

# **JFK Play School**



## **Parents Handbook 2020-2021**

*Autumn Term 2020*



# JFK Play School Handbook

## Welcome to JFK Play School

The JFK Play School encourages children to enquire, explore, discover and become independent, self-initiating learners. Using the IEYC Curriculum, we create learning experiences that nurture and support development. Children are challenged and stimulated with themed activities, which encourage and promote individual progress. Through structured play, children learn about themselves and the world around them, as well as how to learn alongside others. Routines are established to create a sense of structure and consistency during each session, thereby allowing children to understand daily expectations.

### Play School Lead Teacher



Ms. Carolyn [carolyn@jfk.ch](mailto:carolyn@jfk.ch)

### Play School Assistant



Ms. Emma [emma@jfk.ch](mailto:emma@jfk.ch)



### Settling in

The first few days at JFK Play School are important while your child settles in. We want your child to feel safe, secure and happy resulting in a positive transition into Play School.

### Dressing for Play School

The JFK Play School does provide school tabards to protect their clothes. Tabards will be sold by JFK and can be purchased in the school office. We strongly advise that your child is dressed practically and appropriately for all types of indoor and outdoor focused play. Footwear which is easy to fasten is essential. Please could you try to encourage your child to start dressing independently. It will ease the transition for your child into Play School.



### Equipment:

Please provide all of these items **by the first day of Play School** these will remain at the Play School:

- A pair of indoor slipper shoes.
- A set of spare clothes, to include: a pair of trousers, a t-shirt, a jumper, socks and several changes of underwear.
- For children who wear nappies/diapers or who are being potty/toilet trained or wear pull-ups, please supply these for your child. These will be labelled and stored in the Play School and used when necessary for your child.



1. In the Spring term, wellies, a sun hat and sunglasses
2. In the winter term, a pair of waterproof trousers, a waterproof jacket, warm hat, gloves, neck scarf and snow boots.
3. JFK Play School declines any responsibility for personal objects, clothing, games or jewelry that could be broken or lost while at school.

### **Schedule**

4. The Play School session is from 8:30 to 12:00 or 8:30 to 13:00 with lunch.
5. Extra charges will be added if your child is not picked-up within these times. Parents must comply with the Play School schedule.
6. Changes to pick up times must be given on the morning prior to pick up. Changes in attendance are not possible during the term. The final withdrawal must be announced with at least one month's notice. If we are not notified, the following term will be charged.

### **Drop off and Collection**

7. Play School staff will greet your child and record his/her arrival with a daily attendance register each morning. Any necessary information provided by the parents/carers can be shared and recorded at this time. At pick up you will need to sign our collection sheet.
8. If there is any change in your routine for drop-off or collection, the Play School Manager must be informed. If another person such as a nanny, friends, relatives or other comes to collect your child, please notify the Play School in advance. Your child will not be allowed to leave the Play School unless we have written consent of an alternative pick-up.



## Food

9. Morning Snack - we promote healthy eating as an enjoyable activity, children are offered fresh fruit, savoury or sweetened crackers and a drink each morning.
10. Lunch Time - Play School children eat in the Play School dining room. Children who stay for lunch are accompanied by Play School staff. Lunch times are treated as a social time, promoting good table manners while learning and developing skills to use cutlery independently.
11. If, on a particular occasion, you wish to bring a birthday cake, certain restrictions may apply concerning allergies. Please inform the school in advance.

## Sickness and Allergies

12. Any allergies must be shared with Play School staff, as well as the school office, before the start of term and mentioned in the JFK School Medical Form.
13. Children should not be at the Play School if they are sick or unwell.
14. In case of a contagious illness your child must remain at home, such sicknesses include; vomiting, rash, head lice/nits, diarrhea, eye infection, sore throat or a fever. If a child has vomited please do not send them to Playschool until at least 48 hours after the last attack. This is important in preventing infectious illnesses spreading amongst other children.
15. If the child takes an antibiotic, a delay of **2 days** must be respected before reintegrating into the Play School
16. If your child becomes ill during the day, parents/carers will be contacted and asked to pick up their child as soon as possible. Please ensure you share an emergency contact number for the person responsible for or caring for your child, should you be absent or away.



### **Absences and Vacations**

17. Absences should be reported as soon as possible.
18. Absences are not replaceable and are non-refundable.
19. The JFK Play School is closed during the JFK school holidays as well as official Swiss holidays (see JFK calendar for further details).

### **Registration**

20. Children are admitted from the age of 2 1/2 years old.
21. The registration fee is CHF 600.00 per child (A one-time fee, non-refundable) and is calculated on the first invoice.
22. When registering, a copy of your child's passport, residential permit and a copy of the child's health insurance card are to be handed into the school office. Please submit the completed health questionnaire so we are aware of any dietary restrictions and allergies your child/children may have.

### **Rates and Billing**

23. Parents are asked to pay the amount due before the start of each term date.
24. In case of non-payment, JFK Play School reserves the right to refuse admission of a child.
25. Please see JFK Play School Financial Conditions for further details.



### **Insurance**

26. Children who attend JFK Play School must be insured against illness and accidents. The insurance must be valid in Switzerland and be LAMal approved. A copy of the insurance must be submitted to the Administrator upon registration of your child/children.

### **Photographing**

27. Play School staff regularly take photographs to capture learning and share learning experiences with parents. These photos may, on occasion be shared on social media, if you do **NOT** want your child to be on social media please inform the Play School staff, as well as the school office, immediately.

### **John F. Kennedy International School**

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