



Franklin Monroe Junior Jet Academy Handbook

2025-2026

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<https://www.franklin-monroe.k12.oh.us/>

(Please be aware that all phone calls may be recorded.)

Board approved: April 2025

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PURPOSE

The purpose of the Franklin Monroe Junior Jet Academy Program is to provide preschool aged children an opportunity to learn through play with other children and with appropriate toys and materials; where all the domains of development are fostered. The Early Childhood staff is trained in the care and education of the child. The equipment and materials are designed to meet the needs of the child.

PHILOSOPHY

We believe all children can learn. Our curriculum is a combination of play-based, project based, and academic based lessons. We believe each preschool child develops individually, and we encourage growth on an individual basis. We believe that families are important, and we include family activities as an extension of our curriculum. We value and teach “respect for others” for our community and our world.

MISSION

It is the mission of Franklin Monroe Early Childhood to help children and families develop and prepare for the next step in education.

Suicide & Crisis Lifeline –

-please see link on District Website: <http://www.franklin-monroe.k12.oh.us/>



CURRICULUM

The preschool uses Frog Street Curriculum which reflects the Ohio Department of Education learning standards. The early learning content standards describe concepts and skills for young children. In addition, the early learning indicators are aligned to the Ohio Department of Education’s Kindergarten through twelfth grade indicators. The standards serve as a framework for designing and implementing meaningful curricula and intentional learning experiences for the preschool child.

CONSCIOUS DISCIPLINE

The preschool uses Conscious Discipline social emotional curriculum to foster permanent changes in behavior. Conscious Discipline focuses on noticing good behavior, making connections, and exercises to actively calm an upset child.

EMERGENCY PROCEDURES

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District. To this end, certain practice drills will be conducted to ensure and evaluate the knowledge of safety procedures for all concerned. Specific instructions on how to proceed will be provided to students by administration and their teachers who will

oversee the safe, prompt, and orderly implementation in accordance to the Districts' Emergency Management Plan.

FIRE DRILLS

Ohio State Law requires that practice fire drills be held in order to assure the student's safety in case of an actual emergency. Directions and instructions are posted in every room and will be explained by the teacher during the first days of school. Fire drills are usually given without notice.

TORNADO DRILLS

Ohio State Law requires that a practice tornado drill be held at least once a month during the tornado season, which is from April through June. Directions and instructions are posted in each room and will be explained by the teacher during the first few days of school. Tornado drills are often given without advance notice.

LOCKDOWN DRILLS

The following Level of Lockdowns are our practice drills:

Level 1: Outside doors are locked. People are not permitted to enter or leave the building (e.g. a person of interest in the area or a loose animal). Listen for additional announcements and/or changes of lockdown level. Daily activities within the building continue.

Level 2: Students are to stay in the classrooms, doors locked, hallways remain clear, (e.g. medical emergency, student situation in hall). You may continue teaching/class activity to ensure hallways and office stay clear. Listen for additional announcements and or/changes of lockdown level. Stay in the classroom until released.

Level 3: Lock doors, use Bully Breaks and Nightlock Pin, barricade in classrooms, move students to safety areas and remain quiet. (e.g. threat inside or outside of the building). Listen for additional announcements. After the drill, stay in the classroom in safe location until released.

FORMS

Your child will need paperwork filled out by the first day of school. All forms are available online at Franklin Monroe Local Schools, www.FranklinMonroe.k12.oh.us. Click on Final Forms. We will need a copy of your child's birth certificate, immunization record, and proof of residency. The following forms are required:

- **Physical Form (online):** Due the first week of preschool
- **Emergency Medical (online)**
- **Attendance Release (yellow)**
- **Health History (online)**
- **Permission Form (pink)**
- **Family Information (white)**
- **Dental Form (online):** The Ohio Department of Education would like all preschoolers to be seen by a dentist.
- **Custodial Form (online):** We will need any court documents pertaining to custody agreements between the parents.

● **Tuition Agreement Form**

ENROLLMENT

Enrollment in the Junior Jet Academy is open to all children who are 3 years of age by August 1st. All typical children must be toilet trained. It is unlawful for the Franklin Monroe Junior Jet Academy to discriminate in the enrollment of children on the basis of race, color, religion, sex, or national origin.

