



*FOR THE CHILDREN*

**Jonesboro United Methodist  
Preschool and Primary  
(JUMPP)**

A ministry of  
Jonesboro First United Methodist Church

**Parent's Handbook**

(Revised and approved by JUMPP board 2017)



Dear Parents and Students,

Jonesboro First United Methodist Church would like to take this opportunity to welcome you, your children, and your family to Jonesboro United Methodist Preschool and Primary. Our preschool and primary is one of our many ministries within the church and provides a variety of opportunities for children ages 1 through 2nd grade to grow and mature in a Christian based environment while achieving academic success.

The Georgia Accrediting Commission, that upholds high educational standards of the teachers, administration, and students, accredits Jonesboro United Methodist Preschool and Primary School. Therefore, consistent attendance is very important in addition to high achievement from the students. The teachers and administration strive to provide high quality instruction, activities, and experiences that teaches the **whole** child.

We believe parent participation at home and in school is essential to the success of your child's progress. The school offers many opportunities for parents to be engaged in our school and experience your child's day-by-day environment at JUMPP. We encourage you to take advantage of these opportunities.

Communication between the school, teachers, and home is extremely important in your child's educational success. Therefore newsletters and calendars from the teachers, as well as weekly email notifications from the JUMPP office is an efficient way to keep you informed of all the school activities. Our website [www.jonesboroumc.com/preschool](http://www.jonesboroumc.com/preschool) also provides general information about the school.

At JUMPP, we are committed to all our students and their families to prepare them for a solid start for their future. We at JUMPP are extremely excited about the new school year and are delighted to work with you during this and the school years to come.

Welcome!!

*Blessed shall you be when you come in, And blessed shall you be when you go out. Deuteronomy 22:6*

For the children,

**JUMPP Director and Staff**



For your information and reference, below is a copy of the Parental Agreement in the Registration Form. Please be familiar with its contents.

## JONESBORO UNITED METHODIST PRESCHOOL AND PRIMARY PARENT/GUARDIAN AGREEMENT

### **CALENDAR:**

- ❖ JUMPP is in session August through May. Our school year calendar aligns with the Clayton County Public Schools calendar with the exception of scheduled holidays such as Good Friday. For emergency closings, tune in to **WSB-TV** for an update on school closings during inclement weather or government declared emergency. **If Clayton County Public Schools close for inclement weather for a partial or full day, JUMPP will close for the FULL DAY.**

### **ADMISSIONS:**

- ❖ A student will be placed on roll after the admissions application packet has been reviewed by JUMPP, the **nonrefundable admissions application and/or registration fee has been paid in full**, and the JUMPP office will notify the parent/guardian of the child's acceptance into JUMPP.
- ❖ A student's **certified birth certificate** (original copy) is required for admission.
- ❖ The original copy will be returned to the parent after JUMPP makes a photocopy.
- ❖ A Form 3231 (Department of Public Health Certificate of **Immunization**) or a Form 2208 (Department of Public Health Affidavit of Religious Objection to Immunization) must be submitted with the application packet.
- ❖ The parent/guardian must provide JUMPP a **current driver's license** and/or military ID for photocopying.
- ❖ If applicable, current legal documents pertaining to the student's safety or **custody** must be submitted in the admissions packet—i.e., divorce decree, change of guardianship, adoption, foster care, TPO (Temporary Order of Protection), etc. The original document(s) will be returned to you after JUMPP makes a photocopy. **If the legal document is amended, please submit the updated order to JUMPP's office. JUMPP personnel cannot be held responsible for enforcing the provisions of a legal order of which they are not aware.**
- ❖ The JUMPP Office will requisition the **academic records** of a child entering 1<sup>st</sup> or 2<sup>nd</sup> grade from the previous school. JUMPP eligibility for the 1-, 2-, 3-, and 4-year old class is determined by the child's chronological age; however, the administration may adjust class placement at **any time** based on the child's social, emotional, and/or cognitive needs.
- ❖ **A child admitted to the 3-year old program must be fully potty-trained prior to the first day of enrollment.** If the administration becomes aware that the child is not fully potty trained after the child is put on roll, **JUMPP director reserves the right to place the child in a 2 year class or withdraw the child at that time.**

