

James Island Christian School
Early Education Program (K2-K4)
15 Crosscreek Drive
Charleston, SC 29412
843-990-8189
www.jics.org
Email: ee@jics.org



“Love the Lord your God with all your heart, all your soul, and with all your strength. These commands that I give to you today are to be upon your hearts. Impress them on your children” Deuteronomy 6:5-7

Mission Statement

James Island Christian School's early education program introduces children to Jesus in a loving, structured, and fun environment using the Bible to emphasize character building, social development, and academics.

We are focused on....

Jesus-Centered teaching-providing Christ-centered programs to introduce children to Jesus

Educational Development– laying an early childhood academic foundation

Social Development– teaching kindness and respect in relationships with others

Unconditional Love– offering a loving, caring and fun environment

Structured Environment– maintaining an orderly setting that is safe and conducive to learning

James Island Christian School's 2017-18 School Calendar

August	10 th	9am-11am 6:15pm	Early Education Open house in classrooms JICC Sanctuary- Meet the teacher night (not necessary to attend both)
August	15 th		First Day of School (M-F & T/TH children)
September	4 th		Labor Day (school closed)
October	13-16 (Fri-Mon)		Fall Break (school closed)
October	17 th & 18 th		Early Release for Lower & Middle only (regular schedule for EE)
November	20 th – 24 (Mon-Fri)		Thanksgiving Break (school closed)
December	15 th	11:30am	Early Dismissal All Students (JICS closes at 11:30am)
December	18 th -29 th		Christmas Break (school closed)
January	1 st		New Year's Day (school closed)
January	2 nd		Teacher's Workday (school closed to students)
January	3 rd		School resumes
January	15 th		MLK Holiday (school closed)
February	19 th & 20 th		Winter break (school closed)
March	26 th -30 th (Mon-Fri)		Spring break (school closed)
April	2 nd		Easter break (school closed)
May	22 nd & 23 rd *		Last day of school for EE students

*please note last day for lower and middle school is May 25th

Enrollment Discretion

All children are unique and come from various family backgrounds; therefore the Early Education Principal reserves the right to enroll or not enroll a child. The EE Principle, in conjunction with the JICS Head of School will use discretion upon deciding if it is in the best interest of the potential student and of the school for a child to be enrolled.

Non-Discriminatory Policy

JICS recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. JICS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school administered programs. JICS will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Confidentially Policy

James Island Christian keeps all of our student's records confidential. We do not share any of your information with others unless written permission has been given to do so. If your child needs any visits from outside agencies or therapists, written permission by the parents must be given before they may come on campus.

Transportation/Field Trips

Children in our Early Education Program do not participate in off campus field trips.

Behavior/Dismissal Policy

The Early Education Principal reserves the right to dismiss a child from school if the behavior of the child or the parent(s)/guardian is not in agreement with our school and church policies, or if the behavior of the student is hindering the safety or learning environment of other students.

Bathroom Policy

All three & four year olds attending JICS must be "potty trained". If you have any concerns or questions please contact your child's teacher or the EE Principal.

We define "potty trained" as the ability to use the restroom facilities on their own with visual staff supervision. Children will need to be able to clean themselves without physical assistance. We will offer verbal support, but please understand for the safety of the student and teacher, touching is not allowed in the bathroom. We understand that accidents may happen at this age, but we will not consider a child potty trained with more than 2 accidents a week for half day students, or 3 accidents for full day students. Three & four year old students may not come in pull ups.

Classroom Visitation

Your child's safety is our number one concern. Although we would love to have an open door policy at our school, we must be mindful when allowing visitation. All visitors must check in to the main school office. Parents at no time will be allowed to walk down the school hallways without checking into the school office first. Please remember that adults are not allowed in the student's hallway bathrooms at anytime. All adults spending time inside our classrooms or at special events must sign and agree to our child protection policy. A meeting to go over the child protection policy will be offered to all parents & grandparents at the beginning of the school year.

