

Dear Parents:

We welcome you and your child to JFH Educational Academy, a nationally accredited, non-denominational private school. JFH Educational Academy provides educational, before/after-school, and holiday/vacation services without discrimination in regard to race, religion, color, sex, national origin or disability. We strongly believe that open communication is essential to fully meeting your child's cognitive, social, physical and emotional development.

We believe that guidance by skilled, trained teachers in a safe and family oriented environment, utilizing advanced educational materials will allow your child to maximize their potential and gain mastery of the material at grade level or above. This handbook will give you an overview of general information, programs, policies, and procedures to foster a spirit of cooperation between parents and staff. We hope you will find it useful as an orientation to our school.

Sincerely,

The JFH Educational Academy Staff

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PLEASE SIGN BELOW AND RETURN TO THE OFFICE

ACKNOWLEDGMENT

I, _____,

Please Print Name

parent's of _____,

Name(s) of Child(ren)

acknowledge and certify that I have received the Parent Handbook. I promise to read the Educational Philosophy, Discipline Policy, Illness Guidelines, and the Late Fee Pick Up Policy, along with the Procedures outlined in the Parent Handbook. I have read, understand, and signed the School Policy and Tuition Policy sheets.

Parent/Legal Guardian Signature

Date _____

OFFICE USE ONLY

- Birth Certificate
- CACFP Program
- DCFS Verification of Receipt
 - Dental Form
 - Health History
- Marketing Survey
- Medical Form

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EDUCATIONAL BOOKS, RECORDS, VIDEO TAPES

Educational books, story books, activity books and records may be brought to school anytime. (No comic books please)

SCHOOL SUPPLIES

Having the proper school supplies on a daily basis is the responsibility of the child. Please check to see that your child has the necessary supplies. A list is supplied at the beginning of the school year.

TOYS

Toys may be brought to school only on special occasions with the teachers permission. Toys brought to school other than these specified days will be taken away by the teacher, and parents must request these toys back. The school will not be responsible for broken toys or missing items.

FIRE DRILLS

In order to prepare the children in the event of a fire, fire drills will be conducted monthly.

TORNADO DRILLS Tornado drills will be conducted periodically.

AUTHORIZATION FOR PICK-UP

Only those persons authorized in writing on the registration form, or have an authorization for pick-up ID card, may pick up a child. **WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON.** If you plan to have your child picked up by an unauthorized person, it is necessary to notify the office in writing on a "SPECIAL PICK UP FORM".

VISITORS:

All visitors must sign-in and out in the front office of the school.

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EDUCATIONAL PHILOSOPHY

A child's learning environment must be safe, creative, warm and stimulating. Our approach to elementary education is to give your child more knowledge of their growth and learning skills, and the supportive atmosphere for individual development. Our goal is to have every student achieve mastery of the core academic subjects. Our concern is for the intellectual, physical, social and personal values your child is now formulating.

STAFF

Our teacher staff consists of credentialed and/or certified teachers. Teachers are chosen on the basis of their educational professionalism. This includes having their formal educational degree in early childhood or elementary education, as well as their ability to teach and respond in a warm and understanding manner. Our professional staff is responsible for planning and implementing an appropriate educational curriculum for each grade level.

Our assistant teacher staff consists of either credentialed and/or certified teachers, experienced individuals, or individuals currently working on their formal education towards obtaining an Associate or Bachelor of Arts Degree in Early Childhood or Elementary Education.

REGISTRATION

REGISTRATION

To enroll your child in our school each year, you must:

- ^T fill out a registration form,
- ^T provide an up to date certificate of health and immunization record,
- ^T sign the tuition and school policy sheets,
- ^T transfer students only: fill out "Request For Transcripts Form" available from the school office, and
- ^T acknowledge receipt of the Parent Handbook.

granted if documented for medical or religious reasons. Please advise us on any allergies your child may have.

ALLERGIES

Allergies are to be stated on the registration form, health form and discussed with the director. These same rules apply to any specific health problems your child might have that the school should be aware of (asthma, heart conditions, epilepsy, etc.).

