



Jackson Christian

Early Learning Village

Parent/Student Handbook

Infant - Junior Kindergarten

Updated July 2026

Quality Education in a Christian Environment

Welcome to Jackson Christian's Early Learning Village! We are excited about this school year and the opportunity to help guide your child's learning and development in a loving, Christian environment. We pride ourselves in providing a wonderful preschool environment for all of our little Eagles. With a team approach (parents, teachers, staff, and children), we are committed to each child's spiritual, educational, and emotional growth.

Children are truly a gift from God and we are so blessed to be able to work with your "gifts" each day! We look forward to having you and your child involved in our program and always strive to be the loving Christian examples that you desire for your children. We hope you will find that the Early Learning Village is a place where lifetime friendships begin!

This handbook has been designed to help students and parents better understand the expectations we have for our students. We ask that parents read this handbook carefully and share its contents with their children. Please ask questions if anything remains unclear. **Once you have read the handbook, please sign and return the acknowledgement form indicating that you have read and understood the rules and regulations. Please return this form to your child's teacher by August 15th.**

Sincerely,

Meredith Kee
Director, Early Learning Village

Learning at Jackson Christian

Jesus said, “Let the little children come to me, and do not forbid them; for of such is the kingdom of heaven.” Matthew 19:14

MISSION STATEMENT

The mission of Jackson Christian is to offer our community a Christ-centered education through academic and student experiences that foster intellectual and spiritual growth.

INSTITUTIONAL CORE VALUES

Love (1 Corinthians 13:4-7; John 13:3)

- **In classrooms & relationships:** Show patience, kindness, and genuine care toward classmates and teachers.
- **In action:** Build a culture of encouragement by speaking life, helping others through challenges, and making space for everyone to belong.

Respect (1 Peter 2:17; Luke 6:32; Romans 12:10)

- **Interpersonally:** Treat everyone—peers, teachers, substitutes, and even opponents—with honor and dignity.
- **Environmentally:** Care for campus spaces, respect others’ property, and follow school expectations as acts of stewardship and integrity.

Service (1 Peter 4:10; Matthew 25:35-40)

- **With a servant’s heart:** Embrace humility and look for ways to put others first, reflecting Christ’s love in daily interactions.
- **Personally:** Use your gifts—whether tutoring, mentoring, or helping with simple tasks—to serve joyfully and sacrificially.

Biblical Truth (John 14:6; John 16:3)

- **In learning:** See every subject—math, science, literature, and beyond—through the lens of Scripture, knowing that all truth is God’s truth.
- **In life:** Let God’s Word shape your thinking, decisions, conversations, and actions.

Integrity (Psalm 25:21; 2 Corinthians 8:21; Proverbs 10:9)

- **Ethically:** Be honest in all things—complete your work faithfully, admit mistakes, and make right choices even when no one is watching.
- **Consistently:** Let your life be whole and undivided—living with the same character in public and in private.

Leadership (1 Timothy 4:12; Philippians 2:13)

- **By example:** Lead through Christ-like action—showing humility, responsibility, and compassion in every setting.

- **Through influence:** Use your voice to inspire others, stand for what's right, and be a force for good in your school, church, and community.

Academic Excellence (Colossians 3:23; Proverbs 1:5)

- **In your daily work:** Give your best effort in all assignments—not just for a grade, but as an offering of worship and personal growth.
- **In your mindset:** Embrace curiosity, push through difficulty, and keep learning—even when it's hard. It's part of becoming who God made you to be.

Perseverance (Romans 5:3-5; James 1:2-4)

- **In tough moments:** When things get hard—at school, in sports, or in life—don't give up. God can use failure and frustration to grow you.
- **In your journey:** Stay faithful. Mistakes are lessons, and setbacks are part of the story God is writing in your life.

FOREWORD

This handbook was written and adopted by the Administration and Board of Trustees of Jackson Christian. The entire document is considered official Board Policy. The Board of Trustees reserves the right to change portions of this document through the course of the school year as is necessary.

Jackson Christian is governed by a Board of Trustees, made up of responsible Christian men and women whose function is to set policy for the operation of the school. The Administration is assigned to a President, who oversees the total school program with the support of the Director of Early Learning Village, who oversees the academic curriculum and daily operations of the school. Jackson Christian is a co-educational day school for students ages infant through 12th grade. The school has an open admission policy and is dependent upon individual donations and tuition for income. Jackson Christian is committed to academic excellence in a Christian environment. We are proud of our school and welcome this opportunity to make you a part of our growing facility and family.