Sick Policies

We want to make every effort possible to protect the health of your children while they are at school. Please do not send your child to school if he/she is displaying any of the following symptoms:

- *Chicken Pox (child may not return to school for at least 7 days after first sign of outbreak)
- *Diarrhea (child may not return to school for at least 24 hours after the last sign of diarrhea)
- *Vomiting (child must not return to school for at least 24 hours after the last sign of vomiting)
- *Fever (the child must be without fever for 24 hours before returning to school)
- *Conjunctivitis "pink-eye" (child must be on an antibiotic for 24 hours before returning to school)
- *Rash
- *Ringworm (medicine must be administered for at least 24 hours before returning to school)
- *Strep Throat (child must be on an antibiotic for 24 hours before returning to school)
- *Lice (complete home treatment, and no nits before returning to school)
- *Colored nasal discharge (yellow or green)

If you ever question whether your child should come to school, ask yourself if you would want your healthy child near another child showing the symptoms that your child is experiencing. As a rule, when in doubt, **do not** send your child to school.

If your child becomes sick while at school, you will be notified immediately. This is at the discretion of the teachers and the EE Principal. Always make certain we have up to date phone numbers where you can be reached.

Inclement Weather Announcements/Emergency Preparedness

JICS follows the Charleston County School system for closings. Delays will be announced on the local news stations.

In case of severe weather, the official announcement for an emergency school closing will be made. If Charleston County Schools close or are delayed due to inclement weather that affects travel or safety, JICS will also close or delay. *Note- If Charleston County closes or delays for other reasons, JICS may remain open. In addition, a phone message will be left on the school's voice mail (843-795-1762) as soon as a decision is made for closure due to any type of emergency. Parents will have the option of being on a list for text message alerts via RenWeb.

Carpool

Carpool runs from 7:40am – 7:55am. At this time, you will have two options for your child's arrival. You are welcomed to bring your child into the classroom by using the back classroom doors or you may use our carpool line. If you choose to use carpool, we ask that your child is ready for school (shoes on, kisses given, book bag ready, breakfast and snacks finished). For safety, all children will need to exit from the **right side of the car**. Drivers please be mindful of our walking students. Parents should not exit their vehicle at anytime. Full day students will use the carpool line at the end of the day (2:25).

Dropping your child off in the classroom:

Our classroom back doors will open at 7:40 am. At this time, you may park your car in the school parking lot and walk your child around the building to the back doors of the EE classrooms. **Children may not walk into the school building alone.** Please be careful navigating through the school parking lot as it is a very busy place at this time of the morning. The back gate and doors will only be unlocked until 8:10am.

Please do not ask our teachers or staff to allow your child into the classrooms early. We do offer early morning care that begins at 7:00am each morning. Early morning care may be used on an as needed basis, or there is a monthly care option for an additional fee. Please ask your child's teacher about all options for early morning care/afterschool care.

Students arriving after 8:10:

Arriving after 8:10 is not a problem at all. We just ask that you bring your child into the JICS school office where office staff will call us down to pick up your child. Parents **will not** have access to the EE classrooms without signing as a visitor after 8:10.

Dismissal (for half day students) We will start the dismissal process at 11:50 am. Dismissal is a by parent/caregiver **walk in, not by carpool**. The playground security gates will be supervised and unlocked for classroom access during dismissal time (11:50-12:00noon).

Late Fees/Free Pass

Classes will dismiss starting at 11:50 am. To be considerate of our staff, we ask that you are on time picking up your child. If you are going to be late, please call so we can notify your child's teacher. Please

understand that even though you call, late charges still apply. There is a fee of \$1.00 for every minute your child is left after their official dismissal time (12:00). **This fee is due upon arrival and payable to your child's teacher.** Late pick up fees will not be allowed to accumulate on a child's tuition account. Please make sure that everyone who picks up your child knows of our policies, as they are still charged if someone else picks up your child. If you pick up your child after 12:00, the back gates will be locked. You may come to the school office to pick up your child.

We do understand that sometimes during the year you may run behind or there may be a circumstance beyond your control. Therefore, we offer one "Free Pass" on our late pick up policy, per child, per school year. This pass will be given as long as your child is picked up by 12:15 pm. After 12:15 the full late fee pick up charge will apply.

What to bring to school

This may seem like a minor thing, but it is so important! Each child needs to bring a **full-sized** book bag to school every day. The book bag serves as a communication unit between teacher and parent. Notes, announcements, artwork, etc. come home in the book bag. Small book bags are cute, but they are not practical for our purposes. All two year olds will need to have diapers/pull ups and their personal wipes stored in their book bags. JICS is not responsible for personal property brought to school or left on our campus.