DAYS AND HOURS OF OPERATION

Preschool.....Monday-Friday Classes- 8:45 a.m. to 3:20 p.m.

When bringing your child to preschool, please **do not bring your child any earlier than 10 minutes before preschool is ready to begin**. The staff uses this time to prepare for the preschool day. If Franklin Monroe Local Schools is closed due to bad weather, the preschool will also be closed. Delays are as followed:

2 hour delay, preschool begins at 10:45 a.m.

The preschool is in session for 455 hours during the school year. We schedule additional hours for possible delays/closings each year. There will not be any make up days unless the preschool hours fall below the 455 hours. Please watch local television stations for school delays and closings.

If (7) calamity days are exceeded, they must be made up and an attempt will be made to give an advanced notice.

Religious Expression Days – Students in grades PK-12 will be excused for up to 3 religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State Law.

AUTOMATED CALLING SYSTEM

The Preschool is included with the K-12 automated One Call system in place for school closings and delays. Phone numbers given at registration are the phone numbers used for the automated calling system. **Parents are able to opt out of the One Call system or add additional phone numbers by going to <https://fmelementary.franklin-monroe.k12.oh.us/> and clicking on One Call**, Under the Parent Portal. The listed numbers are the ones that will be used to reach you for a school delay or closing and other school functions.

TELEPHONE

The preschool telephone number is 937-947-1327. When calling before 8:00 a.m. and after 4:00 p.m. the message will be sent to voicemail.

TUITION

The Franklin Monroe Local School System acts as a fiscal agent for the Franklin Monroe Early Childhood Program. Therefore, the total cost of operation must come from tuition and state grant money. **There will be an online payment method.**

Registration Fee- \$20.00

Book Fee- \$20.00

Preschool Tuition-

- 2 days a week \$150.00 a month per child
- 3 days a week \$175.00 a month per child

Preschool tuition is due the first Monday/Tuesday of each month. You are expected to pay the entire month's preschool tuition even if your child is absent and does not attend. There will be a \$2.00 a day late fee after the first of each month.

PRESCHOOL/DAY CARE RECEIPTS

A receipt will be written for each preschool/day care payment, and given to each family as a record of the transaction. Please save all the receipts as they will be a record of preschool/day care payments that may be used for tax purposes. For tax purposes the school's **ID number is 34-6408664.**

WITHDRAWAL POLICY

If you choose to withdraw your child from the program, please give at least two weeks' notice. If you withdraw your child before the end of the month, and have not given a two week notice, you are responsible for payment of the entire month's preschool tuition.

STUDENT RECORDS

Each student file is kept in a secure location, locked in the director's office. If you need to request your child's student record, forms are in the office.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison, Jeremy Pequignot for Homeless Students at 937-947-1212. If staff suspect homelessness staff should report to the school council and building administrator.

BREAKFAST

Breakfast will be provided by the school cafeteria, and will be served in the preschool building. There is an additional charge for the meal. Breakfast will include foods from at least two nutritional foods.

JET OF THE WEEK-SNACKS

Each child will have the chance to be the jet of the week throughout the year. When your child is the jet of the week, he/she will need to bring in 2 jugs of 100% apple juice, a box of 3oz. or 5oz. Dixie cups, and 2 snacks to provide for the week.

A snack which includes two foods from the four basic food groups will be served at 2:30 p.m. each day. Some snack suggestions would be carrot/celery sticks, apple wedges, cheese & crackers, Rice Krispie Treats, grapes, mixed fruit, oatmeal cookies, graham crackers, etc. If we are celebrating your child's birthday please send in a celebration snack such as muffins, mini cupcakes, soft cookies, or whatever is special for your child. This snack must be in a sealed package.

LUNCH MEAL

Lunch is provided by the school cafeteria, and will be served in the preschool building. There is an additional charge for the meal. Lunch will include foods from the four basic food groups which supply 1/3 of the child's recommended daily dietary allowance. Free and reduced lunch forms will be sent home at the beginning of school, and are available upon request during the year. Please understand that due to the amount of children we serve, we **cannot substitute foods on the lunch tray**, and each child will be served **white milk only**. Your child has the option of packing a lunch (please remember packed foods are not warmed).

