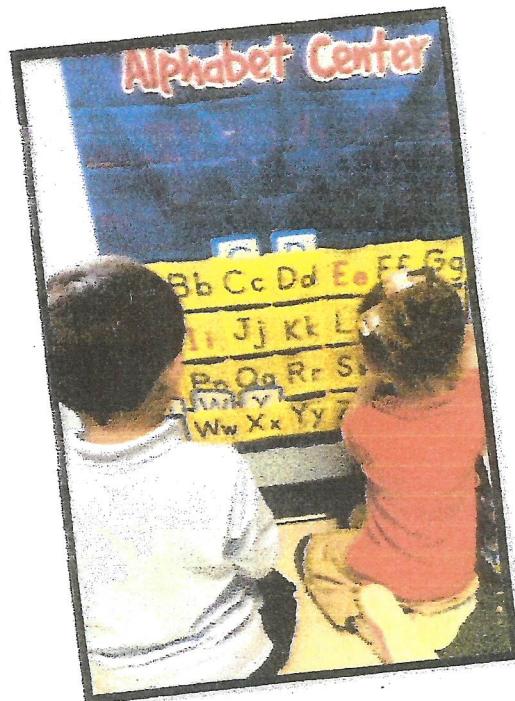


**Jellico Christian Academy
Preschool**



Handbook

2025-2026

Jellico Christian Academy Preschool Handbook

170 Adventist Lane, Jellico, TN 37762

Phone: 423-784-9355

Mission Statement:

I want to be like Jesus
in my work and play,
As I grow from day to day!

Educational Philosophy: Hands-on, experience-based learning was an important method of teaching used by Christ. JCA Preschool Center uses these teaching strategies and other best practices in early childhood education to create an environment that encourages children to develop a personal relationship with God. The Scriptures, in combination with God's second book (nature), experienced through daily, practical experiences, create the foundation of a Christ-centered curriculum. Our teachers are sensitive to the individual learning style of each child, and allow children to excel at their own pace.

Faculty and Staff: Our faculty and staff are chosen with care for their education, experience and love for children. We share a common vision for children's care and seek to provide a feeling of comfort and safety for the children through predictability and open communication with their home. Our teachers have a passion for what they do and want to share it with your child. JCA Preschool has a director and board. All employees have had thorough background checks with the Tennessee Bureau of Investigations and are up-to-date in CPR and First Aid training for the assured safety of our students.

Admission: JCA Preschool admits students ages 3 (by August 15) -5 of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs and activities generally granted to students at the center. Applications are available at the JCA office or from the JCA Preschool teacher. An enrollment fee is required in order to hold a position for the student. The enrollment fee does not guarantee acceptance into preschool. Acceptance is considered only after the completed application, enrollment fee and financial agreement are received and approved. Parents of returning students must update all information in their files in order to complete the reapplication process. When possible, acceptance letters will be sent to each family to verify enrollment of their child/children into the program. If time is a consideration, a phone call may be used to verify the acceptance of a student into the preschool program.

Requirements for Enrollment:

1. Information - Teacher will give parents and student a tour of the school, learn about the child and answer any questions the parents may have regarding the program.
2. Application – Parents will fill out and submit to JCA Preschool all application forms plus Application Fee.
3. Acceptance – The Early Childhood Center Board will review the application and financial information in an effort to make a final determination regarding acceptance of the child into the JCA Preschool program.

Returning Students: All students must reapply in order to ensure placement for each new school year. If all other previous information remains the same, then applicant only needs to fill out a new financial form and the reenrollment signature form in order to apply.

Change of Information: JCA Preschool holds the parents/guardians responsible for notifying JCA Preschool regarding a change of street address and/or billing address, email address, cell phone number(s), home phone number, or work phone number.

Medical Records: JCA Preschool is required by law to maintain up-to-date health and immunization records for all students. New students must have a health record on file **BEFORE** they can attend their first day of school. When your child receives additional immunizations, the physician must complete and sign a form to be submitted to the office. These forms are available through your doctor's office or the Health Department office.

