



Family Handbook 2026 - 2027

Jack and Jill Pre-School

Dear Families,

Welcome to our preschool community! We are so excited to begin this special journey with you and your child. The preschool years are filled with growth, exploration, friendships, and meaningful learning experiences. At Jack and Jill Preschool, we are dedicated to providing a safe, caring, and engaging environment where every child feels supported, encouraged, and excited to learn.

We believe that a strong partnership between families and teachers is an important part of a successful preschool experience. This handbook has been created to help familiarize you with our philosophy, policies, and procedures. We encourage you to read through it carefully and keep it as a helpful resource throughout the school year.

Open communication and collaboration are very important to us, and we are always here to support your family. By working together, we can create a positive and enriching experience for your child.

Thank you for trusting us with your child's early learning journey. We look forward to a wonderful year together filled with learning, laughter, and growth!

Warm regards,

Katrina Lay
Director

**Second Congregational Church
50 Park Street
Attleboro, MA 02703**

Office Telephone: 508-222-1149
School email: jackandjill@attleborosecondchurch.org
School website: www.jackandjillattleboro.com

Staff Directory

Director	Katrina Lay	jackandjill@attleborosecondchurch.org
Younger Preschool & Older Preschool 2 Teacher	Jennifer Boisvert	Youngerp.jjpreschool@gmail.com
Younger Preschool & Older Preschool 2 Teacher	Leihla Cruz	Youngerp.jjpreschool@gmail.com
Older Preschool Teacher	Erica Derbyshire	Olderpreschool.jjpreschool@gmail.com
Older Preschool Assistant Teacher	Amanda Martel	Olderpreschool.jjpreschool@gmail.com
4 Day Pre-K Teacher	Phylicia Deighan	4dayprek.jjpreschool@gmail.com
4 Day Pre-K Assistant Teacher	Julie Haynes	4dayprek.jjpreschool@gmail.com
5 Day Pre-K Teacher	Jennifer Kelley	Prek.jackandjillpreschool@gmail.com
5 Day Pre-K Teacher	Alyssa Mackenzie	Prek.jackandjillpreschool@gmail.com

Jack and Jill Pre-School is licensed by the Massachusetts Department of Early Education and Care (EEC). The local EEC office responsible for our program is located at:

1 Washington Street, Suite 20 in Taunton, MA.

Parents may contact the EEC office for information regarding Jack and Jill's compliance history at 508-828-5025.

Jack and Jill Pre-School: Mission Statement

To stimulate the child's natural curiosity and develop their awareness

To encourage the child to investigate their environment

To help the child search for new ideas and increasing knowledge

To help the child make decisions for them

To enable the child to form satisfying relationships

To help the child realize they are an important person

Jack and Jill Pre-School Philosophy of Education

We believe that each child is a unique individual with:

- Their own rate of development
- Their own style of learning
- Their own needs on the social, physical, emotional, and intellectual levels

We believe that all children need:

- To explore and manipulate their environment.
- To feel acceptance as a worthwhile person.
- To feel success and satisfaction in their own endeavors.
- To have their individual needs understood.
- To receive positive reinforcement and praise.
- To have the security of an environment that is predictable and consistent.
- The stimulation to learn and the tools in which to do so.
- To be encouraged to broaden their scope to include acceptance of the differences in people and the world around them.

We believe that quality Early Childhood Education should strike a harmonious balance involving:

- Physical development
- Emotional stability
- Social development
- Intellectual stimulation

We believe that acceptance, approval, and appreciation are the foundations for academic achievement.

STATEMENT OF NON-DISCRIMINATION

Jack and Jill Pre-School, an outreach program of the Second Congregational Church, will not discriminate on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, national origin, or sexual orientation when accepting students or hiring staff. Toilet training is not an eligibility requirement.

Daily Routines at Jack and Jill Pre-School

Arrival: This information must be shared with anyone who is dropping off your child at school. Please note that each child must use the bathroom before entering the classroom. You should arrive at school each day with enough time to complete the morning routine and be ready to enter the classroom when the teacher opens the door.

5 Pre-K:

Children should arrive between 8:20 and 8:25 AM.
Children should hang their coats and backpacks on hooks.
Children use the bathroom and wash hands.
Family should share information regarding any change in pick up.

4 Pre-K:

Children should arrive between 8:35 and 8:40 AM.
Children should hang their coats and backpacks on hooks.
Children use the bathroom and wash hands.
Children should bring their snack and water bottle only into the classroom each morning.
Family should share information regarding any change in pick up.

Older Preschool:

Children should arrive between 8:50 and 8:55 AM.
Children should hang their coats and backpacks on hooks.
Children use the bathroom and wash hands.
Children should bring their snack and water bottle only into the classroom each morning.
Family should share information regarding any change in pick up.

Older Preschool 2 & Younger Preschool:

Children should arrive between 8:50 and 8:55 AM.
Children should hang their coats and backpacks on hooks.
Children use the bathroom and wash hands.
Children should wear their outdoor gear into the classroom.
Family should share information regarding any change in pick up.

When you arrive at school each morning with your child please follow the daily drop off routine. Our goal is for the child to do as much of this routine for themselves as possible, given their developmental skill. By completing these steps there are several learning opportunities for your child.

1. Carry your own backpack, hang your coat and backpack on your hook –

- Children are learning to recognize their name in print.
- Children are learning that there is a place for their belongings.
- Children are learning how to hang their coats and backpacks and strengthening their little fingers as they place their backpack on the hook.

