



## **PARENT HANDBOOK 2017-2018**

*Established in 2003*

**2575 Plainfield/Naperville Rd., Naperville, IL 60564**

**(630) 357-8749 (630) 357-9076 fax**

[www.justforkidspreschool.com](http://www.justforkidspreschool.com)

[jfkipreschool@sbcglobal.net](mailto:jfkipreschool@sbcglobal.net)

Office Hours: M – F 8:30am – 4:00pm

Majel Capiccioni –Managing Director

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Pam Prosser –Office Manager

Dianne Grosso - Owner

Welcome to Just For Kids Preschool!

Just For Kids Preschool facility offers half-day and extended day programs that provide a structured learning environment for children ages 15 months to 5 years old. We offer an outstanding curriculum that will encourage the development of cognitive, motor, social, self-help, creative, and language skills. The curriculum, along with a low student-teacher ratio, a stimulating environment, and a professional staff, will insure the best possible program for both the children and their parents.

Our main goal at Just For Kids is to provide every child with the opportunity to explore their world within a safe structured environment and to allow them to find a true love of learning and self-worth. Our commitment is to provide a program that encourages the growth of children in cognitive, language, social and motor development. Together, with parents, we will nurture the growth of each child.

Included in this Parent Handbook you will find valuable information concerning Just For Kids Preschool programs. Please read all the information carefully and contact us if you have any questions or concerns about the information provided.

There is a *signature line* on the enrollment form that requires a signature of the parent or guardian confirming that you have read, understand and will comply with all the policies and procedures of Just For Kids Preschool. You may sign this any time after you have read the handbook. This consent needs to be signed prior to your child's start date.

### ***Toddler & Two's Program:***

Just For Kids' Toddler & 2's program is offered four days a week with each class lasting 2.75 hours. Those registering have the option to enroll 2 days M/W or T/TH or 4 days M-TH.

The emphasis of this program will be on socialization, learning how to share, communicating, listening, following a routine, creativity and exploration. They will enjoy age appropriate stories, songs, finger-plays, creative movement, dramatic play, painting, games and structured activities. Those who are not toilet trained will be introduced to the bathroom, when ready, and instructed in its use and taught independent hand washing. All children will be encouraged to develop their unique skills and interests. Daily communication with parents will help keep parents informed about their child's day.

**Toddler & Two's Program Fees:**

**Registration Fees:** Preschool Program \$100.00 (non-refundable)

**Preschool Program Fees:** Monthly payments, August through May.

Age	Program	Days	Hours
<b><u>Toddler &amp; 2's</u></b> Must be 15 months & independently walking	2 day/wk. MW or TTH 4 day/wk. M-TH	(2 day program) (4 day program)	9:00am-11:45am

**Daily Schedule**

9:00-10:00am	Free Play
10:00-10:20	Circle
10:20-10:45	Snack
10:45-11:30	Gym/Outside
11:30-11:45	Second circle/Prepare to dismiss

***3 Year- old Program:***

At Just For Kids those children who will be three by October 31<sup>st</sup> **and** are toilet trained, register in our 3 year-old class and may choose a 2 or 3 half day am or a 2 half day pm program. We also offer an extended 5hr/day a.m. class which includes a healthy organic lunch followed by an hour of enrichment. This extended day is a school year commitment.

The 3 year-old program emphasizes social interaction, emotional growth and fine motor skills. The children will practice their listening skills while enjoying stories and finger plays during circle time. They will have time to play and interact with their classmates, thus practicing their emerging social skills. The curriculum will include introducing shapes, colors, letters, name recognition, counting, number recognition, and independence in dressing. A "Star of the Week" program is also incorporated to build confidence and self- worth. The development of fine motor skills will be an integral part of this program, preparing the children for writing in the future. They will enjoy an art project each day working on cutting, gluing, coloring, and painting.

The curriculum will be supplemented with a variety of themed centers to reinforce skills being introduced in the classroom. The children will participate in a physical education each day. This program will introduce locomotion skills such as walking, running, hopping, crawling and climbing, as well as balance, flexibility, ball skills, dance, and games.

