



Parent/Student Handbook

Jackson Park Baptist Church

1005 Jackson Street

Kannapolis, NC 28083

(704) 932-5015

www.jpbbaptist.org

General Enrollment Information

- Class placement is based on child's age as of August 31
- Class days are Monday-Friday from 8:30am-12:30pm for preschool, 8am-12:30pm for Kindergarten
- Classes are available for potty-trained children, ages 3,4 and 5.
- Classes are available for non-potty trained 2 year olds.

Jackson Park Baptist Academy Holidays

Labor Day
Veterans Day
Thanksgiving/Fall Break
Christmas/Winter Break
Martin Luther King, Jr. Day
Spring Break
Easter

Non-Refundable Registration/Book Fee

\$125 for preschool

\$175 for kindergarten

Annual Tuition

Monday-Friday (5 days) \$2500.00 for preschool divided into 10 monthly payments of \$250.00

Monday-Friday (5 days) \$3000.00 for Kindergarten divided into 10 monthly payments of \$300.00

\$210.00 divided into 10 monthly payments of \$210.00(preschool) \$260.00 divided into 10 monthly payments of \$260.00(Kindergarten) for active Jackson Park Baptist Church members in good standing.

10% Sibling Discount

*Discounts cannot be combined

*Our monthly tuition is calculated by dividing our annual tuition fee into ten equal monthly payments. The tuition rate does not fluctuate according to the number of days in the current month.

*Tuition is NOT prorated for shorter months during the school year due to illnesses, vacations, travel, holidays, five or less snow days and/or temporary absences.

*There will be a \$10 late fee added if tuition remains unpaid on the 1st of the month.

*Unless special payment arrangements are made with the program director, a child whose tuition payment is not turned in by the 5th of the month may not return to school until tuition is paid. After the 10th of the month, the child's slot may be given to a child on the waiting list.

Tuition Payment Schedule

Tuition Payment 1 of 10 due July 25

Tuition Payment 2 of 10 due August 25

Tuition Payment 3 of 10 due September 25

Tuition Payment 4 of 10 due October 25

Tuition Payment 5 of 10 due November 25

Tuition Payment 6 of 10 due December 25

Tuition Payment 7 of 10 due January 25

Tuition Payment 8 of 10 due February 25

Tuition Payment 9 of 10 due March 25

Tuition Payment 10 of 10 due April 25

Inclement Weather Policy

For updates regarding weather related closures you will be contacted by the Academy and/or your teacher via text message and/or Class Dojo.

Withdrawal Policy

Thirty days written notice is requested if you plan to withdraw your child.

What your child needs for preschool every day:

- ✓ Large, elementary-sized book bag labeled clearly on the outside with your child's name.
- ✓ A healthy mid-morning snack for preschool or lunch for Kindergarten
- ✓ Comfortable, washable play clothes and closed toe shoes are required
- ✓ Coats, hats and mittens in winter weather
- ✓ Labeled zip lock bag with a complete change of seasonally appropriate clothes

We will go out every day unless the temperature drops below 40 degrees

Illness Policy

To protect your child, other children and teachers, a child showing the following symptoms will not be accepted in the classroom:

- Nasal discharge that is discolored
- Discharge from the eyes or ears
- Severe sore throat or cough
- Respiratory problems
- Rash, open fever blisters or any skin irritation
- Diarrhea or vomiting
- Fever
- Conjunctivitis (pink eye)
- Open cut that is oozing
- Infectious/contagious disease
- Lice and/or nits

Children who appear ill or become ill during school hours will be isolated from other children. You will be notified immediately and asked to pick up your child. Children may return to school after they have been healthy and symptom-free for 24 hours.

Serious Illnesses

In the case of serious infectious illnesses (such as flu, chicken pox, strep throat, COVID-19 etc.) parents are to notify the director as soon as possible so that the parents of other children in the classroom can be notified. A letter will be sent home to the parents with information on symptoms to be alert for. We do not disclose the identity of the ill child.

Medications

The only medications given at school are emergency allergy medications for a child with a documented severe allergy and rescue inhalers for a child with asthma. An allergy action plan must be in place before an allergic child's first day of school. The medication must be unexpired and in the original container with the prescription label (if applicable) and labeled with the child's name and dosage. The same applies for a child with a rescue inhaler.

Emergencies

In the case of an emergency or accident, parents will be notified immediately. If emergency treatment is required, 911 will be called.

Drop-Off

Drop off time is between 8:15am - 8:30am for preschool, 7:45am-8:00am for kindergarten. At 8:30am the school entrance is locked, attendance is recorded and the school day gets underway. Please try to arrive no later than 8:30am for preschool and 8:00am for kindergarten. We don't want your child to miss out on any of the day's learning activities and late arrivals also disrupt morning routines. If you do arrive later than 8:30am, please ring the doorbell at the preschool entrance and a staff member will let you in.