2. Go to the Bathroom-

- Children are given the opportunity to increase their independent skills in the bathroom.
- By using the toilet, children are limiting the need to make another bathroom trip during their circle time.
- Children are washing their hands and assisting in the reduction of germs and allergens entering the classroom environment.

3. Read a Book –

- Children have the opportunity to look at books and read with their family and friends. They are building pre-literacy skills and social skills during this time.
- This is also a time for families to get to know each other and form relationships.

4. Say Goodbye –

- Children are able to successfully separate from their family and enter the classroom ready to learn.

Please follow this routine even if you are running late! The process is a vital part of your child's learning experience. We ask that you always make sure that your child has entered their classroom before you leave the school. It is imperative for their safety. If you have any questions about our morning routines please don't hesitate to ask.

Arrival:

It's really important that kids arrive on time each day. Starting Monday, October 6th, if your child gets to school after class has started and circle time is already underway, the door will stay closed until circle time is finished. We understand that sometimes things happen and you're running late, if that is the case, just give us a quick call to let us know. Circle times vary, but the general time frames follow:

5 Day Pre-K

Classroom door opens at 8:30.

Circle time lasts approximately 20-30 minutes.

4 Day Pre-K

Classroom door opens at 8:45.

Circle time lasts approximately 20-30 minutes.

Older Preschool

Classroom door opens at 9:00.

Circle time lasts approximately 15-20 minutes.

Younger Preschool & Older Preschool 2

Classroom door opens at 9:00.

The class goes out to the playground when the door opens.

Dismissal: This information must be shared with anyone who is picking up or may pick up your child from school.

All classes will dismiss at the playground gate. In the event of inclement weather, all classes will be dismissed from the glass door.

Drive-up pick-up will start on the first day of school. Please plan to arrive no earlier than 5 minutes before dismissal. If you get here before that, you'll need to park in a designated spot. Parking along the fence early doesn't mean you're first in line. **The pick-up line cannot start forming until 5 minutes before dismissal. Arriving too early blocks the flow of traffic in and out of the parking lot, so we really appreciate your help in keeping things running smoothly!**

The car line should begin one full car length in front of the blue dumpster and continue to the end of the driveway. Please pull up to the car in front of you as closely as possible. We will require only the first three families to exit their vehicle and retrieve their children, buckle them in and proceed out of the parking lot. Cars can then pull up and the next three families will pick up. The next group of cars must pull up to the blue dumpster before exiting their vehicle. Please do not stop at the Jack and Jill sign and get out of your vehicle to pick up your child, this includes during inclement weather. Additionally, please do not get out to pick up your child if you are not in the first three vehicles in the pick-up line. If you park in the Bank Street lot and walk over to pick up your child, you will be asked to step into the playground gate until the entire car line has left the driveway.

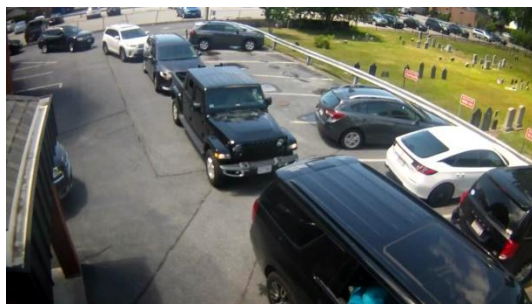
It is imperative that we avoid cars hanging off driveway into the sidewalk and oncoming traffic.

If you arrive and the line has reached the end of the driveway, loop around and come back.

Refer to the following pictures for how to form the pick-up line.



The first car in line should be parked where the Jeep is parked. This car should not be not parked until **5 minutes** before the class dismissal time.



The pick-up line must look like this.

Please call the school at 508-222-1149 if you have an emergency and are going to be late. The school does have a late pick up fee of \$1.00 per minute. This is to be paid in cash to the teacher(s) that is affected at the time of pick up, or at the beginning of the next session that the child attends. The school clock in the director's office is used to determine the fee.

Social Media & Communication Policy:

At Jack and Jill Preschool, the safety, privacy, and professionalism of our school community are our top priorities. This policy outlines the expectations for communication between staff and families, as well as the appropriate use of social media.

General Communication Guidelines for Staff and Families

Approved Communication Channels

- All communication regarding children, classroom activities, or school-related topics must take place through school email addresses, face to face or phone only.
- Families may reach teachers or the school using the main school phone number or official staff email addresses listed in the beginning of the handbook.

- Social media platforms (e.g., Facebook, Instagram, Snapchat, TikTok) and messaging apps are not permitted for school-related communication.

Social Media Messaging

Staff members are not allowed to respond to messages received via social media regarding children, classroom updates, or school events.

If such messages are received, staff will kindly direct the sender to use email or phone communication, or the message may go unanswered.

Respect for Privacy

We ask that families do not post photos or videos that include other children from school events unless they have received explicit permission from the parents or guardians of those children.

By following these guidelines, we can work together to maintain a safe, respectful, and professional environment for everyone in our preschool community.

School newsletters will be posted on the website www.jackandjillattleboro.com, bulletin board and sent home monthly. All dates for events will be communicated through this newsletter. It is your responsibility to read this each month. We would hate for you to miss important information. Our annual calendar is listed on the last page of this handbook for planning purposes. All other events will be communicated in the newsletter and through email reminders. You will also receive weekly updates from your child's teacher via email. Please take the time to read all information that comes from the school and classrooms. We may also send text messages from time to time through Procure to communicate.

