 Campbell Street
Jackson, Tennessee 38305
731-300-4572

Quality Education in a Christian Environment

Dear Parents:

Welcome to Jackson Christian Preschool! It is an honor to help guide your child's learning and development. We pride ourselves in providing a loving, Christian preschool environment for all of our little Eagles. It is our belief that during this important growth period, parents are informed and involved in the learning process of their children. With a team approach (parents, teachers, staff, and children), we are committed to each child's spiritual, educational, and emotional growth.

When your child is ready to move on to their next academic experience, it is our goal that he/she has developed spiritually, emotionally, intellectually, and physically to their fullest capacity. We also strive to help your child develop a favorable attitude toward school, a positive self-concept, and a relationship with God.

This handbook has been designed to help students and parents better understand the expectations we have for our students while attending Jackson Christian Preschool. We ask that parents read this handbook carefully and share its contents with your children. Please ask questions if anything remains unclear. Once you have read the handbook, please sign and return the acknowledgement form that you have read and understood the rules and regulations. Please return this form to your child's teacher.

Sincerely,

Shelly Main
Jackson Christian Preschool

PRESCHOOL POLICY SUMMARY

1. The Preschool will be open from 7:30 am to 5:30 pm, Monday through Friday. Preschool hours are 7:30 am to 3:00 pm. After School hours are from 3:00 pm to 5:30 pm. Children cannot be accepted earlier or kept later. In case of emergency, a parent must call the Preschool to remain past closing time. A fee of \$1.00 per minute may be imposed for children kept after the Preschool is closed. The late fee will increase to \$5.00 per minute after 5 times late per month.
2. Enrollment forms for the child must be completed by the parent or guardian. Current immunization records signed by a Tennessee health care provider must accompany the child at admission. Each child must receive all immunizations prior to admission unless there is a medical reason certified by a health provider why these immunizations should not be made.
3. If a child becomes ill during the day, his parents will be called to come and take him home. Sick children cannot be cared for at the center.
4. If a child must be given medication by the Center staff, a medication permission form must be filled out. Each bottle must be clearly labeled with the child's name, with clear instructions for giving the medication.
5. Parents will be promptly notified of the occurrence of a communicable disease in your child's classroom.
6. Parents are asked to see that children do not bring extra money or toys to the center. Each child is allowed to bring books or stuffed animals to share. No guns, swords, etc. are allowed.
7. Each child must have a change of clothing, clearly labeled with his name, to be left at the center for emergencies. The change of clothing should be seasonably appropriate.
8. In all manner of dress and grooming, students are to exercise modesty, appropriateness and neatness. Christian appearance is the guideline principle. Shorts of moderate length may be worn.
9. Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside.

10. Morning and afternoon snacks will be provided by the Preschool.
11. Please refer to your online FACTS financial agreement for your pay schedule.
12. The Preschool reserves the right to suspend or dismiss your child for non-compliance with rules and policies.
13. Parents will receive a school calendar at the beginning of the year.
14. Parents are to notify the Preschool of change in work or home phone numbers in order to be reached.
15. In case of school dismissal due to inclement weather or unexpected circumstances, an announcement will be made on the local radio stations. Parents will also receive a "Parent Alert" text message. Unless otherwise announced, school will be open. If the main Jackson Christian campus is closed due to inclement weather, then the Preschool will also be closed.
16. Per State of Tennessee Department of Education Standards, parents must sign their children in and out each school day.

PARENT INFORMATION

LUNCH

Lunch should be sent with your child each day. Please send a hot or cold pack, as needed, so that it may be kept in your child's cubby and will be ready to eat. We will provide spoons, straws, and napkins. We also provide milk for lunch each day. If your child does not drink milk, you are welcome to send a drink.

SNACK

Preschool will provide a morning and afternoon snack each day.

OUTSIDE TIME

Children will have outside time each day to promote gross motor skills. Teachers may also choose to conduct curriculum outside when appropriate. If weather is unsuitable exercise and games which promote gross motor development will be conducted inside our gymnasium.

TOYS

In order to promote a quality learning environment for the students, we request that you do not allow your child to bring toys to school. Toys tend to cause multiple disruptions among students and may get lost or broken.

NAP ITEMS

Items brought to sleep with must be small, soft, non-noise making, and suitable items to promote rest such as stuffed animals or baby dolls.

WASH DAYS

Every Friday or last day of attendance for the week, please carry your child's bedding home for cleaning.

FIELD TRIPS

We will schedule field trips, for our 4's classes, to enhance our studies or to promote a service to our community. Proper behavior is expected to ensure the safety of every student. Inappropriate behavior will result in missing the next field trip. Parents must accompany their child on field trips.

