

Jack and Jill School
56 Whitehall Road
Rochester, NH. 03867

Phone: (603) 332-3177
Fax: (603) 332-3175

Email: director@jackandjillschool.net

Jack and Jill School



Parent Handbook

Jack and Jill School
56 Whitehall Road
Rochester, NH. 03867

Phone: (603) 332-3177
Fax: (603) 332-3175

Email: director@jackandjillschool.net

Dear Parents,

We would like to welcome you to Jack and Jill School. We hope this parent handbook will answer all your questions about our program and policies. Please keep this handbook close at hand as a quick reference guide throughout your stay with us.

If you have any questions please do not hesitate to call us at any time. We look forward to having you as a valued member of our school.

At Jack and Jill we believe that a high quality childhood program provides a safe and nurturing environment, which promotes the physical, emotional, and cognitive development of young children, while responding to the needs of their families.

Our program is developmentally appropriate for your child's age and abilities. We have implemented our program with attention to the different needs, interests, and development levels of each child. We believe each child is a unique person and that our adult interaction with the children should be responsive to the individual differences of each child.

Our goal is that our school is one in which:

Each child is valued for their own ability to play and learn and for their curiosity in the world around them.

Every family is valued for its commitment to work and home, as well as their ability to play and dream with their children.

Each staff member is valued for their commitment to continuing education and their delight in children.

We intend to make your preschool experience and the time your child spends with us the very best possible.

The Staff at Jack and Jill

Jack and Jill.....



Snacks: All parents are asked to provide a healthy snack and a drink for their child.

Illness: Please do not send your child to school when he/she is sick, as this causes illness to spread throughout our school. If your child has a fever, is coughing excessively, or has vomited within the last 24 hours, please keep them home.

Emergency Info: If at any time your emergency information changes please remember to notify us as it is very important that we are able to reach you at all times.

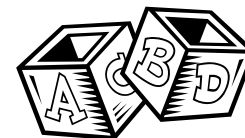
Traffic Pattern: This is very important, please refer to the sheet given out at Open House.

Snow Days: If Rochester is cancelled, Jack and Jill will also be cancelled.

Delays are as follows: 1hr. delay morning class starts at 9:45am. 2hr delay morning class is cancelled. Extended care will open at 9:30am for all delayed starts.

All cancellations will be announced on WOKQ, WHEB, WTSN and WMUR Channel 9

If you have any questions call us at (603) 332-3177 or
Email: director@jackandjillschool.net



The Nuts and Bolts of

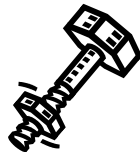
Start Time: We ask that all adults be out of the classrooms by the starting time, as the doors are locked for the safety of your children. Should you need to talk with your child's teacher, please call in advance or do so at the end of class. Parents may schedule an appointment to chat with their child's teacher at any time.

Tardiness: Please make every effort for your child to arrive at school on time.

Pick up Time: Please be on time when picking up your child. Teachers need this time for cleaning/resetting their classroom for the next session. A few minutes for lunch is always appreciated by our teachers. Always let the greeter at the front door know if someone else will be picking up your child.

Parent Involvement: Parents are welcome to join us on special events and parties. An extra pair of hands is always welcome. If you wish to join us any other time please discuss this with your child's teacher.

Birthdays/Party Days: We celebrate all the birthdays of the month together, at the end of the month. When it is your child's birthday, a notice will be sent home informing you of the date, time, and what you can send in i.e. cupcakes, cookies, juice. It is not necessary to send your child with a snack for party days. Summer birthdays will be celebrated all together at the end of our school year.



Each child possesses the natural ability to wonder and the desire to learn about the world that surrounds them. We acknowledge and respect that children have the right to wonder using their own unique abilities. We nurture this wonder by providing freedom, observing, researching, and facilitating.

As this natural process unfolds our teachers assume multiple roles.

Teachers as active listeners:

By expressing their ideas, concerns, and interests children are constantly giving us clues on how we can better help them enrich their knowledge.

Teachers as vigorous observers:

Through observations we can identify and help children develop their abilities. Parallel to this process, based on their own natural development, we encourage them to explore new domains.

Teachers as meticulous researchers:

Based on the information we gather during our listening and observation periods we immerse ourselves in the process of finding the best resources available to cultivate children's emergent interests.