Family Mailboxes:

Each family will have a hanging folder mailbox that they are responsible for checking at least weekly. These are located at the bottom of the stairs near the birthday bulletin board. All important information from the school and classrooms will be placed in these folders.

Doors:

The rear glass door will remain open for morning arrivals from 8:00 – 9:15 AM. At 9:15 AM the school doors will be locked. If you need to gain access to the school at other times you will need to call the school from the parking lot.

Please do not ring the bell at the back door at any time; this does not ring inside of Jack and Jill. If you need to get into the school once the doors are locked, you must call the school at 508-222-1149 and Ms. Lay will come to open the door for you. You can also gain entrance through the front of the church, by ringing the doorbell at the front. The office manager will answer the door and then call down to the school.

Parking:

Please only park long enough to drop off your child. **RED MARKED spaces are not for school use!** The church employees come and go throughout the day

and their spots must remain open at all times. In certain instances, the parking lot may be full. You may use the Bank Street parking lot for pick up and drop off in these instances. Please be aware of the parking spaces in the Bank Street Lot, some of these spots are private parking and you risk being ticketed if you park in these spots.

Animals:

Dogs and other animals are not permitted in our school building. Additionally, please leave pets inside of your vehicle at pick up times. Please do not walk your dogs to pick up children at the end of the day.

Items from home:

We encourage children to enjoy and explore the materials and toys available at school rather than bringing items from home. If your child would like a comforting reminder of home, a small family photo in their lunch box can be very reassuring.

There may be special occasions throughout the year, such as show and tell or themed activities, when children will be invited to bring an item from home. Your child's teacher will provide information about these opportunities in advance.

To help avoid lost or misplaced items, we kindly ask that toys from home not be kept in children's backpacks.

Clothing:

Please dress your child in comfortable, washable clothing, preschool can be messy! We paint, explore, play outdoors, and participate in many hands-on activities each day. Children should wear clothing that allows them to move freely and independently, including items they can easily put on and take off by themselves, such as elastic waist pants. Encouraging independence is an important part of our preschool program.

For safety and active play, children must wear sneakers or other rubber-soled, closed-toe shoes both indoors and outdoors. Open-toed shoes, sandals, and flip-flops should not be worn to school at any time.

Please LABEL everything! Young children often do not recognize what belongs to them and many children have the same items as their friends.

Children go outside daily, so please dress your child appropriately. In the winter, winter jackets, mittens/gloves, and hats are required every day. When there is snow on the ground, snow pants and boots are required. All snow pants and boots must be in a separate labeled bag and placed on the floor under your child's backpack.

Please send in a set of labeled extra clothes that are appropriate for the season to keep at school. Please place change of clothing in a clear, Ziploc bag and label the outside. Please be sure to include extra underwear and socks. This is especially important for the Younger Preschool class! The bags will be accessible for you to change items as the seasons come and go. If we do need to use the extra clothes, please send in a replacement set the following school day.

Food:

Jack and Jill is a NUT FREE school. No peanut butter or nut products can be consumed or brought into the school. A tree nut is any of the following: almonds, cashews, walnuts, pine nuts, Brazil nuts, macadamia nuts, pistachios, pecans, chestnuts and hazelnuts.

Please do not send snacks which have a label that states “may contain peanuts/tree nuts.”

Please be sure to include ingredient lists on any food that is sent to school without an ingredient list. For example, if you buy a large bag of crackers and send some to school in a Ziploc bag or container please include a photo of the label with the ingredients. Labels can also be emailed to Ms. Lay. If we cannot verify that a food item is safe it will not be consumed at school.

Please pack a HEALTHY, snack and beverage for your child. Children get very hungry at school, so please plan accordingly. We have emergency snacks, but do not provide additional snacks on a regular basis.

NO CANDY will be allowed. Some healthy suggestions might include:

cut fruit	cut vegetables	yogurt	pudding
raisins	cheese stick	rice cakes	crackers
applesauce	grahams	goldfish	juice box

Please be sure that each snack includes items from two DIFFERENT food groups. **Water is not considered a component.**

For example:

1. Cheese, crackers and water
2. Graham crackers and juice box

Snack must be packed **separately** in a large Ziploc storage bag labeled with their name and the word SNACK. This bag should be placed in the FRONT pocket of their backpack for easy access. It will be a grab and go situation, so your assistance is most appreciated!

Lunch should be packed separately in a lunch box with a napkin, any needed utensils and an ice pack and kept in the larger backpack pocket. THANK YOU!

Lunches:

Lunches should be made up of 5 components. **Water is not considered a component.**

Some examples of 5 component lunches:

1. Ham and cheese on bread, juice box and carrots
2. Cheese pizza, water, yogurt and cucumbers
3. Chicken nuggets, fresh veggie assortment, yogurt and juice box
4. Bagel with cream cheese, cucumbers and blueberries
5. Sliced cheddar cheese, whole grain crackers, sliced bell peppers and apple slices.

Please be aware that many Lunchables contain candy and peanut items, be sure to read the label if sending this with your child.

Certain foods can pose a significant choking risk for young children, especially when served whole or in certain shapes. Please be aware of choking risks when packing snacks and lunch.