### TUITION AND FEES:

- ❖ Tuition is due on the first day of each month, even if you do not receive a tuition envelope from the office. If the 1st falls on a weekend, tuition is due the following business day.
- ❖ Make checks or money order payable to JUMPP. A receipt will be issued for all payments to JUMPP.
- ❖ A late fee of \$25 is added to the month's tuition if payment is received after the 3<sup>rd</sup> day of the month.
- ❖ A student will be withdrawn from JUMPP when tuition is two consecutive months in arrears.
- ❖ A late fee of \$50 will be charged if you pick your child up late. Late pick up begins 10 minutes from dismissal time for your child's age group.
- ❖ JUMPP Afternoon Enrichment Program fees must be paid directly to JAEP. A registration fee and form is required. **ONLY PK4 - 2nd Grade can enroll for this program.**
- ❖ The parent/guardian pays all fees associated with each field trip. If the parent does not wish for his/her child to attend a field trip, no classes will be offered that day for the child and a prorated adjustment in tuition for that day **will not** be granted.
- ❖ **Tuition will not be waived or prorated if the student is absent from school for any reason.**
- ❖ **Extracurricular activities and Clubs - All fees due for Piano, Dance, Art, and or any club MUST be paid directly to the instructor. JUMPP does not handle any of these fees.**

### BEHAVIOR:

- ❖ Each student is expected to demonstrate exemplary behavior and a positive attitude toward learning at all times. Failure to demonstrate these qualities consistently may jeopardize a child's enrollment at JUMPP.
- ❖ Guidance lessons supporting character education development and a positive attitude toward learning will be taught by JUMPP's guidance counselor on an on-going basis to all students in grades PreK-4 through 2<sup>nd</sup> grade.

### HEALTH:

- ❖ Students who do not meet the minimum requirements established by the Health Department for health vaccines, or whose parents object to vaccinations for religious or medical reasons, must have an exemption statement on file. If a school/community experiences an outbreak for a disease(s) for which the student is unvaccinated, the student will be withdrawn from JUMPP until the disease outbreak is over.
- ❖ JUMPP will request that a parent provide the office an Individual Health Plan (IHP) form completed by your child's physician if your child has a chronic health problem that affects school performance and/or attendance.
- ❖ School personnel cannot administer prescription medication to your child without a **signed, dated Authorization to Dispense Medication form.**

### ARRIVAL & DISMISSAL:

- ❖ JUMPP PK2, PK3, and PK4, classes are offered Monday through Friday from 8:30 a.m. to 12:30 p.m. Students arriving after 8:40 are marked tardy.
- ❖ JUMPP Kindergarten, First and Second Grade classes are offered Monday through Friday from 8:30 a.m. to 2: 45 p.m. Students arriving after 8:40 are marked tardy.
- ❖ A student will be released **only** to those adult individuals whose names are listed on the admissions application form. For your child's safety, school personnel will ask the adult picking up your child to provide picture ID if the adult is unknown to the staff. **Please notify your child's teacher and the JUMPP office in writing in advance and/or email if your child's afternoon dismissal plan will deviate from the usual schedule or is leaving at a different time than scheduled.**

### ATTENDANCE:


- ❖ Regular daily attendance is required of all JUMPP students; however, **please keep your child home if he/she is running a fever of 99. 9 or higher, vomiting, diarrhea, or is generally not feeling well enough to participate in activities. The child cannot return until symptom free for 24 hours.**
- ❖ A student is a candidate for withdrawal from JUMPP if a frequent pattern develops for any of the following: tardiness to school; excessive unexcused absences; late pick-up.

**MISCELLANEOUS:**

- ❖ Please send a nutritious snack every day with your child.
- ❖ Although every precaution is taken during a field trip to ensure student and/or chaperone safety, **Jonesboro United First Methodist Church** and **JUMPP** staff may not be held liable for any injury incurred on a field trip.
- ❖ Each parent/guardian is expected to support all policies outlined in JUMPP's Parent Handbook, as well as policies amended during the school year.
- ❖ Chaperones must complete a background check.
- ❖ **Jonesboro United Methodist Preschool and Primary are exempt from licensing since it is accredited by the Georgia Accrediting Commission and abides by the Bright From the Start rules for exemption.** \_\_\_\_\_ **Initial**

**USE OF PHOTOGRAPHY/MEDIA**

- ❖ Pictures or videos may be taken of my child for use **within** the Jonesboro First United Methodist Church. **Yes No**
- ❖ Pictures or videos may be taken of my child for use outside the Jonesboro Methodist Church. I understand this may include church publications, website and other forms of media such as the school's Facebook page. **Yes No**

 **My signature below acknowledges I have been informed of the policies outlined above and will comply with them.**

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**Parent Signature**                      **Date**

\*\*\*This space was left blank intentionally\*\*\*



Jonesboro United Methodist Preschool and Primary  
(JUMPP)

