

# PRESCHOOL BASIC INFORMATION SHEET

## A. OPERATIONAL INFORMATION:

1. The preschool program will operate on the Johnston County School Schedule. We observe all their closing dates, such as Teacher Workdays, Holidays, etc. Inclement Weather Policy- We will follow the Johnston County Schools inclement weather policy. If they close due to bad weather, we will also be closed. Check the local news for Johnston County school closings and delays. If Johnston County Schools will be running on a 2-hour delay, then JBI will open at 10:30 and preschool will still dismiss at 12:30.
2. 18 months- February Birthday  
Younger 2-Year-Old Class- (Sept- Feb Birthdays)  
Older 2-Year-Old Class- (March-August Birthdays)  
3-Year-Old Class- (age 3 by August 31) – Monday, Wednesday & Friday  
4 years Old Class- (age 4 by Aug 31) - Monday, Tuesday, Wednesday, Thursday, & Friday
3. The preschool operating hours- Preschool 8:30am-12:30pm

## B. PAYMENT AND FEES INFORMATION:

1. Registration fees for all classes are \$40.00 per year.  
Tuition for the two-year-old class is \$40.00 per week.  
Tuition for the three-year-old class is \$55.00 per week.  
Tuition for the four-year-old class is \$65.00 per week
2. Payments are due on the first day your child attends each week. Please include your child's name on the check. I will accept (actually prefer) payments every two weeks or monthly as long as you are consistent, and the payments are **made in advance**. There will be an envelope in your child's folder for payment. **Please put your payment in the envelope on Monday/Tuesday mornings. We will get the payments out of the folder. Do not hand us your payment, it may get misplaced.** We **will not** be giving weekly or monthly receipts unless they are requested. You will receive a total for the year, in January, for tax purposes. However, we will notify you, if we do not receive your payment. Payments made after drop-off on Monday/Tuesday morning will be considered late, unless your child is absent on that day. Late payment charges will be \$5.00 per day, unless prior notice. Please make payments in a timely manner so that we can serve you and your children to the best of our abilities. There will be a \$25.00 charge for returned checks.
3. Late pick-up charges will be \$1.00 per minute late. Pick up time is at 12:30 daily. This means that your child should be picked up by 12:30 daily. We will be enforcing this charge this year, because we (the staff) have meetings, appointments and lives that begin at 1:00!!!
4. You will receive one free week during the Christmas Break. Payment is expected on teachers' workdays and all other closed holidays, including Spring Break and any other multi-day holidays, and days closed due to weather.
5. We can offer transportation from Jellybean Island for an additional fee. If you are interested, please complete the 'Transportation Form'. There will be a \$10.00 weekly charge for inside city limits and \$15.00 weekly charge for outside city limits and a \$20.00 weekly fee if it is 10+ miles. I will need your transportation information at orientation (directions, name of contact person, phone number)
6. A written and paid two-week notice is required for withdrawing your child from the program. This will allow enough time to fill your child's position.

## C. CARPOOL INFORMATION

1. We have a morning & afternoon carpool line. The morning carpool line is from 8:30-8:50. If you need to talk with your child's teacher, please send a note or call after 12:45. **The morning and afternoon carpool line will come in the second entrance of the Crossroads parking lot (coming from Benson) and will make a loop out of the first entrance.** We will be unloading and loading at the front door of the church. You will need to have your car seats on the **PASSENGER** side of your vehicle so that we can load your child quickly and safely. The students will have a car tag with your child's name on it, so please put it in your window at pick-up. We will begin the carpool line at 12:25 (no earlier). **Please try to have your child at school before 8:50. If you arrive after 8:50, you will need to ring the bell and wait for someone to come to the door.**

