



Jefferson Brethren "Creation Station" Preschool

A ministry of Jefferson Brethren Church

58915 SR 15, Goshen, IN 46528

(574) 533-1121

(574) 533-1122 Fax

www.jeffersonbrethren.org

Student Handbook

2011-2012



PRESCHOOL STAFF

SENIOR PASTOR

Rev. Ron Spyker

CHILDREN'S DIRECTOR

Pam Garber

	M-W-F 8:30 AM & 12 NOON*	M-W-F 9:30 AM EXTENDED DAY	T-TH 9:00 AM	T-TH 10:00 AM*
TEACHER	Jean Schultz 825-3865	Doncella Sheline 312-9381	Jean Schultz 825-3865	Doncella Sheline 312-9381
TEACHER'S ASSISTANT	Shonda Boutwell 533-8847	Laura Dudek 536-4670	Angela Otto 534-5596	Laura Dudek 536-4670

*Classes will open when there is a need for these additional classes.

Children's Outreach Ministry Board Members

Jennifer Yoder	Chairperson	642-3469
Lon Roth	Secretary	831-5626
Lisa Beebe	Treasurer	534-6543
Susan Carpenter	Classroom Liaison	831-4810
Tiffany Hile	Parent Representative	538-1912
Kim Bitting	Member-at-Large	536-9773
Deana Roth	Member-at-Large	831-5626
Lori Freed	Member-at-Large	349-0106
Pam Garber	Children's Director	848-7594

Preschool Philosophy

Jefferson Brethren Preschool is a school in Christian living. Our curriculum emphasizes Christian values through Bible teachings. As your child learns to respond through sharing and group play, he/she is learning to model Christian ideals.

Because each child is a unique creation, we strive to foster individuality in an atmosphere of discovery, confidence, and self-worth.

The overall goal for our preschool is to provide a motivated learning atmosphere which emphasizes Christian living through social play in the areas of sharing, self-esteem and motor skills.

Jefferson Brethren Church

Jefferson Brethren Church has been a vital part of Jefferson Township since 1968-69. From the very beginning, it was the intent and desire of the church to be closely identified with the Jefferson Community. The Brethren Church has historic roots with Believer's churches, so called because of their desire to live and model closely to the early New Testament church.

It is our desire to be a church that is visible in the community by living out our faith on a day to day basis, sharing the joy and sorrow of each other's lives, and reaching out to those in need.

Our belief is rooted in the historic Jesus Christ as the Son of God, whose death and resurrection gives anyone (through a simple step of faith), the opportunity to be reconciled to God. At JBC, every member is encouraged to identify the gifts and ministry God has given them. As well, it is a community where the Spirit of God is evidenced, and His Word is preached and taught faithfully.

Pastoral Staff

Ron Spyker, Senior Pastor
Chris Russell, Youth Pastor
Vickie Oldenburg, Minister of Counsel & Care
Pam Garber, Children's Director

Office Hours

Monday-Thursday: 8:30 AM-3:30 PM (Closed for lunch 12 N-1 PM)

Friday: 8:30 AM-12 Noon

Preschool History

JBPS has been a part of Jefferson Township since 1996. It was formed by a group of Jefferson Brethren Church members to serve a need in the community. The preschool has grown from a small group of children enrolled the first year to 3-5 classes each week. It is the desire of the church that Christ's love be communicated daily to each child in a natural learning situation.

Worship Services and Sunday School

You are invited to join us in weekly worship services or Sunday school classes as we come together to fellowship and praise God. Worship services are held each Sunday at 8:15 am and 10:45 am, with Sunday School classes beginning at 9:30 am.

Nursery and toddler childcare is offered during each service and class time. For children ages 3 through Kindergarten there are classes available 2nd and 3rd hour. Students in grades one through five, as well as junior and senior high youth, meet during the Sunday school hour only and are asked to sit with their parents during the worship service. We also have a Wednesday JBC Nite Program with classes and activities for all ages and a LYNC Summer Day Camp and Day Care program. Please call for additional information.

If you have any questions regarding the church, please call the office at 533-1121.

Preschool Hours

The class of children who are 3 years old by September 1 meets Tuesday and Thursday from 9:00 – 11:00 am beginning the week before Labor Day. If there is a need for another class, it will meet from 10:00 am-12 N.

The class of children who are 4 years old by September 1 meets Monday, Wednesday, and Friday beginning the week before Labor Day. The morning class meets from 8:30 – 11:00 am, the Extended Day class meets 9:30 am – 2:00 pm and if there is a need for another class it will meet from 12 N—2:30 pm.

