 PARENT HANDBOOK

1. SAMPLE OF CLASS SESSION

9:00-9:10 AM Meeting/Greeting of children

9:10-9:45 AM Free Play

9:45-10:00 AM Story time

10:00-10:15 AM Small Group

10:15-10:30 AM Art

10:30-10:45 AM Music

10:45-11:00 AM Snack

11:00-11:25 AM Outside Play/Gross Motor

11:30-11:35 AM Dismissal

2. STATEMENT OF PHILOSOPHY

Ultimately, we seek to help children grow in many ways: in compassion with an understanding of others, in the development of an active and inquisitive mind, and in the successful achievement of appropriate developmental tasks all combined with a large dose of happiness in the company of children their own age. We believe that the expression of the Christian faith best takes place in an environment of love and support.

 3. PROGRAM GOALS

1. To provide a secure environment of love and support for each child.

2. To foster development of an inquisitive mind by providing many kinds of learning experiences.

3. To encourage development of self-esteem and compassion for others through exposure to positive Christian attitudes.

4. To aid in the achievement of appropriate developmental tasks through activities that enhance cognitive, verbal, visual, motor, and social/emotional development.

5. To provide a positive first school experience and encourage a healthy attitude toward learning.

6. To respond to each child’s individual needs and abilities.

7. To help children develop a sense of autonomy & independence.

8. To remember that children need to have FUN!

4. CURRICULUM

1. Large Motor/Creative Movement

2. Music and Stories

3. Group Time Activities based on a weekly theme/concept

4. Science Activities and Experiments

5. Math and Pre-reading Activities

6. Celebration of Religious Holidays (Christmas and Easter)

7. Indoor/Outdoor Playtime

8. Art

5. SCHEDULE

Joyful Noise is in session Monday through Friday.

Rainbows (4 by September 1st) Sunshines (3 by Sept. 1st)

MWF AM 9:00-11:35 MW AM 9:00-11:30

TTHF AM 9:00-11:35 TTH AM 9:00-11:30

 6. CLASS SIZE

Rainbows can have 20 students with two teachers.

Sunshine’s can have 16 students with two teachers.

 7. SNACK

Parents sign up for snack at the beginning of the school year. Snacks need to be nutritious. Goldfish crackers, raisins, crackers and graham crackers are good examples of healthy snacks. Only pre-packaged individually wrapped snacks will be accepted. We encourage peanut free snacks due to allergies. Parents are asked to bring individual 100% juice boxes. Birthday treats need to be store bought.

8. SUPPLIES

Each child needs a large tote bag with their name clearly marked on the outside. If your child prefers a backpack, please teach them how to zipper and unzip it.

9. ARRIVAL/DISMISSAL

Children should be brought to school no sooner than five minutes before class and picked up no later than five minutes after dismissal. NOTE: A $5.00 late fee will be charged after ten minutes passed dismissal. This can be very stressful to your child so please be prompt!

If someone different will be picking up your child, please note it with the Director. Written approval and proper identification is needed to release your child to someone not on your dismissal form.

10. TUITION

Joyful Noise requires a nonrefundable registration fee at time of enrollment.

Yearly tuition is payable in nine equal installments. A tuition envelope will be provided for your convenience. LATE PAYMENTS MUST BE ARRANGED WITH THE DIRECTOR. Tuition received after the 15th of the month will be charged a $10 late fee. Accounts 45 days past due will result in the student’s dismissal until account is current.

Families with more than one child enrolled will receive a discount. The younger child will receive 20% off their tuition.

11. EMERGENCY CLOSING INFORMATION

In case of inclement weather, we will be sending a mass email, Facebook post, and possibly a phone tree.

We will not be able to make up cancellations because of our class schedule and DCFS regulation on class size.

12. ABSENTEEISM

Please call the school if your child will be absent. Because the school must meet its obligations despite student absenteeism, tuition fees cannot be adjusted for daily absences.

13. PROGRAM WITHDRAWL

Joyful Noise requires a 30-day notice to be given before removing a child from the program. You may choose to stop attending but if your child attends any given day in the month, tuition for that month is due.

14. Guidance and Discipline

In early childhood education classes, challenging behaviors occur from time to time. During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to behavior expectations of society. As parents know, this can be a long challenging process. At Joyful Noise Preschool, we define challenging behavior as any behavior that: 1. Interferes with children’s learning development, and success at play and learning. 2. Is harmful to the child, other children, or adults. 3. Puts a child at high risk for later social problems or school failure.

Such behavior can be direct (e.g., hitting, pushing, biting, kicking) or indirect (e.g., teasing, ignoring rules and instructions, excluding others, name calling, destroying of objects, and having temper tantrums) At Joyful Noise Preschool, we teach children to handle their emotions and behaviors by: Teachers modeling appropriate and positive behavior. – Designing the physical environment to minimize conflict. – Maintaining age-appropriate expectations for children’s behavior. - Closely Observing and supervising children’s activities and interactions. – Helping children verbalize their feelings, frustrations, and concerns. Removing a child that endangers the other children to a supervised space where they can regain composure. Discipline and/or guidance will be positive, productive, and immediate when behavior is inappropriate. When a pattern of behavior persists that endangers self, others, or property or significantly disrupts the program, we will work with a child’s family to find solutions, up to and including referral for outside services, suspension, or exclusion for the Joyful Noise Preschool program.

Dismissal from the preschool could occur for any child characterized by one or more of the following:

 -demonstrates inability to benefit from the type of care offered

 -whose presence is detrimental to the group

 -whose parents do not keep their accounts current

 -whose parents are uncooperative with the staff, policies, and purposes of the preschool.

15. SCHOLARSHIPS

When funds permit, a scholarship is available for families facing financial hardship. Board approval is needed and will be reviewed quarterly.

 16. CLOTHING

All clothing must be clearly marked with child’s first and last name. Parents may keep an extra set of labeled clothes in their child’s bag in case of toileting accidents. Joyful Noise does have some spare clothing for those occasions.

17. CONFERENCES

The staff is always happy to talk with you about your child’s progress. We request that you make an appointment for any lengthy discussion. Parent-teacher conferences will be held in February. Written approval by the parents is needed to release information about their child to any agency.

18. HEALTH AND SAFETY

Department of Children and Family Services require a current physical on each student. It must be within six months of enrollment. Physicals are good for two years. It must include his/her immunization record.

Joyful Noise expects that parents will not send children who are ill to school. They need to be fever free for 24 hours. We do not want to further impair their health or the other children. If a child becomes ill or injured at school, parents will be notified. In case of an emergency, staff will arrange for, but not be responsible for the child’s medical treatment.

Fire drills and emergency weather drills will be practiced monthly.

19. SCHOOL PICTURES

Individual and class pictures will be taken in the fall. Information will be sent home with your child.

24. RESPONSIBILITY FORM

Please read the JOYFUL NOISE PARENT HANDBOOK. Sign and return the form below to school. I have read, understood, and approved of the policy above.

CHILD’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_

I have read the JOYFUL NOISE PARENT HANDBOOK and fully understand and approved of the above policy my responsibilities involved in sending my child to this preschool.

PARENTS SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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