GENERAL SCHOOL INFORMATION

PARENT INVOLVEMENT

You are welcome to visit the school at any time per our **open door policy**. Please join us in the classroom for **a field trip, or share your skills and talents** with us. We encourage you to attend the Parent/Child Workshop; Open House Parent/ Teacher Conferences; the Annual Music Concert; and the Awards Banquet. A meeting with your child's teachers or the director may be arranged at any time through the office.

RECESS

As weather permits, the children will be going outdoors for recess. Please dress your child for the weather. Rubber-soled shoes are required to be worn daily. No child may remain indoors for health reasons unless the teacher is notified by the parent. A note or phone call is required.

FIELD TRIPS

We will be scheduling at least four field trips within the Chicago area for the Kindergarten through 6th grade. Parental consent must be given in writing before a child will be taken on such a trip. Field trips are a pass through cost. Parents will be notified of charges and dates.

In the case of making a decision if a child is sick enough to stay at home, the following guidelines might help, at least until you have been able to contact your doctor for his opinion.

1. Check your child's temperature: If it is over 100 degrees, he/she should stay home. The child should **not** return to school until he/she is **fever free** for 24 hours.
2. A child with a "hacking" cough and/or yellow-green nasal drainage should stay home.
3. A child with an earache and/or drainage from the ear should not be in school.
4. If your child complains of a sore throat and white spots or redness is seen in the back of the throat, keep him/her home.
5. If your child has a rash, keep him/her home until the doctor says it is safe for the child to return to school.
6. If your child has vomiting or diarrhea, keep him/her home.
7. If your child has conjunctivitis, which is an eye infection commonly referred to as "Pinkeye". The eye is generally red with some burning and drainage.

The school reserves the right to send home any child who shows signs of illness or disease. It is required that we have on file the names, addresses and phone numbers of persons authorized to pick up your child. It is also necessary for us to have the name and phone number of your child's physician.

NUTRITION

At the Chicago and Prospect Heights locations, a breakfast, lunch and afternoon snack is provided for all children at no additional charge. At the Norridge location, lunch and afternoon snack are included at no additional charge, and breakfast is available for a nominal fee. See the detailed meal menus and the serving times in the Parent Pack. Our menus are posted in the school for you to view. The menu includes foods that are tasty and meet your child's dietary needs. **We ask that you do not bring food for your child.** Menu exceptions can only be arranged

CHANGE OF INFORMATION

Please use the ***CHANGE OF INFORMATION FORM*** located in the office for any change to your registration information such as address, home and work phone numbers, or reference names and phone numbers.

ATTENDANCE

ATTENDANCE POLICY

Children enrolled in school should be present every day, health permitting. If your child will not be attending school on a particular day please notify the office daily between the hours of 7:30 a.m. and 8:30 a.m. Arrangements can be made at this time for any make-up work. Necessary make-up work may be picked up after 3:30 p.m.

ARRIVALS/DEPARTURES

Upon arrival, or for pickup, we ask that you accompany your child into the school in the morning and also enter the school for pickup. PLEASE SIGN-IN and SIGN-OUT utilizing the sign-in sign-out sheets posted at the door entering each classroom, and see that he/she is under a teacher's supervision before you leave. Your child can be released only to adults designated by you in writing per the use of our I.D. system. Parents will receive three of these I.D. cards. Please make certain whom-ever is authorized to receive your child is given an I.D. card, or your child will not be released to this person. Children may not be released to anyone under 18 years of age without a notarized authorization of "Release To A Minor" letter. This school abides by all legally served court orders. We must have a certified court order on file regarding parental custody matters.

ABSENCES

Absences that can be anticipated (such as medical or dental appointments) should be communicated in advance so work can be assigned in advance for that day. Any parent/guardian that fails to notify the school of an absence will be phoned at home or work to verify the absence.

TARDINESS

Any child arriving after 8:30 a.m. will be marked tardy. This will become part of his/her permanent record.

HOURS OF OPERATION & LATE PICK UPS

Norridge Hours 6:30 a.m.-6:00 p.m.
Academic Hours..... 8:30 a.m.-3:30 p.m.

