

Junior World

Learning & Activity Centre Ltd.

8 Windsor Avenue, Kingston 5

Telephone: 978-0786/978-8156/599-2117

Principal Director Email: adlyn787@live.com

Email: juniorworld_97@yahoo.com

Website: juniorworld97.org

July 5, 2022

A hearty “thank you” for the support you are giving to our school by being part of our family. We welcome you to the new school year, beginning September 5, and pray that our journey together will be rewarding, productive, and a very blessed one. The effects of Covid19 brought many challenges during the past two years, but thanks be to God, we overcame them and are still standing.

As we approach the new school year, we will continue to rely on God to overcome the challenges that lie ahead, and pray that you too will experience His goodness as you journey with us. As we work together this year in “Restoring the Vision” that God placed on the hearts of the founders, we solicit your help, because we cannot do it without your valuable input. The vision is to be one of the best educational institutions, which will produce Godly, happy, well rounded and highly stimulated children, who in turn will become highly motivated, positive and Godly adults.

We are very excited as we approach the new school year. God's willing, we will reopen with all 16 clubs & activities, and with new energy and methods of delivering the curriculum to our children/students. We are inviting all of you and your children to make a special effort to attend the Commencement Service to be held at Rehoboth Gospel Assembly (RGA) on Sunday, September 4, as we begin the new school year asking God's divine intervention in our school and on all its stakeholders.

As a Christian based school, we will continue to try to influence our children to love God, themselves, and others; to show respect for rules and for the wellbeing of all around them, and to work hard for success. Our academic programme is one of the best, but our children will only excel with the help and support from you, their parents, who must ensure that homework is completed, punctuality and good attendance are practiced and quality time is spent in studying.

Remember to follow us and like us on Instagram and face-book throughout the year, and also to visit our website at www.juniorworld97.org for more information about our school. Please pay close attention to the Calendar of Events for each term and have a blessed school year 2022-2023.

Please note the following re-opening schedule for the new school year 2020/2022 :

- Sunday Sept. 4 - Commencement Service @ 8: a.m. - 10:00 a.m. (RGA)
- Monday Sept. 5 - **Early Childhood dept. Only** (Toddlers-K3)
- Tuesday Sept. 6 – **All students, including Grades 1-6 – Classes begin**
- Wednes. Sept. 7 – General PTA Meeting online via Zoom @ 7:00 p.m.

Our Vision/Mission:

- To stand in the gap for parents, helping them to mold their children into Godly, positive, creative, and happy children, and by extension, positive adults.
- To provide experiences that will help our children to develop spiritually, emotionally, mentally, socially, intellectually, and physically.
- To provide a nurturing, caring, safe and stimulating environment for all the children entrusted to us.
- To sustain an environment that will allow the children, and the staff, to become the best they can be while with us, and even after leaving us.

Junior World promises to work hard to fulfill this Vision/Mission. We promise to uphold a high standard, and to ensure that your child is safe, happy, and highly stimulated. However, we cannot do this alone and appeal to all parents/guardians to help us to make this happen.

Documents to be submitted (included upgraded) before your child starts in Sept.

- The completed and signed registration form, and the general medical info form.
- A signed/stamped medical certificate confirming the child is fit to be in school
- A copy of the child's **updated** immunization card (a.k.a. school's passport)
- A copy of the child's birth certificate.
- A current photograph of the child.
- A signed Accounting Policy/Payment form
- A paid school voucher or payment receipt showing payment of school fee

Documents to be received via email, before school begins:

- Correspondence regarding the re-opening of school
- Correspondence regarding our vision/mission statement; parental involvement; a list of documents to be submitting before starting and the documents to be received from us.
 - General information and Regulations regarding our school policies
 - Letter regarding the school fees for your department/class
 - Relevant book list & school supplies list
 - Accounting Policy/Payment Plan form
 - School Rules booklet (to be emailed within the first two weeks of school).