JCA Preschool Curriculum: Our Early Childhood Education Center follows the Pebbles Curriculum as recommended by the Southern Union of Seventh-day Adventists. Subjects covered include: Bible, counting, number recognition, addition, oral communication, comprehension, reading/listening, writing, science, art, maps, insects, seasons, and animal habitat.

Bible: Children know and love Jesus through stories and special Bible tasks. Each day, the children will worship God through singing and scripture. They will experience Bible lessons using manipulatives and crafts.

Emergency: If an emergency arises during the school day and a parent needs to contact the teacher, please call the teacher at the number given during registration. The school number is 423-784-9355 but is sent to an answering machine to be answered after school hours.

Morning Drop-off Procedure: Each child should be escorted into the building by a parent or guardian 18 years or older and signed into the JCA Preschool classroom. On occasions a young child may be unhappy when the parent leaves. Our teacher is always ready to provide extra loving attention to such a child, easing the student into a new school day. Students can be dropped off between 7:45 – 8:00 Monday through Friday. Pick up is at 12:00.

Sickness: A child who is sick should be kept home from school. We encourage parents to keep home a child who shows any of the following symptoms:

- Swollen glands or a sore throat
- Fever (should be free of fever free without medication for 24 hours before returning to school)
- General signs of illness, such as vomiting, earache, headache, listlessness or weakness
- Discharge or crusting around eyelids and redness in the whites of eyes (typical of conjunctivitis or “pink eye,” which is highly contagious)

Sending your child back to school too soon can impair his or her recovery and can also contribute to others getting sick.

Medications: All prescription medications brought to JCA Preschool are to be given to the teacher for safekeeping. Medicines must be in the original container and labeled with the name of the student, name of the medicine, dosage, and time for each dose. A completed Medication Administration form (available from the teacher) is to accompany all prescribed and over-the-counter medication. A physician's signature is required. Please note that JCA Preschool employees may not distribute medication past its expiration date.

Medical and Disaster Procedures: All emergency information is supplied by the parents on the Application for Admission form. This information is kept on file at the school. In the event of a medical emergency, the school will make every reasonable effort to contact the child's parents or guardians as specified on the form. If contact cannot be made, the school will exercise the authority given and will seek proper care for the student.

Accident Procedures: For minor accidents, such as a small cut or scrape, ice or an adhesive bandage will be applied. Parents will be called, if necessary. A minor injury will be documented in the child's communication folder. In the case of a major accident, the student's parent or guardian will be called to come to the school.

Accident Insurance: The school system carries an accident insurance policy that covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance.

Emergency Procedures: Fire drills are required at least once per month. The teacher will lead the children to the nearest exit and proceed to the designated meeting place outside of the building. Tornado drills are practiced throughout the year. The children will be moved into inside hallways and away from windows. Lock down drills are practiced throughout the year. If deemed necessary for the school to exert extra caution, we will have our students move to a secure designated area for their safety.

Emergency Closing Procedures: Severe weather or other circumstances sometimes dictate that school will dismiss early or close for the day. JCA Preschool will notify parents by phone/text when this happens. JCA Preschool does not automatically follow the public school system for closings.

Dress Code: JCA Preschool students are encouraged to wear clothing that allows them to easily manage without much assistance. Uniform shirts and loose fitting pants that do not have buttons or snaps are suggested with no belts in preschool. We want our children to learn how to dress themselves, as much as possible.

The school uniform is for solid color polo shirts. Shorts and skirts must be modest in length. Girls must wear leggings or shorts under skirts or dresses. All shoes must be closed-toe, easy to keep on, and soft-soled so as to not damage the floors. No clogs or cowboy boots.

Jewelry (all bracelets, necklaces, rings, earrings, chokers, and chains, etc.) is not to be worn. Medical alert bracelets are allowed.

Sometimes our classroom can be chilly, so please send a lightweight sweater or jacket your child may wear inside the classroom, if needed. As winter approaches, please provide heavy coats, gloves/mittens, and warm hats as there will be times when your child will go outside during the school day. We want to make sure that students are dressed properly at all times. Please dress your child in clothing that can get dirty, as students will be exploring their environment inside and out.