Prospect Heights Hours..... 6:30 a.m.-6:00 p.m.
Academic Hours..... 8:30 a.m.-3:30 p.m.

Parents who arrive after the closing time will be charged a late fee of \$15.00 for each 15 minutes, or portion thereof. This money is used to reimburse teachers for the inconvenience of staying after closing and the money should be paid directly to them.

ACADEMIC ONLY PROGRAM (8:30 a.m. - 3:30 p.m.)

Students who are registered for the academic only program can arrive no earlier than 5 minutes before the academic start time and picked up no later than 5 minutes after the academic completion time. Students enrolled in the Academic Only Program may utilize extended hours for before and after school care with office notification. Additional fees will be charged if students arrive early or stay late.

HOLIDAYS

Our school is closed only on the following days during the year. The holidays that we observe are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. We will have early closing on Christmas Eve and New Year's Eve at 3:00 p.m. The full tuition is charged for these holiday weeks regardless of any absentee occurring during the week. Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed on Monday. The Norridge school will be open and activities will be planned for non-academic days.(See School Calendar)

illness or accident. The Parent will bear the cost, if any, of such emergency care.

MEDICATION

Medication will only be administered by doctor consent and with a current prescription. The parent is required to submit a **MEDICATION CONSENT FORM** which can be obtained in the office or in the parent information bin.

HEAD LICE

Students identified with head lice or nits are to be excluded from all school activities until they have been treated and are totally nit free of any signs of infestation. Before the students can be re-admitted to school, they must be re-examined by the school staff.

MINOR INJURIES

A **FIRST AID INCIDENT REPORT** will be given to parents in the case of minor injuries such as small cuts, abrasions, bumps and bruises. The parent will receive the back copy of the form and the top portion will be filed.

VISION AND HEARING

JFH Educational Academy conducts a vision and hearing screening for all students. If a student fails the retest screening, the parents are notified by the Illinois Department of Health in writing and the student will be referred for further testing.

ILLNESS GUIDELINES

If a child has a communicable disease, please notify the school. It is required that the parent notify us of the nature of the illness. Children absent due to a contagious disease may not return to the school without a signed statement from a physician. In the instance of a communicable disease, a notice will be sent home.

SCHOOL PROBLEMS

Any problems your child has at school will probably affect his performance academically or socially. Please keep us informed of any concerns so we can be sensitive to your child's needs. The staff would like to work as a team with family and school. Your input is vital to our accomplishing this goal.

DIS-ENROLLMENT OF CHILDREN

Children may be dis-enrolled for any of the following reasons:

1. JFH Educational Academy is not meeting the child's developmental or educational needs.
2. The child is disruptive beyond the control of the teaching staff.
3. Parents and/or guardians are uncooperative in working with the teaching or administrative staff or are late in making tuition payments.

When any of the above conditions exist, the Director will meet with those involved (parents, teachers, etc.) and attempt to resolve issues of concern. Whenever issues of concern cannot be resolved to the satisfaction of the Director, parents will be given a two (2) week notice to find alternate accommodations for their children. JFH Educational Academy will assist parents in finding these accommodations wherever possible.

DISCONTINUATION POLICY

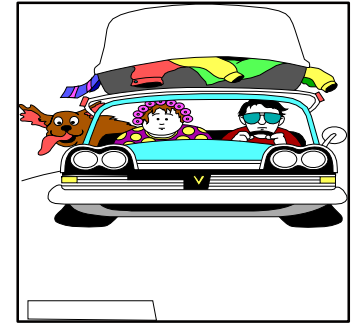
Parents are required to give the office **TWO** (2) weeks written notice of discontinuance. If notice is not given, full tuition will be charged for each week's lack of notice.

HEALTH POLICIES**INSURANCE**

JFH Educational Academy does not carry accident insurance for our students' emergency medical care or treatment in the case of sudden

FAMILY VACATIONS

Parents are strongly urged to coordinate vacation plans with school non-academic days or holidays. JFH Educational Academy believes that attendance is extremely important to a student's success and development. Therefore, students are expected to attend class unless they are ill.



