



## **Parent Handbook**

*A Quality Christian Preschool Experience Founded in 1979*

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# **WELCOME TO JOYFUL MISSION PRESCHOOL**

We are honored to be entrusted with the care of your child! We strive to create the best program possible in order to provide superior care & education of your child. Our goal is for you to feel comfortable and satisfied with your decision in choosing our Preschool. We believe you will be impressed with the individual attention, concern, and kindness shown to your child in our nurturing preschool environment. This Parent Handbook is designed to provide you with information about our programs and policies. If you have any questions, please feel free to visit with our Preschool Leadership Team. Thank you for choosing Joyful Mission Preschool – we look forward to serving you and your family now and in the future!

## **Director Lauren Brokken**

Preschool Team  
Joyful Mission Preschool  
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## **Pastor Rodney Hank**

Rodney Hank, Senior Pastor  
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## **IMPORTANT INFORMATION**

Joyful Mission Preschool (JMP) was formed as a community outreach program by Joy Lutheran Church in 1979. Our preschool is the oldest continuous education center of this type in the Parker, Colorado area and has expanded over the years to serve children of all religious, cultural, and ethnic backgrounds. JMP is licensed by the Colorado Office of Early Childhood – Division of Early Learning Licensing and Administration. (Provider ID: 47559) for children 2 years to 7 years.

All of our policies and procedures are developed by the Preschool Advisory Committee, approved by the Joy Lutheran Church Council, and implemented by the on-site Director.

Our staff works in partnership with all of our parents. We help children enjoy learning through problem solving, completion of goal-oriented tasks, creativity, getting along with others socially, and enjoying school while making new friends. Parents are encouraged to become engaged in the learning process by helping their child adapt to his/her new environment, displaying positive attitudes toward the preschool and its teachers, discussing daily activities, and helping with your child's various projects.

Thank you for choosing Joyful Mission Preschool! Feel free to stop by any time to observe, become involved in an activity, volunteer, or just hug your child. You are always welcome here!

## JOYFUL MISSION PRESCHOOL

Our **mission** is to serve God by instilling in each child a joy for learning through developmentally appropriate practice in a Christian environment that results in a love for God, self, and others.

Through our preschool **philosophy**, we strive to provide a Christian atmosphere for children while incorporating an outstanding preschool experience. The preschool provides an integrated program combining Christian and secular themes, units, and experiences to help your child develop physically, emotionally, intellectually, socially, and spiritually. Ultimately, our objectives are for the children to know they are important individuals loved by Jesus, their family, and their teachers and to provide a positive, nurturing experience to prepare them for their formal learning in the years to come.

Our **vision** is grounded in scripture and Christian traditions and led by the love of Jesus. We are growing and developing the whole child with a deeper relationship with God through faith and to a greater service in our community and world. We value the development of the whole child through these **core values**:

- *Intimacy with God* - We teach our children how to develop a relationship with God through prayer and worship. We teach God's will and ways to our children. We praise, honor, thank and glorify God and celebrate God's grace and goodness to us in Jesus Christ.
- *Love in Community* - We are committed to the love, support, encouragement, and opportunities for service that come through being committed to one another in our families, school, community, and world.
- *Authority of Scripture* - We submit to the Holy Bible as God's inspired word, our foundational source for beliefs and behaviors. We incorporate scripture through song, storytelling, and chapel time.
- *Spiritual Growth* - We believe in the importance of a Christian atmosphere in the classroom. We do this by teaching Christian themes with fun and love. We also value parent involvement to instill the child's place in his/her family and in God's world.

## **NON-DISCRIMINATION POLICY**

Joyful Mission Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs.

## **GOVERNANCE**

Joyful Mission Preschool has a *Preschool Advisory Committee (PAC)* made up of the Senior Pastor, Preschool Director, Church Council Liaison, and four preschool parents. This *Advisory Committee* reports to the Church Council.

## **STAFFING**

All of the staff at Joyful Mission Preschool meet or exceed the minimum requirements of the Colorado Office of Early Childhood for Director and teacher qualifications. JMP prides itself on its quality continuing education and professional development offered to staff throughout the school year.

