


# Jack-In-The-Box Playschool

## Parent Handbook 2023-2024

Located in the  
Centralia United Methodist Church  
715 S. Orchard St.  
Centralia, MO 65240

(573) 682-3434 Office  
(573) 682-0045 Classroom  
Email: [carlyhenke@gmail.com](mailto:carlyhenke@gmail.com)



# Welcome to Jack-In-The-Box Playschool

Jack-In-The-Box Playschool, Inc. is a private non-profit cooperative preschool established in 1972



## VALUES OF A COOPERATIVE

Jack-In-The-Box Playschool, Inc. is parent owned and operated. Its success depends on true cooperation among the participating parents. The cooperative preschool is an excellent bridge between home and school. It is our desire to build relationships between parents and children, while also fostering relationships between parents and the teacher.

## GOALS FOR THE CHILD

Jack-In-The-Box Playschool, Inc. will try to provide a program that will help your child develop in all areas. It is the hope that he/she will become more independent and self-confident by participating in activities planned for his/her needs, sharing his/her experiences and learning to use equipment properly.

It is expected he/she will develop control by learning to share and take turns, accepting reasonable limits and authority and by learning to express feelings in acceptable ways. Your child will develop skills in listening and following directions as well as in problem solving. Activities and equipment will be carefully planned to help him/her develop motor skills and to express ideas. Most of all, it is hoped that through a variety of activities he/she finds enjoyment and happiness and learns that school is a pleasant place.

## DISCIPLINE POLICY

Children are stopped when they are deliberately: damaging equipment, hurting others, endangering their own or another's health and safety, going out of the school or yard unattended, throwing solid objects, playing in the bathroom or with doors or waste food, paper, water, etc.

A child is expected to always be considerate of others. We stress the positive in our relationships with children.

For example, instead of saying, "Don't take the tractor away from Jimmy," we  
Will simply state, "Jimmy is playing with the tractor. Ask him if you may use it next, please."

We will substitute an acceptable activity for an unacceptable one. We strive to use detours with children, rather than road blocks.

It is understood that all children and families who enter the playschool are accepted on a **trial basis**. If in the estimation of the Board of Directors and the teacher, a child is unable to adjust to the playschool situation, the Board may require that the child be withdrawn from school.

## CLASS TIMES

	<u>Arrival Time</u>	<u>Instructional Time</u>	<u>Pickup Time</u>
MWF AM Class	8:15-8:30	8:30-11:30	11:30
MWF PM Class	12:15-12:30	12:30-3:30	3:30
T/Th Class	8:15-8:30	8:30-11:30	11:30



## DAILY CLASS SCHEDULE

8:15-8:35	Arrival & Welcoming Time	12:15-12:35
8:35-8:50	Free Play/One-on-One Teaching	12:35-12:50
8:50-9:05	Letter Introduction and Discussion	12:50-1:05
9:05-9:15	Center Explanation	1:05-1:15
9:15-10:00	Centers	1:15-2:00
10:00-10:15	Music	2:00-2:15
10:15-10:25	Story Time	2:15-2:25
10:25-10:40	Snack Time	2:25-2:40
10:40-11:00	Circle Time/Calendar	2:40-3:00
11:00-11:10	Pass Out Backpacks & Papers	3:00-3:10
11:10-11:25	Indoor/Outdoor Play	3:10-3:25
11:30	Dismissal	3:30

If time and weather permits, we will go outdoors to play so please send your child prepared for the weather. It is helpful if children can fasten their own jackets/coats and put on gloves, hats, etc. Allow a few extra minutes when leaving the house for children to practice this for themselves. A lot of patience and encouragement is necessary, but the time you take now will be rewarded with minutes saved when they can do it independently.

## ARRIVAL/DISMISSAL POLICY

Please accompany your child to and from the school building. Sign the attendance log outside the door indicating the time, name of person picking up your child, and phone number where that person can be reached. **The school will not allow any child to attend class on any day when it is unknown who will be picking up the child that day.**

At dismissal time the attendance log will be outside the building door to be completed with your initials and time of pick up. This face-to-face drop off & pick up policy is for your child's safety.

