

WELCOME TO JOLLY FUN HOUSE PLAYSCHOOLS

Dear Parent,

We welcome you and your child to Jolly Fun House Playschools, a nationally accredited, non-denominational private school! Jolly Fun House Playschools provides 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 needs. We look forward to developing a positive relationship.

Early experiences are vital to your child's growth and development. Early childhood experts agree that personality, identity, and language are largely formed by the time your child is six years old.

Jolly fun House Playschool is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child's physical, social, emotional and cognitive development to progress naturally. Our developmentally appropriate programs support imagination and a child's natural love of learning through hands on activities. Excellent learning materials and our trained staff combine to enhance the learning process and help each child grow and develop. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image. Our programs, staff, and philosophy make Jolly Fun House Playschools uniquely qualified to help support you as you raise your child.

The purpose of this handbook is to share information and ideas with parents to promote understanding of our programs and foster a spirit of cooperation between parents and staff. We hope you will find it useful as an orientation to our school.

Sincerely yours,
The Jolly Fun House Playschool Staff

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**PLEASE SIGN BELOW AND RETURN TO THE OFFICE
ACKNOWLEDGMENT**

I, _____,

Please Print Name

Parents 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 Late Fee Pick-Up Policy, along with the procedures outlined in this handbook. I have read, understand, and signed the School Policy and Tuition Policy sheets.

Jolly Fun House Playschools respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child.

Parent/Legal Guardian Signature

Date _____

OFFICE USE ONLY

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

PARKING SAFETY

We ask that you drive **slowly** both when dropping off and picking up your child. Please pay close attention to children in this area. We ask that parents hold their child's hand when walking to or from the parking area. **NEVER** leave children in vehicles or leave vehicles running.

PARENT REFERRAL PROGRAM

We know that many times friends and family members ask for recommendations for a child care program. To show our appreciation for referring our school, we offer a credit toward your child's tuition if a new student enrolls upon your recommendation. The credit you receive is 50% of your referrals first week's tuition. The rate will be credited after the referred family has been with the school one month. However, this program does not apply to Holiday Vacation Program or summer Day Camp (6-12 yrs).

CONFIDENTIALITY

Jolly Fun House respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. These rights to privacy and confidentiality are protected by various federal and state statutes, local ordinances, and regulatory rules. If your child is involved in an altercation or a biting incident with another child, Jolly Fun House will not reveal your child's identity to the parents of the other child without your prior written consent, except as required law.

SIGN-IN/OUT PROCEDURES

Parents are required to sign their child in and out using the form located in their child's classroom. If someone other than the child's custodial parents or guardian will be picking up the child from the center, the office must be notified. Jolly Fun House will ask for proper identification before releasing a child to someone other than his/her custodial parent or legal guardian. A photo ID is required.

INSURANCE

JFH Educational Academy does not carry accident insurance for our students' emergency medical care or treatment in the case of sudden illness or accident. The parent will bear the cost, if any, of such emergency care.

CUSTOMER SERVICE

It is very important for us to keep our "**Commitment to Excellence**". We strive on doing well and providing the best care and education for your child. If you feel we have not met our high standards or you have issues needing resolution, please let us know by:

- Talking to your child's teacher
- **Talking to the director**
- Placing a suggestion in the suggestion box in the office

PHILOSOPHY

A child's learning environment must be safe, creative, warm and stimulating. Our **approach** to early childhood and elementary education is to give your child more knowledge of his/her growth and learning skills in a supportive atmosphere for individual development. Our **goal** is to share a personal and unique experience with each child. Our **concern** is for the intellectual, physical, social and personal values your child is now formulating.

STAFF

Our staff consists of credentialed and/or certified teachers. Teachers are chosen on the basis of their educational professionalism. This includes having or working on their formal education such as, Associate or Bachelor of Arts 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 a developmentally appropriate curriculum for each age level. Jolly Fun House supports the professional development of our staff by offering monthly in service training, and weekly nap meetings. Our staff is required to be certified in CPR and First Aid.

ENROLLING YOUR CHILD

To enroll your child in our school you need to...

