

PRECIOUS JEWELS LEARNING, INC.



STUDENT HANDBOOK



Polishing young minds for the future.....

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Precious Jewels Learning, Inc.

PJLI was founded in July, 1999, as a non-profit organization corporation. We are committed to providing positive and responsive academic and social programs for Precious Jewels (youth) of Cobb County, and surrounding communities ages 0-18.

The Precious Jewels After-school program is designed as a dynamic process of education which challenges and motivates the youth to excel. It fosters a mastery of specific skills in four major areas: Communication Arts (including Reading and Comprehension), Mathematics, Social Studies and Science. Other components to our curriculum include Virtues and Character Building, Career and Personal Development, Music, Art, Drama, Chess, Parenting Skills and Computer Technology.

PJLI provides a wealth of support and resources including the Precious Jewels Preschool Program, Child Care for (Conventions and Special Events), Health and Nutrition, Summer Day Camp Teen Empowerment, Teen Club and a Parent Support Resources Group.

Each phrase of our program provides a nurturing environment which encourages the uniqueness, curiosity, and growth of both students and staff.

Philosophy and Goals

At PJI, we believe that it is essential to teach Precious Jewels to flourish and develop into their full potential. We instill in each child a sense of dedication to high standards and virtues. We encourage our Precious Jewels to explore, create, and set goals to achieve them; for we believe that creativity is limitless.

PJI is preparing our Precious Jewels to develop physically, socially, intellectually and spiritually, to become mentors for the Precious Jewels of the future. The PJI staff is dedicated to providing a stimulating environment where each child is encouraged to flourish in a nurturing, non-threatening, atmosphere.

We affirm that all children are unique, exceptional and extraordinary, and we strive to offer developmentally appropriate activities and experiences that will help each child grow and learn to their fullest potential. We are committed to working collectively with parents to help strengthen the family and the community.

PJI is committed to providing the best virtuous academic programs, to motivate and challenge the youth to a higher standard of excellence.

PJI leads with humility and integrity, to empower the youth with honor, that can neither be bought nor sold.

PJI realizes that setting a high standard of excellence in education is a goal worth attaining because exceptional is never the exception.

PJI encourages the youth to consistently give the best, expect the best, and know that they are the best.

PJI teaches with a sincere dedication for the academic success of each student, because the student's success is our success.

Description of Program

The PJI program has been designed in consultation with experienced Early Childhood Educators, Teachers, Directors and Administrators to meet the needs of the whole child academic, enrichment, creativity, and virtues. Our aim to provide a program that enhances a child's learning experiences through play and exploring their environment.

The PJI "hands-on" program offers a balance of structured and unstructured activities. Your Precious Jewel will have an opportunity enhance social skills; participate in dramatic play; create artistic expression; learn about health and nutrition; celebrate in circle time, sing melodious music; fall in love with reading in the library, tend to the PJI vegetable garden; explore in the butterfly garden, and become socially sociable with indoor and outdoor play.

The PJI program places a focus on early literacy, numeracy and science skills to reinforce what is being taught week over week. Each lesson provides a scope and sequence to build upon what was learned the week before.

Staff

The PJI Child Care Professional is one of Early Childhood Educator licensed or Educational degree; five or more years of experience, and has a natural love for children. PJI goes through extensive pre-employment assessments, background and criminal history research, and CPR and First Aid certification. PJI believes that education is a lifetime learning process, and is involved in on-going professional academic development through academic training, seminars, workshops, and yearly Early Childhood convocations. PJI is a proud member of NAEYC.

Hours of Operation

PJL Preschool is open from 9:00 a.m. to 2:30 p.m. Monday – Friday,
(if additional childcare is needed, our Before and After School program is also available in the same location.)

Mother's Day Out Program M-W-F
9:00 a.m. – 12:30 p.m.

Preschool Program Monday-Friday
9:00 a.m. – 2:30 p.m.

Before and After School Care Programs

Before School Care Program 6:00 a.m. - 9:00 a.m.

After School Care Program 3:30 - 7:00 p.m. Mon -Thurs, Fri 3:00 - 6:30 p.m.

Fees for the full time care on In-service Days, Spring Break, or Holiday Breaks are billed at a full time tuition rate of \$150.00 per week or \$35.00 per day.

The center will be closed on the following days

Precious Jewels Learning, Inc. observes the following Holiday's and will be closed.

