



JEFFERSON COMMUNITY PRESCHOOL

A Registered Ministry of Jefferson Community Church

58915 State Road 15 Goshen IN 46528 | 574.533.1121 | jeffersoncommunitychurch.org

STUDENT HANDBOOK 2019-2020



PRESCHOOL STAFF

LEAD PASTOR

Rev. Ken Hunn

PRESCHOOL DIRECTOR

Pastor Billy Hesketh, interim

	M-W-F Regular Day 9:00 AM-12:00 N	M-W-F EXTENDED DAY 9:00 AM-1:30 PM	T-TH 9:00-11:30 AM
TEACHER	Stephanie Cripe 202-0912	Stephanie Cripe 202-0912	Heidi Tacy 322-9174
TEACHER'S ASSISTANT	Susan Carpenter 831-4810	Susan Carpenter 831-4810	Rebecca Adame 574-584-4934

Preschool Philosophy

Jefferson Community Preschool is a school in Christian living. Our curriculum emphasizes Christian values through Bible teachings. As your child learns to respond through sharing and group play, he/she is learning to model Christian ideals.

Because each child is a unique creation, we strive to foster individuality in an atmosphere of discovery, confidence, and self-worth.

The overall goal for our preschool is to provide a faith based curriculum with emphasis on Kindergarten readiness using hands on learning with age appropriate activities and experiences. The Staff share Jesus' love with children and give individual attention in small classes of 14-16 children.

Jefferson Community Church

Jefferson Community Church, formerly Jefferson Brethren Church, has been a vital part of Jefferson Township since 1968-69. From the very beginning, it was the intent and desire of the church to be closely identified with the Jefferson Community. The Brethren Church has historic roots with Believer's churches, so called because of their desire to live and model closely to the early New Testament church.

It is our desire to be a church that is visible in the community by living out our faith on a day to day basis, sharing the joy and sorrow of each other's lives, and reaching out to those in need.

Our belief is rooted in the historic Jesus Christ as the Son of God, whose death and resurrection gives anyone (through a simple step of faith), the opportunity to be reconciled to God. At JCC, every member is encouraged to identify the gifts and ministry God has given them. As well, it is a community where the Spirit of God is evidenced, and His Word is preached and taught faithfully.

Pastoral Staff

Ken Hunn, Lead Pastor
Billy Hesketh, Associate Pastor
Vickie Oldenburg, Minister of Counsel & Care

Office Hours

Monday & Friday: 8:30 AM-12:00 PM
Tuesday-Thursday: 8:30 AM-2:00 PM

Preschool History

JCPS has been a part of Jefferson Township since 1996. It was formed by a group of Jefferson Brethren Church members to serve a need in the community. The preschool has grown from a small group of children enrolled the first year to 3 classes each week. It is the desire of the church that Christ's love be communicated daily to each child in a natural learning situation.

Worship Services and Sunday School

You are invited to join us in weekly worship services or Sunday school classes as we come together to fellowship and praise God. Worship services are held each Sunday at 8:15 am and 10:45 am, with Sunday School classes for all ages beginning at 9:30 am.

Nursery and toddler childcare is offered during each service and class time. For children ages 3 through Kindergarten there are classes available 2nd and 3rd hour. Students in grades one through five, as well as junior and senior high youth, meet during the Sunday school hour. A children's worship experience for children ages 6-10 is provided during the 10:45 hour. We also have a Wednesday JCC Nite Program with classes and activities for all ages and a LYNC Summer Day Camp and Day Care program. Please call for additional information.

If you have any questions regarding the church, please call the office at 533-1121.

Preschool Hours

The class of children who are 3 years old by August 1 meets Tuesday and Thursday from 9:00 – 11:30 am beginning the week before Labor Day.

The class of children who are 4 years old by August 1 meets Monday, Wednesday, and Friday beginning the week before Labor Day. The Regular Day class meets 9:00 am-12 noon and the Extended Day class meets 9:00 am-1:30 pm.