SCHEDULED DAYS

We offer 2, 3 or 5 days per week for the 18 months and 2 year old classes. We ask that you remain on your scheduled days, unless prior arrangements have been made with individual teachers. We offer a 3 or 5 day option for the 3 year old and 4 year classes.

We will not be allowed any make up days for missed days.

ATTENDANCE REQUIREMENT

It is State policy that all children must be signed in and out when dropped off and picked up from school. It is the parent/guardian's responsibility to sign in/out on computers located on the table in the entrance lobby. Please let your teacher know if there is a change for pickup of your child. Also inform the adult picking up your child of the sign in and out policy. This simple procedure ensures the safety of your child.

HOLIDAYS AND OTHER SCHOOL CLOSINGS

Please refer to the Preschool calendar for all scheduled holidays and school closings. Snow days or inclement weather closings/delays can be heard on the radio (101.5) or WBBJ-TV. You should also receive an alert message from Jackson Christian.

No refund will be made for tuition cost if a 3-10 day closure is made due to a health/safety mandate.

CLOTHING

Uniforms are not required for Preschool. In all matters of dress, modesty, appropriateness, and neatness should be exercised. Christian appearance is the guiding principle. Use the following guidelines for your child's clothing:

1. Shirts must cover the waistband of all pants or skirts.
2. Sleeveless shirts are allowed. Halter tops, tops with spaghetti straps or strapless tops are not appropriate.
3. Undergarments should not be visible at any time.
4. Shorts/skirts should be no shorter than 4" above the knee. Shorts must be worn under dresses and skirts
5. Closed toe/closed heel shoes must be worn -- no flip flops, sandals, or jelly shoes. This is for your child's safety and comfort when they are playing.

All clothing must be labeled with the child's name. Each child must have a change of clothing in his/her bag/backpack. This change of clothing should be seasonably appropriate. Dress your child appropriately for the season. Classes will go outside unless it is unusually cold, hot, or raining.

The Preschool uses only disposable diapers and pull-ups with detachable/retachable sides.

TOILET TRAINING

When you feel it is time to start toilet training, the teachers in our two-year-old rooms will assist you. If you have already begun this process before enrollment, we will help continue this at school. Preschool believes that toilet training should be a positive experience at home as well as at school. Please dress your child in elastic waistband pants (no onesies or belts) during the toilet training process. If your child is in pull-ups, please do not dress them in any type of lace-up boot since we must take off their shoes and pants to change pull-ups. Talk to your child's teacher when you are ready to start toilet training. The two-year-old teachers will go over guidelines that are in place regarding the transition from diapers/pull-ups to underwear. Children are expected to be potty-trained with few accidents upon entering a three-year-old class.

REST TIME

All children will have at least one hour of rest on a mat or crib as required by the Tennessee Department of Education. Your child may have a special rest item to use during this period. Schedules for children on one nap will be noon - 2:30.

DISCIPLINE

All Preschool staff will discipline with love. Praising appropriate behavior and using redirection to counteract behavior that needs correction often discourage misbehavior. Warnings for inappropriate behavior will be given. If unacceptable behavior continues, children may be given “think about it time” (this is usually one minute per year of age). We will inform you of any discipline problem so that we can work together to correct it.

While inappropriate behavior is often a public matter, discipline is treated as a private matter between the school, the child, and the parent(s). Our administration desires to partner with you in teaching and training your child. In conversations regarding discipline matters affecting your child, we are not at liberty to discuss other children or families.

Holding our students accountable for their actions is a difficult but important part of the maturation process. Though we strive to make the discipline process as objective as possible, there are often special circumstances or issues that must be viewed in a subjective light. To those who may be unaware of all the relevant facts, it may appear that preferential treatment is being given. We work hard to be consistent, even though at times it may not seem that way.

Though we seek to extend forgiveness and grace in the area of discipline, we must also recognize the need for accountability. If a student manifests (through repeated actions or choices) an unwillingness to recognize the behavioral goals and expectations of the JCS school community, he or she will be held accountable and may forfeit the opportunity to remain a part of the school community. It is of vital importance that the parents be a supporting part of this discipline plan.

BITING

Biting is not unusual among young children, but it is a serious and possible danger to either child. If your child bites, he/she will immediately go to a “think about it time” with the Director. If he/she bites again the same day, you may be asked to pick him/her up for the day. If your child bites and breaks the skin with bleeding, or if biting behavior continues, a conference with the Director will be scheduled to determine the best course of action to follow. This may include a suspension or dismissal.

SUSPENSION/DISMISSAL

In situations where safety to the child or other children occurs, or if a negative environment is created, we will conference the parents about what may be happening in the child's life to cause this negative behavior.