Parental Involvement for success:

- **We solicit the involvement of our parents** in helping the school achieve its mission. The parents may serve on the PTA Executive committee or as individuals who will volunteer to do what must be done to assist in making the school a great place to be.
- **Cooperation is key:** when you arrive at the school, please cooperate with the staff, even if you do not agree with the regulations. There is always room for dialogue and change, but until change comes, we must respect and abide by the rules.
- **Keep our children safe:** gates must be closed, drive responsibly, and watch out for children as you park or enter the school compound
- **Send your child to school in the proper attire** and with proper and sufficient lunch, fruits, snacks, and water (overeating or undereating may cause illnesses).
- **Ensure punctuality and good attendance** are adhered to, as valuable principles and information are lost when a student is often late and/or absent from school.
- **Ensure your child have the required books and school supplies needed.** A lack of books and material will affect a child emotionally, socially and academically.
- **Ensure homework and projects are completed.** Assist where possible and allow extra reading time at home. Discipline is one of the hallmarks of success.
- **Ensure that good values are taught and displayed.** Parents are the first and consistent role models/ examples that their children will see, emulate, and mirror.

General Information and Regulations (Articles A-C)

Please read:

Article A - Opening Hours/Class Time:

- **Normally the centre opens at 6:30 a.m. and closes at 6:00 p.m.** from Monday to Friday. Early care and afterschool care are to accommodate parents and their work schedule. However, due to the pandemic, changes may have to be made to these times from time to time, but will be advised accordingly.
- **The office is opened from 7:30 a.m. to 4:30 p.m.** All queries and administrative concerns must be made within these office hours. WhatsApp queries may not be answered immediately if made after normal office hours, including those made on weekends and holidays, unless considered an emergency.
- **Mask, sanitization and the use of technology** are now part of the new norm in the learning experiences of our young children. Hence, parents are being encouraged to purchase a tablet or laptop (Google Chrome Book is highly recommended) for

their child/ren. This may be used periodically in class but certainly for the online session if we are not able to meet face to face.

- **Timetables** will be displayed at the entrance of each classroom and individual class timetables will be emailed on orientation day.
- **Pre-School to K3 starts at 8:15 a.m.** and ends at 1:00 p.m. while **the Primary Dept. starts at 7:30 a.m.** with early work, (but at 8:00 a.m. formally) and ends at 2:00 p.m. To 2:30 p.m. depending on the grade.
- **Clubs and extra curricula activities** are held between 1:00 p.m. and 3:30 p.m. daily, depending on the department. However, the list of these clubs/activities will be posted by mid-September, and clubs will begin in October.
- **Uniform material, school Crests, Masks** with the school's logo, house buttons, and P.E. gears may be purchased at the school.
- **The canteen will now only prepare cooked lunches** (menu will be posted daily), which must be pre-ordered and prepaid for. Items such as water, boxed drinks, pastry, patties, pizza, hotdogs and other snacks are sold on a cash-only basis.
- **The school's nurse will be on duty** to ensure sick children are taken care of until the parents return to pick up. The relevant protocols to prevent the spread of Covid19 will be maintained as best as possible and all persons are asked to follow the rules.

Article B - School Fees:

School fees are collected on a term basis unless other arrangements are officially made. The fees are calculated by using a ten-month school year (Sept. – June). If you pay by the term, the amount will be spread evenly over the three terms. If a monthly arrangement is made, the amount will be spread over a nine (9) month period with a small service charge added. A fee will be charged for all school holiday periods if daycare service is offered.

