Jewish Educational Alliance
Preschool Savannah

FAMILY HANDBOOK

August 2026-July 2027

(School Yr. & Summer)

Jewish Educational Alliance
Preschool Savannah

Dear JEA Preschool Savannah Families,

At the JEA Preschool of Savannah, we are dedicated to providing your child with a unique educational experience that is both enriching and fulfilling. We do this through a play-based curriculum that uses the Georgia Early Learning and Development Standards as the basis for our activities. In this way, we ensure that we are providing developmentally appropriate activities that will help your child reach their full potential.

This handbook is designed to provide you with information about the program, policies and procedures. I want you and your child to have a positive experience at JEA Preschool Savannah and encourage you to familiarize yourself with our guidelines outlined in this handbook. Parent communication and interaction with the Director, Assistant Director, teachers, and staff is encouraged to ensure a smooth transition from home to school. Parent collaboration is important to us; please do not hesitate to discuss any questions, suggestions or concerns.

I look forward to getting to know you and your child. If you have any questions, please call 912 - 556-0098 or email at amy@savj.org.

Sincerely,

Amy Blechman

Amy Blechman

Mission Statement

JEA Preschool Savannah's mission is to provide for the social, emotional, and cognitive growth of the young child in a Judaic setting in order to develop productive citizens.

Philosophy

At our preschool, we believe that children learn best through meaningful play, exploration, and hands-on experiences. We view each child as a capable, curious, and competent learner who actively constructs knowledge through interactions with their environment, peers, and caring adults.

Our play-based curriculum recognizes that play is the primary vehicle through which young children develop critical thinking, problem-solving, creativity, communication, and social-emotional skills. Through intentional learning experiences, children are encouraged to investigate their interests, ask questions, make discoveries, and develop a lifelong love of learning.

Grounded in Jewish values and traditions, we strive to nurture each child's mind, heart, and spirit. We believe that every child is created **B'tzelem Elohim** (in the image of God) and is deserving of dignity, respect, and compassion. We foster a community where children learn to appreciate their own uniqueness while valuing the contributions and perspectives of others.

We are committed to cultivating the Jewish values of **chesed** (kindness), **kehillah** (community), **kavod** (respect), and **tikkun olam** (repairing the world). Through daily interactions, meaningful relationships, and acts of caring, children learn that their actions have the power to positively impact those around them. We encourage children to become thoughtful, compassionate members of their communities who understand their responsibility to care for others and the world we share.

We strive to foster the growth of the whole child by supporting cognitive, social, emotional, physical, and creative development. Strong relationships form the foundation for learning, and we create a nurturing environment where children feel safe, valued, and empowered to take risks, express themselves, and develop confidence in their abilities.

Teachers serve as facilitators, observers, and guides, thoughtfully preparing environments that inspire curiosity and encourage exploration. By carefully observing children's interests and developmental needs, teachers extend learning through open-ended materials, meaningful conversations, and intentional interactions that promote deeper thinking and understanding.

We recognize that every child develops at their own pace and brings unique strengths, experiences, and perspectives to the classroom. We embrace diversity and create an inclusive environment where all children and families are welcomed, respected, and celebrated. Our Jewish values teach us to open our doors wide and build a community that honors and supports every individual.

Jewish traditions, holidays, stories, songs, and rituals are woven throughout our program in developmentally appropriate ways, helping children develop a sense of identity, belonging, and connection. Through joyful experiences and meaningful celebrations, children build an appreciation for Jewish culture and values while learning universal lessons of kindness, gratitude, responsibility, and community.

Partnerships with families are essential to a child's success. We value open communication and collaboration, recognizing families as children's first and most important teachers. Together, we create a strong foundation that supports each child's growth and nurtures a lifelong love of learning.

Our goal is to inspire children to become confident, compassionate, and resilient learners who approach the world with curiosity, creativity, and wonder. Guided by the values of our Jewish tradition and the power of play, we help children develop the skills, character, and sense of purpose needed to thrive as learners, community members, and caring citizens of the world.

Belief Statements

All children have individual worth and can learn.

All children are entitled to an education that maximizes their potential and enables them to contribute to a global society.

Teaching and learning are life-long processes.

Learning occurs best in a safe, nurturing environment based upon mutual respect, discipline, responsibility, and cooperation among all members of the preschool community.

The preschool, parents, and community should have a strong partnership to provide a quality education for all children.

Contents

Mission Statement 3

Philosophy 3
Belief Statements 4
Accident and Incident Policy 7
Allergies ..... **Error! Bookmark not defined.**
Application and Enrollment 7
Biting 7
Celebrations 8
Child Abuse Policy 8
Your Child's Classroom 9
Staff-Child Ratios 9
Children's Personal Items 9
Toddlers and 2-Year-old children: 9
3 and 4-Year-Old children: 9
Classroom Behavior Management 10
Communication with Parents 11
Parent Conferences 14
Special Situations 14
Confidentiality 14
Daily Procedures 14
School Day and Hours 15
Diapering Procedures 16
Toilet Training Policy 17
Dress Code ..... **Error! Bookmark not defined.**
Emergency Action Plan 17
Fire: In the case of fire or smoke: 17
Tornado: In the case of severe weather or tornado warning: 18
Bomb Threat: In the case of a bomb threat: 18
Loss of Water: 18
Loss of Electrical Power: 18
Loss of Cooling (Air Conditioning): 19
Loss of Heating (Gas): 19
Shelter in Place: 19
Procedure for Lost or Missing Children 19
Facilitator for Children ..... **Error! Bookmark not defined.**

Facilitator Financial Terms and Conditions ..... **Error! Bookmark not defined.**
Immunization and Other Health Information 19
Inclement Weather Policy 26
Lunch and Snack ..... **Error! Bookmark not defined.**
Media Recommendations 26
Medical Safety ..... **Error! Bookmark not defined.**
Medication ..... **Error! Bookmark not defined.**
Lice Control ..... **Error! Bookmark not defined.**
Nondiscrimination Policy 26
On-Site Field Trips Only ..... **Error! Bookmark not defined.**
Parental Involvement 27
Physical Activity 27
Safety and Security ..... **Error! Bookmark not defined.**
Supply Lists 27
Toddlers and 2Y 27
3 and 4 year olds 28
Transitions 28
Tuition and Payment 28
Withdrawal Policy 29
Wellness Procedures 29
FAMILY HANDBOOK ACKNOWLEDGMENT 32

Accident and Incident Policy

Whenever a child is injured, regardless of the seriousness of the injury, a parent or guardian will be required to sign an accident form on the day the incident occurred. This includes biting incidents. All reports are reviewed by the either the director or the assistant direct and will be ready for parents to sign at pick up. If the accident or incident is minor, you will be notified when you pick up your child. We will call parents about any significant accidents or incidents. If the director/assistant determines that the child needs medical attention, you will be informed during the initial contact by phone. If the director/assistant director are unable to reach the parents, we will transport according to the emergency form listings.