Suspension or Dismissal may be necessary if any of the following occur:

- A child requiring continued one-on-one attention
- A child using inappropriate language.
- A child verbally or physically abusive to teachers

A single incident of severe misbehavior may result in dismissal.

REWARDS

At Jackson Christian Preschool, we look for opportunities to reinforce positive behavior:

Verbal praise	Positive Note	Treasure Box treats
Hugs	Stamps	
High-fives	Stickers	

PARENT COMPLAINT PROCEDURE

Complaints from parents should first be made to the appropriate teacher and then to the Director. If the complaint concerns a teacher, the Director will consult the teacher and then the matter will be discussed with both the complainant and the teacher present. Should the above procedure fail to resolve the complaint, the parents may request a meeting with the President. If not satisfied, then the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. From that point, the matter would be brought before the entire Board at the next regularly scheduled meeting if the request is made in writing to the Executive Committee. Parent complaints are not to be taken to the Board outside this procedure administered by the President. The decision of the Board is final.

SICK POLICY

If a child becomes ill during the day, parents will be notified. Sick children who have a fever of 100.4 degrees or above, three loose stools, vomiting, questionable rashes, excessive coughing or other signs of illness cannot be cared for at Preschool. The child must be completely free of these symptoms for 24 hours without the aid of medication before returning to school.

If medication must be given to a child, parents must fill out and sign a permission form with directions for administering. These forms will be in the lobby at the parent information table and the Director's office. Each bottle must be clearly labeled with the child's name and will be locked up.

Parents will be notified of the occurrence of a communicable disease occurs in your classroom. Please notify your child's teacher or the director in case of illness. This allows us to alert other families of possible exposure to a contagious disease.

PEDICULOSIS (HEAD LICE) POLICY

Jackson Christian School has a NO NIT policy. The following guidelines will be used as the official Pediculosis policy for Preschool. These are from the Tennessee School Boards Association with minor modifications to our handbook. No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the director/office to notify the parents in the event a child has head lice. A letter will be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but may not be limited to (1) proof of treatment with a head lice shampoo, and (2) satisfactory examination by office staff. Treatment and prevention procedures will be distributed to all classroom teachers. Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by the office staff.

GIFTS

Gifts for teachers should be handled only as individuals desire. Group gifts may be given; however, no parent or student is obligated to contribute to a group or individual gift. If a group gift is being planned for a teacher, any class letter requesting money needs to be approved by the Director.

PARTY INVITATIONS

Party invitations should not be handed out in class unless invitations are available for every student in the class. The exception to this would be in the case of the need to give out invitations to one gender only. Please be advised that any invitations sent to school which do not follow these guidelines will be returned to the sender.

OTHER POLICIES

Jackson Christian Preschool is a smoke and vape free campus.

Children will not be released to anyone whose behavior is deemed to place the child at imminent risk.

Jackson Christian Preschool performs emergency drills to prepare and protect children and to meet local and state requirements.

CHAPEL

Students attend weekly chapel services. These services consist of songs, scripture, prayer, student of the week and any special program planned. The purpose of chapel is to provide the students and teachers an opportunity to worship God. Parents are always welcome.

COMMUNITY SERVICE PROJECTS

1. St. Jude Trike-a-thon
2. Food Collection for Carl Perkins Child Abuse Center
3. Angel Tree gifts at Christmas
4. Mailing cards to Grandparents
5. Making Get Well cards for people on sick list
6. Helping with special needs projects

CURRICULUM

Jackson Christian Preschool uses a literature based hands-on curriculum. Preschooler's inquisitive minds are kept interested and challenged using a blend of whole-group and center activities that meet the needs of each child. Our curriculum encourages development of basic skills through weekly lesson plans. These lesson plans include circle time, language and reading readiness, math, science, art, music and movement, fine motor skills, dramatic play, outdoor play/large motor skills and field trips. Heggerty Program, Benchmark Phonics, Everyday Math, Raz Kids and IXL Math Curriculums are used in our four-year old classrooms. We also introduce Spanish and Sign Language. Gymnastics class and music class are offered as an optional program. Bible lessons are incorporated daily to help your child foster a love of God and grow spiritually. Multicultural lessons are incorporated into everyday curriculum to help students explore the world around them. Our vision is to help children see they are uniquely gifted as individuals and members of Christ's body through the concept of Imago Dei where all people are made in the image of God.

Two Year Olds:

EARLY LITERACY: Provide children with a language and print-rich environment. Activities include: developmentally appropriate books, rhythm/rhyme/song to promote phonemic awareness, story time, large/small group instruction, thematic units, and name recognition.