NAPTITUDE PROCEDURE

All preschool children will be provided a cot to lay down and rest or sleep for 30 minutes. The children will be provided an individual cot by the school. The children may bring in a small pillow and blanket from home to use during rest time. The pillows and blankets will be stored at school and will be used just for preschool rest time. The cots will be sanitized with Clorox water and stacked to dry after each use. Bedding will be sent home to be washed every two weeks. Please remember to bring your child's naptitude bedding to school the following week.

LICENSING INFORMATION

The Franklin Monroe Junior Jet Academy Program is licensed by the Ohio Department of Education. The License is posted in the hallway by the preschool entrance doors. The state laws and rules regarding child care are available at the School. The School's licensing record, including compliance report forms, and evaluation forms from the Health, Building, and Fire departments, are available upon request. To report a suspected violation by the School, call (614) 466-0224.

The Franklin Monroe Junior Jet Academy Program observes the following staff/child ratios and maximum group sizes:

Staff/Child Ratios Maximum Group Size

Preschool 3 & 4 year old 1:11

Preschool 4 & 5 year old 1:13

VISITATION

According to State Licensing Rules, any custodian, parent, or guardian of a child enrolled at the Franklin Monroe Junior Jet Academy Program shall be permitted unlimited access to the School during its hours of operation. Visitation shall be permitted for the purpose of contacting your child (ren), evaluating the care provided by the School, or evaluating the premises. Upon entering the School, notify a staff member.

PARENTAL PARTICIPATION

Parents can participate in our program in many ways, such as:

- Donating toys and games (in good condition and developmentally appropriate)
- Donating clothing (size 4-6 shirts, sweatshirts, sweat pants, underwear, jackets)
- Helping with holiday parties
- Helping with scheduled field trips
- Helping in the classroom

-Presentations of hobbies and occupations

-Story time (reading to a class during child's jet of the week)

Two parent-teacher conferences are scheduled during the year. The first one is scheduled in the Fall and the second one in the Spring. The conferences are set up to allow the parents and teachers an opportunity to discuss your child's needs and progress. Conferences can be scheduled at any time to further discuss your child's needs and progress.

CLASS ROSTER

A class roster including the child's name, address, telephone number, and birthday will be distributed. Please let a staff member know if you do not wish your child's name (or phone number) to be included on the class roster.

FIELD TRIPS

We take field trips during our school year. These trips will broaden a child's span of concepts and increase the vocabulary he/she can use with real understanding. The trips are planned in coordination with the topics we are using in our program. Each child must have a signed permission slip on file at school before he/she can go on any field trip.

Parents are needed to help on field trips with the following:

1. Supervising small groups of children.
2. Serving snacks or a packed lunch and bathroom breaks.

ACCIDENTS/EMERGENCIES

Junior Jet Academy will not transport children in emergency situations. If a child requires transportation, the parent and the emergency squad will be contacted. The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school conducts monthly fire drills, and periodic tornado drills. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR, according to the guidelines established by the Ohio Department of Education. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury. These include the following: an illness, accident, or injury which requires first aid, a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

MANAGEMENT OF A COMMUNICABLE DISEASE

The Franklin Monroe Junior Jet Academy Program shall follow the Ohio Department of Health Communicable Disease Chart for the appropriate management of any suspected illness. Our chart is located on the door in each classroom restroom. If your child is exhibiting any of the following symptoms, please do not bring him/her to the school.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When a child is suspected of having a communicable disease and /or exhibits any symptoms described in #1-11, the school will follow these procedures:

- a. The child will receive care in a part of a room not being used for child care.
- b. The child will never be left alone or unsupervised.
- c. The child will be made comfortable and provided with a cot. After use, the cot and any linen used by the sick child will be disinfected before being used again.
- d. An isolated child will be observed for a worsening condition.
- e. The child will only be released to a parent, guardian, or other designated person.

NOTIFICATION OF EXPOSURE TO A COMMUNICABLE DISEASE

When your child has been exposed to a communicable disease while at the School, you will be notified by letter.

RE-ADMITTANCE TO THE SCHOOL

Your child may be readmitted to the School:

- After 24 hours without a fever, diarrhea, or vomiting.
- After your child has been on medication for treatment of the illness for at least 24 hours.