Always make sure your information is up to date in the Brightwheel.

Application and Enrollment

Registration and enrollment processes are on-going based on program availability. Registration is accepted on a first come, first served basis. JEA membership is required to enroll in the preschool. Note that families must be in good financial standing with the JEA in order to enroll.

Registration is complete when accompanied by the online registration, the non-refundable registration fee, a current 3231 immunization form and current JEA full family membership. There are no credit holidays, illness, early withdrawals or school closings due to inclement weather or other circumstances, nor will make up days be scheduled. Enrollment is understood to be for the full calendar year, and a full year's tuition is binding upon acceptance of application. The application contract is binding for all fees.

Assessment of Students

Educators continually assess each student in our program to monitor their strengths, learning styles, needs and interests. Educators compile portfolios on each child and complete observations and developmental checklists at least two times per year to review your child's progress. The Ages & Stages Questionnaires®, Third Edition (ASQ-3™) is required to be completed at the beginning and the ASQ:SE-2 in the spring. Formal conferences occur twice per year, but parents and/or teachers may request a conference at any time to discuss questions or concerns.

Throughout the year, outside organizations such as The Speech Clinic of the Coastal Empire (by parent permission) provide screenings and/or observations at the JEA. You are notified and need to give permission for your child to participate in these screenings.

Assessments are used as tools for educators to plan challenging and stimulating activities for the students. The assessment we commonly use is completed over a period of time and is not used as a one-day test. If an educator sees that a student has not mastered a particular skill, or that the skill is just beginning to emerge, then activities are planned to give that student more opportunities to master that skill. Assessments are completed throughout the year or whenever a parent requests one.

All student assessments are confidential and are only shared with the parents, pertinent staff, and support personnel in relation to the student.

Birthday Celebrations

Everyone wants to be remembered and cherished on the special day that they were born. Children love to hear about the journey from their birth to the present day. They want to hear stories, look at photos, and remember wonderful memories. They want to know how cherished they are, and how our life and world is better because they were born into their family and now belong to our class. We are happy to celebrate these milestones with them in the classroom.

You are welcome to send in items to celebrate your child's birthday in the classroom. Healthy snacks such as muffins or fruit are encouraged and may be sent in with your child for the afternoon snack time. Please plan with your child's teacher in advance of any celebrations. Plan the treats around any allergy and or food restrictions the children in your child's class might have.

Invitations to birthday parties held outside of JEA Preschool Savannah and gifts to individual children may be distributed through the cubbies only when the entire class is included. Unless all children in the class are invited to a birthday party, please refrain from sending birthday invitations through children's backpacks or cubbies.

Building Security and Access

The staff of JEA Preschool Savannah works hard to maintain a safe environment for all children. Children are supervised at all times. Children are never left alone. At least one teacher is present in each classroom when children arrive and depart. At least one staff person working with each group of children is certified in Pediatric CPR and First Aid. Children are taught safety rules within each classroom as well as safety rules for outdoors.

Faculty and staff will release children only to persons noted on the pickup authorization form provided by the parent. If an emergency arises, the parent must provide written notification giving the pick-up person permission to take the child. Photo ID's are checked of anyone we do not recognize. Please let your family know this ahead of time so they won't be offended when asked to show their identification. Our priority is the safety of the children.

Doors in the preschool wing are kept locked at all times.

Cell Phones

For your child's safety and well-being, **please do not use your cell phone while dropping off your child in the car line.** The parking lot is a very busy, potentially dangerous place and your child deserves your complete attention at that time. All children enjoy an undistracted and loving "goodbye" at drop off and a warm greeting at pickup. To keep the car line moving, please stay off your phone during this times. Thank you for your assistance in keeping your child safe.
We kindly ask you to refrain from using your cell phone inside the school, especially in classrooms. Your child deserves your attention while you are walking them in or out of the school. If you are helping in a classroom and you need to take a call, please step out of the classroom.

Child Abuse Policy

Per Georgia Code 591-1-1-.29, staff and faculty are required by law to report all suspected incidents of

child abuse or neglect cases to the appropriate state authorities. If there is reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred, staff and faculty must report it within 24 hours. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the state agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. The staff will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Your Child's Classroom

- Toddlers from 12 months (walking independently) through 24 months for the Yonim classes
- Children will be 2 years old on or before September 1 for the Gdaim 2 Yr old classes
- Children will be 3 years old and potty trained on or before September 1 for the Ayalim 3 Yr old classes
- Children will be 4 years old on or before September 1 for the Doobim 4 Yr old / Pre-K class

Staff-Child Ratios

Ratios within group size are maintained during all hours of operation, including playground time. Staff-Child Ratios are within Georgia's Department of Early Care and Learning's Bright from the Start Rules.items in

Children's Personal Items

Below is a short list of items your child will need on a daily basis.

Toddlers and 2-Year-old children:

- ✓ Lunch for the day, clearly marked with the child's name
- ✓ Package of diapers, pull-ups, or underpants.
- ✓ Water bottles
- ✓ Bibs, as needed
- ✓ Clean blanket/ crib sheet or nap mat. Nap time linens must be laundered weekly

3 and 4-Year-Old children:

- ✓ Lunch for the day, clearly marked with the child's name
- ✓ Water bottle
- ✓ Clean blanket/ crib sheet or nap mat. Nap time linens must be laundered weekly

Sunscreen

Sun-protective clothing and applied skin protection, or both with UVA and UVB protection of SPF 15 or higher is recommended. With parental approval from the registration forms, we will apply sunscreen. The sunscreen must be in its original container with your child's name on it.

We cannot stress enough the importance of labeling all items with your child's name! JEA Preschool staff members are not responsible for lost items.

A lost and found bucket is kept near the front entrance to the school. If you are missing items, please

check the lost and found bin. The items in the bin will be donated periodically so be sure to check it regularly.

Clothing

We expect parents to show good judgment in their choice for the children's school clothing. Children should be dressed for participation in painting or messy activities without concern for soiling or staining. Comfortable and appropriate footwear such as tennis shoes should be worn for daily activities. Shoes and clothing should allow children to run, jump, and play freely and safely on the playground. Clothing should also be easy for children to manage on their own as they develop their independence and self-help skills.

All children should have 2 complete changes of clothing, including socks and underwear, to keep at school. These may be sent in a Ziploc bag, with each item labeled with the child's name. We also ask that an extra pair of shoes and a pair of rainboots be kept at school, also labeled with the child's name. Please be sure to change out the extra clothing in your child's cubby when the seasons change.

T-shirts

All students at the JEA Preschool will receive a school Shabbat T-shirt. Please have your child wear this T-shirt to school on Fridays for Shabbat.