- complete and sign a registration form,
- provide an up to date certificate of health and dental, indicate birth marks/scars on medical form.
- sign the school policy sheet,
- acknowledge receipt for the Parent Handbook/DCFS

Summary of Licensing Standards for Day Care Centers.

- complete marketing survey, CACFP Program Application And State PreK forms, if applicable.

At the time of registration you are required to pay the Annual Educational Materials Fee and a One Week Security Deposit. The security deposit will be applied toward your child's last weeks tuition payment. The Annual Educational Materials Fee is non-refundable and renewed annually.

DIS-ENROLLMENT OF CHILDREN

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

1. Jolly Fun House Playschools is not meeting the child's developmental needs.
2. The child is disruptive beyond the control of the teaching staff.
3. The child continues to bite after redirection and has difficulty working through this stage.
4. Parents and/or guardians are uncooperative in working with the teaching or administrative staff.
5. Parents who are late in making their 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. Jolly Fun House Playschool 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.

HOURS OF OPERATION & LATE PICK UPS

Chicago Hours	6:30 A.M.-6:00 P.M.
Norridge Hours	6:30 A.M.-6:00 P.M.
Prospect Hts. Hours	6:30 A.M.-6:00 P.M.

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

Please be sure to arrive well before closing time as ALL families must be OUT of the building BY closing time.

UNTRAINED CHILDREN

When your untrained child is enrolled, we ask that you complete a *Child's Health History* form and inform us of your child's toilet habits. Disposable diapers and wipes are required to be supplied by the parents for untrained children.

When you feel that your child is ready to be toilet trained, please discuss this with us. Items to remember include: bring six to eight pairs of cotton training pants, dress your child in loose fitting clothes, **no pull-ups please**, have several changes of clothing available, give lots of praise and be patient. Close and frequent communication is promoted between parents and our teachers, in order to keep the child's developmental needs as a primary concern.

As a child gets older, toilet training becomes a consideration in our program. We support the potty training routine that parents use at home to the best of our ability. The manner in which toilet training is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet training requires consistency and patience, and can only be effective when a child is ready. Our teachers are aware of and look for indicators that a child is ready to learn to use the toilet. Each child's individual readiness for toilet training must be the key that begins this process. If we feel that your child is not physically ready for this, we will talk with you about it. Children are considered trained and tuition will be adjusted when your child is accident free for six weeks at JFH.

FAMILY PICTURES

To assist Jolly Fun in supporting your child through a quick and easy transition to school, we ask that you send several family pictures to display in the classroom. Children like to look at pictures and familiar family photos. These pictures assist children when missing their families.

TODDLER PROGRAM REQUIREMENTS

Children entering the Toddler program must be: minimum age fifteen months, able to stand up unaided, drink from a sip cup, walk in a stable manner, be able to give up morning nap, and eat primarily table foods. Pacifiers are only allowed at nap time.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal.

Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

The child *receiving* the bite will be comforted and the bite area cleaned to prevent infection. A First Aid Incident Report is made to communicate to the parent.

The *biting* child on the FIRST incident will be redirected to appropriate activities and parents will be notified. The teacher will carefully assess the classroom environment to minimize frustration for the child. SECOND incident of biting will result in the director contacting the child's parents. A THIRD bite will result in the parents being called to pick up the child for the remainder of the day. In all cases the child will be closely supervised and the teacher will attempt to minimize the behavior. The identity of the child will be kept confidential.

Most children soon stop biting after these actions have been taken. For those children who continue to bite, severity, frequency, and age of biter is all taken into consideration when determining removal for a short period or permanently.

SCHOOL PICTURES

School pictures will be taken in the Fall and Spring by a professional photographer. There will be no charge for the photo session. Pictures or proofs will be made available to parents for review. The school will take candid pictures of all children, unless parents request otherwise. These pictures will be incorporated into our annual music concert and may be used for advertising purposes.

HOLIDAYS

Our school closes 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 school will be closed for Teacher Institute/Training on Columbus Day.**

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.

DISCIPLINE PHILOSOPHY

Jolly Fun House PLAYSCHOOLS uses a **positive discipline** technique through reinforcement, and encourages the healthy development of the child's self-esteem. Discipline is handled with kindness, understanding, and administered in such a way as to help the individual child develop their own self-control. Children are encouraged to assume responsibility for his/her actions at a young age.