-Chicken pox- After all, chicken pox has crusted over.

-Lice- After your child has been treated and checked by the school staff, he/she will be readmitted. Your child will also be checked for nits and will need to be nit free.

**When dealing with a serious illness, the staff may require a signed doctor's permission slip in order to allow the child back to the school.

MANAGEMENT OF MILDLY ILL CHILDREN

A mildly ill child is defined as:

1. A child who is experiencing minor cold symptoms, but who is not exhibiting any symptoms listed under Management of a Communicable Disease #1-11.
2. A child who does not feel well enough to participate in activities, but who is not exhibiting any symptoms specified under Management of a Communicable Disease #1-11. A mildly ill child will be admitted to the program, but will be observed.

MEDICATION POLICY

Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

- (a) The written instructions of a licensed physician or licensed dentist as appropriate are on file.
- (b) Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
- (c) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
- (d) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.
- (e) Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

STAFF MANAGEMENT OF A COMMUNICABLE DISEASE

All staff members have been trained in the prevention, recognition, and management of communicable diseases. Each staff member has on file, at the school, evidence of completing this training. All staff members wash their hands after using the restroom and before handling food. This policy is posted.

When a staff member has a communicable disease or has any of the symptoms discussed in Management of a Communicable Disease #1-11, the staff member may not report to work. If a staff member is ill a qualified substitute will be used.

HEALTH AND SAFETY

1. Your child will never be alone or unsupervised.
2. There is a telephone available at all times.
3. We periodically conduct tornado and fire drills throughout the year. The preschool will

- participate in a school lockdown drill.
4. There is a fire and tornado emergency plan posted in each room.
 5. When a child is transported by the school on a field trip, it will be a Franklin Monroe school bus and a Franklin Monroe school bus driver. The following precautions will be taken:
 - a. Every child will wear a name tag.
 - b. A first aid box and medical emergency numbers will be available.
 - c. A person trained in First Aid will be present.
 - d. A field trip permission slip signed by the parent or guardian will be with the teachers.
 6. If there is an accident or incident while the child is at the school, an incident report will be filled out and signed by the parent, and the parent will receive a copy.
 7. If a staff member suspects that a child has been abused or neglected, the proper authorities will be notified.
 8. No spray aerosols will be used when children are present.
 9. A roster shall be prepared for each group of children and shall include the name, addresses, and telephone numbers of the children and their parents.

PARENT HANDBOOK

(A) The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies, including notifying parents of early and periodic screening, diagnosis and treatment (EPSTD) as well as developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA). The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

CHILD INFORMATION

(A) The program is to comply with the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g) and its implementing regulations at 34 C.F.R. Part 99, section 3319.321 of the Revised Code, and section 5104.038 of the Revised Code.

(B) School districts with children who meet the definition of "homeless" under the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.) are to comply with division (C)(13) of section 3313.64 of the Revised Code.

RELEASE OF A CHILD FROM THE FRANKLIN MONROE JUNIOR JET ACADEMY

The staff of the Franklin Monroe Junior Jet Academy Program will only release a child to the person registering him/her, or to any other person listed on the child's release form. If another person will be picking up your child, please advise the staff about this in writing, or by calling the school. Please include the description and relationship of the person to your child.

BEHAVIOR MANAGEMENT/DISCIPLINE

A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

B) The school shall have a written discipline policy describing the school’s philosophy of discipline and the specific methods of discipline used at the school. This written policy shall be on file at the school for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

D) The school’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child’s family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool room.
11. The parent of a child enrolled in a school shall receive the school’s written discipline policy.
12. All preschool staff members shall receive a copy of the school’s discipline policy for review upon employment.

FRANKLIN MONROE JUNIOR JET ACADEMY RULES AND DISCIPLINE

Class rules are designed to help children adjust positively to group settings and to ensure the safety of the children. Class rules include such things as: walking in the classroom and putting away one toy before playing with another. Each year class rules are developed with the children and class teacher.