Staff is hired based on enrollment of children in either a Monday, Wednesday, and Friday, Tuesday and Thursday, or a Monday, Tuesday, Wednesday, Thursday class. The teachers are hired per session so that they remain with the same children through the school year.

We observe adult: child ratios as aligned with NAEYC (National Association for the Education of Young Children) recommendations.

## **CURRICULUM**

Our curriculum provides a variety of developmentally appropriate experiences in the areas of motor, language, cognitive, and social skills. New domain topics and multi-sensory centers are introduced and studied through stimulating and interactive curriculum units given by the Core Knowledge Curriculum through the Preschool Sequence (Levels 1 & 2) and the Kindergarten Sequence. We also utilize Handwriting Without Tears and One in Christ Bible Curriculum that are designed to meet the individual needs of each age group. A variety of progressive learning experiences are provided for our students. Below is a condensed list of objectives we aim to meet during a child's time in our program.

### **Goals for 2 Year Olds:**

- Learn about self and others
- Demonstrate basic gross and fine motor skills
- Learn about the world around them (community)
- Develop receptive and expressive language skills
- Develop play skills
- Learn to follow school routines

### **Goals for 3 Year Olds:**

- Sense of self as well as responsibility for self and others
- Prosocial behavior
- Continue development of gross and fine motor skills
- Develop basic problem solving skills
- Continue to develop receptive and expressive language skills

- To Follow school routines
- Goals for Pre-Kindergarten:
- Responsibility for self and others
  - Prosocial behaviors and conflict resolution
  - Continued development of gross and fine motor skills
  - Cognitive development and problem solving
  - Logical thinking and concept development
  - Concept of print
  - Emerging reading skills
  - Understand the purpose of writing
  - Kindergarten Readiness Skills

Goals for Junior Kindergarten:

- Phonemic awareness
- Science & Math enrichment
- Social Studies enrichment
- All of the goals listed for Pre-Kindergarten

Goals for Handwriting:

- Body awareness
- Letter formation without writing
- Concept of left to right and top to bottom
- Pencil grip
- Writing uppercase letters
- Writing lowercase letters

**CENTER OPERATIONS**

Joyful Mission Preschool is open Monday through Friday with office hours from 8:00am – 3:00pm. JMP closely follows Douglas County School District Schedules. Please see the calendar for specific information.

**PROCEDURES FOR ADMISSION AND REGISTRATION**

**OPEN ENROLLMENT**

Joyful Mission Preschool seeks to provide non-discriminating early childhood Christian education. Any child that meets the age restrictions, regardless of race, color, national and ethnic origin may enroll at JMP. We will accept children with special needs if we feel that we can meet those needs.

**ADMISSIONS**

Joyful Mission Preschool offers part-time Monday through Friday enrollment. To be admitted, the child must meet the age requirements used by the Douglas County School District. Children will be enrolled on the basis of the child's age and class availability. When registering, the parent requests the days and times desired. Upon availability, the application becomes the child's permanent schedule. Changes, if necessary, will be discussed with the Director. Students must maintain a 75% attendance record.

**REGISTRATION**

Current families and families who are members of Joy Lutheran Church will receive an advanced ability to register their children for the next school year when registration opens on January 1<sup>st</sup>. It opens to the public during the third week of January. For classes that reach full capacity, referrals will be made to other age appropriate days/times. Waiting lists will also be developed when necessary and will be kept through the current school year; waiting lists do not carry over automatically to the next school year. All paperwork is due in the preschool office by the first day of classes.

Your child's spot is reserved when the following items are complete:

- Online Registration is complete
- Appropriate fees are paid (i.e. registration fee, supply fee)
- Any "past due" accounts are paid in full (registration for the upcoming year will not be accepted until this is complete)

Registration is complete when:

- We have received the most updated medical forms and immunization records

Parents will receive a written acknowledgment that their child is registered at Joyful Mission Preschool, the dates and details of Orientation, and a reminder of any forms and fees still needing to be returned to the school.

## **TUITION INFORMATION**

### **REGISTRATION FEE AND SUPPLY FEE**

A combined Registration and Supply fee totaling \$150 per child is non-refundable and is due at the time of registration in order to secure your child's spot.