142 South Main Street  
Jonesboro, GA 30236

- School Office Phone: (770) 478-0041
- Jonesboro First United Methodist Church Phone: (770) 478-6444
- Fax number: (770) 478-3352
- School Hours: Pre-K **8:30am - 12:30pm**
- Kindergarten, First and Second Grades: **8:30am - 2:45pm**
- Afternoon Enrichment Program: Daily 12:30pm - 5:30pm
- School Office Hours: 8:30am - 2:00pm
- E-mail: [jumpstaff2013@gmail.com](mailto:jumpstaff2013@gmail.com)
- Website: [www.jonesboroumc.com/preschool](http://www.jonesboroumc.com/preschool)
- Preschool Tax ID: 58-1475265
- Church Pastor: Rev. Valerie Loner
- Children's Ministry Director: Mrs. Jan Ingram
- School Chaplain: Mrs. Marti Slife

**Welcome to Jonesboro United Methodist Preschool and Primary**

Jonesboro United Methodist Preschool is a ministry of Jonesboro United Methodist Church. Our mission is to seek and honor God by offering a Christ-centered foundation for the spiritual, academic, physical, and social growth of children to prepare them for future educational endeavors. We believe that communication between parents and school is essential to fully meet your child's needs. Through this handbook, we have attempted to clearly define our policies and procedures. Any future changes or amendments to any of our policies and/or procedures will be communicated to the parents in writing. Keep this handbook for reference and do not hesitate to contact us if you have any questions.



FOR THE CHILDREN

## **Jonesboro United Methodist Preschool and Primary**

JUMPP has a board that governs our school. The board's membership includes the church pastor, board chair, the church Children's Ministry Director, a treasurer, church member at large, the church trustee chair, the preschool director, a teacher representative, and a parent representative. The board can be reached directly by email at [jumppboard@gmail.com](mailto:jumppboard@gmail.com)

Rev. Valerie Loner	JFUMC Senior Pastor
Donna Craven	Board Chair
Celia Stanley	Treasurer/Secretary
Lidia Forkel	JUMPP Director
Jan Ingram	JFUMC Director of Children's Ministry
Charlie Cobb	Trustees Representative
Libby Snipes	Church Member At-Large
Claudia Rhodes	Teacher Representative
Jarvace White	Parent Representative

**JUMPP Calendar for 2017-2018:** We follow Clayton County Public School calendar with a few exceptions. In case of severe weather, please watch your local news. The school closes if Clayton County Public Schools close.

Thursday, August 3rd	Orientation 6:30pm - 7:30pm in CAB
Monday, August 7th	First Day of School
Tuesday, August 15th	Curriculum Night 6:00pm - 7:00pm
<b>Monday, September 4th</b>	<b>Labor Day - No SCHOOL</b>
Friday, September 8th	Grandparents Day at 11:45am
Friday, September 15th	End of Semester
<b>Monday, October 9th</b>	<b>Fall Break - NO SCHOOL</b>
Tuesday, October 17th	Fall Picture day
Saturday, October 21th	Fall Festival 11am - 4pm
Friday, October 27th	End of Semester
Saturday, October 28th	JFUMC Costume Party CAB 5pm - 8pm
Tuesday, October 31st	JUMPP Costume Parade 11:45am
Friday, November 10th	Veterans Day Recognition 11:00am
Friday, November 17th	Thanksgiving Celebration in classrooms 11:15am
<b>Monday, November 20th - Friday, November 24th</b>	<b>Thanksgiving Break</b>
Tuesday, December 12th	Christmas Program 7:00pm in CAB
Friday, December 22nd	End of Semester/ <b>Dismissal 12:30pm school wide</b>
<b>Monday, December 25th-Sunday, January 7th</b>	<b>Christmas Vacation (no school)</b>
Monday, January 8th	First day back from Christmas Break
Monday, January 8th	Registration for 2018-2019 for JUMPP families
<b>Monday, January 15th</b>	<b>Dr. M. L. King's Birthday - NO SCHOOL</b>
Monday, January 22nd	Registration opens to the community
Monday, February 5th	Super Dad Day 9:00 am
Friday, February 9th	End of Semester
<b>February 19th - 20th</b>	<b>Winter Break/President's Day</b>



Tuesday, February 13th	Open House for 2018-2019 6:00pm - 7:30pm
Monday, February 26th - Friday March 2nd	JUMPP - Scholastic Book Fair
Thursday, March 15th	JUMPP Art Show of JUMPP 6:00-7:30pm - CAB
Sunday, March (TBA)	Benefit Concert 3:00pm
Friday, March 23rd	End of Semester
Friday, March 30	Good Friday Observance - NO SCHOOL
Monday, April 2nd - Friday April 6th	Spring Break - NO SCHOOL
Wednesday, April (TBA)	Spring Picture day
Tuesday, May 1st	Muffins for Moms at 9am (classrooms)
Monday, May 7th	JUMPP Game Day 9:30am - 12:00pm
Tuesday, May 15th	Bridging Ceremony 7:00 pm in the CAB
Thursday, May 17th	Fun In The Sun - <u>JAEP Registered students ONLY</u>
Friday, May 18th	Last Day of School-Dismissal at 12:30pm school wide