The preschool adheres to the “Conscious Discipline” social emotional curriculum. Children are unique creations and should be treated with respect in order to develop a sense of self-worth. Therefore, discipline is handled in a positive way that encourages steps toward self-regulation. Corporal punishment (spanking) is never used. If problems are serious or continued, parents will be contacted and a conference may be necessary.

The staff and administrator reserve the right to ask parents to remove a child from the program if

he/she is consistently hurting other children (such as hitting, kicking, biting, or pinching).

YOUR CHILD WILL NEED

- Clothing appropriate for painting and other “messy” activities.
- An extra pair of clothes (shirts, pants, underwear, socks, etc.)
- Shoes appropriate to run in.
- Clothing appropriate for the weather.
- A **big** book bag to take his/her accomplishments home in.
- Two pictures of himself/herself (snap shot or billfold size).
- A **small** blanket and pillow for your child to use at rest time.

REGISTRATION POLICY

Franklin Monroe Junior Jet Academy Program has adopted the following registration policy: A parent can pre-register one year in advance for a preschool class by calling the preschool at (937) 947-1327. For example: call to pre-register in September 2025 for 2026-2027 preschool year. The Franklin Monroe Junior Jet Academy Program will register in order of the call-in date and time, regardless of school district of residence, school employment, and income level. Any returning child who attends preschool during the current school year will have the opportunity to return for the second year of preschool. Example: A child in the Co-Pilots will be given the first opportunity to go into the Pilot class.

The Franklin Monroe Junior Jet Academy Program does reserve the right to maintain the required number of income eligible children as required by the Ohio Department of Education. In this situation an income eligible child could be taken out of order of call-in date to maintain the ODE funded number of children. In district families, will be given a pre-registration notice in the September high school newsletter, September elementary newsletter, and in the Franklin Monroe school calendar distributed to all Franklin Monroe residents in August. The notice will state that it is time to pre-register for the following preschool year. During the pre-registration process the preschool staff will obtain pertinent information on a child such as: name, phone, address, birth date, and the call-in date. The pre-registration form will then be filed according to the call-in date. The call-in date will determine in what order the families will be notified of a preschool position. The families will then be sent a letter in February and given a date and time to complete the registration. The registration process will consist of filling out paperwork and paying the registration fee. The parents will also be given a registration completion date. The preschool will not hold any pre registration positions after the registration completion date unless notified. The registration process will continue until all preschool classes have been filled. Any children remaining on the pre-registration list that have not been notified for registration will be given the next available position in the order of the pre-registration call-in date.

A family can accept a preschool position in one class, and verbally request to be transferred to another class if there becomes an opening in that class. The request for class transfer will be given in the order of request.

*Please note that a child may be placed on a pre-registration list, but may or may not receive a position due to limited classroom space for the number of children signed-up on the list. For example: 50 pre-registration for 40 available positions.

Junior Jet Academy Daily Schedule

8:45am- Welcome (Child Drop Off)

We greet each other. Children arrive, take off coats, hang up their backpacks, and take out their packed lunch (unless they are buying).

8:45-9:10am- Arrival Activities

The children will complete “morning work” at their tables. They will practice a name activity, alphabet activity, and/or number activity.

9:10-9:30am- Morning Circle

Good morning song, Pledge of Allegiance, Attendance, Lunch Count, Jet of the week, Question of the day, go to the bathroom, etc.

9:30-10:00am- STEAM and practice centers

The children choose the centers that they would like to work/play in. They move and rotate through the centers at their own pace.

10:00-10:25am- Library

10:25-10:50am- Gross Motor Skills

The children will go to the gym and work on their gross motor skills with Mr. Warvel.

10:50-11:00- Bathrooms

11:00-11:30am- Literacy Lesson (whole/small group) with practice centers

The teachers will be leading whole/small groups. This is the time they will work on writing the letter of the week, hands-on activities, and an art activity that goes along with the theme of the week.

11:30-11:50am- Circle time

Calendar, Storytime, Weather, Letter of the week, music/movement, etc.

11:50-12:00pm- Bathrooms

12:00-12:20pm- Lunch

The children will have the choice to buy lunch or have a packed lunch. We eat lunch in the cafeteria together.

12:20-12:30- Bathrooms

12:30-1:00pm- Rest Time

The children will lay on a cot and have time to rest and lay quietly.

