

# **PARENT HANDBOOK**

**JOYFUL NOISE PRESCHOOL  
2020-2021 SCHOOL CALENDAR**

- August 10 .....FIRST DAY OF SCHOOL**
- September 7 ..... LABOR DAY HOLIDAY**
- October 14-16..... FALL BREAK**
- November 23-27 .....THANKSGIVING BREAK**
- December 18-January 4 .....CHRISTMAS BREAK**
- January 18 .....MARTIN LUTHER KING HOLIDAY**
- February 18-19..... WINTER BREAK**
- March 19 ..... TEACHER PLANNING DAY**
- April 2-9..... SPRING BREAK**
- May 13 .....LAST DAY OF PRESCHOOL**
- May 14 .....GRADUATION FOR 4 YR OLDS**

*We will follow the Franklin County School calendar, when possible, with the exception of beginning and ending dates.*

## OUR MISSION

The mission of the Joyful Noise Christian Preschool is to make disciples of Jesus by stimulating children's physical, emotional, spiritual, social, and intellectual development in a fun and positive Christian environment.

## TUITION

**Tuition is due on the first day of each month. A late fee of \$10 is added after the 5<sup>th</sup> day. Tuition will be the same amount for every month regardless of the number of weeks in the month. No tuition will be adjusted due to absences.** If we are asked to hold a check or a check is returned for insufficient funds, it will be considered late and the \$10.00 late fee will need to be included on the check. Checks should be made payable to Royston First United Methodist Church. Tuition payment can be made online at our website [roystonfirstumc.org/preschool](http://roystonfirstumc.org/preschool), placed in your child's folder, or handed in to the Director. We will not accept cash payments. All payments need to include the student's name with the payment. **During the months of November and December ALL tuition and fees MUST be paid before we leave for the holidays.**

**The cost of running the program has been divided by 10 months for payment purposes.** There will be no adjustments for classes missed due to illness, inclement weather, staff development days, etc. We understand that emergency situations arise occasionally and finances may cause a problem in getting your child's tuition paid on time. If this does happen, please come and talk to the director so satisfactory arrangements can be made. However, if tuition is 30 days in arrears (without payment arrangements having been made) your child will be subject to losing his/her slot in the preschool. Please understand that, while we are an outreach ministry of the church, we also have financial obligations that must be met on a timely basis. Thank you for your understanding in this matter.

### ***Tuition Rates***

*2 Year Olds (4 days): \$140/month; \$1400/year*

*3 Year Olds (5 days): \$150/month; \$1500/year*

*4 Year Olds (5 days): \$150/month; \$1500/year*

## FEES

There is a registration fee of \$65 that is non-refundable. This covers all summer paperwork and helps with supplies for the school year.

## SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Financial assistance and scholarships are available upon request. Please contact the Director to discuss options for financial assistance, if needed.

## ARRIVAL FOR TWO, THREE AND FOUR YEAR OLDS

**Children should arrive between 8:30am and 9:00am.** Our preschool begins at 9:00am sharp. Parents should form a single lane under the portico each morning. Your child's teacher will come out and meet your child at your car. All children will wait in the gathering area with their teacher until all class members have arrived or until 9:00am. These doors will be locked after 9:00am for safety reasons. If you arrive after 9:00am, please ring the doorbell outside the door and someone will speak with you.

## **DISMISSAL FOR TWO, THREE AND FOUR YEAR OLDS**

**All classes will be ready for pick up at 11:30am and should be picked up no later than noon.** Children will be dismissed from the same doors you entered. Cars should make a single lane under the portico. Teachers will have the children ready and will bring them out to their cars. Please pull around to buckle your child in. No child will be released into a car without a correctly secured car seat! **PLEASE DO NOT GET OUT OF YOUR CAR WHILE WAITING IN LINE.** If you need to speak to someone or come inside the building, park in a space. **If your child will be riding home in another car that does not have the name sign, WE MUST HAVE PRIOR WRITTEN PERMISSION SIGNED BY A PARENT (TEXTS WILL NOT BE ACCEPTED).** Please put your car in park while the staff is helping your child from the car and putting them in the car. **Children WILL NOT be released to anyone under the age of 18.** Please place car rider card in front windshield of your car where it can be seen easily. These cards must be in the car that is picking up your child so that we can easily identify the person(s) picking up your child.

***There will be a charge of \$5.00 per child per 10 minutes or fraction thereof when a child is picked up 10 minutes beyond the designated time.***

## **SAFETY AND SECURITY**

Due to growing violence in our country and the need for a safe and secure environment for our children, the Preschool building and playground are monitored with a video security system around the clock. All exterior doors to church and school are kept locked at all times.

### **Lock-Down Drills**

The school will conduct one "Lockdown Drill" each semester of the school year. This type of drill will secure the school and safely shelter all students, staff, and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building.

During a lockdown drill all of the perimeter doors to the building and classroom doors will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the Director authorizes such a release.