- Whole grapes: Please cut grapes in half lengthwise (or quarters for younger children) before sending them.
- Whole hot dogs: These should be sliced lengthwise and then cut into smaller pieces.
- Coin-shaped hot dog slices: These can be a choking hazard and should be cut into smaller, safer pieces.
- Marshmallows: Due to their sticky texture and size, they can easily block a child's airway.

By cutting food into smaller, manageable pieces, you help reduce the risk of choking and ensure mealtimes remain safe and enjoyable.

Birthdays:

Please let us know at least 2 weeks in advance if you would like to celebrate your child's birthday in class. The teacher will discuss any classroom allergy restrictions with you. **The following items are the only approved birthday celebration treats: Lofthouse frosted sugar cookies, Oreos, fresh fruit, and Rice Krispies Treats (individually packaged). Please do not send in homemade items or items that are not included on this list.** If your child's birthday falls on a day that we are not in session, we will be happy to schedule an in-school celebration on another convenient day.

For those children who celebrate their birthdays during the summer, we will celebrate with an Un-Birthday party during the last weeks of school!

We do ask that birthday invitations which do not include the entire class be emailed to the invitees outside of school. All families have access to our family directory which is sent out in mid to late October. We also ask that you do not send in goodie bags for birthday celebrations.

Holiday Celebrations:

At Jack and Jill, we attempt to keep our routines as close to normal as possible. We tend to focus our celebrations on the seasons, rather than actual holidays. We do not wear costumes for Halloween. We ask that you please not send goodie bags for holidays for your child's classmates.

Child Records:

The following information is required at time of enrollment for every child in our program. – All of these must be updated annually.

- a. face sheet
- b. custody agreements, court orders, and restraining orders pertaining to the child
- c. transportation plan
- d. permission to transport child to medical facility
- e. permission for the child to receive medical treatment
- f. permission to administer basic first aid and/or CPR
- g. a list of any persons authorized to take the child from the program completed by parent.
- h. written parental consent for a child to participate in off-site activities (field trips)
- i. written informed consent for observation of children by anyone other than program staff or the parents of children in the program
- j. health care plan for any child with allergy or medical condition

Parents are encouraged to participate in an enrollment meeting with the Director. The Director reviews all required developmental history's and will contact you if there are any additional questions.

It is very beneficial to your child's educational experience if you share with us about other services your child may be receiving. For example, if your child is receiving speech services there are many things we can do in the classroom to assist in their growth and development. We would appreciate receiving copies of progress reports from the specialists that are working with your child. We will also provide additional reporting to you. We will provide progress reports for your child twice a school year. These progress reports are typically in the fall and spring.

Individualized Education Plans (IEPs) and Support Services

In accordance with licensing and record-keeping requirements, Jack and Jill Preschool must maintain a current copy of any applicable Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), evaluation, or related service plan in a child's school file.

Families are responsible for providing the school with copies of any current IEPs, IFSPs, evaluations, or related service documentation that apply to their child.

Families are also asked to promptly notify the school if:

- Their child begins receiving new services during the school year.
- A new IEP or IFSP is developed or implemented.
- An existing IEP or IFSP is updated, revised, or changed.

Maintaining current information helps us work collaboratively with families and service providers to best support each child's learning and development while at school.

Health:

Our illness policy will remain fully enforced, FOR THE PROTECTION OF ALL CHILDREN AND STAFF. A child must be kept home from school on any day that the child:

1. Shows evidence of a cold: coughing, sneezing, runny nose, etc.
2. Has an elevated temperature over 100 degrees.
3. Has a rash.
4. Has a sore, red throat or discharge from the eyes or ears.
5. Has had an upset stomach (vomiting or diarrhea) in the past 48 hours. A child should remain home for at least 48 hours after the incident.

Any child exhibiting any of the above illness symptoms cannot return to school until they have been symptom free for at least 24 hours without the aid of medications. A doctor's note will not shorten the 24-hour requirement. Please contact your physician to get guidance about all illnesses. If a child has gastrointestinal symptoms including diarrhea and/or vomiting, they must remain out of school until they are symptom free for at least 48 hours.

If your child does not have a fever, is coughing or sneezing infrequently, and is able to manage secretions, they may attend school. Please keep your child home if they have a congested or uncontrollable cough or excessive secretions.

The Director will dismiss students if they have a congested or uncontrollable cough, excessive secretions or if they present at school with any of the symptoms listed in our illness policy. The child will need to be picked up within 30 minutes.

Please notify the Director if your child comes down with a communicable disease such as chicken pox, scarlet fever, etc. Children must have physician's permission to return to school after a communicable disease is diagnosed. All

positive respiratory viruses, this include RSV, Flu, Covid, will need to be reported to the Director as well.

We understand that some children experience seasonal allergies which can include a cough and runny nose. A current note from your physician stating that your child has a documented history of seasonal allergies with the symptoms will need to be kept on file at the school.

Respiratory Virus Guidelines (Including Covid-19)

Mask Policy:

Mask wearing is optional at Jack and Jill Preschool for all staff and students.

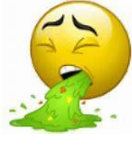
Symptomatic:

- Individuals who are symptomatic of a respiratory virus, including COVID-19, flu, and/or RSV, must remain at home until they are fever-free for at least 24 hours without the use of fever-reducing medications. AND symptoms must all be improved before returning to school.
- Inform the director if individual tests positive for any respiratory virus.