MATH: Hands-on learning activities to strengthen reasoning and problem-solving skills. Concepts include: shapes, colors, size, matching, sorting, counting 1-10, comparing, one-to-one correspondence, simple patterns, directional words, sequencing,

SCIENCE: Concepts such as cause and effect, self-awareness, observations on the world around them. Themes include: all about me, five senses, animals, plants, seasons, weather, insects, and cooking.

STREAM (Science, Technology, Religion, Engineering, Arts, Math) Projects/Units: Several STREAM activities will be done throughout the year.

SOCIAL STUDIES: Concepts and units will include self-awareness, citizenship, community helpers, holidays, fire safety, feelings, families/homes/neighbors, people in our school, multicultural lessons to explore the world around us.

BIBLE: Teaching children the love of God and instilling an awareness of the many blessings God gives us. Stories and themes will come from The Beginner's Bible

Three Year Olds:

EARLY LITERACY: Foster a lifelong love of reading to promote literacy development through Circle Time, Story Time, whole and small group instruction, learning centers, and play; Skills will include oral language development, strengthening vocabulary, phonological awareness, and alphabet knowledge.

MATH: Hands-on learning activities to develop an awareness of the value and uses of mathematics. Concepts include: number sense (numbers, counting, one-to-one correspondence, quantity, size), geometry (shapes, spatial relationships), sorting (attributes, similarities and differences), patterns (order, creating and duplicating patterns, predictions), measurement (standard and non-standard, measurement terms).

SCIENCE: Topics include: using my imagination, my senses, taking care of myself and staying safe, plants, animals and their homes, insects STREAM projects/units: Several STREAM activities will be incorporated into thematic units.

SOCIAL STUDIES: Concepts and units include: my school, making friends, families, places we go, people we meet.

BIBLE: Teaching children the love of God and establishing an awareness of God's role in their lives as they grow. Stories from the Old Testament and New Testament will be told from The Beginner's Bible.

4 Year Olds

PHONICS: Start-up Phonics curriculum from Benchmark Education creates opportunities for students at different stages of literary growth with varied experiences. It also builds a foundation for successful phonemic and phonological awareness as well as offers explicit instruction/review of letter recognition and formation.

READING, SOCIAL STUDIES, SCIENCE: Reading, Social Studies and Science are taught through Unit Studies developed to cover the standards included in the TN-ELDS for 4 year olds. These units are designed to incorporate fictional and informational literature into each area of study. These units include: All About Me, Our Community, Health, Heritage, and Traditions, The Wonders of Winter, Literature (Folk and Fairy Tales, Fables, Nursery Rhymes), Springtime Discoveries, Ocean and Safari Adventures Additional Reading Resources: Learning

A-Z Learning A-Z helps teachers differentiate their instruction with customized online learning solutions for each student. RAZ-KIDS / Reading A-Z RAZ-KIDS gives each student access to hundreds of interactive, leveled books. Engaging children at their reading level and in their area of interest gives them the practice they need to become better, more confident readers.

MATH: Everyday Mathematics provides children with a balanced mathematics curriculum that is rich in real-world problem solving opportunities. It requires children to: make sense of problems and persevere in solving them, reason abstractly and quantitatively, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, and express regularity in repeated reasoning.

STREAM (Science, Technology, Religion, Engineering, Art, Mathematics): STREAM projects will be incorporated into thematic units throughout the year.

BIBLE: The Beginner's Bible is used to bring to life more than 90 Bible stories from the Old and New Testament. Lessons and memory verses teach and inspire children to learn and live out their faith!

TUITION AND OTHER PAYMENTS

Managing monthly payments is done through the FACTS Tuition Management System to process all tuition, after-care and extra day payments.

Children registered for Preschool hours must be picked up by 3 pm each day. Those registered for extended hours may stay until 5:30. It is very important that you pick your child up by the appropriate time. There is a \$9.00 charge if you ever need for your child to stay in our extended care program. If a child in extended care is picked up after 5:30 pm, the charge will be \$1.00 per minute, which will increase to \$5/minute if late(after 5:30) more than 5 times per month.

A child should only be picked up after 5:30 pm in case of an emergency.

If your child needs to come on a day that he/she is not registered for, permission must be obtained from the director. There is a \$30.00 charge for a 3 pm pick-up "drop-in" day and a \$40.00 charge for a 5:30 pm pick-up "drop-in" day.

SUPPLY LIST

2 inch mat for naptime. This thickness is required by the State of Tennessee.

Small sheet and blanket, travel size/baby pillow, **which must fit in a nap box 10x13x5 deep.** You may bring your own or we can provide information about where to purchase them.

Painting shirt

A complete change of seasonal clothing (including socks and underwear) should be kept at the preschool at all times, in case of an accident.

Wipes, diapers and/or pull-ups for non-potty trained students

Yearly Fees will be charged to your Facts Account. Please Website for yearly charges.