NOTE: Extended Day children will need to bring a lunch that does not require refrigeration or heating!

The door will be opened 5 minutes before the start of class and the teacher or assistant will be there to greet your child. We ask that you do not drop your child off before these times. If your child is late, please walk your child to their classroom by entering through the FRONT doors at the east side of the building and sign in. If the FRONT doors are locked (i.e. during lunch) ring the doorbell at the upper left hand corner of the north door (Preschool entrance) and a teacher or assistant will greet you and take your child to the classroom.

We ask that you be prompt when picking up your child. The teacher has only minimal preparation time and any additional time your child is there takes up that time. After your third violation of this rule, a late fee of \$5.00 will be added to your next month's tuition.

Daily Activity Schedule

Your child's Preschool day will include these activities:

- Free play time and Clean up
- Circle Time-includes songs, Bible stories, finger plays, sharing etc.
- Creative work/arts and crafts
- Restroom Break
- Snack (NOTE: Extended Day class will not have a snack time since they will eat lunch at mid-day.)
- Story time
- Group Time-includes games, large muscle play, parachute play, outdoor play (weather permitting)

General Notes

- Our preschool follows the Middlebury Community Schools calendar with the exception of start/end dates.
- Children must be 3 or 4 years of age by September 1, 2011.
- We must have a record of all immunizations and they must be current. A physical exam is not required, but the **Health Record must be completed and signed by a physician OR completed by the parent with a copy of the immunization record from the physician's office attached. Records must be received by SEPTEMBER 30 (or within 1 month of enrollment) for your child to attend classes.**
- We ask that children do not chew gum at preschool.
- Please call if your child won't be at preschool. It's ultimately your choice whether or not to send your child to school on any given day, but we would like to be informed if your child is ill or won't be at school for several days.
- Each new student will be provided with a FREE book bag. If you need to replace your bag the cost is \$2.00.
- School pictures will be offered in the fall of each year (November 9 & 10, 2011).
- Your child must be able to use restroom facilities without assistance. **We encourage you to take your child to the restroom just before coming to school. This allows them to utilize the time at school to their best advantage and also limits the amount of time the teacher needs to leave the class in order to accompany the child to the restroom.**

Tuition

Tuition is due on or before the first day of each month. Checks should be made payable to Jefferson Brethren Preschool. **On the 10th of each month, there will be an additional fee of \$10.00 assessed to those accounts which are not paid that month unless prior arrangements are made with the director.** Please remember we operate on a low budget and tuition needs to be paid on time. All accounts severely past due may result in denial of preschool privileges and will be dealt with by the board on an individual basis.

A reminder note will be sent home 1-2 weeks before tuition is due. Please place your check in an envelope with your child's name on it and send it with your child in their book bag. **All cash payments must be submitted to the church office so a receipt may be issued. Exact amount would be appreciated!** A summary of your payments will be sent home with your child twice a year for your tax records: once at the end of the calendar year and once at the end of the school year.

Tuition has been evenly pro-rated over the 9 month school year. Tuition must be paid regularly in spite of vacation, illness, weather, or school closings in order to assure your child's place in the class. This is necessary, as our school expenses are the same regardless of number of children present. Tuition may be refundable in cases of serious or lengthy illness. In general, no absences of less than four weeks will be eligible for refunds.

When a child moves from the community and thus withdraws, or enrolls in preschool and fills a vacancy in the middle of the month, tuition is charged for half of the month or the cost per day, whichever is less. Parents should give the teacher as much notice as possible when withdrawing a child.

Tuition assistance is available and is awarded based on financial need. Please notify the teacher or a board member if you need a scholarship application. Tuition rates are as follows:

Monday/Wednesday/Friday Classes	\$ 95/month
Monday/Wednesday/Friday Extended Day Classes	\$140/month
Tuesday/Thursday Classes	\$ 65/month

NSF Charges

Upon notification of the return of a check to the preschool, the treasurer will notify the issuer of the check in writing. Payment of the total check amount, plus fees charged by the bank, will be due immediately. If there is a second occurrence of a returned check, a \$20 fee will be charged by the preschool, in addition to the bank fees, and only cash will be accepted from that point forward.