PHILOSOPHY

Jackson Christian holds that there is dignity and worth in the life of each child who passes through its doors. It is our desire to help each student fulfill their individual goals and become proficient in their unique way. An integral part of our academic aim is an emphasis on high spiritual values -- values based on a Biblical worldview which will help prepare a student to make a contribution to society. In summary, our goal is to provide a quality education designed to develop the body, mind, and spirit and to develop in our students a profound love for God, country, and their fellow man.

OBJECTIVES

There are several objectives that we hope to help your child reach and our planned experiences are designed to meet the needs of each child in every area of their development. We want each student to:

- See himself/herself as a unique and worthy individual, developing values based on God's Word.
- Develop a positive attitude toward school and learning.
- Be curious about his/her complex world.
- Respect the rights of others; Be kind, cooperative, and courteous.
- Communicate effectively with adults and peers.
- Express himself/herself creatively and appreciate life's beauty.
- Develop the ability to listen and follow directions.
- Master skills appropriate to his/her developmental levels.

We see the Early Learning Village as an orientation to all future learning experiences. We strive to foster a love of God, a love of learning, as well as helping each student achieve his/her educational goals. We realize the need for continuity between home and school and actively encourage parental interest and participation in our instructional program.

HISTORY

For several years, concerned Christians in West Tennessee had a dream of a school in which young people could receive a quality education in a Christian environment. A steering committee was formed in 1975 to study the feasibility of beginning such a school. The dream became a reality with the incorporation of Jackson Christian in May 1976. In September of 1976, Jackson Christian School formally opened its doors for classes. It was located in the Central Church of Christ building from July 1976 to March 1979, at which time the school moved to its present facility at 832 Country Club Lane. The elementary building was completed at 649 Rushmeade Road in August, 1995. During the 2000-2001 school year, an addition to the primary wing of the elementary building and a new gymnasium were utilized for the first time. The Early Learning Village (ELV) opened in January 2009 and became home to our Junior Kindergarten and Kindergarten classes. In August 2014, we expanded our ELV to incorporate a program for 2 and 3 year olds. And in August 2016, we expanded the ELV program again to include classes for infants and toddlers.

CHAPEL

Students (toddlers, 2-year-olds, 3-year-olds, and Junior Kindergarten) attend a weekly chapel service. Chapel is on Tuesdays at 8:05 a.m. For the Fall semester, we ask that no visitors attend so that we can acclimate the students to the procedures of chapel and establish a routine. During the Spring semester, parents and visitors are welcome to come once a month when Junior Kindergarten helps lead our chapel time. Please check in at D door and obtain a visitor's pass before entering. Bible time is incorporated into ALL classes each day.

STAFF

Our Early Learning Village is proud of its dedicated and qualified Early Childhood teachers. Our staff participates in CPR, first-aid training, in-service training, and various workshops, as well as continuing education classes in Early Childhood Education.

LUNCH

Lunch is provided for toddlers through 3-year-old students. Junior Kindergarten students may purchase lunch from the cafeteria or bring lunch from home. Please send a hot or cold pack, as needed, so your child's lunch may be kept in his/her cubby and ready to eat. Parents of infants will provide formula and baby food as required for their children.

Bottles must be pre-made. Breast milk can be stored in the classroom refrigerator. Bottles and breast milk must be clearly labeled with the infant's name in a permanent marker. As the year progresses, infants may be provided food from the cafeteria with parents' consent.

SNACKS

Two snacks will be provided daily for infants, toddlers, 2-year-olds, and 3-year-olds. Junior Kindergarten should bring an afternoon snack from home.

HOURS/DROP OFF AND PICK UP

The Early Learning Village will be open from 7:30 a.m. to 5:30 p.m. Monday through Friday. After-school hours are 3:30 p.m. to 5:30 p.m. **Children cannot be accepted earlier or kept later.** A fee of \$1.00 per minute will be imposed for children kept after the Early Learning Village has closed. This fee will also be imposed on early dismissal days (Christmas Break, Grandparents' Day, etc.) if children are not picked up promptly. After five instances of late pick-up, parents will be required to meet with the director and

the late fee will increase to \$5 per minute. Children can only be released to the designated person(s) listed in FACTS as authorized to pick up the student(s). Children will not be released to anyone whose behavior is deemed by Jackson Christian faculty/staff to place the student at imminent risk. In order to keep classes on a regular daily schedule, please have your child at school by 9:30 a.m. each morning. Exceptions to the rule would be in the case of an appointment.

