

# Jarvis Preschool Handbook 2023-2024



Jarvis Memorial United Methodist Church  
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252-752-3101 x302

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Follow us on Facebook and Instagram

Welcome to Jarvis Preschool! Thank you for trusting us with your children. Our handbook is designed to help families understand our program. The Preschool Director, Christie Bagley, is happy to speak with you at any time.

We have programs available for children 6 weeks old through Pre-K. We honor the North Carolina Public School System birth date cutoff of August 31 for class enrollment.

Children will be admitted using the following priority system:

1. Children of staff and Preschool Committee
2. Children currently enrolled
3. Children of church members not currently enrolled
4. Siblings of current students
5. Siblings of former students
6. General public, first-come basis

An enrollment fee equal to one month's tuition and an updated shot record must accompany each application for acceptance. Enrollment fees are not refundable or transferable if your child is accepted to Jarvis Preschool.

**Tuition Rates (price per month):**

<b>Babies/Tadpoles:</b>	*2 days: \$155	*3 days: \$200	*4 days: \$254	*5 days: \$305
<b>Twos:</b>	*3 days: \$185	*5 days: \$290		
<b>Threes:</b>	*3 days: \$180	*5 days: \$235		
<b>Fours:</b>	*4 days: \$210	*5 days: \$230		

### **Jarvis Preschool Statement Of Christian Intent**

The Jarvis Preschool Program is a mission of Jarvis Memorial United Methodist Church's education program. Jarvis Preschool seeks to develop and promote Christian attitudes and character in the children enrolled in the program. Christian emphasis permeates the program through Chapel, Bible stories, songs, and other activities. Children will have opportunities to learn through their experiences in a Christian environment as they share, take turns, and play together. Jarvis Preschool will not alter its religious education policy or allow any child not to participate in Chapel.

Jarvis Preschool welcomes all children who would benefit from our program. However, our facilities, staff training, and ratio numbers limit our ability to meet the needs of children with some learning disabilities, emotional disturbances, extreme hyperactive behavior, or severe visual, auditory, or physical impairments. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the Director and the Preschool Committee.

### **Our Philosophy of Learning**

In a caring and positive atmosphere, we create a warm and happy place for children to learn. As we bridge the gap from home to school, we guide children to a continued positive self-image while building social skills in a school setting. Sensory, motor, perceptual, and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed with balanced structure and free choice activities, as well as active and quiet times.

Recognizing that children grow in predictable stages, we work from the level each child has attained and move forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

## Tuition

Our preschool now utilizes the Brightwheel App/software for ease of communication with staff and families as well as convenient online payments. Tuition is due the first of each month, payable September through May. The enrollment fee is not part of tuition, it is nonrefundable or transferable. Tuition invoices will be sent to families four days prior to the first of the month through the Brightwheel app. We encourage families to use Brightwheel to pay tuition by bank draft or credit/debit card. Jarvis Preschool will still accept cash or check payments. Tuition is due for the entire nine months to keep your account current, even in the event of extended vacations or absences. Account balances must be zero by May 10 in order to be in good standing to begin the program the following Fall.

A blue box is located on the wall next to the Preschool office in the hall. Please put your check/cash in the box by the 1<sup>st</sup> of the month with the child's name, tuition month, and amount if cash. If you plan to be gone or your child is sick when tuition is due, you may mail the payment to 510 South Washington St. Greenville, NC 27858  
Attention: Jarvis Preschool.

A \$10 late fee will be charged for tuition not paid by the 5<sup>th</sup> of the month. Continued delinquent payment will result in dismissal from our program. A \$25 fee will be charged for returned checks. If we receive two returned checks, cash payment will be required.

## Supply Fee

Our annual, one time Supply Fee is due in September. This supply fee goes towards material and media used by Jarvis Preschool. 2 day students: \$85.00 3-5 day students: \$105.00

## Program Withdrawal

One month's notice in writing to the Director is required if you plan to withdraw from the program. Withdrawing your child means that the child will not be returning to the program during the current school year and any enrollment fees or other fees paid will be used towards the account balance if any. Any spots reserved for the following school years will be forfeited.