Emergencies

If an emergency occurs and you are unable to pick up your child, please notify the teacher as soon as possible so arrangements can be made for the care of your child. **The teacher must be notified either by phone or in writing of ANY change in your phone number or address (including work number) so that we can contact you in case of an emergency at school.**

Only persons indicated on the emergency card can pick up your child. If a different person needs to pick up your child on a specific day, please make arrangements in writing ahead of time. **A photo ID will be required** of any one with whom the teacher is unfamiliar.

School Closings

The preschool will close whenever the Middlebury Community School Corporation must close due to inclement weather. **We will only make up snow days after 3 days are missed.** If there are more than 3 cancellations for T/Th classes, we will add ½ hour to class sessions to make up the time. **Snow makeup days will be scheduled as our calendar will allow. MCS delays would also signal a 1 hour delayed starting time for our Extended Day and T/Th classes, as well, and an alternate schedule for MWF regular day classes:**

MWF Ext Day: 10:30 AM-2:00 PM

MWF Reg Day: Would go to an “alternate schedule” 9:30-11:30 AM and 12:30-2:30 PM

T/Th: 10:00 AM-12:00N and 11:00 AM-1:00 PM

NOTE: Extended Day children will have a shortened lunch time on delayed start days.

If there is early dismissal, there will be no afternoon class. The Extended Day class will also be dismissed early. Staff will contact parents or caregivers by phone. You may hear school closings on radio stations, watch for them on your local television channel or check on the internet.

We are unable to refund tuition for days missed due to weather.

In case of a funeral at the church, ALL classes will be canceled and you will be notified.

Messages

The teacher cannot accept verbal messages from your child. If you have a message for the teacher, please contact her in writing, personally (but NOT during unloading or pick up), or by telephone. Please call the teacher at home or at school before or after class time. Message forms have been provided to you to use in such an event. Call during class time only in an emergency. Be sure to submit the Communication Form from your Registration Packet to inform staff of the best way to contact you.

Illness

Children should not attend preschool when they have a fever, have vomited, had diarrhea or are acting ill. A child should be free of fever and not have vomited for 24 hours before returning to school. It is probably wise to keep them home the first day of a cold, even if there is no fever. If a child develops a fever, vomiting, etc. during class time, the parent will be called to take the child home immediately.

If your child develops a communicable disease, such as chicken pox or pink eye, please notify the teacher and she will notify all parents in that class. Refer to the communicable disease chart provided in your registration packet if you have additional questions. (NOTE: After a diagnosis of pink eye, your child must be on antibiotics for 24 hours before returning to school.)

A doctor's note may be required in certain situations for your child to return to class. If your child is well enough to attend preschool, they will be expected to participate in outdoor play.

THE PRESCHOOL STAFF IS NOT ALLOWED TO DISBURSE MEDICINE OR BREATHING TREATMENTS OF ANY KIND EXCEPT IN EMERGENCY SITUATIONS.

Field Trips

Field trips have been discussed with the preschool board. The change in regards to the booster seat law has made it difficult for field trips. The liability to both the preschool and parents transporting the children has been researched. So, we have looked at different ways to provide the same experience but maybe in a different way. An example would be, having the Jefferson Fire Department bring a truck to our preschool, a police officer bring his car in for the children to see, a doctor visiting. If you have a special occupation you would like to share please let us know and we can make arrangements.

Discipline

It's inevitable that children will sometimes require disciplining from the preschool staff. We know and understand that things happen and we intend to deal with situations as they arise. However, some children go beyond what we expect or accept for preschool purposes. We do promote a learning environment for all children attending and cannot allow an unruly child to ruin that for everyone.

The following steps have been put in place to deal with behavior management within the preschool.

1. Teacher or assistant talks to child privately.
2. Child will be placed in the thinking chair in an area of the room, not secluded, with close supervision.
 - 1st time – child's choice to come back to the group and follow directions.
 - 2nd time – remains in the thinking chair until the teacher or assistant lets the child return to the activity.
3. Teacher gives note to parent while leading child to advise them of the situation.
4. Phone call home from teacher.

The intent is to discuss the situation in more detail, making parents aware of the teacher's concern and receiving assistance from the parents in solving the problem.
5. After discussing the situation with the Preschool Board, a letter will be sent to home from JBC Board.
6. Formal meeting.

A meeting with the teacher, parents and director will be required to discuss ways to resolve the behavior problems. The child will be excluded from the meeting.
7. In-School Probation.

For 2 weeks following the meeting, the child will be on probationary status to monitor the change in behavior.
8. Dismissal from Jefferson Brethren Preschool.