## **JONESBORO FIRST UNITED METHODIST CHURCH**

**Gather – Grow – Give – Go**

Jonesboro First United Methodist Church has been part of Jonesboro, GA for over 160 years. Jonesboro First is a diverse congregation with an "Open Heart, Open Doors" mission. Our vision is to "Gather, Grow, Give, Go." As we search for God's plan for us and our ministry in this community and beyond, we invite you to join us in a journey of a lifetime: A journey of faith.

### **Worship schedule**

Sunday	Worship Services: 8:30 a.m. and 11:00 a.m.
Sunday School	9:40am Classes for all ages
Youth	5:30pm for middle school and high school students
Wednesday	Dinner: 5:30 p.m.call church office 770-478-6444
Choirs	All ages
Bible Studies	Adult and Youth

Free nursery is available for parents attending Sunday school classes and worship on Wednesdays and Sundays.

JFUMC offers United Methodist Men and Women's groups that meet each month for fellowship, outreach, and studies. The church provides extensive community outreach through programs such as Boy Scouts, Overeaters Anonymous, Food Co-op, and Calvary Refuge. For more information about any of these programs, feel free to call the church office directly at (770) 478-6444.



**FOR THE CHILDREN**

**Jonesboro United Methodist Preschool and Primary  
JUMPP**

**Registration Information**

All students enrolled at JUMPP must provide the following:

- Complete registration form.
- Certified birth certificate.
- A current copy of the child(ren)'s immunization form (Form 3231) or Religious affidavit form (Form 2208).
- Registration fee for each child (non-refundable) and due at the time of registration.
- Copy of Parent/Guardian's government issued ID or GA Driver's license.
- Any court documentation regarding custody, adoption, TPO, divorce decree, etc.
- Records from previous school if entering first or second grades.

All applications will be considered unless the class is full. JUMPP will place no more than 12 children in each class per classroom.

**Withdrawal Procedure**

All student withdrawals **MUST** be given to JUMPP **in writing and signed** by the parent/guardian of the student when the withdrawal takes place. **E-mails and phone calls are NOT accepted.** All fees **MUST** be paid in full. No refunds will be made for withdrawals mid-month. Registration fees are **not refundable.** **For Kindergarten, First and 2nd Grade children** a letter from the current attending school must be sent to JUMPP by the child's school on school letter head by mail and/or fax. These notifications will be permanently filed in the student's school record.

**Attendance: Preschoolers and Elementary School Age. \***

Attendance is very important to your child’s successful progress. All teachers take attendance every day. Children will be **marked late/tardy if they arrive more than 10 minutes** after the start of school for your child. School starts at **8:30am. Three tardies or more in a semester is excessive.** Children miss the opening of the day, which sets the tone for successful educational progress.

**\*Not intended for Mom's Day Out program\***

<u>Age Level</u>	<u>School arrival</u>	<u>Tardy/Late</u>	<u>Dismissal time</u>
PK2	8.30am	8:40am	12:30pm
PK3	8.30am	8:40am	12:30pm
PK4	8.30am	8:40am	12:30pm
K	8.30am	8:40am	2:45pm
1 <sup>st</sup>	8:30am	8:40am	2:45pm
2 <sup>nd</sup>	8:30am	8:40am	2:45pm

**School Absences and Notifications:**

Good attendance promotes a positive school experience, consistent learning, and teaches the importance of attending school. At JUMPP we understand that absences will occur for various reasons. Accreditation requires that records of absences are maintained for each child registered in the school. If your child is absent from school, parents/guardians are required to notify the school by phone at 770-478-0041 or email at [jumppstaff2013@gmail.com](mailto:jumppstaff2013@gmail.com) and a note **MUST** accompany your child on his or her return to school. A note from the child’s healthcare provider will also be accepted and the note is placed in the child's file.

An excused absence is when the child is sick, scheduled doctor's appointment, a death in the student's immediate family, or students attending required court proceedings.

Unexcused absences are a family trip or taking days off without being sick. **Teachers are not required to send missed work home for unexcused absences.**

## **Tuition**

Tuition is due the **first day** of each month. If the 1st of the month is a weekend day, tuition will be due the next business day. **A late fee of \$25.00 is charged if payment arrives after the 3rd day of the month, no exception. The returned check charge is \$30.00.** After two returned checks, all payments must be made in cash or money order.