Teachers as knowledgeable facilitators :

Using our research we select the most appropriate ways to share our findings to the main audience of our school

The Children!

TUITION

Registration

A non refundable fee of \$50 and a completed registration form are required to reserve a position for your child in our school. Your registration fee will hold your child's spot until August 15th, when the first payment is due.

Tuition Charges

For school only:

You may choose one of the following plans

A: In full by August 15 with a \$50 discount.

B: Five payments due Aug. 15, Oct. 15, Dec. 15, Feb. 15, & Apr. 15

C: Ten payments due Aug. 15 thru May 15

School with Extended Care:

First tuition payment is due on August 15 for the first week Jack and Jill is in session. For every succeeding week tuition payment is due on the Friday prior to the week of school.

Full tuition is due for all weeks that Jack and Jill is open for business, including weeks when the center is closed due to holidays, sickness, or emergency. There is no charge for the weeks that Jack and Jill is closed for vacations (two weeks for Christmas, one week in February, and one week in April). You will be liable for full tuition charges on days that your child is absent from school.

We request that all parents either mail, or drop your tuition payments in the "locked box" located in our mudroom. For your privacy a sealed envelope is suggested.

Our school program is tax deductible, call for our Federal Tax ID #

Other Fees

Unless special arrangements are made for late tuition payments, a late fee of \$10 will be assessed. Accounts more than four weeks past due may be cause for dismissal from the program. A fee of \$25 plus applicable bank charges will also be assessed for returned checks. Personal checks will not be accepted after the second returned check.

NUTRITION

Snacks

Your child will need to bring a snack and a drink to school every-day. Depending on the how long your child is at school will determine if they need one or two healthy snacks. If your child is attending school only he/she will need only one healthy snack and a drink. If your child is attending school with extended care than they will need a morning and an afternoon healthy snack and drink. We ask that you limit the snack to one item per snack time. Children don't always have enough time to finish there snack if given too many, this can be upsetting to some children.

Once a month, during our school day, we will celebrate all of our birthdays from that month. You do not need to send in a snack for your child that day, as we will have a special birthday snack and drink provided by the birthday families. Children staying for extended care will still need to bring in an afternoon snack and drink. Please make sure to check your calendars for the dates of our birthday bash each month. Also check your calendars for our special holiday party days, as children will not need a snack for those days either.

Lunch

You will need to provide a lunch for your child if they are enrolled in our 9-1 school program. At Jack and Jill we encourage healthy food choices. Unfortunately, the staff at Jack and Jill is unable to heat up food or refrigerate food for children.

Please ensure that your child has eaten breakfast or lunch prior to their arrival at Jack and Jill.

Thank you for taking the time to learn more about Jack and Jill School. If you have any questions or concerns please do not hesitate to call. We look forward to having you as a member of our family.

WHAT YOUR CHILD NEEDS

Clothing

Children attending Jack and Jill for more than 2.5 hours a day will try to go outside every day that Mother Nature allows. Please send your child in with clothes appropriate for the season and weather. The type of clothing your child wears determines the choices of outdoor play opportunities available. We ask that you provide an extra change of clothing (including socks) for you child, as accidents can happen. These extra clothes can be kept in your child's backpack.

Your child will need shoes that are appropriate for the time of year. In winter and wet or muddy seasons we ask that each child have waterproof shoes or boots. We would also ask that you send in a pair of slippers or shoes for your child to change into, during these months, so we can keep the carpets from becoming wet. It's not much fun to sit and play on a wet carpet.

Toys and Play Articles

We have taken special precautions in the selection of the toys here at Jack and Jill. We've chosen toys that will teach a child how to care for something and will challenge the child's imagination to use them in a variety of ways. Toys aid in the developmental stages of children. These toys help optimize that development.

We are sensitive to your child's need for a little extra security now and then during your absence. We do allow the child his or her own special toys, however, because it is difficult to keep a toy separate from our own or other children's, we will not be responsible for the loss or damage to these articles. Please note that no toy guns, weapons, or toys with sharp or pointed edges will be allowed.

Nap Time

Children staying longer than four hours are required to lay down for a nap or rest time. We ask that you bring in a pillowcase or crib sheet, to cover the nap mat, a blanket, and a small pillow for your child. These items need to come to school with your child on Monday of every week and will be sent home at the end of the week for washing. Make sure to mark all of your child's belongs with their name.

