



2026-2027
Parent Handbook



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Parent Handbook 2022-2023

[Towne South Church of Christ](#)

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[Director](#)

Anna Anderson

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[Hours of Operation](#)

Drop off: 8:30 AM – 8:45AM

Pick up: 12:00 PM – 12:15PM



Dear Parents,

I would like to welcome you and your child to JAMtowne Preschool! It is my privilege to have your child in this wonderful program and I look forward to an exciting year!

It is my goal to provide the very best preschool experience for your child. If you have any questions or concerns at any time during the year, please contact a teacher or myself. I welcome any and all comments and suggestions in hopes of benefiting our preschool.

The preschool years are exciting and important times in our children's lives. I encourage you to participate in your child's school activities as often as possible for nothing can replace time spent with your child!

Remember, childhood should be a journey and not a race. JAMtowne is honored to be a part of your child's journey.

Sincerely,
Anna Anderson
Director



Our Educational Goals

- We strive to provide a Christian environment in which a child can develop physically, socially, emotionally, intellectually, and spiritually, using materials and activities which are both child-centered and teacher directed.
- We design our schedules to balance structure and free choice, as well as active and quiet times. This is based on the theory that children learn through play and classroom routines, by encouraging active involvement, meaningful experimentation, and reinforcement through repetition. We will provide an atmosphere, which is warm, friendly, and inviting within the framework of a routine; where a child knows he/she is loved, understood and appreciated; and where a child is encouraged to reach new levels of maturity.
- We value the active involvement of parents in our program, both through classroom and field trip participation. Parent participation enables the children to see their parents as important members of their new school environment, while providing parents with opportunities to view their child with teachers and other children. School then becomes a shared experience, which hopefully will continue throughout each child's educational process.



Curriculum and Content

Our preschool program will meet its goals through a planned curriculum, which will take into consideration the child's range of needs, interests, and abilities. A theme or topic of special interest will be presented within a framework that a child can understand. Children are not necessarily expected to show mastery of all the skills or content covered, but exposure is of utmost importance at the preschool age. More specific information on units of study can be found in class newsletters. Themes will include:

September

All About Me/ Family/ Feelings
Senses/Sense Organs

October

Fall
Community Helpers
Fall Celebration

November

Thanksgiving
Pilgrims
Native Americans
Animals Preparing for Winter

December Christmas

Around the World

January

Winter/
Children's Stories/ Skits
Dinosaurs

February

Valentines
Dental Health
Parts of the Body/Healthy Habits
Pets

March

Transportation
Wind
Nutrition/ Food Groups

April

Signs of Spring/ Weather
Easter
Insects

May

Mother's Day
Zoo Animals
Plants & Growing Things

The following math skills will be introduced through the preschool years: counting (forward, backward, and by ones, fives and tens); patterns, sorting, and classifying; ordering/positions; measuring, shapes, graphing; more, less and same; calendar; directional spaces (up, down, in, out, on, under, between, etc.), measuring instruments (ruler, clock, scales, and thermometer).

We also incorporate lessons in biblical and moral truths. This includes stories and lessons in all classes. JAMtowne is based on teaching positive morals and principles to our children. We believe that these teachings will help guide young minds to being well-rounded members of society.



Enrollment

There will be a two-week time period beginning in February to turn in your registration form and registration fee to the preschool office. Registration forms will be available online and sent home with your child.

Classes will be filled using the following criteria:

- 1) Currently enrolled students.
- 2) Siblings of currently enrolled students.
- 3) Children of Towne South members who are not presently enrolled.
- 4) General Public

Parents will be notified of their child's class placement by the end of February. Registration will continue until classes are full.

Admissions Requirements

- 1) Registration Form
- 2) Registration Fee (non-refundable) \$90.00
- 3) A current immunization record within 30 days of starting date.
- 4) Verification of birth date (birth certificate) (Note: Acceptable age is that of the child on August 31 of the current school year for all ages.)
- 5) Students who are three years old (or older) must be bathroom independent and wearing regular underwear.
- 6) Students who are two years old should be practicing bathroom habits at home. JAMtowne is happy to be an extension of those efforts.



Admission of Special Needs Students

JAMtowne Preschool is not equipped nor is it staffed to serve children who have been medically diagnosed as visually or hearing impaired, emotionally disturbed, or physically, behaviorally or mentally impaired.

Tuition & Fees

Tuition is due on the first of each month but may also be paid annually. We offer a discount for those making the annual tuition payment in full.