SYMPTOM ASSESSMENT:

Symptomatic individuals will be sent home per Jack and Jill's illness policy.

I NEED TO STAY HOME IF...

I have a fever	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been in the hospital	I have tested positive for a respiratory illness*
							
Temp of 100 degrees F or higher	Within the past 48 hours	Within the past 48hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit	*Respiratory Viral Illness such as Flu, Covid or RSV

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 48 hours.	Free from diarrhea for 48 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school. Written documents to be provided to school.	Fever free without the assistance of medication for 24 hours and improvement of symptoms.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your healthcare provider's recommendations about returning to school and other activities.

Medication Administration:

Medication will be administered as needed. Because our day is so short, parents should make every effort possible to administer non-emergency medications at home.

All Jack and Jill staff members will be trained to administer emergency medications such as Epi-Pens. So dictated by the Department of Early Education and Care, Jack and Jill Pre-School will administer medications as follows:

1. All medications must be provided by the parent.
2. All prescription medications must be in the containers in which they were originally dispensed, with the original label affixed. Over the counter medications must be in the original manufacturers packaging. Prescription medication must include the prescription label.
3. All medication will be administered by the instructions on the original container, unless authorized in writing by the child's licensed health care provider.
4. Unless specified in a child's individualized health plan (IHP) all medications must be stored out of reach of children.
5. Emergency medications such as epinephrine auto injectors will be immediately available for use as needed. These medications will be kept with the child at all times throughout the school day.
6. Unused, discontinued, or outdated medications will be returned to the parent.
7. The first dose of a medication WILL NOT be administered at school
8. Each time a medication is administered the staff member will document the time, dosage, method of administration and name of the staff member who administered the medication.

Medical Examinations:

State licensing regulations require that Jack and Jill Pre-School must have a complete and updated health form on file for each child. The medical exam is an annual requirement. It is necessary for you to provide a copy of your child's annual physical examination and immunization records.

Make sure that your child's health records contain the following:

1. 4 DPT MMR 4 HIB 3 Hep B
Varicella (or proof of the disease) 2 Hep A IPV PCV
2. Date of your child's last physical
3. Physician's signature
4. Lead Test date

Accidents or Injuries:

Children are actively engaged in play during their time at school and minor accidents and injuries do occasionally occur. Staff members maintain current CPR and First Aid certification. In the event of a minor accident or injury a staff member will attend to the child immediately. Vinyl gloves are always worn by the staff when injuries involve bodily fluid.

At the end of session, parents will receive an injury report stating when and how the accident occurred, who witnessed it, and how the child was treated. Parents will be asked to sign the report and will be given a copy. The original report must remain on file at the school.

In the event of a more serious accident or injury we will proceed as follows:

1. Administer first aid
2. Call 911
3. Notify parents

If a child is transported by ambulance a staff member will accompany the child. The Staff member will take the child's file with them. The Staff member will remain at the hospital with the child, until a parent arrives.

If for some reason you cannot be reached, your emergency contacts will be notified. The Department of Early Care and Education will be notified in the event of such injury.

If an emergency should occur on a field trip, the above procedure will also be followed. All emergency information is taken on field trips.

Reporting of Suspected Child Abuse or Neglect:

Massachusetts state law mandates all Jack and Jill staff to report any suspicion of child abuse or neglect to the Department of Social Services. Resources are available in the state of Massachusetts for parents who are experiencing stressors. If you need assistance seeking resources for your family, please feel free to speak with us. It is our commitment to build partnerships with our families.

Emergency Procedures:

Loss of Water: School will be canceled if running water is not available. Unopened gallon jugs of water will be kept on hand to be used in bathrooms if loss of water occurs during session. Session will continue until completion.

Loss of Electricity: School will be canceled if electricity is off. If loss occurs in session and lasts longer than 30 minutes, parents will be notified to come and pick up their children.

Loss of Heat: School will be canceled if heat is unavailable and temperature in the classroom falls below 65 degrees. If loss of heat occurs during a session, we will complete the session unless the temperature falls below 65 degrees.

Transportation Plan:

Children are transported to and from the program by their parents, or a person designated by the parent.

In a medical emergency situation a child would be transported to a local medical facility by ambulance. A staff member will accompany the child and stay with the child until a parent arrives.

For field trips, children will walk or be transported by bus. Parents will be asked to complete an off-site permission slip for each field trip that is scheduled. Ratios will be maintained at all times. There will be a minimum of 4 adults for a field trip of up to 16 children. If there is a child with identified special need in the program the director, teachers and parents will meet at the start of the year to discuss the plan for emergency and or field trip transportation. A copy of this plan will be maintained in the child's file. All new staff will be informed of the plan.

EMERGENCY EVACUATION INFORMATION

Facility Name:	Jack and Jill Pre-School
Address:	50 Park Street, Attleboro, MA 02703
Emergency Contact:	Katrina Lay, Director
Telephone:	508-222-1149
Cell Phone:	508-455-7625

In the event of a Confined Environmental Emergency (i.e. fire, chemical spill, etc.) during which this facility must be evacuated, in accordance with Public Safety officials, staff and children will leave the building, and gather in IMMEDIATE AREA the playground fence, or Attleboro Common (depending on which evacuation exit is used).