NOTE: Extended Day children will need to bring a lunch from home with their name on it. Lunches will be refrigerated. Please do not bring food which requires heating.

The door will be opened 5 minutes before the start of class and the teacher or assistant will be there to greet your child. We ask that you do not drop your child off before these times. If your child is late, please walk your child to their classroom by entering through the FRONT doors at the east side of the building and sign in. If the FRONT doors are locked (i.e. during lunch) ring the doorbell at the upper left hand corner of the north door (Preschool entrance) and a teacher or assistant will greet you and take your child to the classroom.

We ask that you be prompt when picking up your child. The teacher has only minimal preparation time and any additional time your child is there takes up that time. **If you find you are running late, please call the school. Repeated offenses may incur additional fees.**

Daily Activity Schedule

Your child's Preschool day will include these activities:

Free play time and Clean up

Circle Time-includes songs, Bible stories, finger plays, sharing etc.

Creative work/arts and crafts

Restroom Break

Snack

Story time

Group Time-includes games, large muscle play, parachute play, outdoor play (weather permitting)

General Notes

- Our preschool follows the Middlebury Community Schools calendar with the exception of start/end dates.
- Children must be 3 or 4 years of age by August 1, 2019.
- Each class must have a minimum number of students to remain open.
- We must have a record of all immunizations and they must be current. The list of current requirements and FAQ's are included in the registration packet. A physical exam is not required, but the **Health Record must be completed and signed by a physician OR completed by the parent with a copy of the immunization record from the physician's office attached. Records must be received by SEPTEMBER 15 (or within 20 days of enrollment) for your child to attend classes.**
- We ask that children do not chew gum at preschool.
- Please call if your child won't be at preschool. It's ultimately your choice whether or not to send your child to school on any given day, but we would like to be informed if your child is ill or won't be at school for several days.
- Each student will be provided with a FREE book bag. If you need to replace your bag the cost is \$2.00.
- Each new student will be given a FREE t-shirt. If you need to replace your shirt the cost is \$5.00
- School pictures will be offered in the fall of each year.

Tuition

Tuition is due on or before the first day of each month. Checks should be made payable to Jefferson Community Preschool or JCPS. **On the 10th of each month, there will be an additional fee of \$10.00 assessed to those accounts which are not paid that month unless prior arrangements are made with the director.** Please remember we operate on a low budget and tuition needs to be paid on time. All accounts severely past due may result in denial of preschool privileges and will be dealt with by the board on an individual basis.

A reminder note will be sent home 1-2 weeks before tuition is due. Please place your check in an envelope with your child's name on it and send it with your child in their book bag. **All cash payments must be submitted to the church office so a receipt may be issued. Exact amount would be appreciated! The office does not guarantee change is available.** A summary of your payments will be sent home with your child twice a year for your tax records: once at the end of the calendar year and again at the end of the school year.

Tuition has been evenly pro-rated over the 9 month school year. Tuition must be paid regularly in spite of vacation, illness, weather, or school closings in order to assure your child's place in the class. This is necessary, as our school expenses are the same regardless of number of children present. Tuition may be refundable in cases of serious or lengthy illness. In general, no absences of less than four weeks will be eligible for refunds.

TUITION	Tuition for full year	Paid in monthly installments due on the 1st of each month	10% Discount if full year is paid in advance by September 1	5% Discount if half year is paid in advance by Sept 1 and January 1
T/Th 3 Year Olds	\$855	9 installments of \$95 each	\$769.50	2 installments Sept \$361 Jan \$451.25
MW(Th)F Reg Day	\$1170	9 installments of \$130 each	\$1053	2 installments Sept \$494 Jan \$617.50
MWF Ext Day	\$1530	9 installments of \$170 each	\$1377	2 installments Sept \$646 Jan \$807.50

NOTE: A 20% discount will be given for the second child registered from the same family.

When a child moves from the community and thus withdraws, or enrolls in preschool and fills a vacancy in the middle of the month, tuition is charged for half of the month or the cost per day, whichever is less. Parents should give the teacher as much notice as possible when withdrawing a child.