## Staff

Jarvis Preschool is staffed by professional teachers and assistant teachers. The teacher-child ratio is kept low so that each child will have close personal guidance. Teachers are selected on the basis of their credentials, personality, love for children, and ability to work with young children.

## School Hours

Jarvis Preschool hours are 8:55am to 12:00 noon for our two, three, and four year olds and 9 to 12 for our babies and Tadpoles.

## Drop Off

Babies, Tadpoles, and Twos: Please bring your child to the classroom each day.

Threes and Fours: For your convenience, Jarvis Preschool provides a drop off option for children in our three and four year old classes. An assistant will be at the gate at 8:55 a.m. to assist children into school. Children must be on the passenger side, please plan car seats accordingly. **Do not** leave children in the drop off line without a Jarvis Preschool staff member present. You may also bring your child directly to their classroom.

\*All children must be taken to their classroom by a parent or guardian the **first week** of school.

## Pick Up

Babies and Tadpoles: Please come to your child's classroom to pick them up.

Twos: Weather permitting, children in the twos class will be released from the corner playground near the library. Parents, siblings, and friends are not permitted on the twos playground during school hours. Please do not pick your child up over the fence. Your child will be brought to you at the gate. In the event of poor weather, please go to your child's classroom for pick up.

Threes and Fours: You may use the drop off line for pick up or walk up to the gate. If using the drop off line, please stay in your car, a Jarvis staff member will load your child for you. Please do not take your child from the playground without first letting their teacher know they are leaving. Please do not linger in the pick up/drop off line. Pull forward a bit to buckle up/get settled to clear the loading area for the next car. Please be vigilant as pedestrians will be walking in and around the pick up/drop off area.

\*Please do not enter the playground unless you are walking to the building to pick up a younger child. A staff member will bring your child to you. If you are picking up an older child after picking up a baby/tadpole, please do not linger on the playground.

**Pick up time is between 11:45 and 12 noon. Please be prompt.** If you are not in the drive through line or at the gate by 12 noon, your child will be taken to the office. Parents must walk up to pick up your child. After 12:00 p.m. late fees will begin to be issued.

### **Late Pick Up Fee Policy**

Children not picked up by 12:00pm will be charged a late fee. Lunch club late fees begin at 1:00pm.

**12:00pm- 12:09pm     \$5.00 late fee**

**12:10pm -12:19pm     \$10 late fee**

**After 12:20pm and after \$1/minute will apply and will be applicable to the entire time**

**Late fees are payable to the staff member who stayed with your child at the time of pick up or on the Brightwheel App.**

### **Inclement Weather**

In the event of inclement weather, pick up and drop off for Threes and Fours will be at the church sanctuary side door. This door is located right at the start of the drive through line.

All students may enter and exit through the sanctuary on inclement weather days, but threes and fours will be brought to the sanctuary to wait for their parent.

### **Playground**

To ensure safety and security, siblings and friends **are not** permitted on the playground until all children have been released. Please be aware that lunch club children may be on the playground between 12:30 and 1. Please honor the Tadpoles/Twos playground age limits.

If you allow your Jarvis Preschool child(ren) to play before school, you are responsible for their supervision and safety.

### **Parking**

All cars parked in the lot for drop off, pick up, or for visiting the school during preschool hours must have a Jarvis Preschool sticker visible on the vehicle. These can be picked up in the office. This does not entitle cars to be parked in the lots for work, dining, shopping, the library, etc..

### **Discipline**

When it is necessary to discipline children in the classroom, Jarvis Preschool uses a positive approach (redirecting, reframing, etc), however, there are times when removing a child from the situation is needed. For more extreme behaviors, the child's parents will be contacted for a conference with the teacher and/or director. In the case of extreme problems or unruly behavior that affects the classroom and cannot be resolved, Jarvis Preschool reserves the right to dismiss the child.