Classroom Behavior Management

The JEA Preschool Savannah approach to discipline is through conflict resolution processes, and classroom behavior management procedures. As part of social development and relations with others, children will be guided to

- Try alternative methods to solve problems
- Join with others in activities
- Participate in routines
- Try negotiation or other socially acceptable means
- Initiate and sustain interaction
- Express feelings in acceptable ways

When parents and teachers use similar approaches to discipline, it creates yet another connection between home and school for your child. Teachers appreciate your support and are always willing to share with you the strategies that work well with your child at school.

If a child has consistent difficulty with a particular behavior such as hitting or biting, we will work collaboratively with parents to resolve the issue. This means communication is key in discussing the behavior and the resolution.

Biting

Biting is common behavior, especially in young children. Until a child has gained sufficient verbal skills, biting can occur regularly. When biting happens, it can be scary, frustrating, and stressful for the children involved and the adults. We do our best to provide an environment where minimal biting occurs, but it is an unavoidable consequence of being in a group setting. Each situation is handled with sensitivity on a case-by-case basis. If your child is bitten or bites at school, an incident report is filled

out and you are required to sign the form. Educators contact the parents of the child who bit and the child who was bitten; however, names are not disclosed. The educators and director will monitor the frequency and severity of bites. If the biting persists, our next step is to have the educators and administration meet with parents to work together to find strategies to help the child who is biting work through this phase. One strategy may be the hiring, at the parent's expense, of a shadow to prevent further incidents. In extreme cases of high frequency and severity of bites or noncompliance with agreed-upon strategies, we may ask parents to withdraw the child from the school.

Current research suggests that biting may be a normal developmental phase for infants and toddlers, and when it happens, it can be scary and frustrating for everyone involved. Because of the developmental nature of most cases of biting, experts stress that biting is not something to blame on the child, parents, or teachers.

Because theorists think that biting may be related to the child's developmental stage, punishment in general is not advised either at home or in a child care center. Instead, experts recommend focusing attention on the victim, shielding the victim from the biter, initiating first aid measures as necessary, and consoling the victim.

For safety and health concerns, we take biting seriously. Our staff members quickly remove the biter from the situation without dramatic movements, attention, or an emotional response that could provide negative reinforcement to the biter. Parents and caregivers can tell the biter that "biting is not OK," "I can't let you hurt your friends", etc. Caregivers need to make sure that the biter is not near other children until he or she has calmed down and can be redirected to other play.

In an extreme biting situation, a meeting of the biter's family will be scheduled with the administrator and classroom teacher. Items to consider during this meeting will be to determine time, place, and possible reason for the biting and to develop a plan together.

Overall, we strive to maintain positive relationships with parents during biting outbreaks. Guidance to children who bite should be provided with the goal of helping children develop inner control of their feelings and actions. A written report is completed for any biting incident and parents of both children are informed. Names of children who bite are not shared.

Facilitator for Children

In a situation where a child may need additional assistance/support in a classroom, due to physical, social, or behavioral issues, a facilitator may be suggested or required.

JEA Preschool Savannah utilizes a group approach consisting of a child study team of professionals; the classroom teacher, Babies Can't Wait personnel, other therapists, and school administration. The process proceeds in the following way:

1. The teacher identifies any areas of concern and talks to the parents to determine if the parents have similar concerns at home
2. The child's teacher discusses any areas of concern and communicates concerns to the ECE director and/or other appropriate administrators
3. Babies Can't Wait or a private professional is contacted and an evaluation scheduled with parental

consent.

4. Peer observation and documentation occurs and continues
5. Administrative observation and documentation occur and continue
6. Babies Can't Wait, the teacher, and the administrator meet with parents to make recommendations

Evaluation and placement are done as a team. Teacher input and evaluation is very important in early detection of any concerns. JEA Preschool Savannah reserves the right, after meeting with the parent(s) and conferring with the evaluating professionals, to refer a child

- for more intensive or specialized services or
- for early intervention or
- preschool special needs services in the best interest of the child

They may also recommend the child to be present in the program only with a trained facilitator/shadow.

JEA Preschool Savannah may allow a parent to employ a private professional at the sole expense of the parent or guardian. The sole purpose of this employee is to focus on their child and it is understood they will not be involved with any other children in the early childhood program and will not interrupt normal program activities. JEA Preschool Savannah reserves the right to supervise and evaluate the private professional ensuring that they adhere to all policies of JEA Preschool Savannah. For each classroom, JEA Preschool Savannah reserves the right to limit the number of children requiring a one-to-one facilitator. All facilitators hired privately by parents are required to complete Bright from the Start required background fingerprint scans and paperwork.

A facilitator eases the transition into our curriculum and class interactions by facilitating one on one assistance for the child when necessary. The ultimate goal of the facilitator is to extinguish the need for their services.

In the event that a child is identified as having special needs after the school year begins and there is already a child with a facilitator assigned to the classroom in which the newly identified child is placed, the ECE Director may determine that a change in classroom placement is necessary in the best interest of a child or the program.

Facilitator Financial Terms and Conditions

The parent(s) are financially responsible for covering the cost of the facilitator including any training specific to their child's situation. When the parents hire the facilitator privately, it is the sole responsibility of the parent to pay for that professional directly and ensure they attend the program according to the schedule that has been established in coordination with the Early Childhood Education Director. If there is a problem with attendance of the facilitator, JEA Preschool Savannah reserves the right to ask the child not to attend without the presence of the facilitator. When possible, the school may seek grant money or money through private donors to help reduce the cost of a facilitator to the parent(s).

Discipline Policy

The JEA Preschool Savannah's approach to discipline is through conflict resolution processes and

classroom behavior management procedures while focusing on safety and respect for oneself and others. As part of social-emotional development and interactions with others, children will be guided to

- Try alternative methods to solve problem
- Join with others in activities
- Participate in routines
- Try negotiation or other socially acceptable means
- Initiate and sustain interaction
- Express feelings in acceptable ways

If a child behaves in an unacceptable manner, he or she is redirected, shadowed, or is given a break from the activity with the help of an educator and if appropriate, a replacement behavior is taught. Positive guidance/reinforcement is used as much as possible when the child is behaving in an acceptable manner. Time out is not effective in modifying behavior. There are no time-out chairs in classrooms. Educators never use threatening or derogatory remarks and do not withhold nor threaten to withhold food, bathroom privileges, or outdoor play as a form of discipline.

Unacceptable behavior is defined as that behavior which is disruptive to the group during a structured activity time, behavior that compromises the safety of the group, or behavior which may be harmful to themselves or another child. If a child continues to be disruptive or harm others, the school reserves the right to dismiss that child from the program.

The following process is followed before exclusionary measures are considered.

1. The student's educator identifies any areas of concern based off observations and developmental assessment and communicates concerns to the ECE director and/or other appropriate administrators.
2. Consults with the leadership team to adjust practices and implement new strategies to foster success.
3. Administrative observation and documentation occur.
4. The educator with the director or other appropriate administrators talks to the parents to determine if the parents have similar concerns at home.
5. Parent/Guardian is given resources for further assessment if needed.
6. The educator and the administrator meet with parents to make recommendations.
7. Evaluation and placement are done as a team.