New Years

Martin Luther King Jr.

July 4th

Memorial Day

Labor Day

Thanksgiving

Christmas Eve

Christmas

Important Numbers to Remember

PJL Office 770 819-9435

PJL Cell 678 634-8461

Center Schedules and Routines

6:00 - 8:15 a.m.	Arrival Before School Program/ Health Check / Free Choice in Activity Areas
8:15 - 8:45 a.m.	Breakfast Children engage in free choice activity areas after finishing.
8:45 - 9:00 a.m.	Routine time, toileting, clean-up, water
9:00 - 9:30 a.m.	Group Time ~ action songs ~ singing time ~ finger rhymes~ stories ~ concept songs ~ discussion of daily activities ~ Good Morning Song, Precious Jewel Song, and other routine songs
9:30 - 10:45 a.m.	Free choice in activity areas - Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. - Some teacher directed activities as well as some self-directed activities are included. - Example of activities: creative art, gross motor skills, sand and water play, cooking, building blocks, dramatic role play, fine motor manipulative activities, science/discovery, language arts/listening.
10:45 - 11:00 a.m.	Routine time, toileting, preparation to go outside, water
11:00 - 11:30 a.m.	Outdoor play games or vigorous indoor activity (including teacher-directed games)
11:30 - 11:45 a.m.	Routine time Toileting, preparation for lunch, water
11:45 a.m. - 12:15 p.m.	Lunch
12:15 - 12:30 p.m.	Routine time Mother's Day Out Departure Toileting, preparation for nap, quiet story, classical music,
12:30- 2:00 p.m.	Naptime - Children are required to rest for a reasonable period but not required to sleep. Quiet activities are

	available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.
2:00 - 2:30 p.m.	Routine time Toileting, snack water Preschool Class Departure
3:00 - 4:00 p.m.	Group Time After-School Program Free choice in activity areas
4:00 -4:15 p.m.	Toileting and preparation for outside play
4:15 - 5:15 p.m.	Outdoor play or vigorous indoor play Homework Time for After-school
5:15 - 7:00 p.m. M-T 5:15 - 6:30 p.m. Fri	Toileting, Free choice in activity areas, Group games, Projects with a Purpose, Preparation for departure

Pick up Policy Arrival and Departure

Your child's safety is our main concern. Parent must bring their Precious Jewel to the classroom and sign in. Children must be picked up promptly at the end of class and signed out. If your child is part of the After School Care program, they will stay in the room while the other children arrive after school. (Please note that if your child is not part of the After School Care program you must pick up your child outside of the classroom door at 2:30).

Parents are asked to inform PJJ by 9:00 a.m. if your Precious Jewel will not be attending for the day. Please notify the PJJ if someone other than yourself or a designated person is picking up your child.

WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS WE ARE PROPERLY INFORMED BY YOU IN WRITING.

Please call 770 819-9435 to inform us of any changes.

PJJ will email an "Authorization for Pick Up" form for you to update the information and email or fax back to us.

Late Fees: We understand that parents can be unavoidably detained occasionally. If you are going to be late picking up your child please inform the center by phone so we can reassure your child that you are on your way. Please be

aware that starting at 7:05 p.m. Mon-Thurs, late fees will be charged, on Fri late starting at 6:35 p.m. The fee is per child, and will apply each minute at a rate of 1.00 per minute. These charges are due in full the same day incurred. No exceptions. Thank you.

Health and Safety

Please keep your child at home if any of these symptoms are present:

- ❖ Fever - 100 or higher**
- ❖ Rash**
- ❖ Vomiting**
- ❖ Diarrhea**
- ❖ Severe runny nose that is not clear**
- ❖ Severe coughing**
- ❖ Head lice or nits**
- ❖ Communicable illness**

Any contagious or communicable diseases require notification to the Public Health Department. If your child comes into contact with or contracts a contagious or communicable disease please contact us immediately. If your child becomes ill at PJJ we will make your child as comfortable as possible. Parents will be contacted and are expected to pick up their child from the center as soon as possible.

Medication

Staff can only administer prescription medication if the medicine comes in the original container, clearly marked with the current date and dosage on the label. An "administering of medication" form must be filled out and signed by the parent. The staff member who gives the medicine to your child will initial this form. Non-prescription medication i.e. Tylenol WILL NOT be given to your child without a doctor's note stating reason, amount and time.