We do not want any child to be excluded from learning and enjoying preschool, however if we have gone through all of the steps above and still have behavior that is taking the opportunity to learn away from the other children, dismissal will be necessary. The decision to dismiss will be a joint decision by teachers and the Board.

Classroom Visits, Helpers and Volunteers

FOR THE SAFETY OF THE CHILDREN,

ALL VISITORS MUST SIGN IN/OUT AT THE OFFICE BEFORE COMING DOWNSTAIRS.

The doors into the Education Wing will be locked while the Preschool is in session.

Our Preschool has an open door policy for parents to observe their child at any time. We would prefer that parents not visit during the first few weeks of school to give each child the opportunity to become adjusted to class. After that time, you are welcome to visit at any time, but please call the teacher to arrange a time so they may have activities planned for you to do. If you wish to be a regular classroom volunteer, please sign up at Get Acquainted Afternoon or contact your child's teacher.

If you are visiting the class, **we cannot allow other children or siblings to accompany you at those times.** Parents are under the supervision of the teacher at all times. If a parent has a concern about their child or the teacher, the parent may contact the director to schedule a visit without the teacher's prior knowledge. Please do contact the Teacher or Director immediately if there is ever a concern regarding your child.

Sharing

The teacher will assign one special day each week for sharing time. This time is assigned at the beginning of the school year and is the same day each week for MWF classes. For the TTH class, a sharing bag will be sent home when it is your child's turn to bring something to share. Please help your child find something that is meaningful to your child to share with the class, but please send only ONE item. NO weapons, violent toys, or money are permitted. Parents may bring pets if arrangements are made with the teacher ahead of time.

Birthday Celebrations

Birthdays are observed as part of the preschool program so each child will have his/her special day. Parties may be scheduled at Get Acquainted Afternoon or by contacting the teacher for your child's birthday celebration whether it falls during the school year or the summer. The birthday child provides the snack on his/her special day.

Birthday snacks may be sweet, but please don't make it too elaborate. Appropriate snacks are:

- Cookies, brownies, Rice Krispie squares, ice cream cups
- 64 oz. juice or milk (please do not bring juice boxes or pouches!)

You may wish to bring decorative napkins, and a favor (stickers, suckers, etc.) for each child on their special day. Parents may join the class for your child's birthday celebration during snack time. The teacher will tell you the time to arrive.

To be sensitive to students' feelings and to avoid confusion, please do not have your child bring personal party invitations to be handed out or put in student's school bags, unless there is an invitation for every child.

Snacks

In order to limit sweet snacks and to accommodate children with food allergies, snacks will be served at the discretion of the teachers. However, the Extended Day class will not have a snack time since they are eating lunch at mid-day. Parents may choose a snack product (or for Ext. Day children, other supply items such as paper or plastic bags, cleaning wipes, etc) at the Get Acquainted Afternoon. **Please bring your chosen item at 3 times throughout the year: in September, December and March.** This will keep our shelves stocked throughout the year. Nutritious foods such as popcorn, crackers, graham crackers, pretzels and party mix will be requested. If you prefer, you may also choose to donate \$5 towards the purchase of perishable items such as cheese or fresh fruit.

Seasonal Parties

We will be having a special party about every other month during class time, including the following:

- October—Fall Harvest
- November—Thanksgiving Feast
- December—Jesus' Birthday
- February—Valentine's Day
- March/April—Easter
- May—Family Picnic

Fundraisers

One or two fundraisers are held each year to help cover costs for preschool "extras." Tuition usually covers monthly expenses, but there is little left over to purchase new items for the preschool. To keep tuition costs down, we use fundraisers to be able to improve the quality of your child's preschool experience by purchasing new educational toys, books, supplies and offsetting our other expenses.

Families will also have the opportunity to purchase books or other resources from Scholastic Book Clubs. Each month brochures will be sent home for you to review. Orders may be placed via the internet or by order forms in the brochures. Instructions will be sent home with each brochure. We encourage you to take the time to read to your child and this company provides wonderful resources for families. The Preschool earns points from orders placed to purchase books, equipment or other resources directly from Scholastic. Thank you for your participation in these efforts.

Clothing

Each child will be provided with a hook on which to hang his/her jacket and book bag. We will work to have all children dress and undress themselves. To assist us in this process, please encourage your child to put on and take off his/her own coat, including zipping, buttoning, and snapping.

We will try to see that each child is outdoors as often as possible when the weather permits and the temperature is above 45°.