In the event that children and staff are required to leave the immediate area due to a Non-Confined Environmental Emergency (i.e. chemical spill, flood water, etc.) both children and staff will walk, or be transported by bus, to the following NON-IMMEDIATE AREA: Children's Express at the First Baptist Church.

Facility Name: Attleboro Norton YMCA
Address: 63 North Main Street Attleboro, MA 02703
Contact Person: Shelly Provost, Director
Telephone: 508-409-0784

If necessary children will be transported to the following Health care facility:

Facility Name: Sturdy Memorial Hospital
Address: 211 Park Street, Attleboro, MA 02703
Telephone: 508-222-5200

In the event of a major, Non-Confined Emergency that necessitates the evacuation of a large area we will call the Attleboro Emergency Management Evacuation agency for aid in transportation. The children and staff will be transported by buses to a Red Cross designated mass shelter. They will be cared for there while parents/emergency contacts are notified and arrangements are made for their pick-up. At all times during the crisis, staff will remain with and care for the children. Staff will check attendance whenever children are moved. Staff will maintain accurate attendance lists and bring any necessary medications/supplies and emergency records.

Child Guidance Plan:

We believe that the guidance of a child's behavior should be consistent and based on an understanding of the individual needs and development of the child. Children are encouraged to participate in the development of classroom rules. Children try very hard to behave well at school so "behavior problems" are not usually as severe or frequent as parents sometimes fear. Our goal is to help the children to problem solve for themselves, by talking to each other, brainstorming solutions and then negotiating an agreement that is acceptable to all. We have seen that even young children can do this successfully when they have seen the behavior modeled for them, been given the words to use, and been coached in the process by adults.

Teachers at Jack and Jill Pre-School will:

- Model appropriate behavior.
- Re-Direct children to positive activities.
- Encourage self-control.
- Recognize and reinforce appropriate behaviors.
- Have reasonable and positive expectations.
- Set clear and consistent limits.

- Quickly intervene when children are physically aggressive.
- Help children develop positive strategies for resolving conflicts.
- Discuss behavior management techniques among staff to promote consistency.

Teachers at Jack and Jill Pre-School will not:

- Spank children or use any form of corporal punishment.
- Use cruel or unusual punishment.
- Deprive children of outdoor time, meals, or snacks.
- Force feed or make children eat against their will.
- Use food as a consequence.
- Discipline for soiling, wetting, or not using the toilet.
- Confine a child to any piece of equipment.
- Use excessive time out. Time outs are limited to one minute per year of the child.

When it is necessary for an adult to intervene (usually for health or safety reasons), teachers will:

- Go and speak calmly with the child/children involved.
- Redirect the child/children to another activity or play area if necessary.
- Ask the child to sit with the teacher for a few moments when undesirable behavior is repeated. This gives them an opportunity to talk together about the behavior and may provide the child a chance to collect him/herself and refocus attention and activities on more appropriate behavior.
- Conference with the parents if there are ongoing behavioral concerns.

Referral Process:

Whenever any staff member is concerned about a child's development or behavior they will discuss their concerns with the Director. The Director will schedule a meeting with the child's parents to notify them of the program's concerns.

At the meeting, the teacher will provide a reason for recommending services, her observations to support the referral, and a summary of efforts made to accommodate the child's needs.

The teacher and Director will offer assistance to the child's parents in making the referral. Parents will be encouraged to call or request in writing an evaluation by their child's school system. If parents need extra support, the school may, with written parental consent, contact the referral agency for them. If a child is under the age of three, the parents will be referred to Early Intervention Services.

If a child over 3 years of age, has a diagnosed special need, written notification will be sent to the community public school for a child over 3. If a child under 3 years of age, has a diagnosed special need, written notification will be sent to the local Early Intervention Agency.

The following is a list of area resources that we would refer a parent to.

Attleboro School Department: 508-223-1563

If you are a resident of Attleboro and would like to have your child evaluated for services.

North Attleboro School Department: 508-643-2100

If you are a resident of North Attleboro and would like to have your child evaluated for services.

Morton Hospital Speech and Language Center: 508-823-3050

If you are seeking a private speech and language evaluation.

Early Intervention: 508-222-6035

If you are seeking an evaluation for a child under the age of 3.

Early Head Start: 508-285-5021

If you are seeking familial support that include child development, physical, mental, dental health, nutrition, safety, social services and parent involvement.

Please see Ms. Lay if you are seeking additional resources in the community.

Suspension and Termination Process:

The Staff at Jack and Jill Pre-School is committed to a quality educational program for each student. We will make every effort to work with you and your child. In the event that your child is exhibiting a challenging behavior the following steps would be taken.

1. A face-to-face meeting (when possible) between parents, teachers and Director.
2. Offer referrals to parents for evaluation, diagnostic or therapeutic services.
3. Pursue options for supportive services to the program including consultation and educator training.
4. Develop a plan for behavioral intervention at home and in the school setting.

Jack and Jill Pre-School, reserves the right to terminate services to children and families for the following reasons:

- Tuition in arrears of more than 30 days. Extraordinary circumstances, which make it difficult to keep payment current, should be discussed with the Director promptly.
- The child's developmental needs cannot be met at the school.
- The health and safety of the child or other children in the program cannot be assured.
- Family fails to comply with school policy and procedure.
- Parent or family member displays inappropriate behavior, either physically, verbally or sexually toward any staff member, child or parent.
- If a family's child rearing philosophy or beliefs are in conflict with that of the program. The Director will review the conflict and determine if the program can reasonably accommodate the family's request. If the family's request is contrary to the programs published philosophy and educational goals, then the family will be notified of such.