JUMPP administration will send a tuition envelope each month labeled with the child's name, class and tuition amount fee on it. The tuition envelope **MUST** be sent back to school along with your **payment instrument inside the envelope. JUMPP accepts payment in cash, by check, money order, debit or credit card (please note that a 3% convenience fee will be added to your tuition when using a debit or credit card. This type of payment must be done in person or by phone before 1pm).** Upon receipt of your payment a receipt will be issued to you for your records. Please be sure to write your child's full name on your payment instrument.

**\*\*Monthly tuition is not reduced due to school closings, holidays, staff development days, student absences, illness, or withdrawal from our program. If tuition is not paid for 2 consecutive months, the student will be withdrawn from the school and you will need to re-register your child\*\*.**

## **JUMPP Afternoon Enrichment Program tuition**

Tuition for JAEP will be billed weekly, if you would like to make monthly payments in advance be sure to speak to the JUMPP Afternoon Enrichment Program Manager. **A late fee of \$25.00 is charged if your child is picked up after 5:30pm, no exceptions. The returned check charge is \$30.00.** After two returned checks, all payments must be made in cash or money order.

## **Arrival and Dismissal Procedures**

ALL JUMPP traffic will **ONLY** enter from College St. and exit on to Church St. in order to create **ONE WAY** traffic. Please move with **EXTREME** caution and no faster than 5 miles per hour.

**Drive with caution especially pulling in and backing up.  
Safety first and always!**

## Arrival

- JUMPP car line for PK3, PK 4, K, 1st and 2nd Grades will begin promptly at 8:20 am.
- Parents of Mom's Day Out and PK2 need to park near the playground area and away from the carline and walk their child to school using the sidewalk.
- **Please make sure to have your child's backpack, lunch bag, coats, etc. on and ready to exit the car.**
- **Please yield to cars pulling out** so that a space is made available for incoming cars.
- **Never leave a child alone in a car.**
- **The carline ends promptly at 8:40am. After that time, you will need to park and walk your child to school.**

## Dismissal

- **All Pre-K classes** will dismiss from **12:30pm - 12:40pm.**
- Parents of children 12 months through 2 years **should park and come inside** to pick up their children.
- **Kindergarten, First and Second grade** will dismiss at **2:45pm - 2:55pm.**

- **For safety reasons please:**

- **Do not use your cell phone while entering or leaving the parking lot. The children will stay inside the building and a staff member will call on a radio to send the child out to the parent under the porch.**

**All changes in transportation MUST be sent to the office in writing.**

## Late Pick Up

For JUMPP Pre-K classes - Late pick up begins at **12:40pm (except if your child is registered for JUMPP Afternoon Enrichment Program)**. Children age 3 and younger **CANNOT** remain on campus after 12:30pm per state regulations. The charge for the first 30 minutes of late pick up is \$50. After that time a charge of \$1 a minute is added. These charges will be strictly enforced.

For Kindergarten, first and second grade – Late pick up begins after **2:55pm**. The charge for late pick up is **\$50.00 for the first 30 minutes (if your child is not registered for JUMPP Afternoon Enrichment Program)**. After that time a charge of \$1 per minute is added. These charges will be strictly enforced.

## Early Check Out

**JUMPP Pre-K classes** early check out is no later than 12:00pm

**JUMPP Primary** early check out is no later than 2:00pm.

For all early check out, please notify the JUMPP office and the teacher in writing if you know ahead of time and include a **time and who will be picking up your child. The child must be signed out at the JUMPP office.**

## Early Arrival

**JUMPP Pre-K 4 and older classes may arrive at 8:00am** for an extra charge \$50 per month. **JUMPP administration must be notified if your child is participating in the Early Arrival option.**

## Late Arrival

Attendance is taken daily. All children arriving more than 10 minutes late after the start of school for your child's grade will be **marked late/tardy**. School starts at **8:30am** and your child is considered late/tardy **after 8:40am**. We encourage you to plan ahead and bring your child to school on time.

## Change of Transportation

JUMPP must be notified of all transportation changes in **writing informing us who will be picking up your child from school if that deviates from your usual routine.** The person picking up your child must provide a picture ID if it is someone unknown to the staff.