Tuition assistance is available and is awarded based on financial need. Please notify the teacher or a board member if you need a scholarship application.

NSF Charges

Upon notification of the return of a check to the preschool, the treasurer will notify the issuer of the check in writing. Payment of the total check amount, plus fees charged by the bank, will be due immediately. If there is a second occurrence of a returned check, a \$20 fee will be charged by the preschool, in addition to the bank fees, and only cash will be accepted from that point forward.

Emergencies

If an emergency occurs and you are unable to pick up your child, please notify the teacher as soon as possible so arrangements can be made for the care of your child. **The teacher must be notified either by phone or in writing of ANY change in your phone number or address (including work number) so that we can contact you in case of an emergency at school.**

Only persons indicated on the emergency card can pick up your child. If a different person needs to pick up your child on a specific day, please make arrangements **in writing** ahead of time. **A photo ID will be required** of any one with whom the teacher is unfamiliar.

Bathroom Policy

Your child must be able to use restroom facilities without assistance. **We encourage you to take your child to the restroom just before coming to school. This allows them to utilize the time at school to their best advantage and also limits the amount of time the teacher needs to leave the class in order to accompany the child to the restroom.**

Because there are occasional accidents with children wetting or soiling themselves, and because of the heightened awareness of child sexual abuse in the news, we want to remind you of our policy regarding these issues.

1. Admission guidelines to Jefferson Community Preschool require children to be independent in toileting.
2. The Child Protection Policy of Jefferson Community Church does not allow any adult to be in a bathroom alone with a child.
3. The Child Protection Policy of Jefferson Community Church requires 2 adults to be present in each classroom. If 2 adults are not present the doors must remain open.

Therefore, when a child has an accident, they will be given dry clothing but they will need to change their clothing by themselves. (You may choose to include an extra pair of pants and/or underwear in your child's book bag if he/she occasionally has accidents or until they become familiar with the new routine of coming to school.)

One staff member will remain outside the bathroom at the corner of the hall (so they may observe both the bathroom hallway and out into the large classroom) until the child is finished. We understand this will take longer for the child to do it themselves ... and will only leave one other staff member available for the rest of the class. In this case, the teacher or assistant may call for assistance from the PS Director or another JCC staff member in the building.

In special circumstances (such as a child who has broken an arm) parents may provide a written, signed note giving staff permission to assist their child. And of course, in case of an emergency (if the child becomes sick and needs extra assistance immediately), the worker will help the child and the parent will be notified immediately (if necessary) of the incident or at least when the child is picked up. In both of these instances, staff will request another person to observe so there will be two adults present.

How can parents help?

Please take your child to the bathroom just before coming to school! This will allow them to be ready to participate in the activities planned for the day. The children will be escorted as a group to the scheduled bathroom breaks. Those children who must leave the activity to go to the bathroom individually miss the activity and require the assistant to leave the room so only the teacher is in attendance.

We understand that occasionally accidents will happen and there are times when children must go to the bathroom at unscheduled times ... and there will be no consequences for either the child or the parent when this happens. But we do want to make sure you are aware of the issues that are involved. Please feel free to contact the Director or your child's teacher with questions.

School Closings

The preschool will close whenever the Middlebury Community School Corporation must close due to inclement weather. **We will only make up snow days after 3 days are missed. MCS 2 hr. delays would also signal a 1 hour delayed starting time for our classes:**

MWF Ext Day: 10:00 AM-1:30 PM
MW(Th or F) Reg Day: 10:00 AM-1:00 PM (Children may bring a small lunch if desired)
T/Th: 10:00 AM-12:30 PM

**NOTES: Extended Day children will have a shortened lunch time on delayed start days.
Transportation is NOT provided for ECSEC students on delayed start days.**

If there is early dismissal, the Extended Day class will also be dismissed early. Staff will contact parents or caregivers by phone. You may hear school closings on radio stations, watch for them on your local television channel or check on the internet.