The family will be notified in writing at a face-to-face meeting when possible, including reasons for termination. A copy of the letter will be kept in the child's file.

Transition:

When a child is leaving the program for any reason, staff and parents will help prepare the child for the event in a manner consistent with the child's ability to understand. Parents are provided with information and referrals for other services as requested.

Parental Visits:

Parents are welcome to visit the program unannounced at any time that their child is present.

Classroom Helpers:

We really encourage extra sets of hands in our classrooms! In mid-October we will have a volunteer orientation session by appointment for those who are interested. In November, the classroom teachers will let you know via email which dates are open for volunteering in their class.

All volunteers must sign in and out on the volunteer log in Ms. Lay's office before entering the classroom. For safety reasons siblings may not join you while helping in the classroom.

Room representatives:

Room Reps. serve as a support to our program and staff. Some tasks of a Room Rep include:

- Hosting parent coffees for your class during the school year
- Organizing teacher gifts at holidays and the end of year
- Organize or help run community projects such as food or clothing drives
- Help generate school publicity

- Help coordinate school fundraisers such as Fall Festival and Spring Spaghetti Supper
- Assist with staffing our Open Houses throughout the year

We are always looking for new ideas and appreciate any help that you can give us. We would love at least 2 volunteers from each class. Please email Ms. Lay if you are interested in signing up as a Room Rep.

Family 1 Event Pledge:

Jack and Jill runs successfully because all the families and staff work together to make this a special place. We will be sending a 1 event volunteer pledge commitment to each family. There are many areas that we need helping hands, not all are in the school some can be done at home. Please sign up for the area(s) that best suit your family.

Family Teacher Conferences/Progress Reports:

Progress reports will be sent out twice a year (winter and spring). Conferences will be held twice a year. Please know that you can call and arrange for an informal conference at any point during the school year. For all children receiving services for special needs, the teachers will provide a written report every 3 months. For example, if your child receives speech services, the teacher will provide a written report of how your child is progressing in that area in November/December (regular progress report form), February, and April/May (regular progress report form).

Parent Feedback:

We are very interested in knowing how parents feel about our program. We welcome verbal and written feedback throughout the school year. Near the end of the year, formal evaluation forms will be sent out to give you the opportunity to express your feelings about our program. Your feedback is VERY important to us. The program evaluations are reviewed by the staff and the Board of Directors and are used to develop necessary changes to our program!

Parent Workshops and Resources:

There are different parent workshops sponsored by Project Connect each year. Check the community bulletin board in the hallway for postings. We will also keep you informed through our school newsletter and emails.

If you have a family business that you would like to advertise on our community bulletin board please tack up a business card. We like to support our families in any way we can!

Teachers are also a wonderful resource for information! We would all be happy to share information that we have gathered through workshops, and courses!

Recycling:

Jack and Jill recycles! Your child will learn to recycle too! The teachers have set up recycling centers in their classrooms. If you would be interested in taking a bin home to your curb every once in a while, we would appreciate the help. We do not get city pick up here at school.

Orientation and First Days:

Orientation day is a special day for us all! This is a time when children meet their teachers and classmates and experience a short separation from their parents. Parents will meet with the Director to discuss important aspects of our community. The orientation is designed to help ease first day of school jitters. On the first day of school, we may have children who have difficulty separating from their parents. Often times we have parents who have difficulty separating from their children too! This is to be expected. For the sake of the children, we encourage short goodbyes. Your child may suffer a temporary upset after you leave but will usually pick up enthusiasm and join in the classroom activities. Your child needs firm assurance that you will leave, but return to pick him/her up at the end of the day.

For the parents, we invite you to participate in our parent coffee on your child's first day of school. The Director will be available to check in on students and report back to parents as you enjoy coffee, goodies, and conversation with new and veteran Jack and Jill families. If you cannot join us, we advise that you stay close to home on that day so we can contact you if necessary. Please trust us and know that we would not allow an upset to continue for a prolonged period without letting you know.

Adjustment Issues:

If we feel that your child is having problems adjusting to school, we will be in touch with you. Between us, we may be able to find the reason why and solve the problem. In turn, if you feel that there is a situation that is causing your child to be unhappy or resist coming to school, please talk to us about it. We want your child to feel happy and secure!

Sometimes, a child, especially a young one, just cannot make the break away from their parents and home. This is not a terrible thing and does not mean that the child will not make the break successfully when they are older. We will make every effort to help each child adjust. If after a time the experience still proves to be traumatic, we would recommend your child be withdrawn and try again at a later date.

Field Trips:

We try to plan one walking field trip during the school year for the Pre-K and Older Preschool classes to experience life in the community outside the school setting. You will be asked to sign a permission form and will be given ample notice for any walking or bus field trip. We also plan for in-school experiences.

Field Trip Chaperones:

If you're interested in volunteering to help during a field trip, please send an email to Ms. Lay. Depending on how many chaperones we need and how many people volunteer, we may use a random drawing to choose chaperones. For safety reasons, siblings are not allowed to attend field trips with the class.

Early Drop Off:

We offer an optional Early Drop-Off Program for enrolled students beginning at 8:00 AM Monday through Friday. Early drop-off begins each school year in September.

Tuition for early drop-off is divided into ten equal monthly payments from September through June and is added to the family's regular tuition account.