Literature, music appreciation, nutrition & health, and STEM are special units introduced in our class rooms to supplement the daily curriculum. The children will engage in age appropriate activities, such as color mixing, storytelling, musical expression, and making healthy food choices.

**Program Fees:**

**Registration Fees:** Preschool Program \$100.00 (non-refundable)

**Preschool Program Fees:** Monthly payments, August through May.

### 3 YEAR OLD PROGRAM

Programs	Program Times	Days
3 Year Old A.M.	9am-noon	<input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tue/Thu <input type="checkbox"/> Mon/Wed/Fri <input type="checkbox"/> Tue/Thu/Fri
3 Year Old Extended	9am-2pm	<input type="checkbox"/> Mon/Wed <input type="checkbox"/> Tue/Thu <input type="checkbox"/> Mon/Wed/Fri <input type="checkbox"/> Tue/Thu/Fri
3 Year Old P.M.	12:15pm-3:05pm	<input type="checkbox"/> Tue/Thu

### 3's Daily Schedule

9:00-9:10 Sign-in, puzzles and look at books  
 9:10-9:30 1<sup>st</sup> Circle Time (Pledge, Calendar, Jobs, Story)  
 9:30-9:50 Outdoors/Gym Time  
 9:50-10:00 Bathroom Break  
 10:00-10:30 Table Time/Centers  
 10:30-10:50 Wash hands & Snack  
 10:50-11:25 Free play / Art  
 11:25-11:50 2<sup>nd</sup> Circle (Games, Stories, Songs, Star of the Week)  
 11:50-11:55 Get ready to go home  
 11:55-12:00 Dismissal

12:00- Lunch  
 12:45- Outside Play  
 1:00- Circle Time; Explain extended  
 1:20- Extended Activity  
 1:40- Books & Puzzles  
 1:50- Clean up  
 2:00- Dismissal

### *4/Pre-K Program (4&5 yr. olds):*

Those children who will be four years old by October 31st may select from a MWF, M-TH, or M-F program.

The morning classes offer a 3hr. or 5 hr. option and afternoon offers a 3hr. option. The 5 hr. extended day a.m. class will include a healthy organic lunch followed by an hour of enrichment. This flexible schedule allows you to choose the best program for your child and will be a school year commitment.

The Pre-K curriculum is activity centered, focusing on following multi-step directions, participating in group activities, working with a partner, and involving both the teacher and the children in the learning process.

The weekly activities focus on the "Letter of the Week" where the proper formation of the printed alphabet will be practiced and the letter sounds will be introduced using the Jolly Phonics program. Phonics and whole language techniques will be introduced to give those who are ready the chance to begin reading. Many of these skills will be reinforced as they work on age appropriate centers during table time. Participation in the "Star of the Week" program will also encourage thinking, speaking, and listening skills.

Math concepts will be practiced daily through games and activities planned in the classroom. The children will also have a chance to expand their knowledge as they engage in math centers available to them.

The literature curriculum will introduce the children to storytelling and highlight authors and illustrators to instill a love of reading. They will have an opportunity to explore writing skills and act out stories.

Students will also participate in gross motor development and creative movement. An opportunity for both structured and unstructured physical activity will be offered each day including both inside and outside play. The gym units will introduce basic gross motor skills, ball skills, tumbling, dance, and childhood games.

The curriculum will be supplemented with special units each month in STEM, literature, nutrition, and music appreciation.

STEM education will include activities in science, technology, engineering, and mathematics. The children will engage in age appropriate activities such as color mixing, magnetism, constructing, and buoyancy, etc.

Each month the children will also participate in a music unit that will introduce songs, beats, instruments, and rhythm. They will have an opportunity to listen to a variety of music and create their own musical expression.

The health unit will provide the children with basic nutrition knowledge to promote good eating choices for a healthy diet, as well as, activities encouraging proper hand washing, exercising, and other healthy habits. The children will have an opportunity to engage in a variety of activities revolving around the food plate, healthy food, junk foods, and making good food and health choices.

This program will provide new challenges and build self-confidence, allowing the children to reach their potential and offer them a successful transition into kindergarten.