**Please notify your childcare and transportation providers of the school's arrival/dismissal policy if they will be picking up your child.**

Please send with your child, in writing, the name and telephone number for anyone picking up your child who is not listed on the enrollment form. ***Daycare providers who sometimes transport children for each other will need to make sure that the parent has allowed permission, in writing, either on the enrollment form or by a note, to allow this alternative transportation.***

**It is important that all parents make appropriate arrangements for the care of their child prior to the designated arrival time, at dismissal time and to pick up their child promptly from school each day.** Decide with a friend or relative, before the beginning of the school year, a plan for alternative transportation on days when you are running late, or an emergency arises.

Children can become very upset when their classmates are gone and they are left waiting.



## TUITION PAYMENTS

At Back-To-School Night in August, the Treasurer will provide one envelope for each student each month for tuition payments. The same envelope will be used each month. Please place your tuition payment in this envelope and return it to Ms. Carly on or before the first of each month. **DO NOT SEAL THIS ENVELOPE.** The envelope will be returned to you after the Treasurer has recorded your payment.

The envelope is a record of your payments; please keep track of it for the entire school year!

Tuition for the final month of school is due at Back-To-School Night in August. September's tuition may also be paid in August or on the first day of school. The remainder of tuition is due on or before the **first** of each month regardless of whether your child is in class on the **first** or not. The exception to this rule, besides September, is January's tuition, which is due on the first **session of class** after the Christmas break.

M/W/F Class Tuition: \$165/month; if paid by the 1<sup>st</sup> of each month payment is discounted to \$145/month

T/Th Class Tuition: \$125/month; if paid by the 1<sup>st</sup> of each month payment is discounted to \$105/month

Only for the months of September and January will the \$20.00 discount apply after the first of the month. In these two months, tuition will need to be paid no later than the **first scheduled class day** of the month in order for the discount to be applied.

A \$30 late charge will be assessed for tuition payments received after the **tenth** day of the month and the child cannot return to class until all fees are paid in full.

Tuition may also be paid by the semester or full year if you wish.

**Make checks for tuition payable to: Jack-In-The-Box Playschool, Inc.  
Write your child's name & class session on checks.  
Cash payments are accepted if in the exact amount.**

**Jack-In-The-Box Playschool, Inc.  
Tax Identification Number: 43 0997947**

## EMERGENCY TUITION ASSISTANCE

Jack-In-The-Box Playschool wishes to provide limited emergency assistance to children and families enrolled in the preschool who are undergoing hardship and find it temporarily difficult to pay the tuition.

- Members using emergency financial aid will be expected to be active, contributing members of Jack-In-The-Box Playschool. It is our policy that all members contribute something financially to the cooperative's operating expenses.

This temporary assistance may be provided for up to three months. Up to a 90% tuition waiver may be granted under the following circumstances:

- Prolonged illness, not covered by medical insurance
  - Loss of major income source
- Separation/divorce leaving the custodial parent on very reduced income

A committee consisting of the Director, Treasurer and President will make decisions regarding distribution of the emergency tuition funds. If you need emergency assistance, please contact Ms. Carly. All information will remain confidential.

## **PARENT/SCHOOL COMMUNICATION**

This parent handbook, monthly newsletters, our Remind App and occasional notes sent home with your child will be used to communicate classroom activities, special events, important health information and other school business. **PLEASE** check your child's backpack after each class session. Look for newsletters to come home around the beginning of each month. Please read the newsletters and keep them handy for future reference throughout the month. Notify the teacher if your family will need more than one copy.

Parents, childcare providers and transportation providers who accompany the child to the building should remove from the child's backpack any forms, tuition payments, book orders, notes, etc. upon arrival and give them to the teacher.

For emergencies, please call Ms. Carly's cell phone. For non-emergencies please contact her before or after class time either by phone call or text through the Remind thread.

