

Welcome!

We are so excited for you and your child! This is going to be such an exciting and awesome year for all of us. I know that we are going to work through this school year together as a team. I am anticipating lots of smiles and happiness from both parents and students. I am delighted to meet and to get to know all the children. I have high expectations for our new Jump Start kiddos and look forward to establishing positive relationships. The staff and I have prepared a well-organized, diverse and structured activities and lesson plans for all age groups. I want to thank you for the opportunity to be a part of your child's early learning years. We are all so excited that we have many new faces that are part of the Jump-Start school and a place that they can call home. Each child is such a blessing. Welcome to our school!

What to Expect

You can expect a monthly newsletter/calendar and a weekly lesson plan from your teachers. I know how important it is to stay informed and how much your involvement can contribute to your child's success. I will be giving you lots of information and ideas throughout the year. You will also review your child's progress on a daily basis.

Getting Started

The first month of school is an important time for your child. We will use this time to get to know each other and make our school a comfortable learning environment for everyone.

Please know that sometimes it takes about six weeks to get fully acclimated to their new classroom. We will start of the year with a lot of curriculum review so that we can set up our classroom environment in a non-stressful setting. Helping the children feel comfortable is my main priority at the beginning of the year.

Smooth Transition

When your child starts school, help them to become oriented to their new classrooms, it is very important that you drop off your child and leave promptly. If you stay for too long your child will want to stay with you and this will upset your child and it can distract or upset the other children. Also, it might make your child feel more anxious if he/she sees you watching through the window after you drop them off. Sneak a peek and trust that your child will have the most fantastic day.

I know the first day of school can always cause anxiety. This is a fantastic school and my goal is to make wonderful, magical memories for your child. I will not hesitate to call you if I have any concerns or questions. Also, feel free to put love

notes for your child in his/her backpack or lunchbox (we will help read them)
Thank you in advance for understanding.

Discipline

Our learning experience should be both fun and productive. Therefore, if behavioral problems arise that disrupt learning, such issues will be dealt with appropriately. Parents will be informed of concerns and discipline action in writing. When behavioral issues arise, we will ask the parents to help work with us and help think of strategies to correct the problem.

Safety Issues

Make sure we know who has permission to pick up your child. You must send a note or call the school when anyone else is picking up your child. They will have to bring a form of identification. There are no exceptions.

Extended Day

Our curriculum learning time allows us for a 6 hour day (8:45-2:45). However, we provide care as early as 6:30 a.m. and we are opened until 6:30 p.m. You can utilize the extended day program on a monthly basis, or as an “as needed” basis. The fee for extended day at a daily rate is \$12.00 per day. Please understand that if your child stays later than 3:00, the extended day fee will be applied. If your child is not signed up for extended care, and you know that you cannot pick up your child before 3:00, simply call me and we will put your child in extended care right after school (a fee will be charged). We understand that if you are running late by a couple of minutes, we can accommodate without a charge. Leaving the school, your child must be holding your hand to maintain the safety in the parking lot area. Please do not take your child without telling one of us. Make sure you always say goodbye so we know that your child is safe.

Food and Drink

Students need to bring a morning and afternoon snack each day. It needs to be a healthy snack, and not a treat. They may also bring a bottle of water with their name on it to drink throughout the day. We have snack two times a day.

Lunch

Our goal is to make sure our school is a peanut free environment. Many children have peanut allergies and some of these allergies can even be life threatening. Please do not send any peanut products at all (including peanut butter crackers, candies that have peanuts, etc.). See “The Basics” sheet to record any of

your child's special dietary needs. When packing lunch, please pack a well-balanced meal. We ask that the lunches are packed with an ice pack to ensure your child's lunch stays fresh. We encourage the students to eat all of the food that they have packed from home. We will also help open containers, etc. However, it is always a good idea to send containers that are simple to open and encourage your child to eat instead of socializing during lunchtime and to ask for seconds if he/she is still hungry. For ideas and suggestions on lunches that have a good nutritional value, literature is provided and also you can go online to choosemyplate.gov.

NO NUT POLICY

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. JumpStart Christian Academy adopted a "No Peanuts or Tree Nuts at School" policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almond," "Manufactured in a plant that processes peanuts," and so forth. Rule of thumb: if in doubt, make another choice.

In classrooms where children have potentially life-threatening sensitivities, Jump-Start will consider additional safety measures and address the situation on a room-by-room basis. Food and baked goods need to be store-bought only and not prepared at home. Food sent to school for special occasions (birthdays, class parties, etc.) must be free of all nut ingredients and a list of those ingredients given to the teacher.

For those who need more information about reading an ingredient label, review information on the Food Allergy website (<http://www.foodallergy.org/section/about>). Parents of children with allergies are asked to provide a supply of safe treats to be used in lieu of store-bought and bakery-prepared items. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures. Hand washing and tabletop washing are additional risk-reduction measures that are used at Jump-Start. Parents can help by ensuring adequate hand and face washing at home before arrival at school.