### **MONTHLY TUITION**

When registering your child, you acknowledge tuition is due the 1<sup>st</sup> of the month.

Statements can be found each month in your Brightwheel App. The statements will include the month's tuition payment and any enrichment costs.

Tuition payments will be automatically withdrawn from the account on file. If you prefer to pay another way you can make payment via check before the 1<sup>st</sup> of the month. If there is an outstanding balance on 10<sup>th</sup> of the month you will be assessed a \$25 late fee. Tuition or balances in excess of \$25 not received by the 20<sup>th</sup> of the month will be assessed another \$25 late charge.

- Returned checks or payments will be assessed a \$25 processing fee.
- Tuition may increase at the beginning of each new Preschool year. Notification of this change will appear on the Financial Policies form given to you at registration.

\*A 30-day written notice of withdrawal is required, should you need to make any changes to your enrollment\*

## **DISCOUNTS**

For families with multiple children in our preschool, a 5% tuition discount will apply. We also offer a 10% military and first responder discount with a valid ID.

## **SCHOLARSHIP ASSISTANCE/TUITION ASSISTANCE**

Life circumstances can be difficult at times. Joyful Mission Preschool grants partial scholarships, as our budget allows, to any child who would otherwise not be able to attend our Christian early childhood program. Contact the Director for consideration for a scholarship. All requests must be submitted to the Director using the Scholarship Request Form. The form will then be brought to the Scholarship Committee and reviewed. A decision will be made regarding a scholarship amount based on the annual budget. If you wish to make a donation to this program, please contact the Director. All donations are tax deductible.

## **ADMISSION OF SPECIAL NEEDS CHILDREN**

Children with special needs are welcome in Joyful Mission Preschool provided we are able to meet the needs of each individual child. In cooperation with the parents/guardians, a mutual probationary period (up to 1 month) can be set up to ensure the proper placement of the special needs child. Either party may terminate the enrollment during that time. JMP will collaborate with families and/or doctors/therapists to make accommodations for children with disabilities, in compliance with the Americans With Disabilities Act.

## **DISMISSAL POLICY**

Joyful Mission Preschool reserves the right to dismiss a child whenever the relationship between the preschool and the family is not satisfactory. Prior to dismissal, the Director will discuss the situation with the family and will request a joint meeting with the teacher if necessary. If a satisfactory solution is not found, the Director will refer the case to the Church Council for final determination of the child's enrollment. Should the family wish to address the Church Council regarding the situation, that request should be submitted to the Director. The family will have time scheduled on the next Church Council meeting agenda.

Circumstances which may necessitate dismissal could include but are not be limited to the following:

- A child exhibits behavior which repeatedly endangers the health and/or safety of other children or staff.
- A parent's refusal to cooperate and adhere to the policies of the preschool.
- A child exhibits developmental needs that cannot be met by our staff.
- If your account is past due by 30 days or more, you will be unenrolled.

## **EMERGENCY PROCEDURES**

### **LOST CHILD**

Joyful Mission Preschool makes safety and security a number one priority. To prevent a lost child, we maintain an excellent teacher to child ratio, constantly monitor all exits of the classrooms and preschool, supervise and observe all areas of the classrooms and playground, count (take attendance) the children during all transition



times and have a strict visitor sign-in/out policy. When it is determined that a child is missing or lost, the Director will immediately notify the local police or sheriff, the parents or guardians of the child, and the Colorado Office of Early Childhood.

### **EMERGENCY DRILLS/EVACUATION**

Emergency drills are held on a regular basis to acquaint our teachers and children with the recommended procedures. A log of these drills is maintained in the preschool office.

### **EVACUATION FROM BUILDING (FIRE)**

Joyful Mission Preschool conducts monthly drills. Evacuation plans are posted in each classroom.

In the event of an emergency that required evacuation from the building, the staff will take the children and visitors outside using the nearest exit and walk to the designated safe area. The designated safe area is the southwest parking lot. The authorities may direct the children and staff to a different area if necessary. The Director, or the Substitute Director, will check each classroom area, including bathrooms and offices for any children. A head count of all children and staff will be taken to verify everyone is out of the preschool area. The Director will have a master list of adults authorized to pick up each child. No one may re-enter the preschool until the appropriate authorities give the clearance to re-enter.