Clothing

Your child should wear comfortable clothes to school. Our activities may be fun and messy; we would not want any special clothing to get soiled. Please make sure that your child is able to get in and out of their clothes for going to the bathroom. In case of an accident (that usually happens with this age group) each child should bring a change of clothes in a Ziploc style bag to be kept at school or in their book bag. Label all items brought to school. Please do not send your child to school in flip flop styled sandals, or plastic play shoes used for dramatic play.

Snacks

Snacks will be provided each day in your child's classroom. Please do not send individual snacks for your child unless there is a medical reason, in which case, the teacher needs to be notified. There will be times you may be asked to help provide snacks for special events such as veggie tasting day, parties, and student of the week events. **Please remember that we offer a peanut free program in the morning. All outside food must be approved.**

Lunches (full day students only)

All full day students will have lunch around 12:10 each day. Our EE students will have lunch in their classrooms with their peers. Each student will need to bring their own lunch and drink. Our students will not order out lunches until they are in Team 1 (lower school). We do not have microwaves or refrigerators, so please make sure that your child's lunch is packed appropriately. We understand that our age group of children can be very picky. Please feel free to pack them what you know they will eat. Please be mindful we will not allow sodas, iced cupcakes, popcorn (choking threat), or energy drinks at school. If you forget your child's lunch, we will make sure that they receive a meal. If lunch is forgotten a second time, you will be called to bring a lunch to your child.

Medications

Many children have food allergies or asthma, some more severely than others. Please complete the attached allergy/asthma form at the back of this handbook if your child requires any medical attention to be given while at school due to allergies/asthma. This will allow our staff to be fully aware of any medical issues. All epi-pens and other allergy medications that are needed for emergencies must be kept at school

in a cabinet, in your child's classroom, in **original packaging**. They may not be stored in your child's book bag or allowed to be brought back and forth from home to school. **These are the only medications that we will administer at school.**

Toys

Please do not allow your child to bring any toys from home unless there is a special show and tell day. This will help maintain order in the classroom and ensure that a toy is not lost or destroyed. Thank you for your cooperation in this matter. This is also a wonderful time to break away from security blankets and pacifiers. Your child's teacher is a wonderful partner in this endeavor. **Exception: For the first two weeks of school your child may bring in a special blanket or security stuffed animal if needed (no pacifiers/bottles).**

Class Parties

You will receive information on classroom parties from your child's teacher. When attending parties for your child, please remember you must check into the school office first, and have signed the Student Protection policy. All siblings attending parties will be expected to follow the same rules as our students and must be under parental supervision at all times.

We are a Christian school, therefore the following is considered when planning:

Hallelujah Fall Party: We do not celebrate Halloween at school. We will have a Hallelujah/Fall Party to usher in fall. We stay away from the traditional Halloween ghost and goblin kind of parties. Please do not send anything scary or having to do with ghost, witches, etc. to school. Pumpkins (jack-o-lanterns with happy faces) are fine.

Christmas and Easter: We celebrate the birth and resurrection of Jesus Christ respectively during these holidays. We do not question the tradition of Santa or the Easter Bunny, but we leave these traditions for each individual family to handle however they choose at home. Our focus at school will be Jesus!

Party Invitations:

We will be happy to pass out party invitations at school for your child's home birthday party as long as **all** children in your child's class are invited (or all boys or all girls). For individual personal invitations, you will need to make other arrangements for delivery. For all other party invitations, please see your child's teacher for permission.

Discipline

JICS understands the difference between childishness and foolishness. Our children in attendance are young; however, they are old enough to learn to "listen with eyes, ears, and heart" and to "obey with a happy heart". Behavior issues will be handled by the teachers and EE Principal. To correct children in the classroom, we will use methods of redirection, a warning system, and if necessary "time out". We follow the guideline of one minute of time out per the age of the child (ex. 2 years old=2 minutes). When children are in time out, they are always in visual contact with their teachers, and never put in corner or a room by themselves. Each child will have a daily form sent home stating behavior for the day. We count on your support and reinforcement at home.

If a particular behavior issue becomes a problem, a parent may be asked to come to the school to meet with the teacher or Principal. JICS reserves the right to dismiss a student when the staff and Principal consider it necessary.

