

# JACK AND JILL COMMUNITY PRESCHOOL

## GENERAL RULES

**APPLICATION FEE:** There is an annual non-refundable and nontransferable application fee for each child.

\$35/new families

\$25/returning families

### **TUITION:**

4 Year Old Class: \$1215/school year (includes daily snack)

Tuition may be paid in 9 monthly payments of \$135/month  
(M-W-F from 9:00-12:00)

Child must turn 4 by December 1 of the current school year.

3 Year Old Class: \$990/school year (includes daily snack)

Tuition may be paid in 9 monthly payments of \$135/month  
(T-TH from 9:00-12:00)

Child must turn 3 by December 1 of the current school year.

- 1) Tuition is payable in monthly installments. September and May tuition is due at the parent meeting in August. This payment is nonrefundable and non-transferrable.
- 2) Tuition is due to the Treasurer by the 1st of each month. (Tuition can also be paid in one lump sum at the beginning of the school year.)
- 3) There will be a \$10 late fee if tuition is not paid by the 5th of the month. There will be a \$15 late fee if it is not paid by the 15th of the month. If tuition is not paid by the end of the month, the child will not be able to attend school until the account is up to date.  
There is a \$30 fee for bounced checks.
- 4) In the unfortunate event that your child has a long-term absence from school, you will be required to pay tuition to hold your spot.

## PARENT EXPECTATIONS/INFORMATION:

### WORKING DUTIES:

Jack and Jill is a cooperative/community preschool. This means that parents will be required to work each month. Parents must work as scheduled, or find a replacement for their scheduled working day.

4s Class: 2-3 days/month

3s Class: 1-2 days/month

Parents will be required to work 2 party dates each year. These parties will count as your working days for the month. (There will be a sign-up sheet at the first parent meeting in August.)

It is your responsibility to contact the parent leader with any special requests before the calendar comes out.

\*A parent with two children in school must fill working parent requirements for each child. (Two parties/child, one toy cleaning/child, etc.)

Parents will be required to sign up for one toy cleaning session each year. There will be a \$20 fee for a missed toy cleaning. (You may send a substitute in your place.)

If a working parent is unable to participate on their assigned day, he/she should:

Find a suitable replacement. (friend, relative, etc.) Substitutes must be 21 years of age.

Trade days with another parent in the class. Please make the parent leader aware of any trades.

\*\*If a parent fails to come to school on their assigned day, and does not secure a replacement, there will be a \$20 fine. If the substitute fails to appear, the scheduled parent will be fined.

#### DROP-OFF/PICK-UP:

Please be on time when dropping off and picking up your child. Always use the rear entrance to the church. You must accompany your child in to and out of the building each day. There will be a sign-in/sign-out sheet to be filled out daily.

8:40 parent helper

8:50 other parents

Please take your child to the necessary room prior to entering the classroom, and help them get ready for their day inside the classroom.

#### MEETINGS:

Parents are required to attend ALL parent meetings. You may send a substitute in your place. Your substitute must answer for you at roll call. There will be a \$20 fee for a missed meeting. If an emergency should arise and you are unable to attend, please contact the parent leader. Do not contact the teachers.

#### FORMS:

All forms (photo release, child release, medical forms) will be collected at the first parent meeting in August.

\*Please contact your child's pediatrician prior to the meeting to obtain a medical release.

If your child has any medical changes during the school year, please notify the parent leader so that we can keep our information up to date.

#### FIELD TRIPS:

Field trips will be scheduled throughout the school year. It is the parent responsibility to accompany and transport their child to and from the field trip. We will meet as a group at our field trip destination. Parents must stay with their child throughout the field trip.

Siblings are welcome on most field trips.

Permission slips must be signed and returned with a non-refundable payment to the Field Trip Coordinator. (Checks should be made payable to Jack and Jill.)

#### CLOTHING/DRESS:

Casual/comfortable clothing for children and parent helpers.

Please send your child to school in clothing that is easily washable.

Clothing should be geared so that children can dress themselves with minimal assistance.

Rubber soled shoes must be worn during the school day. (No snow boots during the school day in winter months.)

A full change of clothes should be kept in your child's backpack at all times.

\*Parents may need to come to school if your child has a toileting accident.

#### SCHOOL SESSIONS:

Jack and Jill is in session from September to May. The first day of school will be scheduled approximately one week after the start of the public school year. After that, we follow the Grand Island Central School District calendar.

\*Some exceptions will apply.

If the Grand Island Schools are closed due to inclement weather, Jack and Jill will also be closed.

Siblings will not be allowed to attend regular school sessions.

## MISCELLANEOUS:

All children must be completely potty trained by the start of school.

No spanking is allowed, even of your own children.

Please check your child's backpack, as well as the white board outside the classroom for important information.

If your child is sick and will not be in school, you do not need to notify anyone unless you are the scheduled parent helper. It is your responsibility to find a suitable replacement for that day.

If your child has a contagious type of illness, please notify the parent leader immediately.

Parents must notify the parent leader in writing TWO WEEKS in advance of withdrawing from school. If you have concerns about your child adapting to the routine, we will work together to help make the transition easier for everyone.