We are unable to refund tuition for days missed due to weather.

In case of a funeral at the church, ALL classes will be canceled and you will be notified.

Messages

The teacher cannot accept verbal messages from your child. If you have a detailed message for the teacher, please contact her in writing, personally (but NOT during unloading or pick up), or by telephone. Please call the teacher at home or at school before or after class time. Call during class time only in an emergency. Be sure to submit the Communication Form from your Registration Packet to inform staff of the best way to contact you.

Illness

Children should not attend preschool when they have a fever, have vomited, had diarrhea or are acting ill. A child should be free of fever and not have vomited for 24 hours before returning to school. It is probably wise to keep them home the first day of a cold, even if there is no fever. If a child develops a fever, vomiting, etc. during class time, the parent will be called to take the child home immediately.

If your child develops a communicable disease, such as chicken pox or pink eye, please notify the teacher and she will notify all parents in that class. Refer to the communicable disease chart provided in your registration packet if you have additional questions. (NOTE: After a diagnosis of pink eye, your child must be on antibiotics for 24 hours before returning to school.)

A doctor's note may be required in certain situations for your child to return to class. If your child is well enough to attend preschool, they will be expected to participate in outdoor play.

THE PRESCHOOL STAFF IS NOT ALLOWED TO DISBURSE MEDICINE OR BREATHING TREATMENTS OF ANY KIND EXCEPT IN EMERGENCY SITUATIONS.

Field Trips

Each class will have one scheduled field trip for the school year. We would prefer that each child be accompanied by an adult. However, if it is not possible for you or a trusted adult to accompany your child, they will be transported in the church van with the Preschool Director or another Approved Adult as driver. Permission slips must be signed by the parent or Legal Guardian for a child to be transported. Of course, booster seats will need to be provided by the parent for the child. We also request that younger siblings not come along on field trips. This experience needs to be a special one for all of the children in the class, and younger children can provide a distraction.

Discipline

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child or adult are not permitted.

In response to these behaviors, the staff WILL NOT use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Depriving your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, the staff WILL:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, the teacher will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. We welcome your involvement and may modify the above plan after discussion with you.

Classroom Visits, Helpers and Volunteers FOR THE SAFETY OF THE CHILDREN,

ALL VISITORS MUST SIGN IN/OUT AT THE OFFICE BEFORE COMING DOWNSTAIRS.

The doors into the Education Wing will be locked while the Preschool is in session.

Our Preschool has an open door policy for parents to observe their child at any time. We would prefer that parents not visit during the first few weeks of school to give each child the opportunity to become adjusted to class. After that time, you are welcome to visit at any time, but please call the teacher to arrange a time so they may have activities planned for you to do. If you wish to be a regular classroom volunteer, please contact your child's teacher.

If you are visiting the class, **we cannot allow other children or siblings to accompany you at those times.**

Parents are under the supervision of the teacher at all times. If a parent has a concern about their child or the teacher, the parent may contact the director to schedule a visit without the teacher's prior knowledge. Please do contact the Teacher or Director immediately if there is ever a concern regarding your child.

Sharing

The teacher will assign one special day each week for sharing time. This time is assigned at the beginning of the school year and is the same day each week. Family pictures, a favorite book, an ornament made by the child or a picture drawn by him are examples of items that encourage sharing about the child and his family. Please help your child find something that is meaningful to your child to share with the class, but please send only ONE item. NO weapons, violent toys, or money are permitted. Parents may bring pets if arrangements are made with the teacher ahead of time.

Birthday Celebrations

Birthdays are observed as part of the preschool program so each child will have his/her special day. Parties may be scheduled at Get Acquainted Afternoon or by contacting the teacher for your child's birthday celebration whether it falls during the school year or the summer. The birthday child provides the snack on his/her special day. Due to sanitation requirements, all snacks must be purchased and brought to school in sealed packages. No homemade treats may be distributed to children.

