



408 Wyoming Avenue
Kingston, PA 18704
(570) 762-2501

Welcome Families to the 2023-2024 School Year!

We would like to welcome everyone with some helpful information on policies and procedures to make a smooth start to the new school year and a successful year of learning ahead! Please review the school handbook that is posted on our school homepage for important policy information!

Important announcements will be sent through our school remind system!
Please join by texting @jennylynne to number: 81010

Contact: Your child's teacher can be contacted by their lastname@jennylynn.net. You will also be invited to their class Remind App for classroom info and announcements.

Meet the Teacher Night will be held on August 29 between the hours of 5:00-6:30 p.m. This will be a great opportunity to meet your child's teacher, see their classroom, and get an introduction of classroom expectations.

Individual conferences will be scheduled in November to discuss your child's academic and social progress.

There will be 4 graded marking periods that are approximately 9 weeks long. Report cards will be distributed approximately 5-10 days after the close of the marking period.

Attendance

Daily attendance is mandatory to ensure academic success. All students are expected to attend daily unless medically excused. In the event of a scheduled trip, please contact your child's teacher with as much notice as possible. **Attendance is**

tracked daily and displayed on the report cards. It is of utmost importance that students arrive on time in order to eliminate disruption in the classroom and classroom teachers having to leave their classrooms for late student arrivals.

Makeup Work

If any absences occur, missed assignments will be provided by your child's teacher. All missed work must be fully completed and turned in within 2 days of returning to school. Late or unreturned work will be graded as a 0 and counted toward that marking period grade. Regular attendance is important to ensure our students' academic success. Your cooperation and support is appreciated!

Before and After Care Information

We offer before and after care for our families on an as-needed basis for \$12 an hour. Information will be sent home the first week of school.

Pick Up and Drop Off

Drop off and pick up is located at the side parking lot entrance of the school. For drop off, parents should enter from Maple Ave and exit through the front exit onto Wyoming Ave. Parents should form two lines in the parking lot and remain in their car until reaching the entrance. A classroom teacher will greet all students at the main entrance door.

All Grades Drop Off: All students will be dropped off at the main entrance between 8:30-8:45 am.

Grades 1-3 Pick Up: Dismissal will be at the main entrance door at 3:00 p.m.

Grades 4-8 Pick Up: Dismissal will be at the rear door at 3:00 p.m.

Dismissal time is 3:00 p.m. for all students and parents should also enter from Maple Ave and exit on Wyoming Ave.

*If your child has an early dismissal or any change in whom will be picking them up on a particular school day, a note signed by the parent/guardian will be necessary.

Absence/Health Policy

Please call and notify the school in the morning if your child is sick and will not be attending school that day. Any child suffering from an infectious disease (such as chicken pox, strep throat etc.) will need a doctor's permission slip to return to school. **If your child misses more than one school day, missed assignments must be picked up or completed through your child's google classroom page to ensure important assignments are completed.**

Lunch

Students should bring a packed lunch to school and an extra snack for recess time. Students may keep a water bottle at their seats during the school day. There will also be an option for parents to pay \$4.00 to participate in pizza Fridays. Parents are welcome to donate healthy snacks to their child's class snack cabinet at any time throughout the school year.

Dress Code

All students must follow the dress code daily. It is posted on the homepage of our school website. Please review the policy carefully.

Other Important Reminders:

Clearances: All parents and regular volunteers must have the following clearances to visit school and work with our children: **Child Abuse History Clearance** and **Criminal Background Check**.

All clearances are free of cost when you select "volunteer" and can be accessed using the following websites:

<https://www.compass.state.pa.us/CWIS>

<https://epatch.state.pa.us/Home.jsp>

***Please submit your clearances to school prior to volunteering for school functions.**

Emergency Dismissal: In case of an emergency evacuation, the students will be walked to Good Shepherd Academy. Parents will be notified to pick up their child there.

Grading and Assessment: We request that parents sign and return all assessments to ensure a mutual understanding of student growth. Weekly tests will be sent home each Monday; please sign and return them to school on Tuesdays.

Homework Policy: We have a school wide homework policy to help our students achieve important organizational skills. All students will keep a JLP homework notebook to record assignments daily. Parents are asked to sign the homework notebook each night.

Fee Updates

There is a \$200 annual fee for technology and materials for all students. Payments should be made before or on the first day of the school year. The technology fee includes: materials/supplies, addition of new technological devices, IXL language arts, math, and Spanish annual student learning path subscriptions, and g-suite student accounts for app and chromebook usage.

Monthly tuition payments are due the first day of each month. If tuition is not paid by the 15th of the month, a \$20 fee will be added on.

Tuition & Tuition Savings Programs

The school relies heavily on the annual budget to fund the costs of maintaining the school.

There are 3 tuition payment options. Tuition must be paid on time, in the method indicated on your application. All tuition payments must be paid to continue enrollment.

12 Month Option (June-May)

9 Month Option (September-May)

1 Annual Payment (Paid prior to September 1)

Additional Fees Include:

Application Fee (Submitted with application)- \$50 one time fee

Technology/Supply Fee (Paid prior to September 1)- **\$200 annually per student**

Monthly tuition payments will be due the first day of each month. A \$20 late fee will be charged if tuition is not paid by the 15th of the month. If two consecutive months of missed payments occur, the tuition bills will be forwarded to our finance department for processing. If tuition payments are not received, further ramifications or fees may occur.

If extenuating circumstances hinder the ability to make payments, please immediately contact John Nackley in our finance department at 570-466-6132.

Families can take advantage of our RaiseRight voucher program; it is a simple gift card app available on your smart phone that is saving many families money off of their annual tuition costs. In addition, you can take advantage of our referral program. When our families refer new students to our program and the new family joins JLE, your family will receive 20% off of your total tuition for that school year.

We will also continue to grow our JLE Financial Scholarship Fund each year. You may apply annually through the FAST link on our school website. It is our goal to distribute more tuition assistance funds each school year.

EITC funding is our biggest contribution to growing our Scholarship Fund. EITC donations are attained by businesses/corporations looking for a tax exception when filing! If anyone knows of any business or individual interested in finding out more information about EITC funding, please let us know!

Materials

We ask that parents send their children to school with a pencil box containing pencils, erasers, crayons, scissors, glue sticks, and a ruler. The school will provide many different learning materials, but students must keep their own set in their desks to promote individual responsibility and limit sharing of materials. We are also asking all parents to send their child to school with their own Yoga mat. We will be utilizing the mats for outdoor instruction as much as possible. Students will keep their mats in school and sanitize them daily.

Other Requirements

Health records and dental records are required for all students attending Jenny Lynn Prep. Your child's vaccination records can be mailed directly from the doctor's office. Please use the school dental form for your child's dental records and submit these forms prior to the start of school.

Library Class

The students will walk to The Hoyt Library every other week for book borrow. Please send their library card into school. The students will return to school for reading time with their new books.

All of this information, along with additional important notes, can be found in our **Jenny Lynn Handbook** that must be reviewed prior to the start of the year and can be accessed from our school website. You will receive a monthly Newsletter to keep you informed of important dates, classroom academic goals, and special projects. At Jenny Lynn we strongly believe in an open line of communication and encourage parents to contact the classroom teacher and school directors whenever necessary. It is the joint, loving effort of our families and teachers that make a truly memorable and successful school year!