A late fee of \$20.00 will be charged to accounts not paid by the tenth of any month, regardless of which day of the week the tenth may fall. To eliminate the extra time, it takes to write reminders of a late payment, and to avoid paying a late fee, we would appreciate prompt payments.

There are multiple options for making tuition payments. You will be billed monthly using our Procure portal online. You may make payments online using a credit or debit card. Please make checks payable to JAMtowne Preschool. When paying by cash or check, please use an envelope labeled with your child's name and class.

Starting at 12:15 PM, late fees are charged to accounts if your child has not been picked up. One dollar per late minute is charged to accounts for first incidences. Two dollars per late minute will be charged to accounts thereafter.

Accounts with checks returned to us for non-sufficient funds, closed accounts, etc., will be charged a \$35 fee.

Fees cannot be refunded.

Holidays, vacations, or absences due to illnesses DO NOT affect tuition rates.



Withdrawal from JAMtowne Preschool

You are required to notify the preschool director two weeks prior (or as soon as possible) to your child's last day. The monthly tuition, as well as any other balances on your account, must be paid in full prior to withdrawal. The registration/ materials fee is non-refundable.

Arrival and Dismissal Procedures

The safety and welfare of your child is of utmost importance to you and to our school. With this in mind, we ask that you work with us to safeguard your child by following these procedures:

- Parents/guardians and students will be received at the rear carport entrance of the church building during the normal drop off time referenced below.
- Drop off time: 8:30 AM - 8:45 AM - Pick up time: 12:00 PM - 12:15 PM
- Children will be released only to authorized adults. Please make sure that your "pick up" list is up to date. If any changes are to be made, please notify the teacher by means of a written note signed by the parent/guardian, text or see the director. We will be asking for a picture ID if it is someone who does not normally pick up your child.

Holidays and Inclement Weather

JAMtowne will observe the Elizabeth City – Pasquotank Public School's (ECPPS) calendar for holidays and other closings. A schedule will be provided at the beginning of the school year. In case of inclement weather, (including snow, ice, fog, floods, etc.) parents will be notified via text messages and posts on our JAMtowne Facebook Page.



Health, Illness, Accidents

- Children are to be kept home when they show signs of any communicable disease such as measles, mumps, chicken pox, pinkeye, impetigo, sore throat, etc.
- Children with fevers will not be admitted or kept at school. A child should be clear of a fever, vomiting, diarrhea, and/ or rashes for 24 hours before returning to school.
- Children should also remain at home when they simply don't feel well. We understand that everyone has a cold from time to time, but when a child is miserable, truly the best place for him/her is at home.
- No medication of any kind will be administered, except in the case of life-threatening situations, such as allergy or asthma.
- Please alert teacher if your child has taken any medications, which can alter behavior or cause changes in bathroom visits.
- If a severe accident occurs, parents will be notified as soon as possible.
- In case of minor accidents, a band aid will be applied for cuts or scrapes, and an ice pack for bumps.
- If it is determined by the Preschool staff that a child is sick, then a parent shall plan for the child to be taken home. This child will not be readmitted until the staff is satisfied that the child is free from a communicable disease. A doctor's slip may be required before the child is admitted back in preschool; however, JAMtowne has the right as a "private" preschool to override a doctor's slip if we are not comfortable with his/her decision. THESE POLICIES ARE WRITTEN TO PROTECT ALL OUR STUDENTS.
- Emergency contacts are extremely important. Make sure that you have listed several reliable contacts on your child's registrations form and include any cell numbers.



JAMtowne Preschool Behavior Management and Discipline Policy

We use the following policy to maintain a pleasant and loving classroom in which children may learn. Our policy is designed to remain consistent, and all of our teachers follow it.

If a child misbehaves, the teacher will explain that what he/she did was inappropriate and that this behavior was a “poor choice,” “not nice,” or “not appropriate.”

- When possible, the teacher should point out the positive behavior of others to redirect children who are off task or misbehaving.
- Emphasis should be placed on praise and positive reinforcement by staff.
- Teachers help children use words to express needs, desire, frustration and anger.
- Children are spoken to in a friendly, but firm (not angry) voice when necessary.

Steps for Discipline

- First occurrence: verbal warning and/or redirection by the teacher.
- Second occurrence: follow-up warning, plus a reminder of consequence (time out). The teacher will maintain eye contact with the child and ask the child to repeat the consequence (time out).
- Third occurrence: time out. The teacher is to take the child by the hand and lead them to an area located away from classroom activity but within the teacher’s sight. The teacher should remind the child of the reason (misbehavior) for time out and ask them to consider the choice they made.



