



Family Handbook 2022 - 2023

**Jack and Jill Pre-School
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
Pre-K 3 Teacher	Brenda Daday	brendadady@gmail.com
Mixed Age Assistant Teacher	Katy Fyrberg	katyfyrberg@gmail.com
Mixed Age Teacher	Julie Haynes	juliehaynes23@yahoo.com
Pre-K 1 Teacher	Jennifer Kelley	jenkelley33@comcast.net
Enrich /3's Teacher	Christine Renoni	enrichment4s@gmail.com
Enrichment Assistant Teacher	Ashlee Taylor	ashleekms@yahoo.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.

This year each classroom will have a 10 minute drop off time frame. We love to see families engaged and chatting in the halls; however, we are asking that you exit the hall after your child enters their classroom. If you would like to continue a conversation, please feel free to use the middle room. This will help to keep a smooth drop off flow.

Pre-K 1:

Children should arrive between 8:20 and 8:30 AM.
Children should hang their coats, lunch boxes, and backpacks on hooks.
Children should try to use the bathroom.
Parent should share information regarding any change in pick up.
It is imperative that children arrive on time and are ready to enter their classroom at 8:30 AM.

Pre-K 2:

Children should arrive between 8:35 and 8:45 AM.
Children should hang their coats, lunch boxes, and backpacks on hooks.
Children should try to use the bathroom.
Parent should share information regarding any change in pick up.
It is imperative that children arrive on time and are ready to enter their classroom at 8:45 AM.

Enrichment:

Children should arrive between 9:05 and 9:15 AM.
Children should hang their coats, lunch boxes, and backpacks on hooks.
Children should place bring their snack only into the classroom each morning.
Children should try to use the bathroom.
Parent should share information regarding any change in pick up.
It is imperative that children arrive on time and are ready to enter to enter their classroom at 9:15 AM.

Mixed Age:

Children should arrive between 8:50 and 9:00 AM.
Children should hang their coats, and backpacks on hooks.
Children should try to use the bathroom.
Parent should share information regarding any change in pick up.
It is imperative that children arrive on time and are ready to enter their classroom at 9:00 AM for their planning meeting.

3's:

Children should arrive between 8:50 and 9:00 AM

Children should hang their coats, and backpacks on hooks.

Children should try to use the bathroom

Parent should share information regarding any change in pick up.

It is imperative that children arrive on time and are ready to enter their classroom at 9:00 AM.

When you arrive at school each morning with your child please follow the daily drop off routine. Our goal is that the child is doing 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. 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 independence 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 parents 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 is especially important that children in our 4-year-old classes (Enrichment, Mixed Age and Pre-K) arrive on time each day. If your child arrives more than 5 minutes after the class start time the door to the classroom will remain closed until circle time is over. Circle times vary but the general time frames follow:

Pre-K 1

Classroom door opens at 8:30.

Circle time lasts approximately 20-30 minutes.

Pre-K 2

Classroom door opens at 8:45.

Circle time lasts approximately 20-30 minutes.

Mixed Age

Classroom door opens at 9:00.

Circle time lasts approximately 15-20 minutes.

Enrichment 4's

Classroom door opens at 9:15.

Circle time lasts approximately 15-20 minutes.

It is equally important for our three-year-old students to arrive on time. It is difficult for children and teachers when students are consistently late for class. Families are also at risk for missing important messages and information about their child. A teacher will not be available to talk with a family member when they arrive late.

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

Pre-K 1 and Pre-K 2 dismissal will be at the glass door **EVERY** day.

Enrichment, Mixed Age, and 3's dismissal will be at the playground gate. In the event of inclement weather, all classes will be dismissed from the glass door.