Articles to Bring to School: Each child must bring a complete change of clothing to be stored and kept at school in case of accidents. Please place these items in a resealable plastic bag, and be sure to change these items out as the seasons change and the child grows!

Every student will be provided a **Communication Folder** to bring to school each day. This folder will be used to send home notes from the teacher or school, announcements and student work. Parents should check this folder daily. Please remove all of your child's daily work each night. It will be in the back pocket of the folder. This is for you to talk to your child about and maybe to proudly post on your refrigerator or your place of honor for them. In the front pocket will be papers that need to be sent back and forth between the parent and the teacher, or the teacher and the parent. Please look at these carefully! They may be announcements, requests for paperwork or Kudos for having such a Super Child!

Lunches: JCA Preschool students will bring lunches from home. All lunch boxes should be labeled with the child's name. Upon arrival at school, it is to be put in the refrigerator. Please send foods that are already prepared. Items that your child can manage easily will allow them to eat independently and with confidence. Do not regularly send foods that need to be heated. Sharing food at school is strictly prohibited, due to allergies and dietary restrictions. Your child should bring their own snack, along with their packed lunch.

Allergies and Dietary Restrictions: Please help us keep all of our students safe and take into account food allergies when packing your child's lunchbox. We accommodate any allergy your child has. If it is very serious, we will make sure all families are aware of this allergy when packing lunches and snacks, etc. Also, in severe cases, we will post notices at the school. If your child requires medication in case of an emergency, we will train our staff accordingly.

Birthdays: Birthdays are very special. Please contact your teacher for approval before bringing in birthday snacks. If possible join your child for lunch that day. Invitations to birthday celebrations outside school will not be distributed within the class unless all the children are invited.

Toys: Outside of Show and Tell, children may not bring toys to school. If a toy or game is brought, it will be put in a safe place until the end of the day when the child may take it home. We often send home a note requesting that the toy not be brought again.

Money, gum, makeup or candy should also not be brought to school. Items from home that become distracting (usually watches, headbands, etc.) to the learning process will be put in a safe place until the end of the day when the child may take it home.

Screen Time: JCA Preschool occasionally presents short, educational (nature, colors, shapes, numbers, letters) or Biblical video clips as a supplement to the curriculum.

Child Abuse/Neglect: JCA Preschool is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect.

Bullying/Harassment: Our teachers, staff, parents and students work together to make our school a safe place for all. A student or group of students must not participate in or allow any act of direct or indirect bullying and/or harassment that degrades, injures, threatens, or disgraces a student, staff member, teacher or visitor to the school. Bullying and/or harassment includes unkind jokes, teasing, gestures, rumor spreading, intimidation or any physical, verbal or cyber-attack directed at a person's race, religion, national origin, age, gender, possessions, or physical features.

Discipline, A Developmental Opportunity: A loving, positive, supportive, and Christ-like bond promotes the child's self-esteem and sense of security. When external discipline is deemed necessary, the following will be observed:

- Alternative activities will be suggested to the child in need of discipline.
- Persistent misbehavior in a group setting may be dealt with by a temporary removal from the group, with the child being able to return to the group sooner if willing to abide by the group's requirements.
- The staff will take the time to talk to the child who seems constantly in need of discipline, exploring ways of making life more pleasant.
- The staff will be sensitive to developmental needs of a child and thus, his/her actions.

If the above strategies do not work, the teacher will consult with the parent(s) for help and guidance in understanding the child. It is important that there is consistency between home and school. If still unable to resolve the problem with the assistance of the parents and appropriate consequences for the misbehavior, the teacher may recommend that the parents seek professional help or they may be required to remove their child from the program if the student's behavior significantly disrupts the harmony of the group.