Security

Our school is a secured building. Doors and other access points remain secured during the school day with only approved church and school staff having access to the key fobs that allow entry. Security cameras are in use on our campus.

Conferences

Parents may schedule a conference at any time throughout the year with your child's teacher or the principal. Please understand that conferences must be scheduled. Our staff has responsibilities in the mornings to ensure that your child has their undivided attention and a wonderful school experience. Please contact your child's teacher by email or communication folder to arrange a meeting time. All emails are on the front of your child's communication folder.

Communication Folders and Policies

Communication folders will go home with your child daily. They are an easy way for you to communicate with your child's teacher. Whenever you see the folder, please open it up and look at the contents. **It is very important that you remove your child's artwork and notes home daily.**

Your child's teacher will send home a weekly or monthly calendar/schedule explaining the lessons to be covered. This information will help you reinforce what we are doing at school. We consider learning a partnership between parents and teachers; therefore at JICS it is our goal to have open communication between home and school. No question or concern is too big or too small! But we can not help or change if there is no communication. So please make sure that you discuss issues with your child's teacher.

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private. Any concerns or disputes must be handled according to the Biblical standard set in Matthew 18:15-17. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them tell it to the church..."

1. If a concern or dispute arises between a parent and teacher, the parties shall meet one-on-one to discuss a resolution.
2. If the matter is not resolved one-on-one, then the issue may be taken to the Early Education Principal.
3. If further discussion is need for a resolution, the issue may be taken to the Head of School.

Tuition Policy

Your child's first tuition payment will be due on **July 1st** and the last payment on April 5th. All tuition payments are considered late if received after the 5th of the month. A late fee of \$25.00 is added to all accounts if tuition is not received by 12:00 noon on the 5th.

A tuition envelope will go home in your child's folder one week before tuition is due. Simply put your check in your tuition envelope and send it back in your child's communication folder before the due date. **Do not** pay tuition at the front office. If at any time you have a problem making your tuition payment please let us know and if possible arrangements may be made. Please make checks out to James Island Christian School (JICS).

A \$30.00 charge will be added to all accounts for returned checks. Checks will not be accepted from any family after the second returned check within a 24 month period.

Withdrawals

A thirty-day (30) day written notice to the EE principal is required if you plan to withdraw your child from the program. One month's payment will be expected if 30 day advanced notice is not given. Any tuition that has been paid early and is not yet due will be refunded.

Parent Agreement
James Island Christian Early Education Program

Date: _____

We/I have read and understand the contents of the 2017-2018 James Island Christian Early Education family hand book. I/We understand the policies and guidelines noted, and agree to follow all policies, guidelines, and procedures, and to uphold the mission and philosophy of James Island Christian School/Church. I/We understand and agree that a signed duplicate will have the same force and effect as the signed original.

Photographs and videos of students may be taken and used by James Island Christian Church and School for marketing purposes. By signing below and acknowledging that you have read this handbook, you agree that the school may use your child's name and likeness for promotional purposes regardless of whether the student is still enrolled at JICS.

Parents are responsible to update their contact information, their student's medical/emergency information, etc. in writing to the school office via email or by written note to their student's teacher or director.

Student's Name: _____

Signature of Father

Signature of Mother

Parent Initial

_____/_____ I/we understand that JICS EE program does not take field trips nor will take my child off of the school/church campus.

_____/_____ I/we understand that only snacks are provided to the EE students, and I must provide my child's nutritious lunch. Students with food allergies will provide their own snacks.

_____/_____ I/we understand that the only medications that are allowed to be given to our EE students are those that are used in emergency situation for an allergic reaction (epi pens/Benadryl) or asthma inhalers. If my child has this need, I have discussed it with my child's teacher and the proper paperwork has been filled out. I also understand that I/we are responsible for providing the medication need and have provided instructions to the school staff.

_____/_____ I/we have read the discipline policy, confidential policy, sick policy, & emergency policy offered in this handbook.

Allergy/Medication Form

This form is only to be used if your child requires emergency treatment or medication at school. If your child does not require treatment for allergies or asthma, you do not need to fill out this form.

Child's Name _____

Parents Names _____

Medical Concern:

Special Instructions:

Medications to be kept at school _____

Pediatrician's name & number _____

Parent's Signature

Teacher's Signature

Number of local emergency contact: _____