Parents are requested to avoid discussing their child's problems or needs with the teacher during school hours or at arrival and departure time. If a parent wishes to consult the teacher, please make a call at a later time or set up a conference.

**Ms. Carly's cell phone: 573-682-0045**

**Email: carlyhenke@gmail.com**

*Please note this email account is generally checked in the evening and not checked during the day. A phone call or text message is best during class time.*

## **SAFETY**

Jack-In-The-Box Playschool, Inc. is a license exempt nursery school, but is still required by the Missouri Department of Health, Bureau of Child Care to be inspected annually for health and safety. A letter of compliance and the inspection forms are available in the classroom for review.

It is the duty of each parent to notify the school immediately of any changes in telephone numbers, addresses, emergency contacts or any other contact information needed if an emergency arises.

When arriving and departing children should walk in the parking lot. Please do not leave vehicles running or leave other children unattended in the vehicle. Children should not leave the facility until their driver is with them.

Jack-In-The-Box Playschool, Inc. has a childcare program medical expense excess insurance policy to cover eligible expenses remaining that have not been reimbursed after your medical insurer(s) have made payment resulting from an accidental injury at school.



## **PHYSICAL EXAMINATION REPORT & IMMUNIZATIONS**

A current medical exam form (within the past 12 months) signed by a physician, stating that your child is in good health, and an up-to-date immunization record must be provided prior to your child attending class. According to the Missouri Department of Health the following immunizations are **required** for children attending preschool facilities:

- 4 DTP/DTaP/DT
- 3 IPV (Polio)
- 3 Hepatitis B
- 3 Hib
- 1 MMR
- 4 PCV (Pneumococcal)
- 1 Varicella or a statement from a physician stating date child had chickenpox

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending this facility may request notice of whether there are any children enrolled with an immunization exemption on file. If you would like to request this information, please contact Ms. Carly and the information will be provided to you. Please note, the names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with immunization exemption on file.

## **SCHOOL HEALTH POLICY**

When a child is ill they may not be admitted to class. When a child shows any sign of illness or possible infection, it is the responsibility of each family to keep the child home. If a child should expose a class to a communicable disease (strep throat, chicken pox, flu, head lice, etc.), please notify the teacher. The following symptoms exhibited by a child are cause for a child to remain at home or be sent home from school:



1. More than one abnormally loose stool
2. Red/blue in the face or makes high-pitched croupy whooping sounds after coughing
3. Difficult or rapid breathing
4. Tears, redness of eyelid lining or irritation, followed by swelling or discharge, or signs of Conjunctivitis (pink eye)
5. Unusual spots or rashes
6. Sore throat or swallowing difficulty
7. Fever over 101 degrees Fahrenheit by mouth or 100 degrees under the arm. A child should remain home for 24 hours after the temperature returns to normal.
8. Headache and stiff neck
9. Vomiting and nausea
10. A child is in the contagious period of a disease
11. Severe itching of the body or scalp or scratching of the scalp which may be symptoms of lice or Scabies

*Please do not send an ill child to school. It is not worth other children or the ill child being placed at risk. Space for isolating an ill child within the classroom is very limited and caring for an ill child interferes with adequately supervising other children and makes it impossible to continue with planned activities.*

## **HEAD LICE POLICY**

Although head lice have not been shown to spread disease, it is still a concern that needs to be addressed. Lice can be passed from child to child when live lice are present and/or viable nits are present on a child. Nits (eggs) hatch in a week and reproduce 8 to 10 days after hatching.

Jack-In-The-Box Playschool policy states a child with lice may not attend school until all live lice, as well as all nits, have been removed. This requires effective insecticide use on scalp, skin and clothing. Children may return to school after treatment with a pediculicide and after the delousing of personal articles.

During the school year parents should consider a routine check to help ensure lice or nits are not present. If lice or nits are found, please contact Ms. Carly. Your child's identity will remain anonymous.