**Program Fees:**

**Registration Fees:** Preschool Program \$100.00 (non-refundable)

**Preschool Program Fees:** Monthly payments, August through May.

AGE	DAYS	HOURS
4-5 years (Pre-K)	M-TH or M-F	9:00am-2:00pm
4-5 years (Pre-K)	MWF	9:00am-12:00pm 12:15pm-3:05pm
Flexible Extended Portion	MWF am Extended Pre-K (1 day, 2, or 3 day program)	9:00am-2:00pm

**Pre-K Daily Schedule**

- 9:00- Find name and sign in
- 9:15- 9:35- Circle #1; Go over songs, Pledge, Jobs, Themes, New Letter, etc.
- 9:35- Table Time
- 10:10-Bathroom Break/get ready for snack
- 10:15-Snack
- 10:30-11:10-Outside Play and Art (divide class up)
- 11:10- Circle #2; Storytime
- 11:35- Short activity/Catch-up on work/Play-time
- 11:50- Clean Up
- 12:00-Dismissal

## Pre-K Daily Schedule Extended Portion

12:00- Lunch  
12:45- Outside Play  
1:00- Circle time; Explain extended  
1:20- Extended Activity  
1:40- Books and Puzzles  
1:50- Clean up  
2:00- Dismissal

## Program Enrollment and Payment Policies

A completed enrollment form and a \$100.00 Preschool **non-refundable** registration fee are due at the time of enrollment and are required to reserve a spot in a class. Families with multiple students will receive 50% off the second \$100 registration fee after the first \$100 registration fee is paid. Ten tuition payments are collected on a monthly basis with the first one due **August 1, 2016**. The remaining 9 monthly payments are due on the 5<sup>th</sup> of the month September through May. The tuition is calculated according to the number of days the children are in session for the year.

### Enrollment:

1. All enrollment forms must be completely filled out and returned before a child begins a preschool class.
2. A registration fee must be paid at the time of enrollment to hold a spot in the class. This is a **NON-REFUNDABLE FEE**.
3. Parents agree to give a two weeks written notice if they need to withdraw prior to the end of the year.
4. Parents understand that once their child is placed into a class they are not guaranteed a spot if they choose to change to a different room or time.
5. Children must be registered each year, prior enrollment does not guarantee them placement the following year.
6. Parents understand it is their responsibility to provide Just For Kids with a current medical form including their immunization record and a current TB and lead screening.
7. Parents understand it is their responsibility to provide JFK with an original birth certificate which will be copied and kept on file. The original will be returned.

### Payment Policies:

1. No spot will be reserved without payment of a registration fee.
2. The fee for each Preschool program includes a 2hr 45min day for Toddler/2 year olds and a 3hr day for 3-5 year olds, and a 5hr day for the extended classes and is based on the number of days the child's class is scheduled to be in session per year.
3. **Tuition:** Payments are to be paid in 10 monthly installments. Any alternative payment schedule must be approved by management.
4. **Monthly Payments:** The first tuition payment is due **August 1st**, with other enrollment forms from the school packet. Tuition payments are **due by the 5<sup>th</sup> of each month**, September through May. Just For Kids accepts cash, checks, Master Card, Visa, and DISCOVER. Payments can be dropped in the tuition drop box on the wall inside the entrance, in the office, or mailed directly to Just For Kids Preschool.
5. **Multiple Students in the same Family:** The lowest monthly tuition amount paid by the family will be discounted 10%.
6. **Late Fees:** Tuition payments received after the 5th of the month are late and will be charged a delinquent fee of **\$20.00 monthly**. Any account that is more than 30 days past due will be charged interest in the amount of 5% on the outstanding balance.
7. Parents understand that the full tuition amount is due regardless of whether your child has attended every day. **The fee is NOT adjusted for personal vacations or illness.**
8. Just For Kids Preschool management reserve the right to increase tuition costs by 2% per year.
9. Returned checks will be assessed fees payable in cash or money order for:
  - The full amount of the check**
  - A \$25.00 service fee**
  - Any additional fees incurred by Just For Kids as a result of the collection of these fees.**

10. **Lunch:** Our lunch provider reserved the right to increase lunch costs by 3% per year. In the event this occurs, there will be a 3% lunch service fee added to extended day students' tuition payments.
11. Just For Kids will follow the District #204 calendar for National holidays, winter and spring breaks, and we will be closed on those days. National holidays are accounted for when figuring tuition and you are not charged for these days. However, this will not include district 204 in-service days. A Just For Kids school calendar is available on the website.

