



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : August 01, 2019

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM : Ms. Rizza C. Colobong
Administrator

SUBJECT : OPERATION GUIDELINES

Welcome to SY 2019 - 2020! Let us make this school year an orderly, safe and harmonious one for the benefit of all concerned. Please take note of the following measures which will be strictly implemented effective August 01, 2019.

1. PHONE MESSAGE

1.1. Trunk Line

- 1.1.1. Parents / Guardians can call 724-0143 local 600 for all Preschool related concerns. For other matters concerning other departments, kindly refer to the voice prompt.

1.2. Viber Message

- 1.2.1. The School makes use of viber messaging for school announcement such as: unexpected class suspension, urgent announcement at 5:00 AM, 10:00 PM or as soon as possible.
- 1.2.2. Parents / Guardians are to register their viber number through their corresponding department and level.

Details Department	Cellphone number	Viber Group Name
1. Toddler	+639279565264	JCA - T
2. Nursery		JCA - N
3. Kinder		JCA - K



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1.2.3. Should your children enter a new department, please unsubscribe from previous department and register in the new department / level.

2. WEBSITE / FACEBOOK PAGE POSTING

- 2.1. Visit the JCA website at www.jca.edu.ph regularly for school announcements, circulars and school news.
- 2.2. “Like Us On Facebook” to receive for updates. JCA official FB page is Jubilee Christian Academy @jcaeduph

3. ELECTRONIC DEVICE USAGE (e.g., tablet, laptop, desktop, cellphone, iwatch)

- 3.1. Teachers may post assignments and activities using electronic devices during school time on school days through the official JCA email address:
 - 3.1.1. Parents may request for assignments and notes to be emailed by Teachers in case of children’s absence.
 - 3.1.2. Teachers may answer queries on school concerns through email.
- 3.2. Personnel are not allowed to do social networking with your children. Your children are discouraged from doing so as well.
- 3.3. For efficient coordination and follow up on out-of-school activities outside of school days and time, Teachers are authorized to secure the mobile / viber numbers of your children and contact them on official school business (e.g., contests, varsity games).
- 3.4. Monitor closely your children’s use of electronic device. Your children are discouraged from using them with Personnel for unauthorized purposes. Report directly to the department concerned or through the JCAPA on questionable items.

4. APPOINTMENT

Parents / Guardians are free to meet with Personnel during school hours at school’s premises. Kindly set an appointment three (3) class days prior to the intended meeting.



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5. BOOKSTORE

Bookstore hours are from Monday to Friday from 7:00 - 7:30 AM and 12:30 - 1:30 PM

6. CANTEEN

- 6.1. Canteen services are available for your children
- 6.2. The Canteen Services offered to parents / guardians / companion / visitor are limited for TAKE-OUT only. The Canteen is primarily for the use of students and personnel. It cannot be used as waiting or tutoring area.

7. EDUCATIONAL RESOURCE CENTER

Preschool Educational Resource Center is open for the use of parents, Monday to Friday, 7:30 to 8:00 AM, from August 12, 2019 to April 30, 2020. For inquiry, you may call local 602.

8. VEHICLE OPERATOR

Please check carefully the service of privately operated vehicles to ascertain the performance of drivers and conductors for the safety of your children. The School does not have any relationship, business or otherwise, with the vehicle operators.

9. NOTHING AFTER 8:00 AM

To develop a strong sense of responsibility and self-reliance in your children, they are to check their bags and bring with them the requirements needed for the day. The School will not accept / forward any “forgotten” item after 8:00 AM for Preschool 1st session and 11:00 AM for Preschool 2nd session. The exception is medicine. Proceed to the Clinic, present prescriptions and coordinate with the doctor / nurse on a children’s medicine for the day.



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10. ADVISE ON DISMISSAL

- 10.1. Fetch your children within 30 minutes after dismissal. The School will not be held responsible for your children who stay beyond 30 minutes. The School does not provide the facility nor the personnel to monitor children beyond the given cut-off time. Consistent failure to fetch your children within the indicated time period may mean non- admission in succeeding school year.
- 10.2. To deter your children from loitering in nearby public places without the knowledge of parents, please instruct your children to stay inside the school premises until the fetcher arrives. Once your children leave the school grounds at dismissal time, they will not be allowed to re-enter the School.
- 10.3. Set up an effective monitoring system between your children's tutor and / or companion to check on the whereabouts of your children.
- 10.4. Advise your children not to buy food / drinks from the street vendors since preparation measures may not be sanitary and ingredients used may be of low quality.

Discuss regularly with your children how they are doing in School. Feel free to communicate with the School your concerns for your children's well-being in School. May your children become more blessed because of the combined efforts of the School and Home.