Staff will contact parents to pick up the children if the authorities feel the children will not be able to re-enter the building to complete their class day. If the children need to be taken to an indoor facility because of inclement weather, all necessary arrangements will be made to transport the children to a safe shelter. One staff member will remain at the school site for parents in order to direct them as to where to pick up their children. Parents/Guardians must check out their child with the Lead Teacher or Director before leaving the emergency site with their child.

### **EMERGENCY SHELTER (TORNADO)**

Upon notification from authorities that a weather emergency is present, the staff will take the children to the "Large Room" on the ground level in the northeast corner of the building. As necessary, authorities may direct the children and staff to another location. The Director, or Substitute Director, will check the classroom area, including bathrooms and offices for any children. Finally, this same person will take the attendance sheet and join the children, staff, and visitors in the "Large Room". A head count of all children and staff will be taken to verify everyone is out of the preschool area. No one may re-enter the preschool until the appropriate authorities give the clearance to do so.

Staff will contact parents to pick up the children if the authorities feel the children may be safely released and are unable to complete their class day. Calls will only be made if a working phone is available and if it is safe to do so. Parents will be instructed where to pick up their child.

If at any time the Director determines holding class will be detrimental to the safety of the children, the Director may cancel classes until it is safe. All parents will be notified of such action if this situation occurs.

### **LOCK DOWN**

The Staff have been trained in how to safely conduct a “lock down” of the preschool in the event the authorities announce a danger in our vicinity or should the Director or Lead Teacher deem such action necessary. If children are on the playground, they will immediately return to their classrooms. All exterior doors will be closed and locked. Access in/out of the building will be controlled by preschool and church staff. If children are in their classrooms, the rooms will be locked. All exterior and interior doors will be locked. There will be no access in/out of the building (no exceptions). Children will not be dismissed until the situation is resolved.

### **VACATIONS AND SCHOOL CLOSURES**

No refunds or credits will be given for days a student is absent or on vacation. Additionally, the school may need to close due to facility/mechanical breakdown or a church event such as an expected large funeral or a significantly large number of teachers and children being absent due to flu or other illnesses. The decision to close will be made by the Senior Pastor or the Director. If such an event occurs, parents will be notified by email. NO tuition adjustments will be made.

### **SEVERE WEATHER CONDITIONS AND SCHOOL CLOSINGS**

JMP will be closed if Douglas County Schools or Parker area schools are closed because of weather conditions. To determine if JMP is closed or on a delayed start, parents need to:

- Watch Channel 9 Television or go on [www.9news.com](http://www.9news.com)
- Check their messages in Brightwheel
- Check the Douglas County School District website at [www.dcsdk12.org](http://www.dcsdk12.org)
- Call the Douglas County School District Weather Hotline at 303-387-7669

When Douglas County Schools have a delayed-start morning due to bad weather conditions, all classes will run an hour and a half late. If Douglas County Schools announce that they will close schools early in the afternoon (early dismissal due to bad weather conditions), then JMP afternoon classes will be cancelled. *After four missed school days due to weather, the Preschool Advisory Committee (PAC) will consider extending the school year. The number of days extended will be determined by the PAC; they will not exceed the total number of days missed and may be specific to Monday/ Wednesday/Friday or Tuesday/Thursday classes.*

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In the event an early closing is necessary, parents will be contacted to make arrangements to pick up their child by a designated time. No deductions nor credits to tuition for closing due to weather conditions will be made. All students on the playground will be brought in immediately when lightning is observed in the area.

## **COMMUNICATION PROCEDURES**

### **COMMUNICATION COMMITMENT**

We are committed to living out Ephesians 4:29, “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” The work that is done at Joyful Mission Preschool is not only for the benefit of educating the child but also for the building up of parents and other staff members. We are a staff committed to honest, grace and mercy and work to extend this to all who are in need in our community.