#### **Cell Phones:**

Illinois State Law prohibits cell phone use in school zones. Please remember we are a school zone and for the safety of the children, cell phone use is strictly prohibited in the drop off and pick-up line.

#### **Daily Arrival and Departure Options**

A **curbside drop-off** option is available to any parent who is interested. If you would like to use the curbside drop off service upon arrival, you would only need to follow the procedures listed under arrival for curbside option.

All **Toddler & 2's** classes will have a **walk in or curb side** option-**however**, if your child is staying for "Lunch Bunch" your child must be picked up using the walk in procedure.

All **a.m. classes** will be required to use **curb side pick- up** at the 12:00pm dismissal. If a.m. children stay for "Lunch Bunch" pick up is at 12:45 using the walk in procedure. This is necessary to ease traffic flow and for the safety of the children. To enroll in the curb side option for pick up at the end of the day please fill out a curb side pick- up form.

For **p.m. classes** curb side drop off is mandatory and curb side pick- up is optional. Please **DO NOT** turn in an authorization form until you are ready to begin curb side pick- up.

These forms are accepted at any time during the school year. We ask that you stay consistent with your pick up method throughout the year. However, if a change becomes necessary, please see the office staff.

#### **Walk in Option**

##### **Arrival:**

1. Those parking and walking in, use any available parking space. Come through the gate at the back play area and enter the building through the back gym door.
2. Preschool Classrooms will open 5 minutes prior to start time for children to begin entering the class.
3. Teachers will be at the door to greet the children each day upon arrival. Parents are asked to encourage their child to enter the classroom independently. "Kiss and run" is the best policy. The longer you linger the harder it is on your child.
4. It is the parent's responsibility to inform anyone picking up their child of the sign out procedure.
5. Only those persons designated on the consent form on file will be permitted to pick up a child. Advanced written notice giving consent is required for another individual to pick up. You must provide the name and a brief description of the individual and a photo ID will need to be presented at the time of pick up.
6. NO child will be released to another child.
7. Please make sure you have your child's hand and use the designated crosswalk when crossing the parking lot.
8. Reinforce parking lot rules with your child – Teachers will go over procedure with children the first week of school.
  - a. Child must be with a teacher or parent before walking out of the building.
  - b. Children must be holding an adult's hand when crossing the parking lot.
  - c. Children must get into the vehicle immediately upon crossing the parking lot (No child will be permitted to play in the parking lot area).

##### **Departure (early):**

1. Park in an available parking space and enter the school using the North door in the parking lot.
2. The parent or designated pick-up person must sign the child out on the clip board provided in the entry way.
3. A staff member will help your child get their school bag, coat, etc. and dismiss your child to you.
4. Please hold your child's hand and use the North door to exit into the parking lot.

## Curb Side Option

### Arrival:

1. You may drop off at the curb any day you choose by pulling into the drop off line against the curb.
2. Please pull forward to the end of the sidewalk when possible.
3. Your child must be in the rear passenger side seat for drop off at the curb.
4. A Teacher will start with the front car and open the door for the child and help them out (parents **please** remain in the car and your child **must** remain in the car until a teacher is present).
5. The children will be walked to the front door and directed to their classroom.
6. Please pull away slowly after your child is safely away from your vehicle.
7. Please watch for children and parents walking through the parking lot.
8. Pull your car as far forward as possible, after other cars have moved away.
9. The classroom teachers will be at the classroom door to greet the children as they arrive.
10. Curbside drop off service will only be provided until **10 minutes** after class start time. If you are late, you will have to park and walk your child in to the building.