ATTENDANCE REQUIREMENT

It is state policy that all children must be signed in and out when dropped off and picked up from school. It is the parent/guardian's responsibility to scan your child in and out each day using your student's barcode number. Please let your teacher know if there is a change regarding the pick up of your child. Please inform the adult picking up your child that they must bring their barcode number with them for safety purposes. This simple procedure ensures the safety of all children. If someone comes to pick up your child without his/her barcode number they will be asked to show their driver's license.

HOLIDAYS AND OTHER SCHOOL CLOSINGS

Please refer to the Early Learning Village calendar for all scheduled holidays and school closings. Snow days or inclement weather closings/delays can be heard on WBBJ-TV. You will also receive an alert text message from Jackson Christian.

No refund will be made for tuition costs if a 3-10 day closure is made due to a health/safety mandate.

PARKING

For drop off and pick up, you will be informed by your child's teachers of the door you may use (D door awning entrance or E door reserved parking area in the back). If you are dropping off after 9:00 a.m., you will need to park and enter the B door entrance (main office). For safety, ELV doors will be locked after 9:00 a.m. and all visitors must enter through the B door (main office - elementary school). Your child can be left in the main office and office staff will escort your child to their class. This helps to ensure that classroom learning is not interrupted. You may park and pick your child up in the same manner at 3 p.m. After-school care begins at 3:30 p.m. After 3:30 p.m., you may pick your child up at the D door awning entrance (ELV), after scanning them out with your barcode. **PLEASE DO NOT PARK UNDER THE AWNING AT ANY TIME DURING**

MORNING DROP-OFF (7:30 a.m. - 8 a.m.) AND AFTERNOON DISMISSAL (3 p.m. - 3:30 p.m.). We must keep our line open and moving in the case of an emergency.

HEALTH/ILLNESS

Each child must have a current Tennessee Child Health Record on file (immunization and physician's statement) **prior to admission**. Parents are responsible for updating all immunization records.

A child may not remain at school if thought to be ill per the Director's discretion. If a child becomes ill during the day, his/her parents will be called to come and take him/her home. Sick children who have a fever of 100 degrees or above, two loose stools, vomiting, questionable rashes, excessive coughing, or other signs of an illness cannot be cared for by the Early Learning Village staff. If a child does have a skin rash, the rash must be covered with a bandage or protective covering in order to limit the spread to others. **The child must be completely free of these symptoms for 24 hours without the aid of medication before returning to school. If antibiotics are administered, the child must have been on them for 24 hours before returning to school.** We work to protect all children and staff from illness.

Parents will be promptly notified of the occurrence of communicable diseases. If your child is diagnosed with a communicable disease, please notify your child's teacher upon diagnosis. This allows JCS to alert other families of possible exposure to a contagious illness.

HAND, FOOT, AND MOUTH DISEASE (HFMD) POLICY

Purpose:

To protect the health and well-being of all students and staff, this policy outlines the guidelines for school attendance for students diagnosed with Hand, Foot, and Mouth Disease (HFMD). This policy ensures that students return to school only when they are no longer contagious and are well enough to participate in school activities.

Policy Statement:

Students diagnosed with Hand, Foot, and Mouth Disease (HFMD) must stay home from school for a minimum of **5 days** from the date the rash first appeared and must meet the following criteria before returning to school:

1. Minimum Absence Duration:

- Students must remain out of school for at least **5 days** from the appearance of the rash. This period is necessary to allow the virus to run its course and reduce the risk of spreading the illness to others. **In order to return to school, a note from the child's physician must be provided stating they are clear to return to school.**

2. Fever-Free for 24 Hours Without Medication:

- Students must be **fever-free** for at least **24 hours** without the use of fever-reducing medication (e.g., acetaminophen, ibuprofen) before returning to school. The student should not have a temperature above 99°F (37.2°C) during this period.

3. No New Lesions:

- All active lesions (rash and blisters) should be healed before the student returns to school. Open sores or blisters may still be contagious.

4. General Well-Being:

- The student must feel well enough to participate in regular school activities and have the energy to engage in daily routines.

Responsibilities of Parents/Guardians:

- **Notification:** Parents/guardians must notify the school as soon as possible if their child is diagnosed with HFMD. This allows the school to take appropriate measures to prevent further spread.
- **Follow-Up:** Parents/guardians are responsible for ensuring the student has met the criteria listed above before returning to school.
- **Documentation:** Parents/guardians should provide a note from the healthcare provider confirming that the child is no longer contagious and is ready to return to school. *If a student's symptoms persist or worsen beyond the original 5 days from when the rash began, an additional note from the healthcare provider may be requested before the child is permitted to return to school.

