

PRESCHOOL BASIC INFORMATION SHEET

OPERATIONAL INFORMATION

- 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 JOCO schools 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 Year Old Class- Tuesday & Thursday OR Monday & Wednesday

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

- The preschool operating hours- 8:00am-12:00pm- 2 year old classes (2 Day Class)
8:15am- 12:15pm -3 Year old Classes (3 Day Class)
8:30am-12:30pm- 4 Year Old Classes (5 Day Class)

CARPOOL INFORMATION

Carpool is as follow: Before school kids - 7:00am- 7:50am

2 Day Class- Drop Off -7:50am - 8:15am Pick up 12:00pm-12:15pm

3 Day Class - Drop Off - 8:15am- 8:30 am Pick up 12:15pm- 12:30pm

5 Day Class- Drop Off - 8:30am- 8:45am Pick up 12:30pm- 12:45pm

*Teacher will return to their classroom at 8:45 and late arrivals disrupts class, so please try to come during your child's class window of drop off time. If you do occasionally arrive late, please ring the bell on the left side of the building and wait patiently for a teacher to finish what she is working on in the classroom to come let you in.

* We will be unloading and loading at the front door of the church.

* The morning and afternoon carpool line will come in the second entrance of the Crossroads parking lot (coming from Benson) and will go straight across the back of the parking lot and into your child's destinated line and then make a loop out of the first entrance.

* 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.

* Everyone will be given a car tag with your child's name on it and a hanger. Please hang it on your rearview mirror every day even if you think we should recognize you.

* We are also working with the Brookside Carpool lines, so you will need to pay close attention to your drop off and pick up times to help alleviate carpool congestion. We have a plan in place, but it may be trial and error for the first few weeks, so please be patient while we work out the details.

* We have VOLUNTEERS helping with the carpool line, so please be kind and thank them often.

PAYMENT AND FEES INFORMATION

- * We are switching to a monthly payment schedule for 2021-22
- * The monthly amounts below are based off of a nine-month school year (September- May) and INCLUDED one free week.
- * Payments will be due from the 1st- 5th- day of the month
- Note * Payments for September will not be considered late until after Sept 10th, and Payments for January will not be considered late until after Jan. 7th
- * For Payments made between 6th- 12th day of the month -include \$10 late fee
- * For Payments made between 13th- 19th day of the month -include \$20 late fee
- * For Payments made between 20th -27th day of the month -include \$30 late fee
- * For Payments made between 28th- 31st day of the month -include \$40 late fee
- All student with a tuition payment over 4 weeks past due may not return to school until the balance is paid in full.

Registration fees for all classes are \$40.00 per year for 2021-22

2 Day Class - (2-year-old) - \$200 a month or *\$50 weekly

3 Day Class - (3-Year-Old) - \$250 a month or *\$65 Weekly

5 Day Class- (5-Year-Old) - \$300 a month or *\$75 Weekly

Note: The weekly tuitions fees are more than the monthly tuition fees to cover the admin cost.

- * If payments cannot be paid monthly, a weekly payment schedule can be arranged.
- * **The pay schedule that you choose is not flexible - in other words, you cannot pay weekly one month and monthly the next month. You will be given the choice at the beginning of the year for the school year to be added to a weekly payment schedule if you cannot pay monthly. If you did not sign up for the weekly payment plan, you will be expected to pay monthly.**
- * We accept Cash & Checks. Please include your child's name on the check.
- * There will be an envelope in your child's folder for payment. **Please put your payment in the envelope. Do not hand us your payment, it may get misplaced. Also, do not just place payments somewhere in your child's folder or bookbag, we will not find it.**
- * We **will not** be giving 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.
- * There will be a \$25.00 charge for returned checks.
- * Late pick-up charges will be \$10 if you arrive 10 minutes after the carpool ends and additional \$5 for every 10 minutes after that. We will be enforcing this charge this year, because we (the staff) have meetings, appointments and lives that begin at 1:00!!!
- * We can offer **TRANSPORTATION** from Jellybean Island for an additional fee. If you are interested, you will need to let us know on or before orientation. 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)
- * 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.

GENERAL PRESCHOOL INFORMATION

- * 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 childcare provider, I need to be aware of any complications that may arise so that I will be better equipped to deal with them.
- * 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.
- * Please label all belongs that your child will be bringing to class, especially coats, and lunch boxes.
- * 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.
- * 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!!!**
- * Remember to make **ALL** correspondence in writing.
- * 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!!!!** Please label your child's sippy cup . Snack will not be needed on any party days. Please refer to your calendar for party days.
- * 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.