At JUMPP we understand that sometimes emergencies occur and transportation changes need to be made. **We reserve the right to decline the change if the designated driver does not have a car seat for the child.**



## **Sick Child Policy, Medical Requirements, and Safety Procedures**

To ensure and maintain a healthy environment for the children, the teachers, and staff at JUMPP, **a sick child is not allowed to attend to school, clubs, afternoon activities, or any event while they are ill.** Being ill includes but is not limited to:

- Excessive coughing
- Excessive nasal discharge
- Complaining of a sore throat
- Undetermined rash or spots (Carporeal or in Oral cavity)
- Pink eye
- **Temperature of 99.9 degrees or higher**
- Headaches
- Upset stomach
- Vomiting and/or diarrhea
- Head lice or Fungi
- **General malaise**

**Your child's symptoms must have subsided for 24 hours before returning to school without the use of medicine.**

If your child visits a healthcare provider's office or facility, please bring in a pediatrician's note clearing the child to return to school. **Please notify the school if your child is diagnosed with a contagious disease. Confidentiality will be practiced at all times.**

If your child has a **chronic health condition**, information relevant to this condition must be kept in your child's permanent record. Please ask your child's healthcare provider to forward the following information **in writing to the school:**

- Diagnosis
- Description of physical symptoms
- Frequency of symptoms
- A complete JUMPP medication dispense form, if medication should be administered by school personnel (**for chronic conditions ONLY**)
- How school personnel should respond to the symptoms
- The extent to which the chronic health condition will affect daily school attendance
- School personnel may call 911 for emergency assistance.

School personnel will call the parent when the child is sick/injured and needs to go home. **Please pick your child up from school immediately. It is imperative that you make arrangements for an alternate adult to come for the child if you cannot arrive within 30 minutes.** JUMPP appreciates your support in tending for your child's health and helping us to maintain a healthy environment.

**Allergies or Chronic Conditions**



**Parents should notify the school and teacher of all allergies.** Medicine will not be given during school hours. If your child uses an inhaler or Epi-pen it is necessary to bring any of these items to school with the child accompanied by a pediatrician's note and an Authorization to Dispense Medicine form describing how to administer the device. **These prescription items should be properly labeled with the child's name and be given to the director in a zip lock bag.** In an event of an emergency, every attempt will be made to contact parents or guardians. **If your child's condition is life threatening, JUMPP staff will call 911 first and call you second.**

### **Immunizations form and exemptions**

**In order to attend school all immunizations or medical exemptions must be current for your child (form 3231) or an immunization religious exemption affidavit (form 2208) must be submitted to the school. It is the law!** Georgia Law O.C.G.A 20-2-771.

Georgia code states "any parent or guardian who intentionally does not comply with this Code section, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than **\$100 or by imprisonment for not more than 12 months**". We greatly appreciate you for helping us to comply with this law. For more information visit the following websites <http://dph.georgia.gov> (search for immunizations requirements). If a note is sent home stating that immunizations are expiring, please act quickly and within the expiration date. **Your child will need to remain home until compliance of the law.**

### **CPR**

At JUMPP all the teachers and office staff are certified in adult, child, and infant CPR.

### **Safety Procedures**

JUMPP children and staff are required to participate in fire, tornado, and intruder drills.

**Fire drills** are conducted each month during the school year. Our fire alarm is loud and can be scary so we will have practice drills to eliminate fears and promote efficiency.

**Tornado drill** practice is in January and April to be ready for any inclement weather circumstances. The procedure is to line up in the hallway against the wall with head between their knees.

**Safe School drill** - Each classroom has a designated area where the teacher keeps the doors in lock mode, and then silently move the children away from any doors or windows where they could be seen. A color-coded card alerts administration and/or responders in an event of an emergency while in hiding.

**Green** = Safe, **Blue** = Medical Emergency, **Yellow** = Missing Student, **Red** = Crisis

JUMPP also maintains a partnership with Clayton County Police Department as well as Clayton County Fire Department and Emergency Response. These important community helpers visit the school and inform us about strangers, dangerous situations, what to do if you get lost, fire procedures and other important points to educate us about safety.

**\*\*JUMPP encourage our families to have an emergency plan at home and to discuss it with your child to reassure the sense of security, readiness and prepare young minds for real emergencies\*\***

### **Visitor Policy**

Visitors are allowed in the building **only** with an appointment during school hours and cleared through the JUMPP office. Strangers are NEVER allowed in the building without an appointment. Parent visits are limited to school business during school instruction periods, except for birthday parties and/or special planned events.

### **Volunteer Policy**

JUMPP welcomes volunteers in the school during special events or instructional periods to enhance instruction, such as reading, preparing materials, assisting teachers or special events. ALL prospective volunteers must have a background check, and Safe Sanctuary Training.

### **Parent Advisory Committee**

JUMPP has an active Parent Advisory Committee that supports the school goals and its staff. The committee meets every other month and all parents are invited to join. For more information contact the JUMPP Parent Advisory Committee at [jumppparentcouncil@gmail.com](mailto:jumppparentcouncil@gmail.com)

### **Uniform and Dress Code**

Children will **not** be required to wear a formal uniform, **except** for Physical Education (Monday), Chapel (Wednesday), learning journeys (field trips) or spirit days. JUMPP uniform consists of JUMPP t-shirt (RED with school logo) for quick identification.