#### D. GENERAL PRESCHOOL INFORMATION

1. Please let me know at orientation if there is anything special that I need to be aware of with your child and send in a separate note concerning this matter on the first day of school. (Ex. Any person that cannot ever pick up your child from school, food allergies that could be dangerous, etc.). Everything that you tell me will be confidential, however as a child care provider, I need to be aware of any complications that may arise so that I will be better equipped to deal with them.
2. If someone other than the parents will be picking your child up, please send a written note stating this information. Identification may be required by anyone that does not normally pick your child up and we will not release the child until a parent has been contacted, if we have not received a note informing us that someone else would be picking up a child.
3. Please label all belongs that your child will be bringing to class, especially coats, and lunch boxes.
4. Please bring your child a change of clothes at the beginning of each season in a zip-lock bag with your child's name on the outside. Also label the clothes inside the bag.
5. We have Jellybean Island tote bags that your child will need to bring each day. Please try to get a snack box that will fit inside this bag. Also, remember to bring your child's folder each day!!! **PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS TO PRESCHOOL WITH THEM—IT CAUSES PROBLEMS DURING CLASS TIME!!!**
6. Remember to make **ALL** correspondence in writing.
7. Please remember to bring snacks everyday unless prior notice. **DO NOT SEND ANY BOTTLES (EVEN WATER) WITH OPEN TOPS, SUCH AS SODA BOTTLES OR CANS—IF THE BOTTLES HAVE A SPORTS LID THAT IS FINE!!!! SIPPY CUPS, JUICE POUCHES OR BOXES ARE GREAT—BASICALLY SOMETHING THAT WILL NOT SPILL IF IT IS KNOCKED OVER!!!!** Snack will not be needed on any party days. Please refer to your calendar for party days.
8. Your child will receive a Progress Report twice a year: in January and at the end of the year. Parent/teacher conferences to discuss your child's progress or any other concerns can be set up at any time that the teacher or parent feels the need for such a conference.

#### E. DISCIPLINE INFORMATION

- 1) CLIP CHART- We will be using a clip chart to monitor behavior and work habits throughout the day with rewards for good choices daily
2. SWEET SEAT - The "Sweet Seat" is the same thing as a "Time Out Chair". The "Sweet Seat" is a teaching tool to reinforce good behavior. It is not the end of the world if your child has to go to the "Sweet Seat"; they are only there to sweeten up a little.
3. SOUR NOTES – If your child is continuously misbehaving, they may receive a "Sour Note." One or two trips to the "Sweet Seat" will not constitute a "Sour Note" unless they are injuring another child. Again, this is not the end of the world: it is simply letting you know that we are having problems. The "Sour Note" will let you know exact what kind of problems we are having so that you can discuss these issues with your child. I will recommend a conference if I feel that the problem warrants such action. If at any time you want to discuss your child, my doors are always open.

#### F. FYI

1. MONTHLY CALENDAR PACKET - Each month we send home a calendar packet that will include everything you should need for the month. Inside the packet will be information and forms such as a permission slip for a field trip we will be taking that month, a party committee list, if a holiday falls in that month, etc. Please keep your calendar handy and convenient for easy reference for the month.
2. ISLAND NEWS - Each week, we will be emailing or sending home a newsletter to let you know what is going on in the class that week. I hope you will use this newsletter as a communication tool with your children. Communication between parent and child is one of the most important things you can have with your child. If we can get our children to tell us about their day at ages three and four, maybe they will continue throughout life.

3. JELLYBEAN LEADERS – In the 3 and 5-Day Class each week, we will draw a name out of a jar and that child will be our “Jellybean Leader.” This is a great self-esteem builder. The “Jellybean Leader” will hold our flag in the mornings. They will be the line leaders, and the teacher’s special helper. The “Jellybean Leader” will need to send several pictures of themselves with special family members, pets, or special occasions. We will have a special bulletin board in our room for the “Jellybean Leader”, and they will have the opportunity to tell us about the pictures they send. The 2-Day Class will draw a Jellybean Leader each day.

4. JELLYBEAN TALES – This is the same thing as Show-N-Tell. We will have “Jellybean Tales” on most Fridays. We select 3 kids in ABC order each week to do Jellybean Tales. Some weeks I will give instructions on what types of things to bring for “Jellybean Tales” that will go along with our lesson. For example, I may ask your child to bring in something red while we are learning about red, or I may have them bring in something that begins with the letter “C” while we are learning about “C.” Other weeks they may bring in anything they wish, but use common sense. Don’t send play guns, or toys with lots of pieces, or anything breakable. The 2-Day Class will have Jellybean Tales on most Thursdays!! Look on the weekly newsletter to see if your child has Jellybean Tales.

5. JELLYBEAN JOURNEYS - We will be taking several field trips throughout the year, depending on your support. Parents, grandparents, etc. are always welcome to come and join us. Jellybean Journeys are only for the 3 and 5-Day Classes.

6. JELLYBEAN PARTIES - We will celebrate birthdays on a monthly basis. We will also celebrate other various holidays such as Valentine’s Day, Easter, Christmas, etc. Birthday parties should last no more than 1 hour. If your child’s birthday falls in June, July or August they will be celebrated at the Summer Birthday Bash in May during our Fun Week Celebrations!!!