Drive up pick up begins the first day of school. Plan to arrive NO EARLIER than 5 minutes before the dismissal time. If you arrive prior to that you will need to park your car in a spot. **The pick-up line must not begin forming until 5 minutes before dismissal, as it blocks traffic from entering and exiting our parking lot.**

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 ask that the first three families come and retrieve their children, buckle them in and proceed out of the parking lot. Cars can

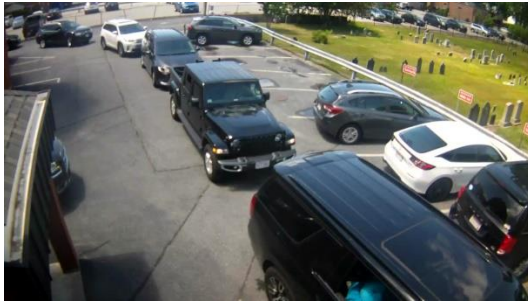
then pull up and the next three parents will pick up. The next group of cars must pull up to the blue dumpster before exiting their vehicle. Please do not stop at the Jack and Jill sign and get out of your vehicle to pick up your child.

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 be not parked until **5 minutes** before the class dismissal time.



The pick-up line should 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 is used to determine the fee.

Communication:

School newsletters will be posted on the website www.jackandjillattleboro.com 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. Additionally, Jack and Jill Preschool uses the Remind App for communicating please make sure that you and anyone who drops off or picks ups joins.

Doors:

The rear glass door with remain open for morning arrivals from 8:00 – 9:20 AM. 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 in Jack and Jill. You can also gain entrance through the front of the church, by ringing the doorbell. The office manager will answer the door and he will call down to the school.

Parking:

Please only park long enough to drop off your child. **RED MARKED spaces may not be used.** The church employees come and go through 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 park in the lot adjacent to Bank Street. If you pass through the guard rails you will be entering private property. If you park in the part of the Bank Street lot that is adjacent to our school lot you risk being ticketed.

Animals:

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

Items from home:

As a rule, we encourage children to use the materials here at school rather than bring toys from home. If your child needs reassurance, try putting a photograph of your family in their lunch box. There will be times when items from home are appropriate: homework, show and tell, etc. You will receive information regarding these special times from your child's teacher.

Clothing:

Please dress your children in comfortable, washable clothing! Clothing that a child can put on and off themselves, such as elastic waist pants, work well as we are encouraging children to be as independent as possible. Sneakers, rubber soled, closed toed shoes are appropriate for both indoor and outdoor play.

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 jacket, mittens/gloves, and hat are required every day. When there is snow on the ground snow pants and boots are required. All snow pants and boots should be in a separate labeled bag and placed on the floor under your child's backpack.

Please bring 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 3's! The bags will be accessible for you to change items as the seasons come and go.

Food:

Jack and Jill is a NUT FREE school. No peanut butter, or nut products will be consumed on the premises. 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 baggie or container please include a photo of the label with the ingredients. Labels can also be emailed to Mrs. Lay. If we cannot verify that a food item is safe it cannot 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. Please do not send marshmallows as these are a choking hazard. Some 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:

Cheese, crackers and water

Graham crackers and juice box

FOR MIXED AGE AND 3'S STUDENTS:

Please pack the snack and beverage in a labeled lunch box, and include a napkin.

FOR ENRICHMENT AND PRE-K STUDENTS:

Please pack your child's snack and snack beverage 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!

Their lunch should be packed separately in a lunch box 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:

Ham and cheese on bread, juice box and carrots

Cheese pizza, water, yogurt and cucumbers

Chicken nuggets, Fresh veggie assortment, yogurt and juice box

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

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 it 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 week 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 via email in mid to late October.

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 bag 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 forms are in the FamilyId portal.

- 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 every 3 months. These progress reports are typically in November, March, and June.

Health:

Our illness policy will remain fully enforced, FOR THE PROTECTION OF ALL CHILDREN. 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 24 hours. A child should remain home for at least 24 hours after 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 your child is sent to school with any of the above symptoms, you will be called to come and pick up your child. The child will be removed from the classroom and brought to the director's office. 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. You will be required to report to the Director any suspected or confirmed COVID illness.

We understand that some children experience seasonal allergies which can include a cough and runny nose. A 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.