Infant Care

Jump-Start provides a safe and quiet place for those mothers that are breastfeeding their infant. Resources and literature are available in the office and in the room. For the mothers that are breastfeeding, please bring breastmilk labeled, dated and cold and let the teacher know so that it can be kept in a cool place.

Medication

We are not permitted to dispense any medication without a signed medication form. Prescription medication must have the child's name on the container. Both prescription medication as well as over the counter medications need to be in its original container and stored in my office. Medications forms are available; so please fill out the form and we will make sure your child receives the medication.

Illness

When a child is at school and breaks a fever of 100.4 or higher the parents will be notified. The child must be fever-free for 24 hours without medication before they can return to school. When a child contracts a contagious disease, the parents must inform the teacher immediately. A child exhibiting the symptoms of vomiting, diarrhea, green nasal discharge followed by fever should remain home until their symptoms clear. This way we are not spreading the infection to others. We want to keep our school as germ-free as we can.

Extra Clothes

Please send one extra set of clothes including underwear and socks for your child. Spills, mud, rainy weather, etc. often cause a need for an emergency back up! All children cope with the situation differently, but to spare them even the slightest amount of embarrassment, let's be prepared for any type of accident!

Birthdays

Children are welcome to celebrate their birthdays! Just try to get with me a week or so before the event so we can make arrangements. You are welcome to bring pre-packaged special treats. You may celebrate your child's birthday with either a lunch party at 11:45 or afternoon snack party at 2:30. We will be having classroom parties and other special occasions throughout the year. Parents are always welcome to join us. I would like to extend an invitation to all parents who would enjoy reading a story to class. Please let your child's teachers know if you are interested in doing so.

Parent Conferences/Meetings

Jump-Start has an open door policy and we encourage the parents to let us know any concerns, changes or even issues with your child. Please call the office and arrange a conference/meeting if you need anything.

Children will be provided with opportunities for physical activity.. We offer gymnastics and motor skills classes during the week along with daily outside play and recreation.

Communication With Parents of an Emergency Situation

JumpStart will communicate with parents during an emergency through either a text message sent to cell phones and/or a phone call from a member of the staff and/or email. If possible, staff will leave a message on the school voice mail and/or a sign on the door.

Emergency Phone Contact Information for Each Child

Jump-Start maintains emergency phone and email lists to notify parents of any unexpected events such as a school closing or an evacuation. The Emergency Form includes the name and phone number of the child's local physician. JumpStart has the right to call the physician or other emergency personnel in case of emergency. It is the responsibility of the parent to keep emergency information up to date.

Jump-Start has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. JumpStart Emergency Preparedness Plan is posted in the school's hallway. The safety of the children and staff is always the school's primary concern.

Jump-Start Christian requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training every year, and the school runs two emergency evacuation drills in addition to monthly fire drills with the children.

Types of Emergencies

The types of emergencies that Jumpstart prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

The Emergency Preparedness Information Form and the **Emergency Form** will be supplied at the time of enrollment. These forms must be completed and returned to the office before the child's first day of class. The Emergency Preparedness Information Form includes at least one out-of-area contact and information for three local emergency contacts. If possible, that parents need to provide an emergency phone that can receive text messages. If you have a phone that cannot receive text messages, please let us know so that the school can make other arrangements for reaching you.

Shelter and Evacuation Sites and Plans

JumpStart is prepared for an emergency shelter-in-place or evacuation. In case of an evacuation parents will be notified by text, email, or phone call. Please see our Emergency Plan for our evacuation locations and other important details. You may also request a printed copy from the office if you are unable to access the version online.

Television Screen Time

Screen Time is offered only during a transitional part of the day or when the weather is not for outside play. We only show educational shows and is limited to thirty minutes. Children under two years of age will not be permitted to watch these shows.

Updates and Suggestions

If you need to update your contact information, or if you have any special requests or suggestions, please contact the office or drop it in the drop box located outside of the office.

Payments

Tuition payments are due by the 5th of each month, unless arrangements has been made. We are happy to help anyone, to accommodate to their schedule. If you do not discuss payment arrangements with the director, then a late fee will be charged to your account. Please note that DO NOT offer refunds.

We now take credit cards to help accommodate for points that you might earn from your credit card company. There will be a \$10.00 convenience fee on all credit card transactions. Checks and cash are the two other methods of payments that you can

do to pay your tuition. Payments can be made in the office or by dropping it in the box located outside the office.

If your child becomes ill or has to miss school for any reason, please know that we do not give refunds. Our tuition is based on the amount of days that we attend school and we base it on a twenty school day attendance per month. Private schools, such as ours are so financially dependent on their monthly tuition to stay within our budget. When a family does not pay, this effects everyone.

Please let us know when your child becomes ill or will not be attending.

Registration fee is due at the beginning of the school year, every year. This is for the enrollment of your child for the State. There is a supply fee that is due in the Fall and the Spring. These bills will be applied in September invoice.

The fun is beginning and we are ready! Your child is a precious gift and we will do the best to provide the best possible care for them. We truly appreciate you for sharing your child with us. If you have any questions, concerns or ideas, please let me know. TOGETHER we will provide the best for your child and promise the best memories that will last a lifetime!

Thanks Again