## Health

Our staff are all CPR certified. In the event of an emergency, we will secure medical attention and then contact the child's parents. Please make sure your emergency contact information is accurate. To keep all of the children and staff as healthy as possible, we ask you to keep children at home if there are any signs of:

\*fever of 100.4F or greater, diarrhea, vomiting, pink eye, constant cough, constant runny nose

If a child exhibits any of these symptoms we will call you to pick the child up immediately. Please refrain from entering the building if you, the parent, are sick or have other sick children. If you are sick or have another sick child and need to pick up a Jarvis student, please contact the office or your child's teacher and we will bring them to the car for you. Before returning to school, your child must be symptom free without medication for at least 24 hours.

Immunizations must be up to date. Children who are behind in their shots may be enrolled but must prove they are trying to get the needed vaccines and are meeting scheduled appointments. A note from the child's pediatrician will be required in such cases prior to enrollment. Updated forms are required to be turned in to the school as updated throughout the year. Jarvis Preschool does not accept religious exemptions for immunizations.

Questions regarding immunizations and what shots that are needed: please contact your local health department or visit [www.immunize.nc.gov](http://www.immunize.nc.gov).

## Potty-Training

Children enrolled in the Pre-K classes must be fully potty-trained (pee and poop). No exceptions will be made.

We prefer children entering the three Year Old Classes to be fully potty- trained (daytime) by the first day of school. However, if your three year old is not completely trained, we will work with you in the best way we can. These children will need to wear pull ups with detachable sides and be able to verbally tell the teacher that they need to use the potty. During this time, if teachers have to change dirty pull ups more than three times, we will call a parent to come and change the child. If this continues to occur, we will set a conference to discuss further actions considering your child's potty training, and possibly suspend your child until he or she is fully trained. We know accidents happen, but our three year old rooms are not equipped with changing stations, and frequent accidents require one of the teachers to leave the class for extended periods of time.

Please see the potty policy regarding Tadpoles and Two Year Old Classes. Cloth diapers are not allowed.

## Injuries

Minor injuries will be treated with soap, water, ice, and band-aids. Our ability to treat an injured child is limited by law. We cannot administer any medications such as Motrin, Tylenol, ointments, cremes, antibiotics, cold medications, etc. Diaper rash cream is an exception to this. Please label diaper cream and applicators with your child's name. A Doctor's note is required for epi pens and inhalers.

In the event of a serious injury or an allergic reaction, our most critical concerns for your child are: 1) getting treatment, and 2) contacting you or other persons listed on the Emergency Form you provide. Serious injuries are required by law to be treated by licensed medical personnel.

Parents will be called from preschool when any of the following occur: minor injuries that involve a fall from greater than your child's height, occur to the mouth or eyes, those that may cause scarring, are not witnessed by a preschool employee, or any serious injury to the child. In addition to placing a phone call, an Incident Report Form will be completed by your child's teacher and the Preschool Director. You will be asked to read and sign this form.

## Allergies and Dietary Restrictions

Please notify us in writing of any dietary restrictions or allergies your child may have. If your child is at-risk for a life-threatening allergic reaction, please fill out an additional health form provided by our Director. Please make sure your child's teacher and the Director are aware of how to handle an emergency concerning the allergic reaction and that the appropriate Authorization Form to administer any necessary emergency medications is completed. Snacks/drinks from home will only be allowed due to a dietary restriction or allergy with a signed form from the child's pediatrician. We choose to be a nut free school.

## Clothing

Please dress your child in washable, sturdy, play clothes for school. Please have girls wear bike shorts under skirts and dresses.

We strongly encourage tennis shoes, closed toe/sides, hard soled shoes. Sandals and Native type shoes are permissible as long as children keep them on their feet. **Flip flops, rain boots, and cowboy/girl boots are not permissible.** Ugg type boots are permissible.

All children need an extra set of clothing to be left at school. Please place this set of clothing in a plastic bag with the child's name on the outside. An extra pair of shoes is a good idea too!