If exclusionary measures must be taken, the program aids the family in accessing services and an alternative placement.

Communication with Parents

Open communication between parents and teachers is a basic value at JEA Preschool Savannah. We will do our best to keep you well informed about classroom and school activities through notes, e-mails, phone calls, calendars, and newsletters mainly through the Preschool's digital Brightwheel. Please be sure we have your correct e-mail address on file.

If you would like to speak with your child's teacher and he/she is unavailable, please leave a message at the office. All messages will be delivered to teachers and staff as quickly as possible at appropriate times.

You can also communicate with your child's teacher through the Brightwheel. Teacher and staff will make every effort to respond to all parent communications as promptly as possible. We ask that you do not interrupt class to speak with a teacher. We want the teachers to be able to focus their attention on the children and classroom activities.

Electronic correspondence with the Director may be sent to amy@savj.org and to Heather Lieberfarb, the Assistant Director, at asstdirector@savj.org.

Parent Conferences

Parent conferences will be scheduled twice each year, in the fall and spring. The teachers will meet with the parents to discuss all aspects of their child's growth and development. Parents may request a conference with a teacher at any time during the year.

Special Situations

JEA Preschool Savannah is committed to understanding and adjusting, if possible, to the individual needs of each student. If there has been a special circumstance (birth, death, divorce, illness, loss of a pet, extensive travel) in your family, please notify the Director/Assistant Director and your child's teachers so that we may be aware of your child's individual needs.

Please indicate on your child's Emergency Medical Information form any known allergies, physical limitations, broken limbs, mental health disorders, developmental delays, vision or hearing issues or disabilities that might affect your child's participation in our school's program and activities.

Please include any special procedures to be followed in caring for your child.

Court orders regarding child custody must be in the child's file. Only court orders signed by a judge will be honored. Notarized forms or letters from parents are not acceptable. Please notify the office prior to the first day of school if there are child custody guidelines that state procedures for parental pick-up and visitation.

Confidentiality

Confidentiality is of extreme importance. Staff are expected to maintain a high level of professionalism by keeping any and all information about the school, staff, and children strictly confidential. Children's school records will be kept confidential. Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies.

Curriculum

A **hands-on, child-centered, play-based curriculum** is an approach to early childhood education that recognizes young children learn best through active exploration, meaningful experiences, and purposeful play. Rather than relying primarily on teacher-directed instruction, children are encouraged to investigate their interests, make choices, solve problems, and engage with materials in ways that promote curiosity and discovery.

In our play-based classrooms, teachers carefully design learning environments that invite exploration and

support development across all domains, including social-emotional, cognitive, language, physical, and creative growth. Children learn through activities such as building with blocks, dramatic play, sensory exploration, art, music, outdoor experiences, and collaborative projects. These experiences help children develop critical thinking, communication, self-regulation, and problem-solving skills while fostering a lifelong love of learning.

Weekly lesson plans are posted in each classroom and teachers send home a weekly newsletter through our Brightwheel to keep parents engaged with their child's learning. We work to seamlessly weave Jewish values into our daily life at school, we emphasize the following
skill areas in our curriculum:

- Social/Emotional Skills
- Literacy and Language Development
- Listening Skills
- Visual Discrimination Skills
- Large Motor Skills
- Manipulative and Fine Motor Skills
- Social Studies and Community
- Art, Music, and Drama
- Math, Science, and Technology

Daily Procedures

School Day and Hours

JEA Preschool Savannah has a twelve-month program, which includes a preschool curriculum for ten months and a camp program during the summer months of June and July. Classes for children ages 12 months-24 months are offered five days a week, half or full days. The half day program is from 8:00am-12:30 pm (available only for children under 2) and the full day program is from 8:00-6:00 pm.

Those children staying all day should have nap mat roll or sheets. The school provides the sleeping cots. The sheets will be sent home on Fridays for washing and need to be returned to school on Monday.

Arrival and Departure

Drop off is from 8:00 - 8:30am in the carpool line in the preschool circle. Staff will take the children out of their car seats and escort them to the classrooms or playgrounds. In the best interest of the staff and students we ask that your child arrives at school through carpool lane between 8 am and 8:30 am. We will not begin carpool before 8:00 am and will end promptly at 8:30 am.

Car Pool Safety Rules: Parents are not to get out of their car and should not pull their car around other cars. These rules are to keep parents, staff, and children safe. Please support us in keeping everyone safe.

Pick Up: 12:30-12:40 pm (for half day program children) and 3:00-6:00 pm (full day program). Parents should enter the building and pick up their child from the classroom or playground. When picking up from the playground, please be sure to communicate with your child's teacher that you are picking up your child and check them out on the Brightwheel.

Signing in and out in the Brightwheel is very important. We are required to document the signing in and

out of children by state code. If parents do not complete the check in and out process in the Brightwheel, they will be required to complete a physical sign in sheet every month. Your diligent adherence to the sign in/out policy is important.

Late Drop Off Policy

When children arrive late it is disruptive to the class as well as to the child who is late. We understand that special circumstances arise such as medical/dental appointments. When possible, please let your child's teacher know via Brightwheel of the late arrival. If your child has a medical/dental appointment, please provide a doctor's note at drop off and be sure to let the office know that your child has arrived, as well as checking them in on Brightwheel.

On occasion, emergencies occur that cannot be avoided. If this is the case, call the office to make us aware, and we will notify the teacher.

If children are continually late, we will work with the family to create a plan to assist with children arriving on time ready for the school day. Please know we are firmly committed to helping all the children transition in the morning to their school day and appreciate your efforts in having your child arrive on time.

Early Pick Up

If it is necessary for your child to be picked up early during the day, we ask that you do it either before or after naptime, and when possible let the teacher or the office know your child will get picked up early. Naptime begins at 12:30 pm and ends between 2:30 and 3 pm, depending on the age of the child. Children will be considered "picked up for the day" after 12:30 pm.

Late Pick Up Fees

The school day ends promptly at 12:30 and 6:00 pm. A late fee of $25.00 after 5 minutes, which is 12:35 and 6:05 pm, will be charged to your credit card or through your bank draft. After the 5 minutes, there will be a $1 a minute charge. After the third late pick up, a meeting with the administration will be required.