### **PRESCHOOL ANNUAL CALENDAR**

JMP operates on a 10-month basis from August through May. A calendar will be provided to each family detailing special events, preschool breaks (following Douglas County School calendar), teacher in-service days, parent-teacher conferences, and holidays.

### **COMMUNICATIONS WITH PARENTS**

A newsletter will be emailed around the 20<sup>th</sup> of each month with information about school wide events for the current and following month as well as other pertinent information. Announcements, upcoming events, and classroom specific news can be found in the classroom monthly newsletter. A welcome center is in the preschool lobby. Parents are encouraged to call, write, or email the Director at [lauren@joylc.org](mailto:lauren@joylc.org). Each individual teacher has an email address consisting of their first name followed by@joylc.org so that parents can email their child’s teachers directly.

Joyful Mission Preschool will provide all policies and correspondence in your preferred language upon request.

### **PARENT/TEACHER CONFERENCES AND ASSESSMENTS**

Parent/Teacher Conferences will be held as noted on the school calendar. Parents are encouraged to communicate verbally on an ongoing basis with their child’s teachers or the Director concerning social/emotional development, academic progress, daily events, concerns, etc. Conferences may be requested at any time by the parent, teacher, or Director.

The preschool office has an open door policy for all parents, students, and visitors.

### **CHILD HEALTH PROMOTION-REFERRAL PROCESS**

Joyful Mission Preschool (JMP) works to connect families to appropriate community service agencies. Referral to any agencies will be discussed with director prior to making any recommendations. Following conversations with families regarding concerns, teachers will document observational data to share with families. Staff will

share information of websites and referrals, such as information about the Child Find process, with the parents, and will follow up on any assistance.

For any child for whom a developmental concern has been identified, Joyful Mission Preschool staff will:

- Discuss any concerns with the Director.
- Discuss any concerns with family members to make sure the child's development is consistent across settings and situations.
- Collect specific documentation of concerns about the child's development to share with families.
- Request permission to have a child development consultant observe the child. The child development consultant will provide insight and tools to use to implement in the classroom.
- Give families information about the Child Find referral process.
- Locate and contact the appropriate school district to give the family information to make the referral.
- Submit observational documentation to the Child Find evaluation if requested by the family.
- Follow up on eligibility determination with the family and assist with the next steps.

Upon request of the parent, Joyful Mission Preschool (JMP) staff will collaborate with community service providers, families, Child Find, and other outside resources in order to design learning activities that aid in meeting children's goals (IFSPs, IEPs, School Readiness Plans, ILPs, and/or other plans). It is the responsibility of the parent to contact service providers and request they work with staff. Parents, service provider(s), teacher(s) and the director will comprise the team that will collaborate and meet quarterly (or as initiated by the team) to reach the plan goals.

In addition, JMP collaborates with Children's Advisory Network to conduct low cost screenings. The screening includes: hearing, vision and speech/language. The screenings are conducted by individuals trained to administer and score the instruments. Parents will be notified in writing if their child does not pass the screening. When appropriate, the child will be referred for further testing. Children's Advisory Network offers speech and language therapy during class hours in both group and individual settings.

### **PARENTAL INVOLVEMENT**

Parents are encouraged to be a part of their child's education at Joyful Mission Preschool. This promotes a healthy learning environment for your child and teaches that school is an important part of his/her life as well as yours. Please discuss with your child's teacher(s) ways that you can become involved. We always encourage parent comments about our program so that we can work to continuously grow and improve.

Parents may serve as classroom party coordinators or volunteers and are encouraged to help with special classroom events. Our parties and special activities include Fall, Thanksgiving, Christmas, Valentine's Day, and others to be determined.

Donations for these classroom parties will be provided by parents upon request of the teachers and/or classroom leader.

### **PRESCHOOL ADVISORY COMMITTEE (PAC)**

The PAC, under the supervision and authority of the Joy Lutheran Church Council, advocates for and makes recommendations on behalf of Joyful Mission Preschool. The Advisory Committee consists of:

Joyful Mission Preschool Director  
Joy Lutheran Church Pastor  
Joy Lutheran Church Council Liaison  
6 parents of currently enrolled students (two members of Joy Lutheran Church, when available, and four non-members)

Two year terms allow for two parents to stay on the Committee a second year while two new parents are elected each year. If you are interested in volunteering on this Committee, please speak to the Director. Meetings are held monthly. All parents are invited to attend. Minutes of each meeting will be posted on the Bulletin Board inside the preschool lobby.