## Labeling

Please label all book bags (outside), lunch boxes (outside), books, coats, and clothing that is extra or removable with your child's name. This is very important for the teachers in determining ownership of these items. It is also very important in helping a child learn to take care of their belongings.

## Possessions from Home

Children are not permitted to bring toys, guns, play weapons, sharp objects, gum, candy, umbrellas, electronics, or money to school. Children are encouraged to bring favorite books, music, nature items such as leaves, special pictures, etc. to share for show and tell (items must fit IN the backpack, not be an expensive object or electronic device). Individual teachers will notify you about their show-and-tell policy and days.

Children must consume all food, vitamins, and medications before entering school. Gum is not permitted.

## Birthdays

At school: We welcome families to include your child's classmates in birthday celebrations. Please notify your teachers so they can anticipate a special snack. Teachers will share how many children to plan for. Please consider mini cupcakes with white or light colored icing. We ask that you keep birthday treats simple and refrain from plastic toppers or decorations as they are choking hazards.

Parents are welcome to join their child's birthday celebration.

Away from school: If a birthday is to be celebrated away from school and the entire class is not invited, we ask that you mail the invitations. If the entire class is invited, feel free to bring the invitations to school. We will not pass out invitations unless all classmates are included.

## Snacks and Parties

Snacks will be provided daily for your child. \*No peanuts or peanut products will be served or brought in due to allergies. No peanut butter or nut treats may be brought in for parties, snacks, or gift bags. Parents wishing to send a special treat for the entire class may do so, (fruit, vegetables, cheese, muffins, etc.) but please contact the teacher in advance. **No individual snacks are permissible except for a medical problem.**

Examples of snacks served: goldfish, butter cookies, vanilla wafers, pretzels, Ritz crackers, oyster crackers, saltines, graham crackers, veggie straws

We serve water to drink in 5 oz dixie cups. \*Tadpoles and babies must bring their own cups, please label. Glass bottles/cups are not permitted.

Class Parties: Each teacher will have a sign-up sheet outside their door for parties during the year. Please choose a convenient time to host a party and sign up on the first day of school. Parents will be assigned a party to help with should one not be chosen. We encourage parents to keep these parties simple. In keeping with our Christian emphasis to celebrate the holidays, the Preschool Committee has established the following guidelines that we ask parents to keep in mind:

Fall Festival: Our focus will be on a happy, pretend theme excluding scary and frightening aspects such as witches, ghosts, skeletons, vampires, mummies, and blood. Pumpkins, leaves, hay bales, and smiling scarecrows are acceptable. We ask that parents be sensitive to this in their party preparations during the month of October.

Christmas and Easter: We ask that the secular aspects of these holidays be secondary to the focus on Christ's birth and resurrection.

Due to age and day variance in our Baby and Tadpole classes, we do not schedule parties for these age groups. If a parent would like to bring items in for a party, please speak to your child's teacher.

### **Sibling Policy**

Siblings are not permitted to join class parties, field trips, or Jarvis Preschool sponsored events. Infants worn in baby carriers or in a stroller/car seat may be an exception depending on the situation, please speak to the teacher and director before bringing your infant. \*Our Christmas and Graduation programs are the exception to this rule.

### **Start of School Classroom Contributions**

Teachers will request specific items needed for their classes in September and as needed throughout the year. Needed items include disinfectant wipes, disinfectant spray, baby wipes, paper towels, and tissues. We appreciate your generosity.

### **Wish List**

Each teacher will have a wish list of needed/wanted items posted in their room. Please choose an item if you would like to contribute to the room. We will also have an Amazon wish list posted on our Facebook page for the preschool if you would like to contribute.

### **Fundraising**

As Jarvis Preschool is entirely self-supporting and a non-profit organization, there will be opportunities for your family to be part of fundraisers for the school. The money raised is used for upkeep of the playgrounds, class needs, and scholarships for students.

We ask that you relink your Harris Teeter VIC cards to Jarvis Preschool.