Diapering Procedures

Proper diaper changing procedures must be followed. Only the diaper changing table will be used for changing diapers. Proper diaper changing (also posted in each room with children in diapers) procedures are as follows:

1. Wash hands
2. Place disposable paper on the changing table
3. Put all necessary supplies on end of table including wipes
4. Put on disposable gloves
5. Pick up child, if diaper is soiled hold child away from you
6. Lay the child on the table
7. Keep a hand on the child at all times
8. Remove clothes and soiled diaper
9. Clean child's bottom with disposable wipes, cleaning from front to back using as many wipes as needed

10. Put soiled diapers and used wipes in a plastic bag, close and put into a diaper pail
11. Put soiled clothes into a plastic bag
12. Remove and dispose of gloves and paper towels in diaper pail
13. Wipe your hands and child's hands with a wipe, dispose of it in diaper pail
14. Diaper and dress child
15. Wash the child's hands for 20 seconds
16. Put child down to play in a safe area
17. Remove disposal covering from diaper table and dispose of in diaper pail
18. Wash and disinfect diaper changing table and pad with bleach solution and air dry
19. Wash hands thoroughly
20. Staff with diaper changing responsibilities will not be simultaneously assigned to kitchen food preparation duties.

Toilet Training Policy

We work with the families and children individually on toilet training when a child indicates readiness. A child must give some indication that he/she knows what is about to happen. If not, the child is not ready and should not be pushed.

If the child is really ready, he/she should wear underpants or pull ups if the parents prefer. Children should wear clothing that they are able to pull down and up themselves.

Toilet training should begin at home first for a couple of days. Children are most successful when the home and school work together to help the child reach this developmental milestone. Some children toilet train in a day, some children take much longer. Each child is an individual. During this time, please send in some extra sets of clothing to have on hand.

The three-year-old classrooms are not licensed to be diapering rooms. Therefore, in order to enroll for the three-year-old class, children must be fully potty trained and wearing underwear. Children entering the four-year-old (Pre-K) classroom must also be fully potty trained.

Emergency Action Plan

Inclement weather: JEA Preschool Savannah will usually follow the Chatham County Public School policy on openings and closings. However, these decisions are at the discretion of the Director.

Fire: In the case of fire or smoke:

1. Director will pull fire alarm.
2. Teachers will evacuate children to the outdoor safe zone.
3. Teachers will take their attendance clipboards and teacher backpacks with them to the outdoor safe zone.
4. Teachers will count children and display appropriate color card.
5. Director will call 911 and notify JEA Executive Director.
6. Director will assist teachers with evacuation, and bring the Emergency Book to outside safe zone.
7. Director will notify parents/guardians to pick up children if dismissal is warranted.

8. Teachers will supervise children in the designated area until children are picked up by parents/guardians or until further instruction from Director.
9. Director will notify DECAL/Bright from the Start.

Fire drills will be practiced so the children will be prepared.

Tornado: In the case of severe weather or tornado warning:

1. Director will notify teachers of severe weather alert.
2. Teachers will evacuate children to the closest safe space. Each class has a map directing them to their safe space.
3. Teachers will take their attendance clipboards and their teacher backpacks to the hallway with them.
4. Teachers will count the children and display appropriate color card.
5. Director will assist teachers with evacuation process and will bring Emergency Book to hallway.
6. Director will notify JEA Executive Director and continue to monitor weather situation.
7. Director will notify parents/guardians if dismissal is warranted.
8. Teachers will supervise children in the hallway until children are picked up by parents/guardians or until further instruction by Director.

Tornado drills will also be practiced so the children will be prepared.

Bomb Threat: In the case of a bomb threat:

1. Person receiving call should make notes on caller's comments, writing down as much of the conversation as possible.
2. Notify Director and JEA administrative personnel. Call 911.
3. Director will notify teachers to evacuate children to outside safe zone.
4. Teachers will take their attendance clipboards and teacher backpacks with them to outside safe zone.
5. Teachers will count children and display appropriate color card.
6. Director will assist in evacuation process and will bring Emergency Book to the outside safe zone.
7. Director will notify parents/guardians if dismissal is warranted.
8. Teachers will supervise children in the designated area until children are picked up by their parents/guardians, or until given further instruction.
9. Director will notify DECAL/Bright From the Start

Loss of Water:

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will contact city water authorities for further guidance.
3. Director will notify parents of dismissal, if necessary.

Loss of Electrical Power:

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will access situation and call Power Company if applicable.
3. Teachers will open windows for ventilation.

4. If power will not be restored for an extended period of time, Director will notify parents/guardians of dismissal.

Loss of Cooling (Air Conditioning):

1. Director will notify Maintenance Director and JEA Executive Director.
2. Maintenance Director will call appropriate repair service.
3. Teachers will move children to other classrooms, if needed.
4. Teachers will open windows for ventilation.
5. In the case of excessive heat and immediate repair is not available, Director will notify parents/guardians of dismissal.

Loss of Heating (Gas):

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will notify Gas Company.
3. Teachers will dress children in warm clothing and wait for further instruction from Director.
4. In the case of extremely cold weather, and immediate repair is not available, Director will notify parents/guardians of dismissal.

Shelter in Place:

1. Director is notified immediately and 911 is called.
2. Director alerts teachers and JEA administrative staff of lockdown.
3. Teachers immediately gather children into closest classroom, turn out lights, lock all doors and windows, and pull-down window shades. Teachers aid children in sitting in the appropriate safe space in each classroom.
4. Teachers remain in lockdown mode until notified by Director.
5. Director will notify parents/guardians when crisis is resolved.
6. Director will notify DECAL/Bright from the Start.

Procedure for Lost or Missing Children

1. Teacher re-counts children in group, using attendance and checking off each name.
2. Teacher searches room, bathroom, closet, and all secluded play areas in the room and on the playground.
3. Teacher notifies office personnel immediately.
4. Every teacher is notified to re-count number of children, using attendance and checking off each name. Children are to remain in classrooms until further notice.
5. Director and Executive Director of JEA conduct room by room search for lost/missing child.
6. If child is still not found, Director calls parents as well as 911.
7. Continue with room by room search until child is found, or parents/police arrive
8. Document search in writing with date, time, name of child, teacher and results.

Enrichment Classes

The JEA Preschool offers a variety of enrichment classes during the school year. Classes typically include music, sports, art, science, cooking, and more. These classes take place after the regular morning classes and require an additional fee. Enrichment classes typically fill quickly so please register early. Registration

begins as soon as the information is sent via Brightwheel.

Swimming lessons are also offered at an additional fee through the aquatics department. Parents can sign up for swimming lessons on the JEA website (https://www.savannahjea.org/). Aquatics staff will pick up your child from their classroom for their lesson and return them to class when the lesson is finished. On days when your child has a swimming lesson, please send the to school dressed in their swim suit with a towel and a change of clothes in their backpack.

Field Trips

JEA Preschool Savannah does not participate in off-site activities. Children are not transported on field trips. We offer on-site walking field trips as the JEA property offers a variety of hands-on learning experiences inside and outside of the facility. In addition, we may bring in-house resources into the facility to be enjoyed by all age groups. These are designed to enhance our curriculum.

Fire Drills

Fire drills are conducted once a month as required by law. Children are made aware of the need to practice exiting the building safely.

Food Policies

We want mealtimes to be a happy, healthy part of your child's day!