School Responsibilities:

- **Monitoring:** School staff will monitor the health of students and may send home any child exhibiting symptoms of HFMD.
- **Cleaning and Sanitizing:** The school will increase cleaning and disinfecting of high-touch surfaces in accordance with health and safety guidelines.
- **Communication:** The school will provide parents/guardians with information about HFMD and how to manage the condition while the child is at home.

Conclusion:

By following this policy, we can help prevent the spread of Hand, Foot, and Mouth

Disease within the school community while ensuring that students recover fully before returning to class. If you have any questions or concerns about this policy or your child's health, please contact the school administration.

PRESCRIPTION MEDICATION

Parents must fill out the "Permission to Administer Medication" form if their child must be on prescribed medication during school hours. The medication must be in the original container and be labeled with the original sticker. The sticker must include the student's name, name of the medication, strength of medication (each unit), dosage amount and time, date, and physician's name. The medication and the exact directions for taking the medication should be written on the form at the beginning of the school day. All non-prescription over-the-counter medication must be labeled with the student's name so as not to cover the original container label. See the Director to turn in medication and to fill out the form.

PEDICULOSIS (HEAD LICE) POLICY

JCS has a NO NIT policy. The following guidelines will be used as the official Pediculosis policy for JCS Elementary/ELV. These are from the Tennessee School Boards Association with minor modifications to our handbook. No student will be denied an education solely because of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the Director/office to notify the parents in the event a child has head lice. A letter will be sent home with the student to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but may not be limited to (1) proof of treatment with a head lice shampoo, and (2) satisfactory examination by office staff. Treatment and prevention procedures will be distributed to all classroom teachers. Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by the office staff.

GIFTS

Group gifts may be given; however, no parent or student is obligated to contribute to a group or individual gift. If a group gift is being planned for a teacher, any class-wide communication requesting money must be approved by the director.

PARTY INVITATIONS

Party invitations should not be handed out in class unless invitations are available for every student in the class. The exception to this would be in the case of the need to give out invitations to one gender only. Any invitations sent to the school for distribution that do not follow these guidelines will be returned to the sender.

OUTDOOR PLAY

If weather permits, we are required by the Tennessee Department of Education guidelines to provide outside play for all children. If the weather is unsuitable (extreme heat, below freezing, rain), exercise and games that promote gross development will be conducted inside. Please provide appropriate coats, hats, and mittens that are labeled with your child's name for outdoor play in cooler temperatures.

CLOTHING

Uniforms are not required for the Early Learning Village. In all matters of dress, modesty, appropriateness, and neatness should be exercised. Christian appearance is the guiding principle. Use the following guidelines for your child's clothing:

1. Shirts must cover the waistband of all pants or skirts.
2. Sleeveless shirts are allowed. Halter tops, tops with spaghetti straps, or strapless tops are not appropriate.
3. Undergarments should not be visible at any time.
4. Shorts/skirts should be no shorter than 4" above the knee.
5. Closed-toe/closed-heel shoes must be worn -- no flip-flops, sandals, Crocs or jelly shoes. This is for your child's safety and comfort when they are playing.

All clothing must be labeled with the student's name. Each child must have a change of clothing in their bag/backpack. The change of clothing should be seasonably appropriate. Dress your child appropriately for the season. Classes will go outside unless it is unusually cold, hot, or raining.

The Early Learning Village uses only disposable diapers. If your child is in diapers, send at least six for each day. We do have storage if you wish to send enough for a week at a time. Please send four boxes of wipes at the first of each month to be kept in your child's classroom. We will use wipes in community style. If your child has sensitive skin or allergic reactions, please notify your teacher to use your wipes exclusively.

TOILET TRAINING

In our 2-year-old rooms, when you feel it is time to start toilet training, the staff will assist you. If you have already begun this process before enrollment, we will help continue this at school. We believe that toilet training should be a positive experience at home as well as at school. Please dress your child in elastic waist pants (no onesies or belts) during the toilet training process. If your child is in pull-ups, please do not dress them in any type of lace-up boot since we must take off their shoes and pants to change pull-ups. Talk to your child's teacher when you are ready to begin toilet training. The 2-year-old teachers will go over guidelines that are in place regarding the transition from diaper-pull-ups to underwear as well as give recommendations for the style of pull-ups used.

Children are EXPECTED to be fully toilet trained upon entering a 3-year-old class. Parents will be called to assist a child with toileting/clean-up in case of accidents since there is no changing table in 3-year-old rooms and ratios must be maintained. If a child in a 3-year-old or Junior Kindergarten class continues to have frequent accidents on a daily basis, the parent will be asked to take a break from school until toilet training is achieved.