### **Backpacks**

Children will need to bring a backpack large enough to fit a 9x12 folder. Teachers will send home crafts, gifts, etc. and your folder will serve as your communication with the school. Please check and clean out backpacks and folders daily as your child will be excited to share with you many of the things they learned or created. Folders will contain newsletters and other important information from the teacher and school.

Backpacks must be labeled with the child's name on the exterior. Rolling backpacks are not permitted.

### **Newsletter**

At the beginning of each month, parents will receive a letter from your child's teacher describing some of the activities that will be happening and main areas of classroom concentration. We hope you will find this helpful. The newsletter will also be posted in Brightwheel. Baby and Tadpole rooms do not have newsletters.

## **Curriculum**

Jarvis Preschool curriculum is designed to meet the basic learning needs of children in the Two's, Three's, and Four's classes. Our curriculum is play-centered and instructional and works to develop language, social-emotional, problem solving, and motor skills. Curriculum includes art, music, science, and math. Our Four's classes incorporate readiness and beginning phonetics. Children play outside each day weather permitting.

## **Weekly Chapel**

Weekly chapel services are led by the Preschool Director. Chapel services have a Bible story which demonstrates strong moral character and/or God's unending love for us.

Jarvis Preschool posts chapel service content on social media each week.

## **Arts and Crafts**

Children can create masterpieces out of discarded items. Parents may contribute egg cartons (especially cardboard), baby food jars, styrofoam trays, strawberry cartons, buttons, ribbon, lace, colored tissue, empty tissue rolls, yarn, scraps of material **upon teacher/director request**.

## **Conferences**

We can schedule a conference time for parents to meet with their child's teacher either before school, immediately following school, or on a teacher workday. If you ever have a question or problem, please do not hesitate to discuss the matter with your child's teacher or director.

## **Field Trips**

Field trips are planned for the three and four year old classes during the school year. Parents are informed in advance and will be asked to accompany the class. Every child must have a parent or trusted adult with them on all field trips. Permission was given in the "Welcome Packet" for each child at the Meet and Greet, additional slips may be required. Please adhere to the Sibling Policy when attending field trips. Keep in mind that teachers may not transport children to or from the school.

## **Lockdown Procedure**

Jarvis Preschool has worked closely with Greenville Police Department to develop lockdown procedures to keep children and staff safe during an emergency.

Teachers and staff are well trained on lockdown procedures. Drills are done each school year. The Jarvis Preschool Director or your child's teacher can take you through lockdown procedures upon request.

## **Tornado Procedures**

In the event of a tornado weather emergency, all students and staff will go to the basement of the church. Every classroom has a "go bag" with diapers, wipes, snacks, and water. We hold tornado drills each school year.

## **Fire Drill**

Jarvis Preschool has worked with the Greenville Fire Department to develop our fire drills procedures. Exit plans are posted in each classroom. We will have fire drills throughout the school year.

## **Adverse Weather**

Jarvis Preschool generally follows Pitt County School System when determining whether or not we open with a threat of adverse weather.

We will announce in Brightwheel and on our social media pages our status as soon as a determination is made. We do not regularly submit to a news outlet.



## **Jarvis Preschool Potty Training Policy Tadpoles and Two Year Old Classes**

We will help with your child's transition from diapers to the potty. We require children who are potty training to wear pull-ups (with detachable sides) or diapers to school until they have two weeks of successful potty training (pee and poop) at home AND school, excluding night time. Children are **not** permitted to potty train in regular underwear at school. This protects everyone!

We are happy to take your child to the bathroom regularly and remind them to go throughout the day. Please make sure that clothing is easily managed by your child. (tights, overalls, rompers, belts, etc are very difficult for the children to manage independently)

Please keep in mind that children will often show a readiness and have success with potty training at home before the signs are seen at school, and they may be trained at home and not at school. This is perfectly normal!

For the first month of wearing underwear, please make sure your child has pull-ups at school due to the fact that we will need to use them if they have two consecutive accidents in a day. Please keep three full changes of clothes (socks and shoes are good ideas too) in your child's cubby during this period.