After Discipline

When time out is over (1 minute for each year of age), the teacher will ask the child to explain why he/she was put in time out. The student should respond with a description of the inappropriate behavior. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children. If the child continues the same misbehavior, steps one and two are repeated. The third step is a call to the parent.

Poor behavior choices involving intentional, malicious physical or emotional harm to another student, teacher or property shall result in automatic time out. (The harmed child/children will be comforted and after the time out, the child who caused harm will be asked to apologize to the harmed child/children). The parent will be informed at the end of the school day. A conference will be held with the parents if serious inappropriate behaviors continue and cannot be resolved through our policy above. For the second offense, a call will be made to the parent. For the third offense, the parent will be contacted and asked to pick up their child. This is to ensure the safety of everyone, as well as a positive learning environment.

Dismissal from Preschool

The preschool director reserves the right to dismiss a child from preschool if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his or her needs. A problem-solving meeting will be held with the teacher, parents and any other agencies requested to help develop a plan to resolve the problem and best meet the needs of the child within a specified time limit. If the problem cannot be resolved and the child's needs are not being met, the child will be dismissed from preschool.



Clothing

Clothing for school should be simple, comfortable, meant for play, and appropriate for the weather. Long pants are practical for girls as well as boys in cold weather. Temperatures in the building may be cool for the conservation of energy; therefore, layered clothing is recommended, e.g., a sweater that can be removed during very active times.

Scarves or caps are needed for outdoor play on windy or cold days. Remember gloves or mittens as well. The children will go outside every day, if possible. Please send a jacket/coat on cooler days just to be safe. Outer clothing should be labeled with your child's name.

Sneakers or other rubber soled shoes are REQUIRED for play/ physical education classes at preschool. The shoes must completely enclose the foot including the ankle. Please do not send children to school in cowboy boots, clogs, crocs, flip-flops or sandals. Shoes with heel straps or slick soles may not be worn to school.

Children dressed inappropriately for winter weather or wearing shoes, which are unsafe for playground play, shall be picked up early before playground time.

Jewelry (real and pretend) can be dangerous and should be kept at home.

An extra set of weather-appropriate clothing should be sent to remain at school. All items should be in a labeled zip-lock bag.

Supplies

There are many supplies needed to do the crafts your children enjoy and to function as a preschool. (Things found at home, as well as purchased items.) A "Giving Tree" for the preschool will have posted items that we need. We would greatly appreciate you periodically selecting some items to donate to JAMtowne. As always, we thank you for your generosity.



Toys and Things from Home

It is very upsetting for a child to have a favorite possession lost or broken. To help prevent this, we ask that these items are brought to school only on show & tell days. During these days, all items will be collected by the teacher for show & tell later in the morning. Please send only one item per day.

Money (coins) can be very dangerous. Please check pockets and backpacks carefully to assure that no money is brought to preschool.

Nutrition

- Parents should ensure that their child eats a good breakfast before arriving at school.
- Parents provide snacks for their own child each school day. Snacks should be simple and nutritious. No high sugar or junk foods please!
- Children should not bring gum or candy to school.
- Carbonated drinks should not be brought to school because of their explosive nature.

Field Trips

Field trips will be planned to enhance unit studies from time to time. Some will be short walks; and some will require transportation.

- Parents will be informed of field trips in advance. It may be necessary to charge a small fee.
- Parents will be needed to drive and to assist on field trips. Please let the teachers know if you can help in this way. All Two-year old's must be accompanied by a parent or guardian.
- Sometimes a field trip may fall on a day that your child does not normally attend school. In these cases, you will be given notice and asked to attend.



Birthdays

Birthdays are always special days. The birthday child has a place of honor all through the day. You may make the day even more special by sending in a snack to allow the class to celebrate with your child.

Holidays

Due to current circumstances, parties will be limited to our classes with teachers providing prepackaged refreshments.

Graduation

Caps and gowns will be worn by our four- and five-year-old preschool graduates during a graduation ceremony. Fees for the sets will be collected in February or March.

Chapel

Once a month, the children will enjoy chapel time with church member volunteers. This will be a fun engaging time for students to learn Bible stories and worship songs.



Conferences

In order to help your child receive the maximum benefit from this year at school, we feel that teachers and parents need to work together closely. Please feel free to ask for a conference in person or by telephone whenever you feel it is necessary, and we shall do the same. Such conferences should be scheduled for times other than school hours.