We do understand that even toilet trained children will occasionally have accidents. By definition, accidents are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert himself/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe himself/herself after using the toilet (with minimal assistance for 3-year-olds)
- Get on/off the toilet by himself/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom.

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children

should be able to complete toileting activities independently. This is an issue that protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Our staff is aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident. We understand that each child arrives at this milestone differently, therefore we will allow the first 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first four weeks of school, the following policies will be in place for children who have accidents:

- For the first three times an accident occurs, you will be called to come change your child.
- If accidents continue to occur, your child will be asked to go home for one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time-consuming and the time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and safely facilitating the curriculum. This policy is intended to ensure the safety and happiness of children and staff at Jackson Christian.

REST TIME

All children will have at least one hour of rest on a mat or crib as required by the Department of Education. Your child may have a special rest item to use during this period. Children on a one-nap schedule will be 12:30 p.m. - 2:30 p.m. Infants on a two-nap schedule will rest in the morning and in the afternoon.

Cots/Mats and mat covers (Happy Nappies) are provided. All infant bedding/blankets will be provided and laundered at school weekly.

DISCIPLINE

All Early Learning Village staff will discipline with love. Praising appropriate behavior and using redirection to counteract behavior that needs correction often discourages misbehavior. Warnings for inappropriate behavior will be given. If unacceptable behavior continues, children may be given “think about it time” (usually one minute per year of age). We will inform parents of any discipline problem so that we can work together to correct it.

While inappropriate behavior is often a public matter, discipline is treated as a private matter between the school, the child, and the parent(s). Our administration desires to partner with the parent(s) in teaching and training your child. In conversations regarding discipline matters, we are not at liberty to discuss other children or families.

Holding our students accountable for their actions is a difficult, but important part of the maturation process. Though we strive to make the discipline process as objective as possible, there are often special circumstances or issues that must be viewed in a subjective light. To those who may be unaware of all the relevant facts, it may appear that preferential treatment is being given. We work hard to be consistent, even though at times it may not seem that way.

Though we seek to extend forgiveness and grace in the area of discipline, we must also recognize the need for accountability. If a student manifests (through repeated actions or choices) an unwillingness to recognize the behavioral goals and expectations of the JCS school community, he/she will be held accountable and may forfeit the opportunity to remain a part of the school community. It is of vital importance that the parents be a supporting part of this discipline plan.

BITING

Biting is not unusual among young children, but it is a serious and possible danger to either child. If a child bites, he/she will immediately go to a “think about it time” with the Director. If he/she bites again the same day, the parent(s) may be asked to pick him/her up for the day. If the child bites and breaks the skin with bleeding, or if biting behavior continues, a conference with the Director will be scheduled to determine the best course of action. This may include a suspension or dismissal.

TOYS

To promote a quality learning environment, please do not allow children to bring toys from home unless the teacher encourages them for show-and-tell (3-year-olds and Junior Kindergarten students will have show-and-tell on Fridays and these students are allowed to bring toys for this purpose). Toys tend to cause multiple disruptions among students and may get lost or broken.

SUSPENSION/DISMISSAL

In situations where safety for the child or other children occurs or if a negative environment is created, we will conference with parents to identify the precipitating cause of the negative behavior.

Suspension or Dismissal may be necessary if any of the following occur:

- A child consistently demands continued one-on-one attention
- A child consistently uses inappropriate language
- A child is verbally or physically abusive to JCS faculty or staff
- A child continues to have toileting issues in 3-year-old and Junior Kindergarten classes (without medical documentation).

A single incident or severe misbehavior may result in dismissal.

PARENT COMPLAINT PROCEDURE

Complaints from parents should first be made to the appropriate teacher and then to the Director. If the complaint concerns a teacher, the Director will consult the teacher, and then the matter will be discussed with both the complainant and the teacher present. Should the above procedure fail to resolve the complaint, the parents may request a meeting with the Director of the Elementary. Should this procedure fail to resolve the complaint, the parents may request a meeting with the President. If the issue remains unresolved, the complaint may be brought in writing before the executive committee of the JCS Board at their next regularly scheduled meeting. From that point, the matter can be brought before the full board at the next regularly scheduled meeting if the request is made in writing to the executive committee. Parent complaints are not to be taken to the board outside of this procedure administered by the school president. The decision about any complaint by the JCS board is final.

**JACKSON CHRISTIAN EARLY LEARNING VILLAGE IS A SMOKE-FREE
ENVIRONMENT, INCLUDING ALL PREMISES.**