## **SPECIALIZED HEALTH CARE PLAN**

If your child has asthma, diabetes, seasonal or food allergies, seizure disorder, a condition that requires daily medication or any other condition that presents the potential need for specialized care, there is an additional form your child's physician will need to complete with an individualized care plan.

## **CLOTHING**

Warm clothing should be worn during cool weather because, if time allows, we will play outdoors unless there is extreme cold.

Clothing should be comfortable and easy for children to manage independently when using the restroom. Please avoid belts and clothing with snaps, buttons, buckles, or zippers that a child cannot manage. Many "messy" art projects are also planned during the year and although care is taken to prevent extreme messes, accidents do happen.

Encourage your child to practice at home putting on and fastening sweaters, jackets, and coats. Please put your child's name inside these items.

Children should wear shoes that will not fall off, cause them to trip easily or be slippery when running, jumping and climbing. Closed toe shoes are best to protect little toes.



Jellies are cute,  
Sandals are cool  
Swim shoes are neat  
For a backyard pool.  
BUT...  
When coming to school,  
Where we jump and run,  
Tennis shoes, please,  
For safety and fun!



## **SCHOOL PICTURES**

Arrangements will be made for a photographer to take school pictures at Jack-In-The-Box Playschool during the fall. Younger siblings are welcome to be photographed as well. You are under no obligation to participate in school pictures.

## **BOOK ORDERS**

Scholastic Book orders will be sent home each month. Parents are under no obligation to purchase books. If you do, please put order slips and payment in an envelope and write your child's name & class on checks or money orders. We do now offer on-line ordering, watch order forms for the information needed to do this.

**Make checks payable to Scholastic. Sorry, but we will not accept cash for book orders.**

## **“WHAT DOES MY CHILD NEED TO KNOW?”**

1. How to wash and dry his/her hands
2. How to use the restroom independently.
3. How to put on and fasten his/her pants sweaters, jackets, coat, hat, gloves, or mittens.
4. How to fasten and unfasten backpack or school bag.
5. To recognize his/her name in print.
6. Be willing to practice tracing or writing his/her name, with proper use of upper and lowercase letters.
  7. Be able to share toys.
  8. Be able to take turns.
  9. To be able to listen when others are talking.
10. To be able to listen to stories being read without interruption.
  11. Be willing to attempt all playschool activities.
  12. Know how to hold and use scissors correctly.
  13. To be able to sit in a chair when eating snack.
  14. How to use a tissue to blow his/her nose.

Your child may not have mastered these but, if your child has difficulty with any of the above, please continue to practice routinely at home until he/she can do so independently.

## **SCHOOL SUPPLIES**

Please have your child bring a medium size school bag or backpack to school each day for art projects, newsletters, and book orders. Please put your child's name on the bag. Practice opening and closing it with your child until they can do so independently.

The activity fee you have paid covers most of the supplies needed throughout the year, so it is not necessary for each child to bring school supplies. Parents occasionally ask if there are any supplies they can donate, and there are a few items that are helpful.

Kleenex tissues, wet wipes, Ziploc bags, napkins and cups are items we go through quickly, however, please keep in mind that our storage space is limited. It would be helpful to receive items occasionally throughout the year instead of all at once. Thank you!

## **COMMUNITY SERVICE PROJECT**

The past few years we have held a Trike-A-Thon to raise money for a local food pantry. It is amazing how much money these little people raise to help others in our community, and the pride they have in helping others less fortunate. We then use the money raised to buy groceries and set up a store at the preschool which the kids shop at, complete with a grocery list and shopping carts. The groceries are then donated to a local food pantry here in Centralia. You will receive more information on this at a later date.

## **FUNDRAISER**

We hold an annual fundraiser to help with the extra expenses of the Playschool. The funds raised by this event pay for things that regular tuition does not cover; the classroom bathroom remodel, new chairs, new paint and carpet, new toys and storage cabinets are a few of the things the money has been used for in the last few years.



With our most recent fundraisers we asked each family to sell raffle tickets for donated items from businesses in our community. All the items donated were extremely nice items and raffle tickets were easy to sell.