Birthday snacks may be sweet, but please don't make it too elaborate. Appropriate snacks are:

Cookies, brownies, Rice Krispie squares, ice cream cups
64 oz. juice or milk (please do not bring juice boxes or pouches!)

You may wish to bring decorative napkins, and a favor (stickers, suckers, etc.) for each child on their special day. Parents may join the class for your child's birthday celebration during snack time. The teacher will tell you the time to arrive.

To be sensitive to students' feelings and to avoid confusion, please do not have your child bring personal party invitations to be handed out or put in student's school bags, unless there is an invitation for every child.

Snacks

In order to limit sweet snacks and to accommodate children with food allergies, snacks will be served at the discretion of the teachers. Parents may choose a snack product at the Get Acquainted Afternoon. **Please bring your chosen item at 3 times throughout the year: in September, December and March.** This will keep our shelves stocked throughout the year. Nutritious foods such as popcorn, crackers, graham crackers, pretzels and party mix will be requested. If you prefer, you may also choose to donate \$5 towards the purchase of perishable items such as cheese or fresh fruit.

Seasonal Parties

We will be having a special party about every other month during class time, including the following:

- October—Fall Harvest
- November—Thanksgiving Feast
- December—Jesus' Birthday
- February—Valentine's Day
- March/April—Easter
- May—Family Picnic

Fundraisers

One or two fundraisers are held each year to help cover costs for preschool "extras." Tuition usually covers monthly expenses, but there is little left over to purchase new items for the preschool. To keep tuition costs down, we use fundraisers to be able to improve the quality of your child's preschool experience by purchasing new educational toys, books, supplies and offsetting our other expenses, such as scholarships for needy families.

Families will also have the opportunity to purchase books or other resources from Scholastic Book Clubs. Each month brochures will be sent home for you to review. Orders may be placed via the internet or by order forms in the brochures. Instructions will be sent home with each brochure. We encourage you to take the time to read to your child and this company provides wonderful, inexpensive resources for families. The Preschool earns points from orders placed to purchase books, equipment or other resources directly from Scholastic. Thank you for your participation in these efforts.

Clothing

Each child will be provided with a cubby to hang up his/her jacket and book bag. We will work to have all children dress and undress themselves. To assist us in this process, please encourage your child to put on and take off his/her own coat, including zipping, buttoning, and snapping.

We will try to see that each child is outdoors as often as possible when the weather permits and the temperature is above 35°.

We do not go outside when there is snow on the ground and since the sidewalks are shoveled, boots are not normally necessary. If your child does wear boots, we ask that a pair of slippers be sent on those days, so he/she can take them off and put on his/her own slippers to wear in the classroom.

Please mark all clothing with your child's name to avoid confusion.

We ask that your child wear washable clothes, as their work and play may be messy. Children should always come with clothing adequate for outdoor play. We often plan outside activities, and do go outside to play every day if possible, so please dress your child appropriately to the day's weather conditions. **We discourage flip flops and sandals because they are dangerous on the playground or during active games.**

Head Lice Policy

All students will be checked 3 times during the school year:
at the beginning of the school year and after Christmas and Spring Breaks.

In the event of a confirmed case of head lice, the following procedures will be taken:

1. The teacher will contact the director about the situation and then the director will contact the board.
2. The teacher will contact all students' families within one day of the first reported case, by sending a note home with each student. All students in the class will be checked at that time and again two weeks later.
3. The student with the head lice shall immediately be sent home and literature on how to effectively treat lice will be given to the parent.
4. The infected student shall not return to school until he/she is **nit free**.
5. Upon returning to the classroom, the student will be checked by the teacher to make sure he/she is nit free. The teacher shall serve as authority in detecting lice and nits.

If there is a recurrence of head lice/nits on that same student within the school year, the student shall again be sent home and steps 1 through 5 shall be followed.

After the 3rd appearance of head lice/nits on the same student, that student shall again be sent home and the board will discuss the appropriateness of the child's attendance at school.