Guidance and Discipline Philosophy

We believe that discipline should be done in a gentle manner to encourage direction, and to gain a valuable lesson, while maintaining the child's sense of self-worth. We recognize that children are unique and special and that they have specific needs and considerations. The goal is for our Precious Jewels to be taught virtues to become self-disciplined so that they are aware of how to handle different emotions and situations.

Strategies PJI uses:

A variety of strategies are used to help guide children's behavior. A strategy will be effective in some situations and with some children but may not be effective at another time.

Each child and situation is different so different strategies may be used. The following strategies will be used to promote positive interactions among children and adults at PJI:

- 1. We set clear and consistent limits by explaining what is expected of each child. We take the time to explain why a behavior is expected and we speak slowly and clearly using a calm, friendly tone.**
- 2. We reinforce appropriate behavior with both words and gestures. It is important to acknowledge positive behavior. This helps to encourage the child to repeat the behavior.**
- 3. We redirect or divert children when appropriate. This means having the child is redirected to another activity or area.**

- 4. We offer simple reminders to children about the limits and expectations. Children will often become distracted during play activities and will need to be reminded of appropriate behavior patterns.**
- 5. We encourage the children to use problem solving strategies or techniques. This helps to build their self-esteem and communications skills.**
- 6. We invite children to verbalize their feelings and their needs at all times. This creates a sense of trust.**
- 7. We provide children with appropriate choices for their behavior. This gives them the opportunity to make decisions. e.g., "Would you like to wait here for your turn to paint a picture or would you like to play somewhere else and I will call you when it is your turn?"**
- 8. We help the children with natural and logical consequences so they can understand the outcomes of their behavior. E.g. "When a cup is placed on the edge of the counter, it will fall and spill the water." "Here is a sponge to wipe it up."**
- 9. We do not use corporal punishment (spanking, hitting, shaking, and deprivation of meals or snacks) as a form of punishment at PJI.**

Confidentiality

PJI realizes the importance of our client's right to privacy, and affirms that assured all information and any matters concerning your child will be kept confidential. Please be aware, however, that we are legally required to report any suspected child abuse or neglect to the proper authorities.

Lunch and Snacks

PJLI will provide a nutrition breakfast, lunch, and two health snacks per day. Menus are distributed and posted on a quarterly basis. Parents are responsible for supplementing special dietary needs. Please list any foods, allergies, religious preferences or concerns in your file for our reference.

Reminder we are a Nut Free Classroom

Clothing

Children enjoy actively exploring their world around them. Therefore, we ask that the children wear comfortable, washable and manageable play clothes each day. Also, please be aware that we go outside whenever possible. It is important that your child is suitably dressed for outside play each day. Please mark everything with your child's name. For safety reasons, we request that children have a pair of non-slip shoes to wear at PJLI, and that long strings on clothing be removed as they can be dangerous on climbing equipment.

Field Trips

Field trips offer a fun, exciting learning experience for young children. You Precious Jewel will have an opportunity to join the children in the Before and After school program to participate in a variety of outings on Professional Days, Spring Breaks, Summer Breaks, and Holidays. Parents are asked to sign up their child for these days in advance and there is an additional fee based upon the excursion. Please check the calendar online.

Precious Jewels Learning, Inc.

Schedule of Fees:

Mother's Day Out Program M-W-F

9:00 a.m. – 12:30 p.m.

***Registration Fee (non-refundable, amount payable at registration) \$50.00**

Last month's tuition payable at time of registration. \$300.00/month

Amount payable each subsequent month (Sept.-August), payable the first day of the month by postdated checks.

\$300.00/month

Fees may be divided into two equal payments payable by postdated checks the 1st and the 15th of each month.

\$150.00

Preschool Program

Monday-Friday

9:00 a.m. – 2:30 p.m.

***Registration Fee (non-refundable, amount payable at registration) \$50.00**

Tuition for the last month of the school year (June) (payable at time of registration).

\$400.00/month for Preschool only/ \$650.00 for Preschool Program plus Before and After School Care.

After School Care

Amount payable each subsequent month (Sept.-May, payable the first day of the month by postdated checks or credit card) \$400.00/month

Preschool Program plus Before and After School Care Programs

(if children attend all three programs there is a \$150.00/month discount).

\$650.00/month

Before and After School Care Programs

(Preschool and School Age)

Tuition for the last month of the school year (June) is payable at the time of registration.

