

The Play & Learn Program



Jefferson County Parks & Recreation



Handbook 2024-2025



Our program is designed for children 3-5 years of age and based on a commitment to offering children an educationally sound and happy experience where they can learn about themselves and about the world around them.

✓
Variety of meaningful and interesting experiences

✓
Develop your child's cognitive, social, and physical skills

✓
Have fun learning through play!



304-728-3207 ~ info@jcprc.org
www.jcprc.org

235 Sam Michaels Lane
Shenandoah Junction, WV 25442

Play & Learn Classes

Dates: September 3, 2024 - May 21, 2025

Children must meet the minimum age by September 1, 2024

Monday/Wednesday/Friday - Ages 4-5

9:00 AM - 11:30 AM with Ms. Holly

OR

1:00 PM - 3:00 PM with Ms. Julie



Tuesday/Thursday - Ages 3-4

9:00 AM - 11:30 AM with Ms. Julie

OR

1:00 PM - 3:30 PM with Ms. Julie



One Time Non-Refundable Registration Fee: \$50.00

One Time Non-Refundable Supply Fee: \$65.00

Tuesday/Thursday Monthly Tuition: \$160.00

Monday/Wednesday/Friday Monthly Tuition \$210.00

Non-fundable registration and supply fees must be paid to complete enrollment and hold your child's spot.

Two payment options are available:

- Pay 24-25 tuition in full by August 1
- Monthly automatic recurring payments beginning August 1 (ending April 1).

There is a \$20 fee for late/missed payment and risk of the child being dismissed from the program.

No refunds will be issued for missed or cancelled class days.

Holidays & Weather

Weather closures and delays will be communicated as needed.

Holidays are as follows:

- October 14 - Columbus / Indigenous Peoples' Day
- November 5 - Election Day
- November 11 - Veterans Day
- November 25-29 - Fall Break
- December 23-January 3 - Winter Break
- January 20 - Martin Luther King Day
- February 17 - Presidents Day
- April 14-21 - Spring Break



Holiday celebrations and special activities will be communicated to you by your teacher.

For information about birthdays, please speak with your teacher.

All classes will hold a celebration in late May, your teacher will communicate details with you closer to that time.

Expectations & Behavior

- Please drop off and pick up your child promptly at the scheduled start and end times.
- Late pick-up may result in a \$5.00 late for the first 15 minutes, followed by \$1.00 per minute. Repeated late pick-up may result in dismissal from the program.
- Please walk children to and from the door of their classroom.
 - Do not leave children, including siblings alone or unattended at any time.
- Please check your child's backpack and your email daily.
- Please dress your child in comfortable play clothes and sneakers that can get messy and are weather appropriate, layers are great!
- Please send your child with a backpack large enough for a standard size folder and include:
 - An extra set of clothes
 - Refillable water bottle
 - Snack
- Please do not send toys, electronics, money or other items from home.
- We will do our best to support your child. If behavior is severe, unsafe or redirection and other support is not sufficient staff will communicate with you and there is potential for suspension or dismissal from the program.

Health

- Children must be toilet trained to participate in the program.
- Please try to schedule medicine to be given at home, if your child must receive or bring a medication with them (such as an inhaler or epi-pen) complete and provide a medication or epi-pen form. This can be found on our website or by requesting one from the office.
- Children should remain home due to the following:
 - Fever of 100 F or higher within the past 24 hours
 - Rashes of unknown cause
 - Vomiting or diarrhea within the past 24 hours
 - Lice or Nits
 - Severe cough or difficulty breathing
 - Contagious illness
 - *If your child begins to show signs of illness after being dropped off, you will be called and may need to pick them up.*
- If changes to health or allergy information occur during the year, please notify the instructor and recreation coordinator.
- In the event of a medical emergency, 911 will be called and your child will be taken to the hospital. We will contact parents/caregivers as soon as possible.



Ms. Holly leads the Monday, Wednesday, Friday morning class. If you have questions, you can contact her at: hjunkin@jeffersoncountywv.org

Ms. Holly Junkin has been with Play & Learn since 2006. She assisted for five years, and then as a lead teacher. Prior to that, she assisted and taught three & four year olds at Saint James Preschool in Leesburg. She has three children of her own. She is most proud that her students have come through the Play & Learn Program and have moved onto Kindergarten successfully, and now she has siblings and even third siblings and cousins entering the program. It has been nice to see entire families participate in the Play & Learn Program. Ms. Holly looks forward to seeing many more in the coming years.



Ms. Julie Peterson is a lifelong resident of Jefferson County and has been at Parks and Recreation working with pre-school aged children since 2021 and as a lead Play & Learn teacher since 2022. She has worked summer camps, taught gymnastics and toddler learning. She is a lover of animals, with many of her own. Ms. Julie has training as a certified childcare professional and truly enjoys working with our community preschoolers. She enjoys seeing the children learn and grow and looks forward to many more great years of Play & Learn.

Ms. Julie leads the Monday, Wednesday, Friday afternoon class and both Tuesday, Thursday classes.

If you have questions, you can contact her at: jpetersen@jeffersoncountywv.org