**\*JUMPP Red T-shirt can be purchased at the school office.**

For safety reasons children must wear **closed toe shoes** while in school. **DO NOT send your child to school in flip-flops, crocs, or dressy shoes, as they can be hazardous. Dressy shoes are allowed to be worn on picture day. Be sure to send a set of closed toe shoes in which to change.**

When the weather turns cooler, it is important for children to be properly dressed for the weather and wear/bring a hat, gloves/mittens, and a jacket. **Make sure all items are**

**labeled with the child's name on it.** Children go outside if there is no precipitation and above 40 degrees for at minimum of 20 minutes.

**Do not let children bring toys or wear jewelry to school as it may be broken or lost. Necklaces can be a safety hazard.**

**Send a complete change of clothes including underwear, socks, and shoes for your child in a Ziploc bag labeled with their name.** This change of clothes will remain at school and will be utilized in case of accident during the school day. JUMPP will send the soiled items back in the child's backpack. A replacement set of clothes **MUST** be sent when the season changes.

## **Snacks**

Children in Pre-K classes have a scheduled snack time. Please send in a daily snack with your **child's name on it**, children will be provided water to drink. The snack should be a healthy choice snack such as fresh fruit, granola bar, pretzels, crackers, and cheese sticks, etc. that **do not require refrigeration and can easily be eaten in 20 minutes; do not send fruit cups, gummy snacks, chips, cookies, and candy or** any sugary drinks to school. If your child is a two year old or younger, send a "Sippy cup" with their name on it.

Primary grades (Kindergarten, first and second graders) need to bring a **non-perishable** lunch with an ice pack in the lunch box. **DO NOT send foods that require long refrigeration periods or that need to be heated.**

## **Backpacks**

Children need to bring a backpack daily to school with their snack and all school supplies needed. **Please refrain from buying backpacks with detachable toy items.**

## **Communication**

Communication is crucial in providing you and your child with a successful school experience. Each day your teacher will send home a communication folder. One side will be labeled "KEEP" and the other side "RETURN". Your teacher will use this folder to send home schoolwork and important information such as calendars and newsletters.

**It is important to check your child's folder EVERY day.**

You may contact your teacher or the director at anytime via email if you have a question. Our e-mail address is jumpstaff2013@gmail.com. Type your child's name, teacher's name and/or the director's name in the subject box.

The director also sends a weekly e-mail every Sunday with reminders and announcements school wide.

Please visit our website for updates. Our web address is [www.jonesboroumc.com/preschool](http://www.jonesboroumc.com/preschool).

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled by the teachers in the Fall and Spring of each school year. Teachers will inform parents with date, time and availability to discuss your child's progress. Parents may request a conference with your child's teacher outside the regular conference schedule by contacting the teacher directly or at [jumpstaff2013@gmail.com](mailto:jumpstaff2013@gmail.com) and request an appointment.

### **Report Cards**

Report cards will be sent the following Friday after the end of a semester. They should be signed by the parent and returned the next Monday.

### **Birthdays**

At JUMPP we are happy to recognize each child's birthday. Let the teacher know if you would like to **bring mini cupcakes for each member of the class to celebrate**. You may visit the class during this time that is approximately 20 minutes. Balloons, piñatas, confetti and other party decorations are not allowed at school. If you are planning to recognize your child's birthday at JUMPP, contact your child's teacher for more details.

**\*\*\*Space left purposely blank\*\*\***

## **Discipline policy and Behavior Plan**

The staff at JUMPP will use **positive guidance and redirection** of the child's behavior. The goal of discipline is to help children establish their own self-control and to modify behavior that is socially unacceptable, inappropriate, or non-productive in nature. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow any inappropriate behavior. Talking with children after they regain self-control will help them understand why the behavior is undesirable. Time out will be used when a child has lost control and is unable to reason. If a child is constantly exhibiting disruptive or aggressive behavior, parents/guardians will be notified. **JUMPP reserves the right to withdraw any child if excessive, disruptive or hurtful behavior continues.**

The staff shall administer discipline of a child as follows:

- Verbal reminder of appropriate behavior (with moving of stick, clip, face chart, etc. on teacher's behavior chart)
- Student to write out or verbalize what they are doing that is inappropriate and how to correct their behavior
- Discipline shall be consistent and individualized for each child and appropriate to the child's level of thinking. It shall be directed toward teaching the child acceptable behavior. A variety of discipline techniques will be used.
- Redirection
- Natural and Logical Consequences.
- Time Out (The child will be removed from the situation for one minute for every year of age.)