Each subsequent month (Sept.-May) is payable by check postdated to the first day of the month. Fees for full time care on In-service Days, Spring Break, or Holiday Breaks are billed at a full time tuition rate of \$150.00 per week or \$35.00 per day.

- ❖ **Registration Fee (non-refundable, amount payable at registration) \$50.00**
- ❖ **PJI will provide Before and After School Programs for Bus Route Pick up and Drop off only.....**

Before School Program: Monday to Friday 6:00 a.m. – 9:00 a.m. \$160.00/month

After School Program: Monday to Thursday 2:30 p.m. – 7:00 p.m. \$300.00/month

Friday 2:30 p.m. – 6:30 p.m.

Before and After School Care Programs

(if children attend both programs there is a \$40.00/month discount) \$420.00/month

Late Fees: We understand that parents can be unavoidably detained occasionally. If you are going to be late picking up your child please inform the center by phone so we can reassure your child that you are on your way. Please be aware that starting at 7:05 p.m. M-T late fees will be charged, on Fri late fees will be assessed starting at 6:35 p.m. The fee is per child and will apply each minute at a rate of 1.00 per minute. These charges are due in full the same day incurred. No exceptions. Thank you.

Tutorial Sessions: are available to those students who are already enrolled full time in one of the other programs offered by PJI. Sessions are one hour in duration. The initial assessment fee is 50.00. The assessment is one hour and a half in duration.

\$25.00/session / Non-Students \$35.00/session

Summer Break Program

June 13 – July 15 9:00 a.m. – 3:00 p.m.

Summer Camp Celebration and Awards July 17, 2010 2:00 p.m. to 6:00 p.m.

(Precious Jewels Learning will be closed for maintenance July 18 to Aug 4, 2010)

***Registration Fee (non-refundable, amount payable at registration) \$50.00**

The weekly fees for the summer program is \$150.00

Fees are due two weeks prior to the beginning of camp.

Special Events

Monthly Fundraisers

Monthly Parent's Night Out Special Events

Family Dinner and a Movie Night

Sunday Family Fun Days

Registration Requirements

- ❖ ***If enrolling in more than one program, the registration fee will only be charged once.***
- ❖ ***Checks or credit should be made payable to Precious Jewels Learning, Inc.***
- ❖ ***Receipts will be given for income tax purposes.***
- ❖ ***Monthly Fundraising Events to enhance the quality of our program.***
- ❖ ***Volunteering and Parent Participation is vital to the success of our efforts.***
- ❖ ***All necessary forms and payments, in the form of postdated checks, must be completed and received by Precious Jewels Learning, Inc. to ensure official registration.***

Admission Procedures

Please complete all registration, authorization for pick-up forms and a copy of immunization records and return them to the center before your child's first day of attendance. All forms must be kept up to date. Please inform us immediately if there is any change in address, telephone number, emergency person or medical information.

School Closures

As we are all aware, we tend to get a few good snowfalls each year that make the roads unsafe to travel. Our general policy is if the Cobb County Schools are close, we are closed also. If PJJ staff members cannot safely make it to the school, then we will have to close the program for that day. The teacher will keep an up-dated class list at home to personally call each family to inform them of any school closures.

In the event of a power outage, our policy is to call Georgia Power to see if they have an estimated time for the power to be reinstated. If the power will be on within two hours we will continue with the program. If the power is estimated to be out longer than two hours or we cannot get confirmation from Georgia Power, we will contact all families to come and pick up their child. This is a PJJ policy.

Early Dismissal

There are a few early dismissals each year (2-3) that will affect the part time PJJ parents and children only. On these particular days, part time PJJ parents will have to pick up their children at the early dismissal school time (usually 1:30), instead of usual school pick up time being 2:30. Thank you.

Emergency Procedures

The staff at PJJ is aware of and trained in emergency procedures, and is required to practice fire drills and emergency evacuation on a regular basis. To help the children understand the importance of emergency procedures, one of our first focus themes in October is on fire and safety. We feel it is important to practice Tornado and Hurricane Drills with the children. We also teach your Precious Jewels the importance of practicing these procedures at home; we encourage you to take time to plan and practice emergency procedures with your family.

Thank you for taking the time to read through the PJI handbook... It is a means to answer FAQ that you may have about our program. If you have additional questions, please do not hesitate to contact us.