Separation Anxiety

Tears and clinginess are common but harmless when toddlers and timid older children first start school. Your child's teacher will distract, soothe, comfort and engage your child in activities and help them learn that school is a fun and safe place to be. We encourage parents to be brief and upbeat at drop-off time. Your child will usually follow your lead. For most children, any crying stops within a few minutes and does not persist past the first couple of weeks of school. If your child is having an especially hard time adjusting, we will communicate and work with you to help your child grow to love school.

Car Line Drop-Off

Car line is available in the morning for drop off. Please follow directions to the school entrance, driver's side away from the entrance doors and a staff member will assist you child out of the car. Please observe the signs indicating the one-way flow through our parking lot so that our families are safe during drop-off and pick-up.

Car Line Pick-Up

Children are to be picked up promptly at dismissal time for preschool and kindergarten each day. If there is a delay in picking up your child, please call the church and advise when you will arrive. A charge of \$10.00 per 10 minutes will be incurred if a child remains after 12:40pm. Teachers are not responsible for buckling your child into his/her car seat. Please pull your car out of the pickup line to the nearest parking spot to secure your child into his/her carseat.

Alternate Pick-Up Persons

There is a space on the registration form to list up to four people who are authorized to pick up your child. If someone who is not on the list will be picking up your child, you must notify your child's teacher in writing. Any alternate pick-up person, on the list or not, must be prepared to present a picture ID when they come to pick up your child.

Photographs

At various times during school, photographs may be taken of the children. They may be posted on our church/academy website, academy Facebook page or displayed in the classrooms/church. We may also use them in our brochures and promotional material. Please complete the Photo Release Form attached for our files. If the form is not received at time of registration it will be assumed that we do not have permission to photograph your child.

Discipline

We expect kids to act like kids, and we have realistic and age-appropriate expectations for our preschooler's behavior. Our best method of discipline is being role models of positive and Christ-like behavior ourselves. When behavior problems do occur, we may use one of the following responses:

- Ignoring minor negative behaviors
- Noticing and praising positive behaviors
- Redirecting a misbehaving child to a more appropriate activity
- Talking with the child and teaching empathy for others
- Loss of a privilege directly related to the misbehavior – example, for hitting another child with a block, losing privilege of playing with blocks that day
- Having a child "take a break", which gives them a chance to sit in a quiet spot within the classroom for a few minutes, calm any strong emotions and return to class activities when he/she feels ready to rejoin the group.

No physical punishment or harsh disciplinary treatment is utilized.

Aggressive Behavior

Occasionally, a child will develop a pattern of aggressive behavior. Our desire is to work with the families through any difficult stage their child may be going through. If a behavior problem is recurring, parents may be called in for a conference with the teacher. Our goal is always to come up with a plan that can provide the child with consistency at home and at school. We reserve the right to discontinue the enrollment of a child whose behavior is dangerous to themselves or to others.

Allergies

Before the first day of school, parents must notify the school in writing of any allergies their child may have. Parents must promptly notify the teacher of any newly developed allergy in their child.

Peanut/Treenut Policy

We are a nut sensitive school. This means if there is a student in your child's class with a severe peanut/treenut allergy, that entire classroom will be a peanut/treenut free zone. No nuts, nut butter or nut products will be allowed in that classroom. Parents will be notified in writing if their child's class is a peanut/treenut free room. Be advised that a room could become peanut/treenut free at any point during the school year. If this occurs, a notification letter will go home to parents and a "No Peanut/Treenut" sign will be posted at the classroom door.

Parent Involvement

Parents are always welcome to visit Jackson Park Baptist Academy. Throughout the year, you may want to volunteer as a guest story reader or help with special events. Please speak with your child's teacher to make arrangements.

Birthday Celebrations

Please notify your child's teacher in advance if you would like to send in a small treat for your child's birthday.

Notice of Nondiscriminatory Policy

Jackson Park Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

Family Communication

We need your help to maintain consistent, two-way communication between the school staff and our school families. This is what we ask from you:

1. Check your child's folder every day for notes from the teacher. Use the folder to send notes to your child's teacher as well.
2. Sign up for Class Dojo with your provided link.
3. Read all school newsletters, notes and reminders.
4. Post the class activity calendar on your fridge and refer to it often.
5. Use ClassDojo to inform your teacher whenever your child will be absent. If your child becomes ill, let us know what symptoms they have experienced or if they have been diagnosed with a contagious illness.
6. Let the teacher know if your tuition payment will be late.
7. Share your expectations with us. Let us know what is important to you and what you hope your child gets out of their school experience.
8. Inform the teacher of any custody arrangements involving your child.
9. Let us know how we can pray for you! Requests can be shared with the church secretary or your child's teacher, or feel free to slip a note in your child's folder.

Field Trips

Field trips will be scheduled throughout the school year and require a parent/guardian to accompany the child and provide their own transportation. Permission slips will be sent home as trips are scheduled. Any costs/fees for field trips are not included in tuition.

JACKSON PARK BAPTIST ACADEMY



2026/2027 Parent/Student Handbook

I have read and understand the expectation and guidelines outlined in the Jackson Park Baptist Academy Parent/Student Handbook.

Signature

Print name

Student name

Date

Please sign and return