### Departure:

1. You **MUST** have a Curb Side Option form filled out in the office before you can use curb side pick-up.
2. Pull your car forward to the end of the sidewalk or to the car in front of you.
3. To avoid cars being backed up into the street, if the car line is backed up to the center lamp post on the right hand side, please make a right turn into the strip mall parking lot and curve around the parking lot and then rejoin the line.
4. Have your child's name card (given to you by Just For Kids) visible in the front passenger side windshield.
5. A teacher will bring your child to the car, open the door for them, and help them into the car.
6. The teacher will have a sign-out sheet. The parent or designated pick-up driver **must sign** for the pick-up of the child or children.
7. If you have a car pool, all children being picked up must have a form on file in the office which states those included in the carpool.
8. If your carpool changes, you will need to let the office know, in writing, so adjustments can be made.
9. All children **must** be buckled prior to leaving the parking lot.

\*\*If you are late (more than 10 minutes after dismissal), please park and come in to get your child. Your child will be waiting for you in the office. Additionally, a late fee will be charged to your account as follows: 10 minutes after dismissal, \$10.00 fee, each additional 15 minutes, \$10.00.

### Late Pick up Policy:

Our first concern is for your child, and therefore, if you have an emergency and are going to be a few minutes late to pick up your child, we ask that you call and let us know so that we can reassure him/her that you are on your way and they have not been forgotten. We will gladly keep your child safe and happy. However, if we are not made aware of your situation and have agreed upon a solution, and you are more than 10 minutes late, Just For KIDS will attempt to call your home and cell numbers. If we are unable to reach you at these numbers, your emergency contact will be called to pick up your child. These emergency contact persons must be on your authorization to pick up list. It is the responsibility of the parent or guardian to keep emergency numbers updated on your child's registration form. In the event that all emergency numbers have been attempted at least two times and all are unavailable, we will care for your child for 30 minutes, before outside authorities will be contacted in an attempt to find someone to care for your child. You will receive two warnings for being late 10-20 minutes. After two warnings, you will be charged a late pick up fee of \$10 after the first ten minutes, and an additional \$10 for every 15 minutes after that. Just For KIDS will verbally inform you of any late fees incurred and a statement will be generated with the dollar amount and due date. The Just For KIDS staff will not discuss lateness with your child. Thank you for your understanding and cooperation.



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### Curb Side Pick- up Authorization Form 2017-18

My Child's Name \_\_\_\_\_ Class \_\_\_\_\_ AM / PM

Model, make and color of our car (s) \_\_\_\_\_

You will need one placard per car. I would like \_\_\_\_\_ number of copies. I will be carpooling with (Provide other children's names) or n/a \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### **Daily Snacks:**

1. Parents are responsible for providing allergy information and food restrictions for their child to Just For Kids Preschool.
2. A monthly snack menu will be sent home prior to the beginning of the month and shall be posted in each classroom, the kitchen, and on the bulletin board in the front lobby.
3. Water from the water fountain is available to the children at any time.
4. **All** snacks **MUST** be *peanut and tree nut free and manufactured in a peanut/tree nut free facility*.
5. **All** snacks **MUST** be store bought.
6. **Parents** may provide a special birthday treat to celebrate your child's birthday. It **must** be *peanut and tree nut free and manufactured in a peanut/tree nut free facility*.
7. You will be informed through the monthly calendar and newsletter when we will celebrate your child's birthday.
8. An allergy/food restriction list will be posted in each classroom, the kitchen, and on the bulletin boards in the front lobby.

### **Medical Information:**

1. Parents will notify Just For Kids if their child has had a contagious disease as soon as possible.
2. Parents will be notified of any contagious disease incident and a notice will be posted in the foyer.
3. A child will not be allowed to attend school if they have a fever, diarrhea, or other contagious symptoms. Please use common sense and courtesy when determining whether to send your child to school.
4. Medication can be given by designated staff personnel only if it is in its original container, labeled with your child's name, has complete written instructions and there is a signed authorization form in your child's file and accompanying the medication.
5. If a child becomes ill or is injured while at school, a parent will be called immediately.
6. If a parent is unable to be reached, the emergency numbers provided will be used.
7. A staff member in the front office will attend to an ill child, where a cot will be used for the child's comfort until a parent arrives.
8. In the case of an emergency, 911 will be called and then a parent and the child's physician.
9. It is the responsibility of the parent to inform the staff if their child is exempt from medical treatment for religious reasons. A plan of action will be devised to care for the child in the case of an emergency.
10. The parent's insurance will be the primary source of coverage for medical treatment. Just For Kids will offer a secondary insurance coverage for accidents that occur on the premises.