Speech & Hearing Tests

Through a provision of the state mandate to locate children who may need speech therapy, the Elkhart County Special Education Cooperative is able to provide speech and hearing evaluations to our preschool families at no cost. Teachers or parents can request a speech-language and hearing evaluation. If a parent is concerned about a child's language development, speech articulation, or hearing, and feels that screening may identify suspected problems, please talk to the teacher immediately so we can schedule the appropriate screening with ECSEC and complete the necessary paperwork.

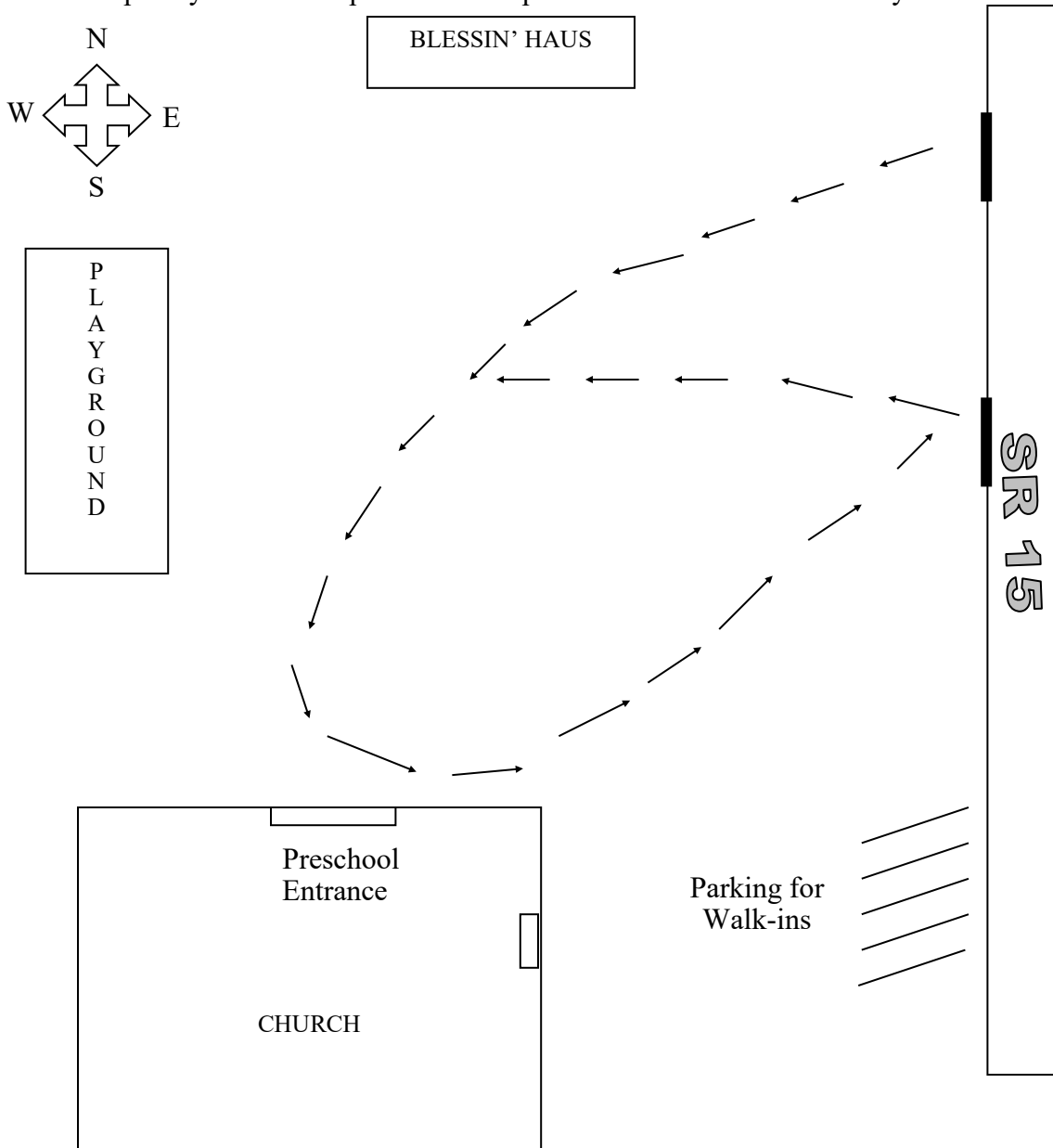


Loading/Unloading

To keep things running smoothly during the unloading and loading of children, please follow the driving directions below, signified by the arrows. When 2 classes meet at the same time, 2 lines of cars will form (one line for each class). Please watch for signs in the parking lot for directions.

The teacher or assistant will assist your child into and out of your vehicle, but they are not responsible for making sure your child is buckled into the seat. Please pull to the side and buckle your child. For your child's safety, we will not allow your child to go home with anyone except the person designated on the emergency card. You may review and modify this information at any time, but **ANY CHANGES MUST BE IN WRITING**. If you want someone else to pick up your child on a specific day, please send a note that day. No verbal instructions, please! **A photo ID will be required** of any one with whom the teacher is unfamiliar.

If you are unable to wait in line for your child to be dropped off or picked up, you may walk to the Preschool entrance door to drop off your child or pick him/her up. Please watch traffic carefully.



Book Orders

There is an opportunity for you to purchase books from the Scholastic Book Club through the preschool. In return for your orders, we receive free educational items. Forms will be sent home with each student monthly. When placing an order, please **make checks payable to Jefferson Community Preschool**. Payment for your order from several brochures may be combined on one check. We also do accept cash. Please write your child's name on each order form and put it and the payment in an envelope. In addition, orders may be placed online using your credit card. Instructions are included with each brochure.

Parent/Teacher Conferences

The teacher will hold conferences in the Fall and Spring. Attendance at these conferences is encouraged. The program emphasizes social and developmental skills. We will be happy to share with you our goals for the children. The primary focus is to ascertain whether or not your child is moving toward achieving these goals.