DISCIPLINE INFORMATION

- 1) PUNCH/STICKER CARDS- Each child will have a card and each time he/she has a great behavior day, finishes work neatly, shows respect or kindness to others, etc., he/she will receive a punch/sticker on their card. When their card is filled up, they will get rewarded with a trip to the Treasure Box. Note : Sticker/ Punches can be removed as well for behavior issues.
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.

FYI

* **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, a party info, scholastic book order forms, etc. Please keep your calendar handy and convenient for easy reference for the month.

* **ISLAND NEWS** - Each week, we will be emailing or sending 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.

* **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 and no pictures need to be sent.

* **JELLYBEAN TALES** - This is the same thing as Show-N-Tell. We will have "Jellybean Tales" on most Fridays (Weds/Thurs for 2 Day Class). We select 3 kids in ABC order each week to do Jellybean Tales. This info will be on your weekly newsletter. Most weeks, we 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.

* **JELLYBEAN JOURNEYS** - We will be taking several field trips throughout the year if Covid restriction allow and depending on your support. Parents, grandparents, etc. are welcome to join us for all outdoor field trips and according to the restrictions of the destination. Jellybean Journeys are only for the 3 and 5-Day Classes.

JELLYBEAN PARTIES -

* **We will celebrate birthdays school wide this year on the first Friday of the month.**

One parent for each Birthday child will be allowed to come. Birthday parties should last no more than 1 hour. If your child's birthday is in September, we will celebrate with the October birthdays. If your child's birthday falls in May, June, July or August they will be celebrated at the Summer Birthday Bash in May during our Fun Week Celebrations!!!

*We will also celebrate other various holidays such as Valentine's Day, Easter, Christmas, etc. throughout the year. In an effort to remain safe, we are going to allow the parents on the party planning committee ONLY to attend the party. Since some parties are more fun than others, we decided the fair thing to do was to just go in ABC order by Child's first name to assign parents to parties.

2-Day Class Schedule

- 8:00-8:15 Arrival - Put things away and play with small learning tubs
Bathroom Break
- 8:15-8:30 Pledge, Prayer, Roll, Circle time - Theme Discussion & Meet the Shape People & talk about the color of the Month
Morning Prayer
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.
- 8:30-9:15 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
Bathroom Break
- 9:15- 9:30 Craft Time - We will be making a craft each day that relates to our theme, color and or shape
- 9:30- 10:00 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!!!
- 10:00-10:30 Snack- Kids will bring their own snacks
Bathroom Break
- 10:30-10:45 Bible Time - We will have a Bible theme for the Month- Bible time will include stories and object lessons and songs
- 10:45-11:00 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.
- 11:00-11:30 Outside Time/ Free Time if weather doesn't permit outside time
Bathroom Break
- 11:30-12:00 Bathroom Break & Story Time
- 12:00-12:15 Departure

3-Day Class Schedule

- 8:15-8:30 Arrival - Put things away and play with small learning tubs
- 8:30- 9:00 Pledge, Prayer, Roll, Calendar, and Circle Time to talk about letter of the week & Bible Verse of the week
- Morning Prayer
- 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.
- 9:00-9:30 Bible Time - We will be discussing the Old Testament
- Bathroom Break
- 9:30- 10:30 Morning Work & Playtime Centers & Crafts
Kids will rotate in small groups to work on writing with a teacher, crafts and Learning Center activities
- 10:30- 11:00 Outside Time/ Free Time if weather doesn't permit outside time
- Bathroom Break
- 11:00-11:30 Snack- Kids will bring their own snacks
- 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 Music Time & Story
During music & Story time we will learn songs that relate to our letter of the Week or Numbers, and Bible songs that relate to the Bible lesson of the week.
- 12:15-12:30 Departure

5-Day Class Schedule

- 8:30-8:45 Arrival - Put things away and play with small learning tubs
- 8:45 -9:00 Pledge, Prayer, Roll, Calendar, and Circle Time to talk about letter of the week & Bible Verse of the week
- Morning Prayer
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.
- 9:00-9:30 Bible Time - We will be discussing the Old Testament
- Bathroom Break
- 9:30- 10:30 Morning Work & Playtime Centers & Crafts
Kids will rotate in small groups to work on writing with a teacher, crafts and Learning Center activities
- 10:30- 11:00 Snack- Kids will bring their own snacks
- 11:00-11:30 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!!!
- 11:30-12:00 Music Time & Story
During music & Story time we will learn songs that relate to our letter of the Week or Numbers, and Bible songs that relate to the Bible lesson of the week.
- 12:00- 12:30 Outside Time/ Free Time if weather doesn't permit outside time
- Bathroom Break
- 12:30-12:45 Departure