TUITION POLICIES (See Tuition Policy Sheet)

VACATION POLICY (See School Policy Sheet)

ACADEMIC POLICIES**HOMEWORK**

The process of educating students to their full potential is a shared responsibility between parents and educators. Therefore, at JFH Educational Academy, parent and teacher communication is extremely important. The amount of homework a child may be required to do varies with each student and the grade level of the student. When daily school work is not completed, it is sometimes necessary to complete such work at home. In such cases, it is important and appreciated that this work be reviewed and signed by the parent. Any special homework assignments will have specific instructions. For students who are in the after-school program, there is a study hall for 45 minutes. Students are required to utilize this time for the completion of homework. The after-school assistant teacher will be available for questions and directions.

GRADING PROCEDURE

In order to know the progress of students academically, report cards are sent home at the end of every quarter. The grading distribution of the students progress on the report cards is as follows:

	Kinder	1 st -6 th Grade	(Percentile)
Excellent	E	A	(90% -100%)
Above Average	G	B	(80% - 89%)
Average	S	C	(70% - 79%)
Below Average	N	D	(60% - 69%)
Failing		F	(0 - 59%)

PARENT-TEACHER CONFERENCES

Along with homework and report cards, two formal parent-teacher conferences are provided (at the completion of quarter 1 & 3) in order to inform the parent of their child's educational performance and growth. Conferences may be held as often as the teacher or parent feels that participation in such a meeting will be beneficial to the student. Conferences may be requested by either the parent or teacher, and an appointment should be made beforehand. Parents are encouraged to meet with the teacher as often as they feel necessary.

JFH PRIMARY GRADE DISCIPLINE POLICY

We want all students in the JFH grade program to have a safe and productive learning environment. We intend to teach the principles and use of **Good Judgement** as it relates to the interactive relationships with younger and older children, peers, teachers, and administrators. To implement this we have identified the main problem areas of behavior and have listed the consequences for the offenses within each category. (We will also have recognition for appropriate behavior) Consequences are cumulative regardless of what rules are broken.

A.	RESPECT AND ATTITUDE ISSUES		CONSEQUENCES
1.	Profanity, Bathroom language, name calling	1 st Offense	Discussion with teacher
2.	Profane hand or body gestures	2 nd Offense	Director to contact parent
3.	Not following directions	3 rd Offense	Parent conference
4.	Not respecting adult authority		
B.	BODY CONTACT ISSUES		CONSEQUENCES
1.	Fighting	1 st Offense	Director to contact parent and a one week probation
2.	Physically abusive to other children	2 nd Offense	If on probation, one day suspension
3.	Biting	3 rd Offense	If previously suspended and on probation, two day suspension
4.	Hitting the teacher		
C.	DESTRUCTION OF PROPERTY		CONSEQUENCES
		1 st Offense	Director to contact parent and a one week probation
		2 nd Offense	If on probation, one day suspension
		3 rd Offense	If previously suspended and on probation, two day suspension
D.	ETHNIC OR VALUE ISSUES		CONSEQUENCES
1.	Racial remarks	1 st Offense	Director to contact parent and a one week probation
2.	Stealing	2 nd Offense	If on probation, one day suspension
3.	Lying	3 rd Offense	If previously suspended and on probation, two day suspension
4.	Cheating		
E.	ZERO TOLERANCE ISSUES		CONSEQUENCES
1.	Physical threat of violence. Example-death threat	1 st Offense	Dismissal from School.
2.	Performing Life Threatening Physical moves on a teacher or student. Examples-Wrestling, Karate		
3.	Possession of illegal drugs, alcohol, or weapons		
F.	REWARD SYSTEM FOR APPROPRIATE BEHAVIOR		
	Individually administered by each teacher per the school wellness policy.		
G.	SUBSEQUENT CONSEQUENCES AFTER A PARENT CONFERENCE		
1.	A recommendation of counseling interaction for the student and/or family		
2.	Additional probation periods (typically one week in length)		
3.	Three day suspension after 3 rd offense		
4.	Possible dismissal from school for the 4 th offense consecutively		