**If these techniques do not improve the child's behavior, the teacher will send the child to the director's office and parent will be notified in writing. Consequences for visiting the director's office and ongoing disciplinary problems will be as follow:**

- 3 office visits for disruptive behavior - 1 full day suspension
- 5 office visits for disruptive behavior = 2 days suspension
- 7 office visits for disruptive behavior = 3 days suspension
- 10 office visits for disruptive behavior = dismissal from JUMPP program and all its activities (no refund of registration, monthly tuition, JAEP or club dues will be given)

## **Reading Street/ Handwriting Without Tears/A Beka**

Reading Street is used for Kindergarten, 1st and 2nd Grades; Kindergarten uses A Beka. Handwriting Without Tears and A Beka is used for PK.

## **Music**

Music instruction is impart once a week for PK2, PK 3, PK4, Kindergarten, 1st and 2nd grades and includes: singing, movement, and playing instruments. Musical concepts and terms will be introduced at appropriate ages. The school provides several opportunities for performance throughout the school year.

## **Art**

Children PK3 and older will be taught several Art techniques with the purpose of stimulating the children's visual art abilities. Classes are taught by the JUMPP Art teacher.

## **Physical Education (PE)**

PE is scheduled weekly at JUMPP for PK and older students. The JUMPP PE instructor will engage in fitness, sports activities, and taking care of the bodies God has given us.

## **Spanish**

During this class, students PK2 and older will receive Spanish instruction by learning basic but very useful knowledge of the Spanish language as well as traditions, customs, and culture of Latin America.

## **Chapel**

Children 4 and older attend Chapel on Wednesdays. An assistant minister of Jonesboro First United Methodist Church leads the children in sacred songs and Biblical stories appropriate for their level of learning.

**\*3 year olds will attend chapel in the 2<sup>nd</sup> semester of the school year.**

## **Guidance**

JUMPP Counselor teaches guidance lessons in counseling children on academic, behavioral, and family concerns.

## **JUMPP Afternoon Enrichment Programs (JAEP)**

JUMPP offers additional supervision for children 4 years and older. Parents need to register children for an additional **non-refundable** registration fee. **Children can attend from 1 - 5 days per week.** All children attending any of the afternoon enrichment programs (dance, piano, clubs, Tae Kwon Do, etc.) are **required** to enroll at JAEP. **Preschoolers MUST bring a healthy lunch.** JAEP will provide healthy snacks for all students registered. **Do not send lunches that need to be heated after April 1.**

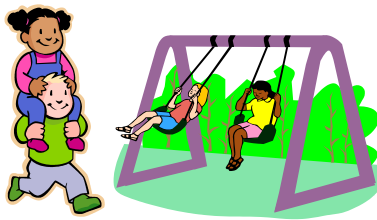
All fees are due on each Friday of every week to avoid incurring any penalties. **A late fee of \$25 will be incurred for any late payment or late pick up.** For additional information and details about JUMPP Afternoon Enrichment Program, contact the school at 770-478-0041 or email us at [jumpstaff2013@gmail.com](mailto:jumpstaff2013@gmail.com)

## **Extracurricular Instruction and Clubs**

JUMPP offers additional opportunities for development during the afternoon program (JAEP). These special activities include **Dance, Tae Kwon Do, Gymnastics, Art, Spanish, Drama, Sign Language and Piano Lessons.** They require an additional fee. Each instructor establishes and collects their fees.

Registration for these programs is encouraged to allow exploration that builds a whole child. Registration is required for participation. Please note that this extra curriculum instruction follows the JUMPP school calendar year.

**JUMPP looks forward to a wonderful school year of Christian based learning, creativity and fun experiences for your child.**



**Jonesboro United Methodist  
Preschool and Primary  
Authorization to Dispense Prescription Medication**

**Authorization to dispense medication. Original packaging with doctor's order must accompany medication. No medication will be dispensed without it.**

**Child's name** \_\_\_\_\_

**Name of medication or prescription:** \_\_\_\_\_

**Beginning: Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_

**Time of day medication is to be given:** \_\_\_ am \_\_\_ am \_\_\_ pm \_\_\_ pm

**Amount (Dosage) of Medication to be given:** \_\_\_\_\_

**Physician's Name and Phone number:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian's signature**

\_\_\_\_\_  
**Date**

**Medication dispense record:**

<b>Date</b>	<b>Time: AM/PM</b>	<b>Dosage/amount</b>	<b>Provider signature</b>

**JUMPP Staff is not liable for not administering medication at expected times as instruction and safety is of utmost importance.**



# JUMPP



*FOR THE CHILDREN*



Jonesboro United Methodist Preschool and Primary

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[jumpstaff2013@gmail.com](mailto:jumpstaff2013@gmail.com)

770-478-0041