**PRESCHOOL SCHEDULE**  
**2-Day Class**

8:30-8:50 Bathroom Break	Arrival – Put things away and play with small learning tubs
9:00- 9:15	Pledge, Prayer, Roll, Circle time – Theme Discussion & Meet the Shape People & talk about the color of the Month <u>Morning Prayer</u> Thank you, God, for this new day, And for the time to work and play, Please be with me all day long, In every story, game and song, May all the happy things we do, Make you, our Father, happy too.
9:15- 9:45	Bible Time – We will have a Bible theme for the Month- Bible time will include stories and object lessons and songs
9:45 - 10:15 Bathroom Break	Coloring, Individual Teacher Time, Playtime Centers Kids will rotate in small groups to work on coloring and talk about colors and shapes “one on one” with a teacher, and in playtime centers
10:15- 10:30	Craft Time – We will be making a craft each day that relates to our theme, color and or shape
10:30-11:00	Snack- Kids will bring their own snacks
10:30-11:00 Bathroom Break	Outside Time/ Free Time if weather doesn't permit outside time
11:00-11:30	Music Time During music time we will learn songs and/or play instruments that will reinforce the Bible theme, lesson theme and color and shapes for the month.
11:30-12:00	Unit Activity This is the time that we will work to reinforce our colors and shapes of the week. There will be a different unit activity each day for the children. The activities will be games to help the children recognize the colors and shapes that we are working on!!!
12:00-12:15 Bathroom Break	Story Time about the theme for the month
12:15-12:30	Departure

This is a general schedule---times for activities will vary depending on the activities scheduled for that day!!!

**PRESCHOOL SCHEDULE**  
**3-Day Class**

8:30-8:50	Arrival – Put things away and play with small learning tubs
8:50- 9:00	Pledge, Prayer, Roll, Calendar, and Circle Time to talk about letter of the week & Bible Verse of the week
	<u>Morning Prayer</u> Thank you, God, for this new day, And for the time to work and play, Please be with me all day long, In every story, game and song, May all the happy things we do, Make you, our Father, happy too.
9:00 – 9:45	Morning Work & Playtime Centers
Bathroom Break	Kids will rotate in small groups to work on writing with a teacher, and in playtime centers
9:45-- 10:15	Bible Time- We will be discussing the Old Testament for the entire school Year
10:15- 10:30	Craft Time – We will be making a craft each day that relates to letter of the week
10:30-11:00	Snack- Kids will bring their own snacks
Bathroom Break	
11:00-11:20	Music Time During music time we will learn songs that relate to our letter of the week Numbers, and Bible songs that relate to the Bible lesson of the week.
11:20-11:40	Unit Activity This is the time that we will work to reinforce our colors and shapes of the week. There will be a different unit activity each day for the children. The activities will be games to help the children recognize the colors and shapes that we are working on!!!
11:40-12:00	Outside Time/ Free Time if weather doesn't permit outside time
12:00-12:15	Story Time- these stories will also relate to the letter of the week
Bathroom Break	
12:15-12:30	Departure

This is a general schedule---times for activities will vary depending on the activities scheduled for that day!!!

**PRESCHOOL SCHEDULE**  
**5-Day Class**

8:30-8:50	Arrival – Put things away and play with small learning tubs
8:50- 9:00	Pledge, Prayer, Roll, Calendar, and Circle Time to talk about letter of the week , sight words , CVC words & Bible Verse of the week
	<u>Morning Prayer</u> Thank you, God, for this new day, And for the time to work and play, Please be with me all day long, In every story, game and song, May all the happy things we do, Make you, our Father, happy too.
9:00 – 9:45	Morning Work Teacher directed writing activities that reinforce the letters, sight word, etc.
Bathroom Break	
9:45- 10:15	Craft Time – We will be making a craft each day that relates to letter of the week
10:15 – 10:30	Bible Time- We will be discussing the New Testament for the entire school year
10:30-11:00	Snack- Kids will bring their own snacks
Bathroom Break	
11:00-11:20	Music Time During music time we will learn songs that relate to our letter of the week Numbers, and Bible songs that relate to the Bible lesson of the week.
11:20-11:40	Unit Activity This is the time that we will work to reinforce our colors and shapes of the week. There will be a different unit activity each day for the children. The activities will be games to help the children recognize the colors and shapes that we are working on!!!
11:40-12:00	Outside Time/ Free Time if weather doesn't permit outside time
12:00-12:15	Story Time- these stories will also relate to the letter of the week
Bathroom Break	
12:15-12:30	Departure

This is a general schedule---times for activities will vary depending on the activities scheduled for that day!!!