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the hall if playing outside. Staff to secure all windows and doors. Instruct children to move into the concrete room on the second floor and keep them calm. If anyone is outside, call them in. Have medical box & cell phone.
2. Do a head count immediately.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given by the police.

### **Shelter-in-Place Drills**

The "Shelter-in-Place Drill" will be conducted one time a semester each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornadoes.

### **Pick Up Procedures**

**We will not buckle a child in their seat. You must buckle them yourselves. We will not put a child in the front seat of a car.** We will not get a child out or put a child in a car if you have a dog with you. When the custody of a child is in question, Joyful Noise Preschool must act in accordance with the rulings of the court. All legal papers pertaining to custody must be on file in our office. In accordance with the Safe Sanctuary Policy of Royston First United Methodist Church, we are required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Child Services.

### **BOOK BAGS**

All students need a book bag for school. Their folder and a seasonally appropriate change of clothes will be in their bag at all times. **PLEASE USE YOUR CHILD'S FOLDER FOR THE FOLLOWING ITEMS:** Tuition may be placed there or given to a member of the preschool; Other money (placed in an envelope with child's name and purpose of money); Requested information and notes. All correspondence and completed school work that the preschool sends home will be put in the folder. Please check your child's folder daily. All items must be labeled with child's name.

We request that all children should have a sippee cup or water bottle in their bag each day with their name on it.

### **WHAT TO WEAR**

Simple and comfortable play clothes should be worn. Remember that we will be painting and playing outside, so please keep that in mind when you dress your child. Tennis shoes are preferred, as they are safer while playing on the playground. Please mark your child's name on all coats, sweaters, gloves and hats. \*No body suits that snap in the crotch (all clothing should be inductive to independent potty usage). \*No one piece suits that button, snap or zip up the back.

### **WHAT NOT TO BRING**

**Please no toys from home.** We will have special show-and-tell days for this. **NO pacifiers may be brought to school.**

### **POTTY TRAINING**

**All 2 year old children should be in the process of being potty trained; all 3 and 4 year olds must be potty trained.** If a child is in the process of potty training, they may wear pull-ups in the three year old classroom.

**All children should bring an extra set of clothing, including socks, as we understand that children this age will still have accidents from time to time.**

### **IMMUNIZATION**

Form 3231 is required by the State Health Department. These can be obtained at the health department or doctor's office. These need to be turned in before the first day of class. If your child's form expires during the school year, you will need to provide an updated one.

## **OUTSIDE PLAY**

The outdoor classroom is a vital part of our curriculum and is utilized every day. When cold weather arrives, make sure that coats, hats and mittens are worn. Please mark each of these items clearly with your child's name. Children will not go outside if the temperature is below 40 degrees or if it is raining. **NO UMBRELLAS PLEASE.**

## **ILLNESS**

Cooperation of parents in helping fight the spread of illness is of great importance to us. For the protection of all children in the preschool, we ask that you keep your children home if he/she shows signs of illness. **A child should be free of fever, vomiting, and/or diarrhea for 24 hours before returning to preschool.** Please report any contagious disease to us immediately. In return, we will let you know if your child has been exposed to one. The following is a list of symptoms to be aware of before sending your child to school:

**sore throat, severe coughing, discolored runny nose, skin rash, inflamed eyes, fever, earache/discharging ear, nausea or vomiting, enlarged glands, flushed face, diarrhea**

If any of these symptoms develop while at preschool, you will be contacted. Please pick your child up promptly when called. For your child's safety, no over the counter medicine will be administered. If your child is injured at school, you will be informed immediately. If a child becomes seriously ill or injured and parents cannot be reached, emergency medical treatment will be obtained.

## **COVID-19 Protocols**

Additional precautionary measures and protocols will be implemented to help mitigate the spread of COVID-19. Please see Appendix A to for a complete description of COVID-19 Protocols.

### *Highlights of COVID-19 Protocols:*

- Parents will not be allowed into the preschool without a scheduled appointment with the Director.
- All guests to the preschool will be required to wear a face mask.
- Children will stay within small groups through out the day.
- Enhanced cleaning procedures will be implemented daily.

## **ALLERGIES**

If your child has allergies of any kind, please let us know. Specific information will be sent to other parents about these allergies as needed. Please help us eliminate any foods that could cause allergic reactions in children. **WE HAVE CHILDREN WITH PEANUT ALLERGIES, PLEASE NO SNACKS WITH PEANUTS OF ANY KIND** (this includes goodies for holidays and parties).

## **SNACKS**

Your child's teacher will send home a snack calendar at the end of each month. Please send snack on the day your child's name is listed. Each child will bring snack on a rotating basis. Occasionally, your child's teacher may request a specific snack or ingredient for a recipe that the class will be making.