We do not go outside when there is snow on the ground and since the sidewalks are shoveled boots are not normally necessary. If your child does wear boots, we ask that a pair of slippers be sent on those days, so he/she can take them off and put on his/her own slippers to wear in the classroom.

Please mark all clothing with your child's name to avoid confusion.

We ask that your child wear washable clothes, as their work and play may be messy. Children should always come with clothing adequate for outdoor play. We often plan outside activities, and do go outside to play every day if possible, so please dress your child appropriately to the day's weather conditions. **We discourage flip flops and sandals because they are dangerous on the playground or during active games.**

Head Lice Policy

All students will be checked 3 times during the school year:
at the beginning of the year and after Christmas and Spring Breaks.

In the event of a confirmed case of head lice, the following procedures will be taken:

1. The teacher will contact the director about the situation and then the director will contact the board.
2. The teacher will contact all students' families within one day of the first reported case, by sending a note home with each student. All students in the class will be checked at that time and again two weeks later.
3. The student with the head lice shall immediately be sent home.
4. The infected student shall not return to school until he/she is **nit free**.
5. Upon returning to the classroom, the student will be checked by the teacher to make sure he/she is nit free. The teacher shall serve as authority in detecting lice and nits.

If there is a recurrence of head lice/nits on that same student within the school year, the student shall again be sent home and steps 1 through 5 shall be followed.

After the 3rd appearance of head lice/nits on the same student, that student shall again be sent home and the board will discuss the appropriateness of the child's attendance at school.

Speech & Hearing Tests

Through a provision of the state mandate to locate children who may need speech therapy, the Elkhart County Special Education Cooperative is able to provide speech and hearing evaluations to our preschool families at no cost. Teachers or parents can request a speech-language and hearing evaluation. If a parent is concerned about a child's language development, speech articulation, or hearing, and feels that screening may identify suspected problems, please talk to the teacher immediately so we can schedule the appropriate screening with ECSEC and complete the necessary paperwork.

Book Orders

There is an opportunity for you to purchase books from the Scholastic Book Club through the preschool. In return for your orders, we receive free educational items. Forms will be sent home with each student monthly. When placing an order, please **make checks payable to Jefferson Brethren Preschool**. Payment for your order from several brochures may be combined on one check. We also do accept cash. Please write your child's name on each order form and put it and the payment in an envelope. In addition, orders may be placed online using your credit card. Instructions are included with each brochure.

Parent/Teacher Conferences

The teacher will hold conferences in the Fall and Spring. Attendance at these conferences is encouraged. The program emphasizes social and developmental skills. We will be happy to share with you our goals for the children. The primary focus is to ascertain whether or not your child is moving toward achieving these goals.

Communication

Communication between school and home is a vital part of your child's experience at Preschool. We provide a monthly newsletter and calendar sent home in your child's book bag. It is also posted on our church's website at www.jeffersonbrethren.org so it's available 24/7 even if the dog eats the paper version! We also will be using a Phone Tree to call you with updates or reminders. Please complete the Communication form included in your Registration Packet so we may communicate with you in the best possible way. The newsletter includes a schedule of monthly events, a summary of Bible lessons that will be studied, finger plays we are currently working on and other helpful information about what is happening in the preschool. **If your address or phone number changes please update your information immediately.**

Supplies

We have discontinued the \$10 Supply Fee. We appreciate your donations of snack products or other supply items throughout the year. Please choose an item at Get Acquainted Afternoon and bring that item at 3 times throughout the year: in September, December and March.

Safety

For our students' safety, we lock the doors on the North side of the building after school has started. If at any-time the office doors on the east side of the building are locked (i.e. over the lunch hour from noon until 1 pm) we do have a doorbell on the upper left hand corner of the Preschool Entrance doors that you may use to alert the staff downstairs. This is only to be used if the FRONT doors are locked. If you arrive late, you must walk your child through the front doors, sign in, then take them down to the classroom. All visitors must sign in/out at the front office to identify yourself as a Preschool visitor. The doors into the Education Wing will be locked while Preschool is in session.

If there are any current legal documents (i.e. court orders) that restrict a named person from having access to your child or current court orders related to the custody of your child, please provide documentation. Without those documents we can not legally restrict a parent's access to their child.

Reporting Suspected Child Abuse or Neglect

Please understand it is our legal duty to report cases of suspected child abuse or neglect.

If your child shares information or comes to class with injuries or bruises consistent with possible abuse or neglect,

staff is required to report the incident to appropriate authorities for investigation.