Sunscreen/Insect Repellent

During warm weather we will go outside. If you would like your child to have on sunscreen or insect repellent please apply it to them before they come to school.

SCHEDULE

Hours

We are open 5 days a week from 7:30am to 4:30pm. We offer a variety of options for school only and school with extended care hours.

3 year old children:

School only, 2 days: Tuesday & Thursday 8:45am to 11:15am or
12:00pm to 2:30pm

School only, 3 days: Mon, Wed. & Friday 9:00am to 1:00pm

School with extended hours: Mon. thru Fri. 7:30am to 4:30pm

4 year old children:

School only, 3 days: Mon, Wed, & Friday 8:45am to 11:15am or
12:00pm to 2:30pm

School only, 4 days: Monday thru Friday 9:00am to 1:00pm

School with extended hours: Mon. thru Fri. 7:30am to 4:30pm

Yearly Schedule

We will provide you with a yearly schedule of vacations, holidays and other days of note. This schedule will be distributed in September of each year.

Jack and Jill follows the Rochester School year. We are closed for all of the major holidays and four weeks for vacation every year. *Full tuition fees apply to all holiday weeks.* There is no charge for the four scheduled vacation weeks.

Our School program runs from September thru the first week of June.

Summer Time

During the summer months we have a less formal "Kid's Fun Camp" so the children can spend as much time as possible outdoors in our well equipped playground. Summer camp includes a variety of activities and crafts, outdoor games, and cooling off in our kiddie pool.

Our Summer Fun Camp is open to all children ages 3 to 6.

COMMUNICATION

We believe that communication with parents is the essential key in helping with your child's total development. We make every effort to keep you up to date of our changing Imagination Station, and classroom activities through our newsletters provided on the back of the calendars. The newsletter will also keep you informed of special events and other items of interest.

We have an open door policy (however our doors are always locked for the safety of the children). Parents are always welcome in the center.

Behavior Management/Discipline

What is discipline?

"Discipline is the slow, bit by bit, time consuming task of helping children to see the sense in acting in a certain way."

For behavior problems the child is taken aside and allowed to regain composure. We then make sure the child understands the reason for this and what action he/she needs to take in order to re-enter the group in a positive manner.

The following guidelines are followed when dealing with behavior problems:

- ◆ Provide a set of clear rules that the child can understand
- ◆ Support the child's self esteem
- ◆ Discipline with caring and control

Behavior problems of a serious nature or ones that persist over a long period of time will be brought to your attention so we may mutually seek a solution.

EMERGENCIES

Emergency Procedures

As a parent, you are concerned with your child's health and safety. All staff members are certified in CPR and first aid. When injuries require medical treatment beyond basic first aid, parents are notified immediately and an appropriate course of action is decided upon. When parents can not be reached, the director will notify the emergency contact person(s) listed in the child's file.

In the unlikely event that immediate medical attention is required, the child will be taken to Frisbee Memorial Hospital by ambulance and will be accompanied by an adult. The child's parents and pediatrician will be contacted immediately. Parents should meet the ambulance at the hospital.

Jack and Jill is not responsible for any medical charges incurred as a result of any medical attention.

Safety is one of our top priorities. We realize it is up to the adults in your child's life to create an environment in which exploring is encouraged and safe.

Please Remember:

It is extremely important that you keep your contact information with us up to date so that we may contact you in the event of an emergency.

SAFETY AND ENVIRONMENT

Releasing Your Child to an Adult

A child registration/emergency information form will be filled out by the parent or guardian listing the names of people allowed to pick up your child. A picture ID will then be matched to the name on the master sheet. Unless this form is complete, no child will be allowed to leave our care other than with the parent or guardian.

We will not under any circumstances release your child to anyone not listed on the registration/emergency form.

If something comes up, as things can change at a moments notice, and someone other than the designated person will be picking up your child, please let us know a head of time. This will eliminate confusion at the time of release. A simply note to the teacher, phone call, or conversation at drop off is all that's needed.