Dangerous/Disruptive Behavior: We will make every attempt to help a child with any behavioral issues that may surface. However, the policy for persistent or dangerous behavioral issues is as follows: In the event a child exhibits a persistent, dangerous or disruptive behavioral issue that is not solved by usual means, we will meet with the parent as needed to discuss the issue and possible solutions. If the behavior persists, the school has the option of discontinuing enrollment or continuing to attempt to solve the behavioral issue. In the event the behavior may endanger the child or another child, we have the option to cancel their enrollment agreement immediately. Parents will be responsible for tuition due through the date of dismissal. There are times when a child's redirection from disruptive or dangerous behavior will involve physical relocation. We will always attempt to relocate the child verbally, first. If this fails, to protect the other children, we will physically redirect them. If the child has to be lifted, the safest way is to do so by the underarms. If this is impossible because of the physical behavior of the child or the adult's physical limitations, the safest way to move a disruptive or dangerous child is by the upper arm. These instances are extremely rare and will never be done in anger or aggression and, again, verbal redirection is always used first. If a child hurts another child during classroom or playground time, parents may be called to take their child home for the day. This is determined by the director's discretion depending on the circumstances.

Communication: Maintaining regular and consistent communication is an important element of a student's educational success. Announcements and personal messages may be found in your student's Take Home Folder, in a text from the teacher or in a phone call, as well as during drop-off and pick-up times. Please feel free to visit with your teacher!

Parent Conferences: Parent conferences are scheduled as needed. These are occasions for parents and teachers to share information about the child. We encourage both parents to attend these conferences, as each parent influences the child's life and work.

Exceptional Education: At JCA Preschool we recognize and value the academic and social-emotional potential of students of diverse learning abilities. Students with learning differences can experience success when supported by an honest and cooperative parent-teacher-student relationship. Parents are expected to inform the school if their child has a previously diagnosed or suspected learning or attention difference. If a student is having academic or behavioral difficulty, the teacher may request that the child be evaluated by an independent professional diagnostician who can assist in clarifying the nature and source of the difference. The results of such an evaluation will be used to develop strategies to help the student in an intervention plan.

Volunteers: Parents are encouraged to get involved with the school. There are opportunities for both working and nonworking parents. Every effort, large or small, is valuable to your child and to Jellico Christian Academy Preschool. In order to volunteer, paperwork is available in the office and needs to be completed before hand.

Some ways to get involved:

- Help rake the playground gravel back to it's useful space (such as under the swings, at the foot of the slides and at the playground entrance) making sure all black ground cover material is well covered
- Offer to tighten the tricycles
- Help with cutting out and preparing project materials for the students
- Wash the windows and blinds
- Help with sanitizing the toys
- Ask the teacher how you can help

Asbestos Policy: The inspection and management plan for Asbestos-Containing Building Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval. A copy is on file at the Jellico Christian Academy office and is available for public inspection upon reasonable notice.

Parent/Teacher Concern Procedures: This policy was voted by our Georgia-Cumberland Conference K-12 Board of Education as our Local Conflict Resolution Procedure in our schools. The procedure ensures that due process is followed, and it is founded on the biblical principles outlined in Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the Georgia-Cumberland Conference Office of Education.

1. Parent is to meet with the teacher alone or as a family to deal with the concern. It is recommended that both parties maintain confidentiality.
2. If the concern remains unresolved after taking Step 1, the unresolved concern is to be taken to the teacher/JCA Preschool Director and Jellico Christian Academy Principal for the purpose of securing assistance in finding a resolution.
 - a. A meeting among the three parties (parent, teacher and principal) is to be held, with the principal chairing the meeting.
 - b. The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.
 - c. The minutes are to be reviewed by all parties prior to the completion of the meeting.
 - d. Should the concern involve the Preschool Teacher or the Elementary Principal, the JCA Board Chairman would serve as a facilitator and keep minutes.
 - e. Should the concern involve the JCA Principal, the Office of Education at the Georgia-Cumberland Conference is to be notified.
3. At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If the concern remains unresolved, it will be referred to the Early Childhood Advisory Council. At this point, a Georgia-Cumberland Conference Office of Education representative is to be directly involved.
4. If these steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the JCA Preschool Board.

*All meetings with the teacher and/or principal must be by appointment.

Withdrawing a Student from the Center: Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Notify the teacher.
2. Obtain from the teacher a withdrawal form. Fill it out and return it to the teacher.

Educate – Equip – Inspire - Serve