COVID Policies

Mask Policy:

Mask wearing is optional at Jack and Jill Preschool for all staff and students. There will be an exception to this if an individual has returned to school after testing positive for COVID-19.

Isolation and Quarantine Protocols:

- To count days for quarantine and isolation, Day 0 is the date of exposure for close contacts, and for positive cases is the first day of symptoms OR the day the day positive test was taken, whichever is earlier.
- Children who test positive must isolate for at least 5 days, this means that they cannot attend school during this time. If they are asymptomatic or symptoms are resolving and they have been fever free for 24 hours without the aid of medication, they may return to programming after Day 5 (return to school on day 6), provided:
If the child is able to mask, they must do so through Day 10. – All students at Jack and Jill will be expected to mask through day 10 after a positive test.
If the child is unable to mask, they must have a negative test on Day 5 or later in order to return to programming prior to day 11.
- Symptomatic children can be tested at school via a rapid test. Prior parental consent will be required. Symptomatic children will need to wear a mask, if possible, until symptoms are fully resolved. Regardless of the test result children experiencing illness symptoms will be send home in accordance with Jack and Jill Preschool's illness policy.

- If the symptomatic child cannot be tested immediately, they will be sent home and allowed to return to their program or school if they test negative, and when they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms have resolved, or if a medical professional makes an alternative diagnosis (such as Strep throat or an ear infection). A negative test is strongly recommended for return if the latter two conditions are met.

Classroom Close Contacts:

Quarantine for asymptomatic exposed children, regardless of where the exposure occurred, is no longer required. Children who are identified as close contacts may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10. A test on Days 2 and 5 is recommended, but not required. Jack and Jill Preschool will have some antigen tests available if needed. An email will be sent to families informing them if there has been an exposure in their child’s classroom. All staff and students in the classroom of the positive individual will be considered a close contact.

COVID-19 Symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)*
- Sore throat, when in combination with other symptoms
- Nausea, vomiting, when in combination with other symptoms
- Headache, when in combination with other symptoms
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies)*, when in combination with other symptoms

*** A doctor’s note must be on file documenting a history of these symptoms.**

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. 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 have been trained in CPR and First Aid. 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 62 degrees. If loss of heat occurs during a session, we will complete the session unless the temperature falls below 62 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: 508-369-9706

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: Children's Express
Address: 114 South Main Street
Contact Person: Maura Letourneau, Owner
Telephone: 508-222-7460

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 too.

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: 508-880-0202

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

Please see Katrina 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 is 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 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. 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 on the volunteer log in Mrs. Lay's office before entering the classroom.

Field Trip Chaperones:

If you are interested in chaperoning a field trip there will be a list posted outside of the classroom door. If there are more than 2 or 3 volunteers, we will choose chaperone's by lottery. Thank you for your understanding on this matter. For safety reasons, siblings may not accompany classes on field trips.

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 Katrina if you are interested in signing up as a Room Rep.

Family 2-Hour 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 2-hour 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.

Parent Teacher Conferences/Progress Reports:

Progress reports will be sent out twice a year (fall 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 report card form), February, and April/May (regular report card 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 many parent workshops sponsored by Project Connect and the Family Network each year. Check the large community bulletin board in the hallway for postings. We will also keep you informed through our school newsletter. We have a small, but growing parent library in the office available to you. If you would like to peruse and check out a book pertaining to pre-school development please do! We will inform you of new additions to our library through the school newsletter.

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 field trip during the school year for the Pre-K, Enrichment and Mixed Age children 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.

Tuition:

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

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.** Our tuition schedule follows:

Pre-K 1	\$365.00
Pre-K 2	\$325.00
Enrichment 4’s	\$275.00
Mixed Age	\$315.00
3’s	\$185.00

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

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 Cancellation:

In the event of inclement weather Jack and Jill will be **CLOSED** if the Attleboro Public Schools are closed. If the Attleboro school system has a delayed opening, we will open at our regular time unless you are notified otherwise. Our Facebook page is also updated with any changes in school start or dismissal times. It is very important that you join the REMIND app for these important communications.