Jack and Jill reserves the right to refuse the release of a child to anyone not having a proper safety seat in their vehicle. New Hampshire State laws requires any child under the age of six to be properly fastened and secured in a child restraint system. We also reserve the right to refuse release to anyone we feel should not be operating a motor vehicle, i.e. under the influence of drugs or alcohol.

If you have any special legal orders regarding who may or may not pick up your child, the State requires that we have a copy of the order on file. We cannot honor any special orders without them being on file.

Fire Drills

Jack and Jill conforms to all fire regulations as designated by the State Fire Marshall. Fire drills will be conducted once a month for all children. We ask that you talk about drills and the importance of safety at home and consider having 'at home' drills.

Parking and Driveway Safety

Please drive slow and use extreme caution in our driveway. We ask that you do not drive around any other cars in our parking lot. Do not leave your vehicle running unattended. Stay in your car in the drive up line while you are waiting for your child's teacher to come out. We will bring your child to you. If you want to walk up to the door we ask that you park your car in our side parking lot and walk over. Please hold your child's hand and do not allow them to run in our driveway.

PRESCHOOL PROGRAM

Curriculum

Our program is designed to encourage your child to make decisions and solve problems so that they will develop the confidence and positive image to succeed in any learning environment. They will learn through dramatic play, learning centers and theme based educational units. The curriculum emphasis is on pre-reading, pre-math, and pre-science skills.

Our pre-reading instruction encompasses letter recognition, letter sound association and letter formation. Each child is allowed to progress according to their own interests and abilities.

The pre-math program is a hands on experience with lots of fun activities to develop and reinforce early mathematical concepts. Number recognition and early math skills are explored at each child's individual pace.

The pre-science program utilizes your child's power of observation and their curiosity about the world around them as a foundation for discussions and activities designed to provide a basic understanding of how the things in our world work and relate to each other.

Graduation

Each year Jack and Jill hosts a Preschool graduation ceremony for our 3 year old and 4 year old children. The graduation is presented by the children with songs, refreshments, and a presentation of diplomas to the graduates. The graduation is open to all who would like to attend.

HEALTH

Physical Exams

Each child must have a physical exam no more than one year before entering our program. State regulations require that we have on file a health form completed by your child's physician that includes a record of up to date immunizations.

Observation of Illness and Accident Report Form

This form is used in the following circumstances:

If a child is injured at home and arrives at Jack and Jill school with visible injuries, parents are responsible for filling out this form.

If your child is injured while in our care, and injuries require more than a hug or a Band-Aid, we will fill out this form and have the parent sign as acknowledgement of the injury when the child is picked up.

You can obtain a copy of this form from the school office.

Authorization for the Administration of Medication Form

All medications, both prescription and nonprescription (including Tylenol), must be accompanied by a completed authorization form signed by you. All medication **must** be in the original container with the child's name on it.

You can obtain a copy of this form from the school office.

Sanitation and Cleanliness

The teaching and practice of good hygiene is very important to us at Jack and Jill . It is the single most important thing we can do to prevent the spread of disease. It is our policy to wash hands before snacks/meals and after toileting .

We understand the extreme importance of cleanliness in a pre-school environment and we have initiated routines to achieve our sanitation objectives.

Allergies

Please let us know if your child has any food allergies or other special health concerns that we should be aware of.

ILLNESSES

At Home

Please do not send your child to Jack and Jill if he/she has any of the following:

- ◆ Any contagious disease: (common cold, flu, chicken pox, measles mumps, step throat, etc.)
- ◆ Vomiting illness
- ◆ Diarrhea
- ◆ Rash with fever or behavior change
- ◆ Temperature of 100 degrees or higher
- ◆ Purulent conjunctivitis: (pink eye)

A child who arrives with any of the above will not be allowed to stay for school that day or the next.

While in School

Should your child become ill during the day you will be notified and your child will be placed in a quiet area to rest under adult supervision. **You are expected to pick up your child as soon as possible.** If job commitments or distance prohibits you from picking up your child, alternative arrangements must be made. Alternative arrangements must be in place before your child enters this program and will remain in place during the child's stay in our center.

Absences

If your child is to be absent please call Jack and Jill and leave a message stating your child's name, and description of illness or reason for absence. You are liable for full tuition charges on any days missed. Your child must

Returning to School

State law requires that your child **must** be free of any illness (fever, diarrhea, vomiting , etc.) for **24 hours** before they can return to school.