1. **School fees are due before or on the 1st day of each term or each month** (depending on your agreement). Since the fee secures your child's space, fees must be paid even if the child is absent. The space will not be given away, unless notice is given that your child is not returning. Failure to pay fees on time will result in a penalty-charge. Unpaid amounts will be placed in an outstanding account.
2. **Outstanding fees will attract a penalty and will not be tolerated beyond a certain time.** Students will not be allowed in class with long overdue payments, and parents must clear o/s balances before receiving any documents held.
3. **All legal charges for bad debts** (ie. outstanding fees) passed on to our collection agent or the school's lawyers will be charged to the parent. This amount could be up to an additional 25% of the outstanding balance, as charged by the agent.
3. **The Accounting Agreement Form** must be signed and returned to the Main office before or on the first day of school.
4. **Payment of school fees can be made in the Accounts Dept.** via debit card, credit card. Absolutely no cash is collected for school fees at the school. Cash and cheques must be taken to the bank. Fees may also be paid on-line or via salary deductions, set up with your employer.
5. **The school fee differs in each department**, as the fee structure reflects the cost of operating each department. Carefully review the attached letter regarding fees.
6. **Some extra-curricular activities attract a fee.** These activities are conducted by

private individuals facilitated by us. All activity fees are due on the first of each month, in advance of the activity's start date. Students will not be permitted to participate in activities unless the fee is paid in advance.

7. Activities or clubs that do not attract a fee are available to all children and we encourage you to allow them to participate in at least one club/activity, by registering them in September.

8. **School Insurance is now compulsory and there is a small fee of \$400 per annum.** The annual cost is due by Sept. 10, 2021, and will become an outstanding fee if not paid.

9. **Parents Teachers Association (P.T.A.),** actively supports the school. There is an annual fee or PTA dues of only \$1,500. This fee is due by September 30. This fee and other fundraising events help to offset some of the PTA's expenses, including projects and activities that the school fees cannot fund. Unpaid fee will also become an outstanding fee on your account.

10. **All parents are expected to pay the PTA dues** and if more than one sibling is enrolled, one full amount is charged plus 50% for each of the other siblings. Please be reminded that if this fee is not paid it will appear on your account as an outstanding fee.

Article C - Parental Involvement - How can Parents help us to be better?

1. **Pay your school fees** on time. Honour your commitment to pay at the end of the extended period given, as per your promise.
2. **Tell others about us and speak of the school in a positive way.** Do not discuss the school's problems with outsiders and paint a bad picture of issues you may not understand or have all the facts. Be a part of the solution, not the problem.
3. **Seek clarification about matters of concerns** and make suggestions for solutions. Finds ways to help rather than merely criticizing. Do not help to spread gossip.
4. **Participate in the life of the school.** You may make suggestions and share concerns via telephone, email, face to face meetings with the persons in charge OR place a note in our suggestion box, which is kept in the main office. **Do not discuss or ask about sensitive matters in the WhatsApp chat groups.**
5. **Volunteer and serve on the PTA Executive committee** or by assisting when necessary (even if not on the executive committee). Fundraising events are monitored by the PTA Executives, but all parents and friends are encouraged to participate by supporting the events and helping in any way, as best you can.
6. **Serve your classrooms.** Help/support the teacher and classroom in whatever way possible, including support of activities or any need of the classroom seen.
7. **Make yourself available for field trips and events.** We are not always able to pull enough staff to adequately supervise the children during these activities, so we will need your assistance.
8. **Ensure that your child is properly attired for school** each day.
 - i) **A mask or face shield** must be worn to help prevent the spread of Covid19. A small bottle of Hand Sanitizer must be placed in the school bag.
 - ii) **Ensure your child has proper P.E. gears and a House t-shirt.** Each child is placed in a house for Sports Day and must have a "House" P.E t-shirt.
 - iii) **Uniforms are worn by the Pre-school to grade 6 children.** Boys up to kindergarten 3 will wear navy blue short pants with a royal blue bush jacket,

while the girls will wear blue tunics. Black shoes and royal-blue socks are worn with the uniforms. All uniforms must be worn with the school crest.