Snacks are provided by the school each day. **Children should bring their own lunch** in a clearly labeled lunchbox. Because we do not have the ability to heat or refrigerate lunches, please pack foods that are ready to eat and include an ice pack when needed to keep items fresh.

When packing lunch, we encourage nutritious choices such as:

- Fresh fruits and vegetables
- Yogurt
- Sandwiches
- Other wholesome, child-friendly foods

Milk or water is provided by JEA Preschool Savannah during snack and lunchtime.

For your child's safety, **all food and beverages brought from home must be labeled with your child's name.**

Nut-Free and Kosher-Sensitive Environment

To help keep all of our children safe, our preschool is a **nut-free environment**. Please do not send:

- Peanuts or tree nuts of any kind
- Peanut butter or other nut butters

JEA Preschool Savannah also follows a **kosher-sensitive** food policy. Dairy and fish products are welcome; however, please do not send meat (including chicken), pork, or shellfish.

Choking Hazard Guidelines

The Georgia Child Care Learning Center Rules prohibit serving certain foods to children under 3 years of age because they present a choking hazard. If your child is in a classroom serving children under age 3, please do not include:

- Whole grapes
- Raw carrots
- Popcorn

We also encourage families to pack lunches that support healthy eating and limit foods high in sugar.

For health and food safety reasons, any leftover food or beverages that have been opened or served during the day must be discarded.

Food Allergies

Your child's health and safety are our highest priorities. Please include all food allergies on your child's enrollment forms and notify us of any allergies or dietary restrictions before your child begins school.

If your child has a food allergy (such as peanuts, tree nuts, milk, eggs, or other foods), we will schedule a conversation with your child's teacher before the school year begins to discuss how we can best support your child's safety while at school.

We also ask that you inform us of any **medication allergies** so that we have accurate information available in the event of a medical emergency.

Food Policies: Helpful Suggestions for Passover

During the holiday of Passover, packing lunches and snacks for your child to eat can be challenging.

However, some grocery stores including Publix and the Kroger on Mall Boulevard offer a vast array of items that are kosher for Passover including cereals, cookies, crackers, chips and more. All kosher items labeled with a “P” for Passover are fine during this time. Fresh fruits and veggies are always great and dairy products like yogurt and cheeses are fine.

Children typically enjoy many things on matzah (the traditional unleavened bread eaten for the duration of Passover). A few of the favorites are plain or flavored cream cheese; WOW butter and jelly; hummus; tuna fish; buttered with cheese slices; egg salad (if there is not a whole egg allergy in the classroom), etc. You could also pack some of these items separately and your child may break their matzah and “dip.” Foods to avoid are refined wheat or leavened bread products (this includes pasta).

Health and Wellness

Emergency Medical Information

Each child's electronic file contains the emergency medical information and emergency contact names and phone numbers provided during online registration. It is important that families keep this information current throughout the school year.

If a child experiences an adverse reaction after medication has been administered, the incident will be documented, and the parent or guardian will be notified immediately by telephone.

In the event of a serious illness or injury, we will first attempt to contact the parent or guardian. If we are unable to reach a parent, we will contact the emergency contacts listed in the child's record.

If neither the parent nor the emergency contacts can be reached and medical attention is needed, we will contact the child's physician, if appropriate, using the information provided on the Emergency Medical Release Form.

In a medical emergency requiring immediate care, Emergency Medical Services (EMS) will be called. The child will be transported to the hospital designated on the Emergency Medical Release Form, or to the nearest appropriate medical facility if necessary. Any costs associated with emergency medical transportation or treatment are the responsibility of the parent or guardian.

Allergies

In compliance with health and safety regulations, families are required to notify the school in writing of their child's allergies and dietary restrictions. Please indicate on your Medical Emergency Form if your child has allergies. We are happy to work with you in ensuring your child is safe in our care. If it is a life-threatening allergy, we need specific information on how to treat in case of contact as well as the appropriate supplies (for example an Auvi-Q or EpiPen Jr) and a completed Severe Allergy Release Form located in the form section of this handbook. You are also required to provide the office with an Emergency Care Plan from your physician. All EpiPens are logged in at the office and noted whether the location of the pen is in the office, needs to be in the classroom or always needs to be carried with the educator. Parents are responsible for monitoring expiration dates. An adult trained, including educators, in the use of an epi pen must be on-site whenever your child is present.

Please note that due to multiple students with life threatening nut allergies, our school policy is to be NUT FREE (peanuts and tree nuts). Tree nuts include walnuts, almonds, hazelnuts, cashews, pistachio and Brazil nuts. Please choose one of the several alternatives to peanut butter: Soy Wonder (Publix) and WOWBUTTER (http://www.soybutter.com/), the Sneaky Chef made with legumes and peas (https://www.thesneakychef.com/) and Sunbutter (http://www.sunbutter.com/) made from sunflower seeds. If your child has a severe allergy, make sure it is noted in the Brightwheel and communicated to the school. For severe allergies, it is also recommended that there is an "Allergy and Anaphylaxis Emergency Plan" on file. and make sure your child's educators have written instructions on storage requirements, when and how to use the EpiPenJr or Auvi-Q.

Medication

Medication is administered only when accompanied by a properly completed medication authorization form including the child's name, name of medication, time and amount of dosage and parents' signature. Forms are available in Brightwheel. Medication must be in its original container. Prescription medication must have a label stating the name and contact information of the physician and/or pharmacy, child's name, name of the medication and medication directions. All prescription and nonprescription medication must be dispensed according to written directions on the prescription label or printed manufacturer's label and maintained at the appropriate temperature. All medication is stored in a locked box in the

administrative offices out of reach of any child.

Medication and a signed medical authorization note should be given directly to administration and not sent in your child's backpack or lunchbox. Medication will be administered in the office when possible and with the exception of emergency allergy medications such as an epi-pen.

Sunscreen should be applied at home before bringing your child to school. In the afternoons, teachers will reapply sunscreen if parents have provided it.

Wellness Procedures

In a preschool community, good health is an important issue. At this age, children are just beginning to develop immunities. Children should remain at home during the initial and most contagious days of a cold. This concern is for the child's comfort and for the protection of the other children in the program. In the case of a fever, children may return to school after remaining home for one full school day, a 24-hour period being fever-free. Children may return after being fever free for 24 hours without fever reducing medication. Also, after a child has vomiting or diarrhea they must remain home for one full school day, 24 hours, of being free of additional vomiting or diarrhea episodes before returning to school. Children must have no symptoms of diarrhea or vomiting for 24 hours before returning**. Children who are sent home with a fever or any symptoms of illness such as diarrhea or vomiting must stay home the following day.**

Please be considerate of all concerned- Sick children must be kept at home. Children may not attend with: fever (100.7), diarrhea, vomiting, a frequent or severe cough or cold, persistent runny nose, skin infection, conjunctivitis, or rash. If any of these symptoms are visible, your child will not be allowed to attend school. If any symptoms become evident during the day, you will be notified immediately. For the comfort of your child, you will be requested to pick up your child as soon as possible and within 30 minutes. If we are unable to reach you, we will call your emergency contacts. For the health of all children, children who have had impetigo or strep must be treated 24 hours prior to readmission. For children who have been diagnosed with Hand, Foot, and Mouth bumps must be healed (no signs of pus) and no new bumps.