Organizational Chart

Board of Directors

Andrew Osborne, Treasurer
Tina Middleton, Second Church
Deb Parziale, Second Church
Chuck Opdycke, Second Church
Ryan Donohue, Outside Educator
Melinda Weeman, Current Parent (Enrichment)
Kelsey Wietecha, Current Parent (3's)
Ashley Marsters, Current Parent (Mixed Age)

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

Brenda Daday, Teacher
Katy Fyrberg, Assistant Teacher
Julie Haynes, Teacher
Jennifer Kelley, Teacher
Christina Renoni, Teacher
Ashlee Taylor, Assistant Teacher

2022-2023 School Calendar



AUGUST

- 1 First Tuition Payment Due
- 29 Playground Day
9-9:45 - Enrichment
10-10:45 - Mixed Age
11-11:45 - Pre-K 1
- 31 Playground Day
9-9:45 – 3’s
10-10:45 – Pre-K 2
11-11:45 – Enrichment

SEPTEMBER

- 1 Playground Day
9-9:45 – Mixed Age
10-10:45 – Pre-K 1
11-11:45 – Pre-K 2
- 2 No School
- 5 No School
- 6 Orientation 9:30-11 Pre-K, Mixed Age & Enrichment
- 6 Playground Day
11:30-12 – 3’s
- 7 First Day of School Pre-K, Mixed Age & Enrichment
- 8 Orientation 9:30-11 3’s
- 9 First Day of School 3

OCTOBER

- 10 No School
- 22 Fall Festival 10-12

NOVEMBER

- 11 No School
- 16 PJ Storytime
- 22 Friendship Celebration (Students only)
- 22 Progress reports – Pre-K, Mixed Age & Enrichment
- 23-25 No School
- 28 No School – Conferences Day & Evening
Pre-K, Mixed Age & Enrichment

DECEMBER

- 8 3’s Progress Reports go home. Evening

Conferences

- 9 No School – 3’s ONLY Conferences
- 19 No School – Professional Development
- 20-30 No School

JANUARY

- 2 No School
- 3 School Reopens
- 11 No School
- 28 Open House 10-12

FEBRUARY

- 20-24 No School

MARCH

- 13 No School – Professional Development
- 25 Spaghetti Supper
- 27 Progress Reports – Pre-K, Mixed Age & Enrichment
- 28 No School Conferences Day & Evening

APRIL

- 5 Picture Day – Mixed Age, Pre-K 1 & Enrichment
- 6 Picture Day – 3’s & Pre-K 2
- 7 No School
- 17-21 No School

MAY

- 1-5 Teacher Appreciation Week
- 5 3’s Progress Reports home
- 11 No School 3’s **ONLY** Conferences
- 24 Walk with Someone Wonderful
- 29 No School
- 31 Last Day – Pre-K, Mixed Age & Enrichment
- 31 Graduation – 6:30PM

JUNE

- 2 Last Day 3’s & Sing-a-Long

**Please note that tuition payments are due on the 10th of each month. Payments are made August-May. **

Joining the Remind Group



Sign up for important updates from Mrs. Lay.

Get information for Jack and Jill Preschool 2022-2023 right on your phone—not on handouts.

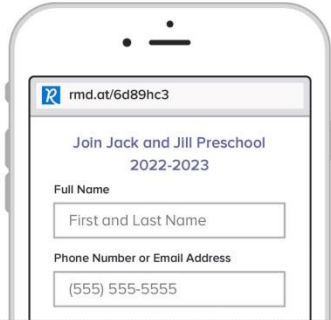
Pick a way to receive messages for Jack and Jill Preschool 2022-2023:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/6d89hc3

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @6d89hc3 to the number 81010.

If you're having trouble with 81010, try texting @6d89hc3 to (757) 337-4602.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/6d89hc3 on a desktop computer to sign up for email notifications.