Communication

Communication between school and home is a vital part of your child's experience at Preschool. We provide a monthly newsletter and calendar sent home in your child's book bag. It is also posted on our church's website at www.jeffersoncommunitychurch.org so it's available 24/7 even if the dog eats the paper version! We also will be using a Phone Tree to call you with updates or reminders. We also have a private Facebook page for families and staff. Please complete the Communication form included in your Registration Packet so we may communicate with you in the best possible way. The newsletter includes a schedule of monthly events, a summary of Bible lessons that will be studied, finger plays we are currently working on and other helpful information about what is happening in the preschool. **If your address or phone number changes please update your information immediately.**

Safety

For our students' safety, we lock the doors on the North side of the building after school has started. If at anytime the office doors on the east side of the building are locked (i.e. over the lunch hour from noon until 1 pm) we do have a doorbell on the upper left hand corner of the Preschool Entrance doors that you may use to alert the staff downstairs. This is only to be used if the FRONT doors are locked. If you arrive late, you must walk your child through the front doors, sign in, then take them down to the classroom. All visitors must sign in/out at the front office to identify yourself as a Preschool visitor. The doors into the Education Wing will be locked while Preschool is in session. We will also be conducting lockdown drills throughout the year. We will be using the Standard Response Protocol. For more information on the Standard Response Protocol, you can visit iloveyouguys.org.

If there are any current legal documents (i.e. court orders) that restrict a named person from having access to your child or current court orders related to the custody of your child, please provide documentation. Without those documents we can not legally restrict a parent's access to their child.

Reporting Suspected Child Abuse or Neglect

Please understand it is our legal duty to report cases of suspected child abuse or neglect.

If your child shares information or comes to class with injuries or bruises consistent with possible abuse or neglect, staff is required to report the incident to appropriate authorities for investigation. It is also our moral and spiritual duty to assist you as you fulfill the challenging role of parenting your child. Please contact us if you need help dealing with difficult issues you face ... and we will help you research available resources in the community.