In the case of a contagious illness, a physician's note is required before the child may return to school.

The JEA Savannah reserves the right, in cases where the staff deems your child is not well enough to be at school and is exhibiting signs and symptoms of illness to require you to come pick up your child. We understand the strain this puts on working families, but believe this will mitigate the spread of illness within the facility and lead to ultimately less missed time from school and work.

Families are encouraged to submit vision, hearing, nutrition, and dental screenings for all four-year old children within 90 days of enrollment or within 90 days of reaching their fourth birthday.

In the past year, the program has provided culturally responsive written materials to families about the importance of immunizations, oral hygiene, and vision and hearing screenings.

Children who develop a fever (100.7 or higher) or develop other symptoms of communicable diseases such as vomiting, diarrhea, or rash should be brought to the office. The ECE office staff will call the parents to pick up the child. The child must be supervised in the office until his/her parents arrive. Parents will be requested to pick up their child as soon as possible and within 30 minutes. If ECE office staff are unable to

reach parents, they will call emergency contacts. Children who are diagnosed with impetigo, strep, or conjunctivitis (pink eye) must be treated for at least 24 hours before returning to school. For all communicable illnesses, a physician's note is required before the child may return to school.

We understand that it is sometimes difficult for working parents to arrange for their sick children, however, the JEA program is for **WELL CHILDREN** only. We are not set up to care for sick children. It is the responsibility of the parents or guardians to have advance alternative plans to provide for their sick children. If you feel a child is sick, should not be dropped off, and the parent is insistent on leaving the child, please call an office team member for back-up assistance.

Minor Injuries

For any minor injury including cuts, burns, scrapes, and bruises: the teacher will notify the office. Teacher will treat the wound by washing and following basic first aid instructions. The teacher will then complete an incident report (included in the appendix) and submit it to the office for signature. Parents should be notified about the incident prior to pick up at the end of the day. The incident form is to be signed by the parent at the end of the day and returned to the office for filing. A copy can be provided to the parents at their request.

Serious Injuries

Serious injuries include but are not limited to bleeding, broken bones, fractures, head injuries, severe bites, and objects in the ear, nose, eyes, or absence of breathing. The ECE office staff will radio for JEA first responders and call EMS or poison control if needed. The teacher and/or first responder will administer first aid. Remove all other children and adults with the exception of the two persons certified to perform CPR/First Aid. Administer first aid until emergency aid arrives. ECE Leadership will notify the parents immediately. Teacher will complete an incident report and submit it to the ECE office for signature within 2 hours. If necessary, ECE Leadership will follow up on the report and report to Bright From the Start within 24 hours.

Fevers

Children sent home with a fever are not allowed to return to school the following day. In addition, they must be fever free (under 100) without fever reducing medication for 24 hours before returning to school. The number of days missed for a fever may vary depending on the duration of the fever.

For example: if a child is sent home mid-day Monday, they must remain home on Tuesday and would be allowed to return to school on Wednesday morning if they have been fever-free without medication for 24 hours.

Diarrhea

Children will be sent home when they have had 2 or more loose stools that is not contained in their diaper or is causing "accidents" for toilet trained children. The child can return to school when 24 hours have passed since the last loose stool.

Vomiting

Children will be send home if they vomit once (not spit up) and are not allowed to return to school the following day. The child can return to school when they have been symptom free for 24 hours.

Head Lice

JEA Preschool Savannah head lice policy and procedures are in line with evidence-based practice and are based on recommendations from the Center for Disease Control. Children can return to JEA Preschool of Savannah after being certified by a professional lice removal company.

Students diagnosed with live head lice need to be sent home immediately and may return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

For additional information, go to
https://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/document/ADES_HEAD_LICE_2012.p df

Immunizations

Effective August 1, 2015: For the health, safety and welfare of all, JEA Preschool Savannah follows the GA Department of Public Health Guidelines requiring enrolled children to be current on their age appropriate immunizations.

Per Georgia Department of Early Care and Education Rules and Regulations, Chapter 591-1-1.08 (2): "The file shall also contain evidence of age-appropriate immunizations or a signed affidavit against such immunizations. The items shall be maintained for each child enrolled in the Center on a form approved by the Department, and no child shall continue enrollment in the Center for more than thirty (30) days without such evidence."

Therefore, each child enrolled must provide a current GA 3231 Immunization Form to show documentation of compliance of this policy. Only medical exemptions approved by JEA Preschool Savannah will be allowed. There are no religious exemptions accepted. It is the responsibility of the parent (or legal guardian) to send in updated forms immediately when the form on file expires.

Your child's Georgia 3231 Immunization Form must be submitted at the time of registration.

It is strongly recommended that children in the Pre-K program have a 3300 form on file. Form 3300 is

intended to make sure that children are screened for possible problems with their vision, hearing, dental health and nutrition. The earlier these problems are detected; the earlier parents can seek professional help for the child.

Inclement Weather Policy

JEA Preschool Savannah will communicate with families through the Brightwheel during inclement weather situations as to closings and re-opening of the preschool.

In the case of severe weather during drop off, staff will be unable to run carpool for the safety of the children and themselves. Parents will be required to park and bring their children in, when they deem it is safe to do so. In this case, families will receive an alert from the Brightwheel letting them know the Inclement Weather Procedure is in effect.

Media Recommendations

The American Academy of Pediatrics (AAP) has developed recommendations for children's media use. The guidelines suggest that children younger than 18 months should avoid screen media other than video chatting. Children aged 2 to 5 should be limited to one hour of screen time a day.

Because we care about the health and wellbeing of children in our care, children under 2 years of age have no screen time at school. Children 2 and older have less than 30 minutes of screen time a week. When and if there is screen time, it will be educational and age appropriate and parents will be notified ahead of time.

Nap Policies

Sleep is an important part of healthy growth and development. Regular naps provide predictable routines and help children cope with the stimulating activities in a school setting. They lead to optimal daytime functioning. Sleep helps prepare children to attend to new experiences, positively engage with others and build memory and attention skills.

Nap time is from 12:30 to 2:30 pm. We do not keep children awake during naptime if they want to sleep nor do we force children to sleep. Children who do not fall asleep are still encouraged to rest quietly on their cot during naptime.

Please send in your child’s nap roll or nap blankets freshly washed on Monday mornings and take them home to wash on Friday afternoons. Children can also bring any “loveys” that will help them feel more comfortable during rest time.