## SPRING MUSICAL & GRADUATION PROGRAM

All children will perform some songs they have learned throughout the school year. A short graduation ceremony will be held for those students moving on to Kindergarten. Family and friends are invited to this performance in late April or early May. More information will come home once a date and time have been set.

## FIELD TRIPS

Traditionally the playschool classes take a field trip in the Spring. The places visited have varied over the past several years. Most recently we have chosen to walk to the city park and enjoy a few hours of play and snacks. You will be notified when this trip is planned, and a signed permission slip must be returned before children are allowed to attend the field trip. Parents are needed and welcome for this trip.

## SNACKS

One of the duties of each family is to provide snacks and drinks, along with cups if needed, on a rotating basis. The number of days required is based on the number of kids in the class and days in the school year. The dates have been as evenly spread throughout the year as possible, taking into consideration birthdays. If a date you have does not work, you can call another parent to exchange dates. It is your responsibility to trade dates and notify the teacher of the change! **If your child is sick on a day you are supposed to provide the snack, it is still your responsibility to get the snack/drinks to school or find someone that will switch with you.**

Let your child help decide what to bring on snack day, but please provide nutritious snacks that are prepackaged or individually wrapped which are quick and easy to serve. (To save on cost, this could be a family size box of snacks, your own combination of trail mix, etc., but please put into individual bags/containers for serving.) We encourage you to bring store-bought snacks however, home-made snacks, especially on those special holidays and birthdays are acceptable. *Please do not send meats, whole cakes, candles, candy, or soda for snack time.* You will be informed through the monthly newsletter of any food allergies children in your child's class have that will need to be taken into consideration.

Please keep in mind that the children will serve the snacks. Plastic cups that are 5-9 ounces in size are easier for young children to handle. Remember that preschoolers eat small portions. A half-gallon of any beverage is usually sufficient and there is less waste with smaller juice boxes and pouches versus the larger ones.

**Wet wipes are helpful with messy snacks.**



## 2023-2024 CALENDAR

September 5 <sup>th</sup>	First Day of School!!
September 18 <sup>th</sup>	No School-Teacher PD Day
September 29 <sup>th</sup>	Homecoming Parade (for afternoon class)
October 13 <sup>th</sup>	No School
October 16 <sup>th</sup>	No School-Teacher PD Day
October 26 <sup>th</sup> & October 27 <sup>th</sup>	Trike-A-Thon

October 30th & October 31st	Halloween Parties-Come in costume
November 6th	No School-Teacher PD Day
November 22nd-24th	No School-Thanksgiving Break
December 22nd-January 5th	No School-Christmas Break
January 15 <sup>th</sup>	No School - Teacher PD Day
February 14th & February 15th	Valentine's Day Parties
February 16 <sup>th</sup> & February 19th	No School - February Break
March 18 <sup>th</sup>	No School- Teacher PD Day
March 29th	No School - March Break
April 1st	No School - Teacher PD Day
April 19th	No School - April Break
TBD	Spring Field Trip
April 26th*	Last Day of School
April 27 <sup>th</sup> *	Spring Program/Graduation

\*Date tentative at this time, we will confirm later in the year.\*

In case of bad weather, we will follow the closing schedule of the Centralia R-6 School District. Listen to local radio and television stations for an announcement that Centralia Public Schools are closed. A Remind text will also be sent if school is cancelled. In all cases, use your best judgement about getting to school in bad weather.

## WINTER WEATHER PROCEDURES

In the event bad winter weather does occur and we must miss days, the following will happen.

1-4 days missed- No make-up days

5+ days missed- Add a week of school

After adding a week of school, no additional days will be added, and the Spring Program will be pushed back one week. In the event Centralia Public Schools utilize a late start, we **will not** have our morning class. However, if it is a MWF we **will** still have our afternoon class at our normal time. As stated above, a Remind text will be sent to notify you of any changes in our regular schedule.