1:15-1:45pm- Math Lesson (whole/small group) with practice centers

The teachers will be leading whole/small groups. This is the time they will work on writing the number of the week, hands-on activities, and a counting activity that goes along with the theme of the week.

1:45-2:15pm- Recess & Bathrooms

We play outdoors. When it rains we stay inside and play games in the gym.

2:15-2:30pm- Music/Movement

2:30-2:45pm- Snack

The children will be provided a light snack.

2:45-2:55pm- Closing Circle / Gather Belongings

Storytime, Review the day, Goodbye song

3:00pm- Dismissal

The children will gather belongings and prepare for dismissal.

End-of-Day Student Pick Up

Use the northeast entrance, go around the back of the building and start the pick up line at door 4 (right by preschool). A drop off/pick up map will be given to each family at the beginning of the school year. Students who are regularly picked up will be assigned a vehicle identification number to be displayed on the dashboard of the vehicle. This number will be your assigned number until you no longer pick up your child/children or your child transitions to middle school/high school. The school will provide as many dashboard numbers as needed by each family and may be picked up in the elementary office (it may take up to 3 days for copies to be made).

Without vehicle ID #, the driver **must** appear on the student's emergency medical form or have their name on the daily change of transportation list. Drivers **must** be prepared to show ID, having it out of their wallets before their turn at the loading area.

Please follow the directions of staff members on duty. Pull as far forward along the curb as possible before stopping your vehicle. Parents are to remain in their vehicles. A staff member will accompany students to their car as soon as it is identified and pulled up to the loading area curb.

After stopping, be certain it is safe for your child to enter your vehicle on the passenger side only. Do not pull away until your child is properly secured in seat belts and/or boosters. Parents are **NOT TO EXIT** their vehicles. We are asking that parents refrain from parking their vehicle and picking their child up from the building. Please pick up your child via the Car Rider Pick-up line **ONLY**. This will immensely reduce the congestion of people in the area, which is a safety hazard.

Be cautious and drive slowly when driving out of the parking lot and out of the school zone, observing the 20 mph speed limit. Exit through the staff parking lot and out the main entrance where parents entered. If you need to speak with the teacher, please make an appointment with him/her before school starts or after students are released for the day. The car rider pick-up line is not conducive to a parent teacher meeting.

BUSES

The buses will enter the center drive and release students to enter the elementary building at the side doors by the elementary gymnasium. All bused students will enter and exit through these side doors. The buses will park along the sidewalk and be identified by the number of their bus as well as the animal that has been assigned to them

- Bus # 1 – Red Monkey – Stephanie Denlinger
- Bus # 2 – Pink Pig – Emily Bucholtz
- Bus # 3 – Gray Elephant – Jordan Turner
- Bus # 6 – Orange Fish – Amy Hauser

- Bus # 11 – Blue Dolphin - Tawnya Osborne
- Bus # 12 – Green Frog – Ashley Riffle

ONLINE FORMS PROCEDURE FOR THE 2025-2026 SCHOOL YEAR

All parents or legal guardians will need to log on to Final Forms (located under parent portal on school website) at www.Franklin Monroe.k12.oh.us to complete and submit their yearly forms for their child(ren). Every child requires a set of forms to be submitted. This procedure takes 5 minutes, please complete this process so that we have the most current information at the start of the school year.

1. Visit www.Franklin Monroe.k12.oh.us
2. Select “Parent Portal”
3. Select “Final Forms”
4. Create a parent account only if your brand NEW to the district, Log in if you already have an account with older siblings.
5. Please be sure to enter your email address in every field that asks for an email
6. Select “Submit & View forms” to complete form process
7. Select “Student Demographics & EMA” once completed then go back and complete next step
8. Review and edit, if necessary. Save & submit, If you have any questions please feel free to contact your child’s teacher or preschool.

Franklin Monroe Board of Education

Scott Myers – President

Jana Baker- Vice- President

Renae Eshleman –Member

Rodney Baker- Member

Chase Denlinger – Interim Treasurer

The Board of Education meets regularly on the third Wednesday of each month at 5:00 p.m. The public is welcome to attend.
Board Meetings are held at 8591 Oakes Rd.
Arcanum, OH 45304