Clear simple rules are established in all classrooms to set limits for the children. Teachers will **redirect** a child if they are having difficulty playing in a certain area.

"Time Out" is only used with children over three years of age when a child is in danger of hurting themselves or others. The child in "Time Out" will be placed near the group, next to the teacher. Children in "Time Out" are encouraged to rejoin the group when they feel they are able to follow the rules. "Time Out" is intended to be no more than one minute per age level.

DISCIPLINE STRATEGIES

1st: Redirection or Time Out (see above) A Staff conference with the child to remind him/her of the rules, and the consequences if the behavior continues.

2nd: Parents are contacted.

3rd: A Teacher, Parent, and Director conference to develop a plan for behavior modification with a specified time frame.

4th: The child is suspended for one day.

5th: Possible dis-enrollment. See “*Dis-enrollment of Children.*”

FIELD TRIPS

Field trips are a great way of learning about the world around us and are planned throughout the academic year. The number of field trips does vary with age. Parents are always notified in advance of all scheduled trips. Permission slips must be signed and returned to school by the designated date in order for the child to attend. Parent volunteers are welcome to come along if space is available. Parents are asked to see their child's teacher if they are interested in attending. The cost reflects the cost of the bus and the activity and is non-refundable. The cost of each field trip will be specified on each permission slip. There may be occasions when lunch from home is required. The buses, which contain seatbelts, are leased from a licensed bus company.

ARRIVALS

Please sign your child in and out of school. We ask that you accompany your child into the school, wash their hands, and see that he/she is under a teacher's supervision before you leave. Children may never be left unattended in vehicles, nor may vehicles be left running anywhere on or near school property.

DEPARTURES/PICK UPS

Parents will receive three I.D. cards. Please make certain whoever is authorized to receive your child is given an I.D. card. Two ways a child may be released to an adult is by using the I.D. card or by using a “special pick up” form provided by the office. If you unexpectedly are running late and will arrive after closing, we highly recommend you make plans for an alternative pick up on that day. If your child is not picked up by closing time, and we have not been notified, the following procedures will be implemented:

- 1) Two teachers will stay with your child;
- 2) All Parent numbers and emergency contact numbers will be notified;

CLOTHING AND SPECIAL NEEDS

Children should come to school so that they can participate in all activities. Comfortable loose fitting clothes are a good choice for this. Shoes should safely accommodate climbing, running, and outdoor play. Rubber-soled shoes work best for this. All outerwear should be labeled with the child's name. An extra set of clothing should be left in the child's bag. Please make sure that your child has a crib size blanket to be used at nap time. **Blankets should be laundered weekly on Friday and returned to school on Monday.** We request a family picture to display in the classroom. Additional items that are to be provided by parents are infant formula, bottles pre-filled with nursery water, bibs, diapers, and Unscented Baby Fresh Wipes. Additional salves, powders, and sun screen may be provided by parents if desired. A “Medication Consent Form” must be completed by the parent to administer additional creams. For health and sanitation, pacifiers are only allowed in the infant program. Toddlers may use pacifiers at naptime only.

PERSONAL BELONGINGS

We ask that children do not bring personal toys or other belongings because of the potential for loss or breakage. Suitable items for "Show and Tell" must be labeled, placed in the "Show and Tell" bin and taken home at the end of the day. Show and Tell is every Friday. The school does NOT assume responsibility for lost or damaged items.

OUTDOOR PLAY

It is generally our policy that a child who comes to the center must be well enough to participate in both indoor and outdoor play. If there are medical reasons that your child cannot play outdoors, but is well enough to be at the center, we will be happy to comply with your physician's request when presented with his written instructions. Children remain inside when weather is below 32 degrees, factoring in wind chill and/or heat index as indicated by the National Weather Service.