### **Clothing and Supplies:**

1. Children's belongings must be labeled with their last name.
2. Just For Kids is not responsible for any lost items.
3. Lost and found items will be placed in a box in the staff room. If your child lost something, please ask to check lost and found. At the end of each month, the items will be donated to a charity.
4. Personal belongings are not to be brought to school unless requested by the teacher for special occasions. Please discourage your child from bringing toys from home as they get very upset when they are left, lost, or broken.
5. Each child will be required to have a complete change of clothes including pants, shirt, socks, and underwear in a Ziploc bag labeled with their name, class and room. These are to be left at school in case of an accident.
6. Please be sure to promptly replace any additional clothes that were used if your child has had an accident.
7. Parents will provide disposable baby wipes, tissues, glue sticks, markers, and other classroom supplies at the beginning of the school year per Just For Kids Preschool's request.
8. Please make sure your child is dressed appropriately for the weather each day. Students are expected to have appropriate winter clothing for outdoor play. As long as the wind chill temperature is above 0, we will have outside play. This is in line with District 204's outside play policy.
9. Parents will purchase a JFK School Bag for their child. The cost of the bag is \$5.00 cash or check, made payable to "Just For Kids Preschool."

### **Birthdays/Holidays:**

Birthdays are a very exciting time for children. At Just For Kids we want this to be a special day, so we celebrate each child's birthday by presenting them with a birthday crown, singing Happy Birthday, sharing a birthday snack and giving them an opportunity to choose a special book to read on that day. If you would like to participate in the celebration, you are invited to read your child's special book at the end of the day and provide a safe peanut/tree nut free snack. All snacks must be store bought and prepackaged.

Just For Kids will celebrate special holidays with classroom parties.

October	Halloween Costume Party
November	Thanksgiving Feast
December	Winter Celebration
February	Valentine's Party
March	St Patrick's Day Party
May	End of the year picnic

Parents will be assigned an item to provide for the Thanksgiving Feast. Parents may also sign up to provide a snack or an activity for the children at the party. Sign-up sheets will be available on "Meet Your Teacher Day."

### **Field Trips:**

Field trips will be planned throughout the year for various classes. Some trips will require leaving the school, while others will be special programs that are brought in for the enjoyment and education of the students. Just For Kids will not transport any child to or from a field trip site. ALL transportation will be the responsibility of the parents. Field trips are always optional, however, all teachers will attend, and therefore, no regular school will be in session on that day. Many field trips may require a minimal fee. You will be informed of the fee in advance and will be given an opportunity to decide whether you would like your child to participate. Some field trips and special programs may include, but are not limited to, the fire station, library, pumpkin farm, children's museum, plays, puppet shows, etc.

Just For Kids would like to encourage participation by parents and offers parents the opportunity to share their interest or profession with the children by scheduling a day for a presentation. Parents may also volunteer to help in the classroom on special occasions.

### **Parent Communication:**

Communication between teachers and parents is crucial to providing the best care for the child. Classroom teachers will email parents a weekly newsletter informing them of the activities enjoyed that week. It will also provide information on upcoming events, reminders, requests for items needed for projects (usually recyclables), some fun information about what the children learned, and suggestions for reinforcing skills at home. It is important to read these regularly so you don't miss important information. Parents will also receive in their child's school bag, a monthly snack calendar that will include special event days, projects, themes, parties, and days off.