- iii) **The uniforms for the Primary dept. are slightly different.** Boys wear navy blue long pants with a royal-blue bush jacket. The girls wear a royal-blue tunic with a white Peter Pan blouse, along with white socks and black shoes. The grade level students wear a house button along with the school's crest.
 - iv) **The school's crest and house buttons are sold at school,** and must be worn on all uniforms every day.
 - v) **Parents will be sent brief messages** via their children, email or personal WhatsApp, if their children are not well groomed. Corrective measures must be carried out by the parents to ensure the children are properly groomed.
 - vi) **Restrict the wearing of jewelry, and beads in the hair,** as these can become dangerous and distracting. The school will not be responsible for lost or damaged jewelry.
 - vii) **Parents must dress modestly and appropriately** when on the school grounds. Respect for the rules and regulations must be shown by all.
9. **Parents must set a good example for the children** in speech, attitude, and behavior. Respect and consideration for all is required. All concerns must be dealt with in the office in a professional and respectful manner.
10. **To improve communication, WhatsApp groups are formed. Parents must not** use the groups to discuss sensitive issues, serious concerns, or private issues. These must be taken to the persons in charge, to provide a solution. Flyers and messages not relevant to the school should not be posted in these professional groups.
11. **Microwave service will no longer be provided to warm lunches for students.** If meals are not taken from the school, meals taken from home must be eaten straight from the lunch kits. We are suggesting that parents purchase a heating thermos to keep the cooked meals warm enough for the children to enjoy.
12. **Due to the many regulations caused by Covid-19,** we are not able to use the refrigerator to store meals and juices for the preschoolers and preK1 children as per usual. This is to prevent cross-contamination, since these items will come in from many different homes, the risk of spreading the virus will increase. Hence, we are asking that edible items sent to school must be able to stay in the children's bag until they need them. Parents must take greater care therefore to provide what can be stored in the bags without spoiling.
13. **Greater cooperation and understanding will become necessary,** to ensure a smooth and successful journey through these difficult periods. Please therefore seek clarification and let us obey the regulations that seek to help us protect our children, staff, and each other.
14. **The turn-around time for queries will differ,** depending on the nature of the query and the investigation that may have to be done to ensure accuracy, and that the best possible responses are given. Please be patient as you wait on responses.
15. **Certain concerns should be shared** with the Admin Officer, the Early Childhood Supervisor, and/or the Principal Administrator. The concern may be shared with the Principal Director, depending on the nature of the concern, if you seek further clarification on a matter which you did not think was resolved satisfactorily.
16. **The class teacher will share with you about** your child from time to time, but it is your responsibility to seek clarifications or updates from your class teacher about your child. Please ensure that periodically you make calls or spend a few minutes to discuss issues of concern with your child's teacher.

July 5, 2022

Dear Parents/Guardians:

Re: Increase in School fees as of September 1, 2022 for the Primary dept. – Grades 1-6

The cost involved in running any educational institution is high, and it is even higher when the population is as small as ours. To continue providing the quality service we offer and to meet the rising costs of operation, the fees must be increased as of September 1, 2022.

Salaries are the largest part of our budget, and to retain good staff, especially teachers, we must increase salaries and benefits, and this is only possible with an increase in fees. Since, we understand the financial difficulties you are experiencing, we have tried our best to keep the fees as low as possible. Below is the fee structure for the Primary department.

Fees:	Term	Monthly option	Time Period
Stimulation/Tuition	\$83,000	\$31,600	6:30 a.m. – 3:00 p.m.
Lunch		\$8,600	
Aftercare		\$6,500	3:00 p.m. – 6:00 p.m.

Lunch and aftercare remain optional services. Parents may opt not to pay for these facilities to make their stay more affordable. If you are not taking lunch from the school, you are being asked to provide adequate snacks, fruits, water, and juices for your child/ren. Please send a nutritious lunch that may be eaten from a thermos or directly from the lunch kit, as no microwave or refrigeration service will be provided.

We look forward to a wonderful year, as we work together for the good of our children. We believe that God will continue to bless and sustain us to His honour and glory.

Yours truly,

Andrea D. Lyn
Andrea Lyn (Mrs.)
Principal Director

Althea Y. Howard
Althea Howard (Mrs.)
School Board Chair