***Due to COVID-19 Protocols, we are asking all parents to send snacks for their own children in a labeled container. The teacher will collect these containers to be distributed to the children during snack time.***

## **BIRTHDAYS**

A child's birthday is one of the most important days to him/her. We will sing "Happy Birthday" and put special emphasis on them. On birthdays and holidays, cookies or cupcakes and napkins may be brought to preschool. If your child is having a birthday party at home after preschool, do not send invitations to be given out at preschool unless every child in his/her classroom is invited.

## **INCLEMENT WEATHER**

In case of snow or other inclement weather, please listen to the radio (WLHR 92.1 and WLOV 100.3) or TV for announcement of Franklin County School closing. We will follow their guidelines for weather conditions. We will also update the Joyful Noise Preschool Facebook Page and website with updates of closures.

## **PARENT VISITS**

Parents are invited to make advance arrangements with the director for a conference with their child's teacher or to visit the classroom. There is a need to consider children's reactions and the best way to keep classrooms running in an organized manner. Parents who are unexpectedly spotted by their own or other children can cause tears, questions, and chaos. We ask for your consideration and cooperation with this policy.

***Due to COVID-19 Protocols, parent visits will be limited and must be scheduled through the Preschool Director.***

## **COMMUNICATIONS**

All communication between parent and preschool is to be in writing. Please put notes, etc. in your child's folder. This is the first thing that our teachers check each day. Your child's folder is our lifeline to you! A parent newsletter will be sent home every month with upcoming events and school activities. Please read this newsletter carefully for all things important in your child's class. PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGES IN ADDRESS, TELEPHONE NUMBER, NAME OR EMPLOYMENT.

The preschool will also use e-mail to communicate with parents and post updates to the Joyful Noise Preschool Facebook page. We encourage parents to engage with us on social media, but ask that all comments be uplifting and positive.

## **FIELD TRIPS**

We plan to take field trips to various places this school year. Parents will be asked to provide payment for admission on field trips if necessary. We encourage all parents to join us on our field trips!

***Due to COVID-19 Protocols, we will not be planning any off-site field trips for this school year. We will have some additional on-site activities to take the place of field trips for this year.***

## **DISCIPLINE**

Mild disciplinary measures are used to ensure the well-being of all the children. We try to modify undesirable behavior through positive, non-belittling verbal communication, by redirecting the child to a more constructive behavior or by a "time-out" of 1 minute per year of age. Parents will be notified and a conference will be requested if the behavior becomes a detriment to the child or the classroom. The preschool reserves the right and privilege of dismissing any child that seems unable to participate in group experiences.

## **SPECIAL NEEDS POLICY**

It is our sincere desire to accommodate any child interested in participating in our program; however, there may be certain instances in which we do not have the capacity to accommodate a particular child due to a medical or physical handicap. We will make every effort to accommodate all children to the best of our ability.

## **PRAYER/DEVOTIONAL/CHAPEL**

We will have prayer and devotion every day. We will read stories from a children's Bible. The children will learn a memory verse each month. The children will meet with our pastor in the sanctuary for Chapel. We have Christian principles worked into our curriculum. Our program is Christ focused and Biblically based.



## **WAYS PARENTS CAN HELP**

- Be sure your child attends school regularly
- Teach your child self-reliance by encouraging him/her to do things for themselves, allowing them plenty of time to accomplish the task
- Confer with the teacher about your child through notes or conferences, not in the child's presence
- Know your child's teacher; work with her concerning any problems that may arise
- Take an interest in the school and any work, art, etc. that your child bring home
- Take time to listen to and discuss, with real interest, your child's daily experiences
- Instill in your child a wholesome friendly attitude toward his/her teacher and classmates

The Preschool staff must have the cooperation of the parents if the children are to receive the maximum benefit of enrollment. Throughout the year if there is anything unusual going on in your home, please inform the Director. This could include any of the following: serious illness, a relative in the hospital, not seeing a parent, parents traveling without the children, divorce or separation, moving to a new home or location, witnessing or being involved in an accident, loss of family pet, etc. Even though your child may not seem to be affected, we may see in his/her behavior that he/she is upset. If we have some idea of the cause we are better able to help your child. All situations will remain in the strictest confidence.

## **POSITIVE BEGINNINGS**

The adjustment period when coming to preschool can be an exciting yet somewhat stressful time for both parents and child. Allow some time for everyone to get comfortable with new faces, settings, and routines. Please realize that your child's hesitation of the unfamiliar is only normal. Even though the initial morning separation might be a little difficult, with the constant reassurance and involvement in the various fun activities, the child usually starts to get comfortable. The following are some suggestions that can help you and your child settle in.

- Be positive and reassuring. Smile and look comfortable! Let your child know that the teachers will take good care of him/her and that he/she will play and have lots of fun, and that you will be back soon.
- Don't be too alarmed with a child's tears – it is their way of expressing a normal apprehension of the unfamiliar.
- Feel free to call and ask questions. We want you to be comfortable too!

*“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*  
*Deuteronomy 6:5-7*