Just For Kids Preschool teachers will conduct parent/teacher conferences to discuss the child's adjustment and progress in the program. The teacher will schedule these once a year or parents may request one at any time. Personal information about a child will be kept confidential and a release signed by the parent is required before information will be shared with other professionals. Teachers will use the phone or e-mail to communicate with parents. Individual teacher e-mail addresses will be provided at "Meet Your Teacher Day". Just For Kids will also provide information on the web site, [www.justforkidspreschool.com](http://www.justforkidspreschool.com), about upcoming events, programs, and special features.

In cases of bad weather or dangerous road conditions, school closings will be announced in the local media and as a News item on the home pages of all District 204 Web Sites ([www.ipsd.org](http://www.ipsd.org)). If the district is closed, Just For Kids will be closed. Information will be available by 6:00a.m. Make up days for any day(s) school is closed due to inclement weather will be decided upon at the owner's discretion.

Indian Prairie School District 204 uses the following radio and television stations to inform parents of such closings as quickly and in as wide an area as possible:

Radio	Television
WBBM 780 AM	WMAQ Channel 5
	WLS Channel 7
	WGN Channel 9
	FOX Channel 32
	CLTV--Cable

**Referral Policy:**

JFK families that refer a friend to register for the preschool program will receive \$100 in JFK bucks to be used for any JFK program including preschool tuition, Kid’s Club, Saturday Night at the Movies, Summer Camp, and registration fees.

**Pest Management:**

Integrated pest management is a method for managing damage by pests with the least possible hazard to people, property, and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides, and fungicides.

Integrated pest management also requires that parents or guardians have a right to prior written notice of pesticide applications. This information will be found on the preschool registration form.

**Discipline Policy:**

Children will be encouraged toward appropriate behavior through positive reinforcement. Verbal reminders of acceptable behavior will be used when inappropriate or disruptive behavior occurs. The child will then be redirected to a new activity or area.

Children will be reminded daily of the following expected behaviors:

- 1.) During circle and story time, the children will use “Classroom Manners”, they consist of-
  - Hands in your lap
  - Eyes watching
  - Ears listening
  - Feet still
  - Quiet mouth
- 2.) Treat others like you want them to treat you – with a kind heart
- 3.) Use kind words to communicate your needs
- 4.) Take turns
- 5.) Use inside voices
- 6.) Always walk in the classroom
- 7.) Throwing and running are for gym time and outside play only
- 8.) Be a good listener

Inappropriate or disruptive behavior will first be met with a reminder of an acceptable alternative action and it will be explained why the behavior was not appropriate. If the child repeats the behavior, they will again be reminded of an acceptable behavior followed by re-direction to a more positive activity. If a child’s behavior endangers others or the inappropriate behavior is repeated after three reminders with in the day, they will be given time to process the situation under the supervision of a teacher. This “time out” or “thinking time” will be away from the other children, but always within a few feet of the teacher. This will give the child an opportunity to regain control where the teacher is available to assist them in processing the consequences of their actions.

Inappropriate behaviors that pose a danger to the child or others such as, biting, hitting, out of control tantrums, etc., are considered serious and will be addressed immediately by the director. These situations will be discussed with the parent either by telephone or in person. Together, the parent, teacher, and director will decide on an appropriate plan of action.

Discipline will always be handled with respect for the child. It will be used as a means to help the child develop internal control so they can manage their own behavior in socially acceptable ways.

Inappropriate forms of discipline such as corporal punishment, screaming or humiliating a child, using abusive language, withholding emotional support or affection, or withholding food are NOT PERMITTED to be used by anyone in our facility, including parents.

#### **Discharge Policy**

A child may be discharged from our program for any of the following reasons:

1. The child continues to be disruptive or uncooperative after the appropriate disciplinary actions have been implemented.
2. It is determined that the child's needs are not being met at the school.
3. The parent fails to comply with the school policies and procedures.

The Director and Administrative staff will make every effort to meet with the parent to resolve any problems that should arise. If the plan of action decided upon is unsuccessful, then discharging the child will be considered. Discharge will always be a last resort. If you have any questions or concerns regarding this discipline policy, please talk to the director or administrative staff. There is a signature line on the enrollment form that requires a signature of the parent or guardian stating that you read, understand, and agree to this policy. It must be signed prior to your child's start date.