Nondiscrimination Policy

JEA Preschool Savannah admits students of any race, color, national, racial, ethnic origin, or special needs to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Parental Involvement

In the process of learning, the educators, parents and children are viewed as collaborators. We view the parent as an essential resource to the child's learning. The exchange of ideas between parents and educators is vital in creating a more positive and productive learning environment. We recognize the significant role that families play in the livelihood of the school community. Parents help with fund-raising activities which are vital to our program, and we encourage everyone to help in some way. All funds raised by the Parents belong to the school and are turned over to the head of school. No separate bank accounts will exist.

Additionally, our educators encourage parent participation and will ask you to volunteer throughout the year. Your help is always needed and appreciated. We encourage families to contribute to the school's decisions about their child's goals and plans for activities and services. Sometimes we get our best ideas from parents.

Physical Activity

Access to onsite facilities and equipment as they pertain to physical activity for at least 1 hour daily. This includes enjoyable, developmentally- appropriate, culturally relevant, and participatory activities (e.g., free dance, music, and movement games).

Participation in community events related to health and wellness will be encouraged (e.g. Oy Veh 5k race, Youth Fitness Microsportz, Soccer, Basketball)

Smoking

The JEA facility, outdoor playground, pool decks, and parking lot are entirely smoke and tobacco free. The included e-cigarettes. Please refrain from smoking on JEA property as well as at any JEA Preschool sponsored event.

Supply Lists

Below are the lists of needed items for your child for each age group. Please be sure to label everything with your child's name.

Toddlers and 2Y

- ✓ 1 package of diapers (monthly or as needed)
- ✓ Sweater or sweatshirt to keep at school
- ✓ Crib sheet and blanket or nap roll to keep at school (to be washed over the weekend)
- ✓ Diaper cream (with signed authorization form)
- ✓ Water Bottle
- ✓ 1 box of diaper wipes (monthly or as needed)
- ✓ Complete change of clothing in zip-loc bag
- ✓ 1 photo of your child
- ✓ Lunchbox (daily) with utensils and meat-free & nut-free lunch items

3 and 4 year olds

- ✓ Complete change of clothing in zip-loc bag
- ✓ Sweater or sweatshirt to keep at school
- ✓ 1 box of wipes
- ✓ Crib sheet and blanket or nap roll to keep at school (to be washed over the weekend)
- ✓ 1 photo of your child
- ✓ Lunchbox (daily) with utensils and meat-free & nut-free lunch items

Transitions

Prior to your child's first day of the school year, families have the opportunity to meet with the classroom teachers and attend our open house. This is a time when parents and children can visit the classroom and see all the centers and cubbies so they are familiar with the room as they begin the new school year. In this way, the teacher learns about the child before he/she ever walks through the preschool doors. This allows teachers to support the child's transition from home to preschool.

Children remain in their designated classrooms throughout the school year.

To further foster the home school connection, the family is asked to create a book about their child. These are called Bare Books. Parents are given a blank cardboard book to create a book including pictures of the family, pets, and things the child likes to do. This is a useful tool to help children calm down and self-regulate while at preschool.

Tuition and Payment

The JEA Preschool year is August 2026 through July 2027. Although we provide a monthly payment option for the convenience of our families, tuition for the School Year is an annual commitment. Tuition payments are due on the 15th of the month prior to attendance. For example, Tuition for August is due July 15th. All families are expected to comply with financial policies set forth in this packet and on the financial contracts. If payment is not honored by financial institution by 5pm on the day of the charge, a late fee of $25 per child will be assessed and an additional $5 per day will be incurred until payment is received. We are happy to work with you if you require a special payment plan.

If JEA Preschool Savannah is required to close due to weather emergencies, natural disasters, threats or health emergencies, refunds will not be offered for these closures.

It is MANDATORY for all families to have a valid and current credit/debit card or bank draft authorization on file with the JEA through our Brightwheel, Brightwheel. This payment information is used for tuition, enrichment classes, and additional fees incurred.

Your credit/debit card or Bank Draft Authorization will be charged on or after the fifteenth (15th) day preceding the month of attendance during the school year. There is a 3% processing fee added to the transaction amount for all credit/debit card transactions. ACH services fees are .6%, with a minimum charge of $0.25 and a maximum charge of $2.00. Should you prefer to save on the credit/debit card processing cost, a new payment authorization for bank draft can be submitted.

If tuition becomes 14 days delinquent or there are two consecutive declines of payment during the school year, a written payment agreement will be necessary for the child to continue enrollment.

Items not included in tuition are late fees, enrichment programs, and fund-raising purchases. Parents are also responsible for any costs incurred for classroom parties, such as for Chanukah or end-of-the-year parties.

Vacation Policy

To provide families with flexibility during the summer while maintaining consistent staffing and classroom enrollment, the preschool offers a limited summer vacation tuition benefit.

- Each enrolled child is eligible for **up to two (2) weeks of vacation per school year** during the **summer months of June and July only**.
- Vacation weeks may be taken consecutively or separately and must consist of a full Monday through Friday week.
- Families must submit a **Summer Vacation Request Form** or provide written notice to the Preschool Office **at least two weeks prior** to the requested vacation.
- During approved vacation weeks, **tuition will be reduced to 50% of the regular weekly tuition** to hold your child's space in the classroom.
- Vacation credit is available only for **full-week absences**. Individual days, partial weeks, illness, holidays, family emergencies, or other absences do not qualify for the reduced tuition rate.
- Vacation weeks may not be carried over to another school year, exchanged for credit, or refunded if unused.
- All tuition and fees must be current for the vacation discount to be applied.

Our classrooms are staffed and licensed based on enrollment rather than daily attendance. This policy allows us to maintain appropriate teacher-child ratios and provide a consistent, high-quality learning environment while offering families flexibility for summer travel.

Visitors

We welcome visitors to our program. If you want to bring a visitor, please check with the ECE Director in advance. You must have prior approval. Visitors (adults) who have frequent or extended contact with students are required to submit to a background screening.

Withdrawal Policy

In the event of a relocation, job transfer, or withdrawal, JEA Preschool must receive 30 days written notification before the next tuition installment is due. If we do not receive notice within the 30 days, your card will be charged for your agreed upon tuition commitment that falls within that time period. Voluntary withdrawal and changes to children's schedules will result in the loss of current and prepaid tuition and fees. For example, if your child's last day would be August 30, notice of withdraw must be 30 days from the date tuition for September is due, which is August 15th. Thirty days from August 15th would be July 15th.

JEA Preschool Savannah reserves the right, at all times and for any cause that it may consider sufficient, to

request the withdrawal of a student.

Students wishing to transfer to another school may have all records forwarded pending completion of fee payments.

Family handbook acknowledgment

Please sign and return this page after reading the JEA Preschool Family Handbook.

I have read the JEA Preschool Savannah Family handbook and understand the policies and procedures outlined therein.

Parent's signature _____

Parent's printed name _____

Date_____