COMMUNICATION AND NEWSLETTERS

Newsletters are published monthly from both the office and classroom. Parent Center Boards are intended as a way of communication to keep you informed, please check them daily. Parent Boards include the Class Schedule, Lunch and Nap Chart, Today We....., School Calendar, Office and Classroom Newsletters, and Special Notes for the parents. If you would like to speak to your child's teacher, the best time to call for Early Childhood is between 1:00 and 2:30 P.M. For Kindergarten and Grade School parents the best time to call is between 1:00 - 2:00 P.M.

CONFERENCES

Four report cards are sent home yearly. Parent/Teacher Conferences are provided two times per year in the fall and spring, in order to inform the parent of their child's educational growth. Conferences may be held as often as the teacher or parent feels that participation in such a meeting will be beneficial to the child. They may be requested either by the parent or teacher, and an appointment should be made before hand. Parents are encouraged to meet with the teachers as often as they feel necessary.

MINOR FIRST AID

The First Aid Incident Report is used for minor injuries and is intended as a form of parent communication. This form will be used if your child receives a minor bump, bruise, scratch or mark that produces redness. We ask each parent to sign and return one copy to the office.

LOST AND FOUND

If your child is missing anything, please inquire at the school as soon as possible. Please label everything, it is much easier to return a lost item if it is labeled with the owner's name. Unclaimed items are given to charity after a reasonable period of time.

3) If no one is reached within a reasonable time frame the child will be given to the local police authorities. Therefore, all information should be current in your child's file at all times. Children may NOT be released to anyone under 18 years of age without a notarized authorization of "Release To A Minor" letter.

We abide by all legally served court orders. We must have a certified court order on file regarding parental custody matters.

SCHOOL POLICIES (See School Policy Sheet)

EMERGENCY SCHOOL CLOSING

In the unlikely event of a school closing, staff and parents may call **1-900-407-SNOW** to verify the school is closed. School closing will also be broadcasted on **WGN AM Radio 720** as well as on **TV Station Channel 9**.

NUTRITION

All Early Childhood children receive a nutritious breakfast and an afternoon snack as well as, a hot dinner equivalent meal at lunch time. 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 be arranged if documented for medical or religious reasons. Please advise us on any allergies your child may have. All healthy snacks brought into the school for party days and/or Birthday celebrations must be store bought and come in the original packaging. See posted Healthful food and beverage options.

CLEANLINESS

Our centers are designed to be easily cleaned and maintained. All facilities are cleaned daily by professional janitorial services. Air filters are changed monthly. Preventive pest control is conducted. Staff cleans and disinfects, equipment and follows OSHA guidelines for diaper changing.

We promote cleanliness and good hygiene with the children. Parents are requested to wash their child's hands upon arrival to school. Frequent hand washing is practiced by staff and children. We follow **all State and Federal guidelines for hand washing.**

CUSTOM PROGRAMS OR EXTRA DAYS

There are times when you may need a custom program or extra days when your child does not normally attend. If space is available we will accommodate your needs. Please see the Director for details and price information.

PARENT INVOLVEMENT

You are welcome to visit the school at any time per our **open door policy**, join us 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; and the Annual Music Concert. A meeting with your child's teachers or the Director may be arranged at any time through the office.

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.).

MEDICATION

The school will dispense medication only as prescribed by your child's physician. A "Medication Consent Form" must be filled out by **both** the child's physician and the parent. NO medication will be given without a completed "Medication Consent Form" - there will be no exceptions to this policy. Medication will only be administered **two times per day** (11:30-12:00 with lunch), and (3:00-3:30 with afternoon snack). Medication **MUST** be in the original package and/or the original prescription container.

CHANGE OF INFORMATION

I.D. cards should be reviewed by parents to verify all the important information that we have in your child's file. If any of this information is incorrect please notify the office and fill out a "Change of Information Form". On the change form, please list: Child's Last and First Name, Parent's Last Name and only the changes that should be made.

BIRTHDAYS

Birthdays are special and can be celebrated at school. Please check with your child's teachers ahead of time so that they can plan for this special event.

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.

In the case of making a decision if a child is sick enough to stay at home, the following guidelines are adhered to at school.

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 or yellow-green nasal drainage.
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.
5. If your child has a rash, he/she should stay home until the doctor says it is safe for the child to return to school.
6. If your child has vomiting or diarrhea.
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 any child home 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 numbers of your child's physician.