Early Drop-Off Monthly Tuition Rates:

One day per week: \$22/month

Two days per week: \$44/month

Three days per week: \$67/month

Four days per week: \$88/month

Five days per week: \$112/month

There are occasional early drop-off spots available to assist families who may need additional support for appointments or other temporary scheduling needs. Occasional care is available based on space and staffing availability and requires 24–48 hours advance notice. The fee for occasional care is \$10 per day.

Tuition:

Our tuition is paid in ten monthly installments. Your first tuition payment is due on or by August 1st. Each additional monthly payment will be due on the 10th of each month.

Tuition Schedule:

1. August 1
2. September 10
3. October 10
4. November 10
5. December 10
6. January 10
7. February 10
8. March 10
9. April 10
10. May 10

Please write "for deposit only" on the back of your tuition checks.

Tuition is due on or before the 10th of each month. **Late tuition accounts will be assessed a \$10.00 fee on the 15th of the month.**

Our tuition fees:

5 Day Pre-K	\$575.00
4 Day Pre-K	\$375.00 or \$420.00 for extended day
Older Preschool M-F	\$420.00 or \$466.00 for extended day
Older Preschool M/W/F	\$310.00 or \$344.00 for extended day
Older Preschool T&TH	\$265.00 or \$295.00 for extended day
Younger Preschool T&TH	\$280.00

TUITION IS DUE EVEN IF YOUR CHILD IS ABSENT.
A 30 DAY NOTICE OF WITHDRAWAL IS REQUIRED.

TUITION PAYMENT METHODS:

- Checks payable to Jack and Jill Pre-School
- Money order made out to Jack and Jill Pre-School
- Bank Checks
- Credit and Debit cards with Visa or MasterCard logo as point of sale in the office OR through the Procure Parent Portal www.myprocare.com.
- ACH debit, please complete form and attach a voided check
- Auto Payments with Credit Card
- Please note we cannot accept American Express Cards
- We do not accept cash for tuition

Tuition checks may be mailed to the school at 50 Park Street, Attleboro, MA 02703 or placed in the black lock box outside of the Director's office. Please do not hand tuition payments to teachers.

If you have any questions or problems concerning your tuition account, please speak with the Director. Any returned checks will be subject to a \$25.00 fee.

Procure and Tuition Express – www.myprocare.com

Tuition receipts will be available through your Parent Procure Portal, regardless of how you make a payment. Please be sure to set up a Procure Parent Portal account for access to your records necessary for Dependent Care benefits, receipts and tax statements.

School Cancellations:

In the event of inclement weather, Jack and Jill will be closed if the Attleboro Public Schools are closed. If the Attleboro Public Schools announce a delayed opening, Jack and Jill will open at our regular time, unless otherwise communicated.

Families will be notified of any changes through:

- Our official Facebook page.
- Text alerts sent via the Procare portal.

Please note that weather-related closures will not be made up.

Organizational Chart

Board of Directors

Katherine Legare, Treasurer & Current Parent (Older Preschool)
Tina Middleton, Second Church Member
Nicole Merin, Second Church Member
Frank Sousa, Second Church Member
Kara Lehane, Outside Educator
Maria Vamvakis, Current Parent (5 Day Pre-K)
Bryana Killion-Fogarty, Current Parent (Younger Preschool)
Kayla Penque, Current Parent, (Older Preschool)

A board member list with current contact information is posted on the community bulletin board in the hallway. Copies are available in the office.

Director

Katrina Lay

Staff

Jennifer Boisvert, Teacher
Leihla Cruz, Assistant Teacher
Phylicia Deighan, Teacher
Erica Derbyshire, Teacher
Julie Haynes, Assistant Teacher
Jennifer Kelley, Teacher
Alyssa Mackenzie, Teacher
Amanda Martel, Assistant Teacher

Jack and Jill Preschool | 2026-2027 SCHOOL CALENDAR

Enjoy the summer!

JULY '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 School Closed
10 6th Tuition Payment Due
14 Registration for 2027-2028
Opens
18 M.L. King Day – School Closed
30 Open House

1 1st Tuition Payment Due
1 All Paperwork Due

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '27						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10 7th Tuition Payment Due
11 Valentine's Dance
15-19 February Break

01-03 Playground Days
04 Closed
07 Labor Day - Closed
08 Orientation
09 First Day
10 First Day
10 2nd Tuition
Due Payment

SEPTEMBER '26						
S	M	T	W	Th	F	S
	4	1	2	3		5
6	7	8	9	10		12
13	14	15	16	17		19
20	21	22	23	24		26
27	28	29	30			

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 8th Tuition Payment Due
13 Spaghetti Supper
26 PD Day – School Closed

10 3rd Tuition Payment Due
12 School Closed
17 Fall Festival

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '27						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10 9th Tuition Payment Due
16 Conference Sign Up
Opens
19-23 April Vacation

LITERACY MONTH
10 4th Tuition Payment Due
11 School Closed
17 PJ Story Time
25-27 Thanksgiving Break

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Conferences – School Closed
3-7 Teacher Appreciation Week
10 10th Tuition Payment Due
10 Art Show
31 Memorial's Day – School Closed

4 Conference Sign Up
Opens
10 5th Tuition Payment Due
22 Conferences – School closed
23-1/1 December Break

DECEMBER '26						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '27						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Last Day and Graduation