### **PROGRAM EVALUATION RESULTS**

Joyful Mission Preschool will keep on file in the office the result of any and all evaluations as well as a Quality Improvement Plan that will be updated annually. The Quality Improvement Plan will be based on the results of the evaluations. The goals will contain a timeline as well as the outcome of the goal. Both the results and goals will be available upon request.

### **PROCEDURES FOR FILING A COMPLAINT ABOUT CHILD CARE**

The Colorado Department of Early Childhood, Division of Early Learning Licensing and Administration is available for complaints regarding the operation of the preschool in relation to implementation of the Colorado Rules and Regulations for Child Care Centers (less than 24 hour care). It is suggested that you initially contact the Director or Supervising Pastor, with any concerns or complaints regarding JMP and its operation. The address of the Division of Child Care is:

The Department of Early Childhood  
Division of Early Learning Licensing and Administration  
710 South Ash Street  
Denver, CO 80246  
1-800-799-5876

### **SUSPECTED CHILD ABUSE**

According to state law, the preschool staff are required to report suspected child abuse and/or neglect. Any suspected child abuse will be immediately documented and reported to the county department of social services or law enforcement agency in the county. Anyone needing to report suspected child abuse should contact:

Douglas County Dept. of Human Services 4400 Castleton Ct. Castle Rock, CO. 80109 303-688-4825	Arapahoe County Dept. of Human Services 14980 E. Alameda Dr. Aurora, CO. 80112 303-636-1851
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## **HEALTH AND SAFE CHILDREN POLICIES AND PROCEDURES**

### **HEALTH STATUS AND IMMUNIZATION**

Each parent is asked to comply with the rules and regulations of the State of Colorado Department of Human Services, Department of Early Childhood and the Douglas County Health Department by providing JMP with a General Health Appraisal (GHA) Form signed and dated by a physician and a Certificate of Immunization. The GHA is due to JMP within 30 calendar days after admission, and within 30 calendar days following the expiration date of a previous health statement. The immunizations & health statements must be renewed annually.

Documentation of Immunization status or exemption as required by Colorado Department of Public Health and Environment (CDPHE) must be provided to JMP & must be updated and recorded as specified on the certificate of immunization or alternate certificate of immunization as supplied and approved by the CDPHE. Colorado law requires proof of immunization be provided to JMP prior to or on the first day of admission. Please consult the Director on any questions regarding immunization and health policies.

Parents should also note that not all children in our facility may have been fully immunized.

### **MEDICATION ADMINISTRATION**

All prescription and non-prescription medication given in preschool settings require a written authorization from your health care provider, as well as parent written consent. This is a child care licensing requirement. The medication authorization forms are available from the Director. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the length of time the medication needs to be given. All medication must be brought in the original labeled container with prescription label attached if applicable.

Pursuant to and in compliance with the Colorado Nurse Practice Act – Section 12-38-103 (10), preschool staff involved in medication administration receive special training and are supervised by our School Nurse Consultant. Preschool staff are not authorized to determine when an “as needed” medication is to be given. Specific instructions are necessary. For children with chronic health conditions, this can be determined in collaboration with the consulting registered nurse.

If your child has any severe allergies (i.e. peanut butter, berries, bee/wasp stings, or other), please advise the Director and your child’s teachers. If necessary, you will be

asked to provide an Epi-Pen (Epinephrine) and an antihistamine which will be kept on hand and administered only in the event of an emergency (anaphylactic shock, etc.). Directions for administering this type of medication must be filled out on the proper form by your child's physician.

As our preschool only offers part-time programs, we will not need to administer Tylenol, cough syrups, or antibiotics. All medications are stored in a marked cabinet in the respective child's classroom and kept under the conditions as directed by the health care provider or pharmacist.

### **ILLNESSES, ACCIDENTS, AND INJURIES**

The health of your child is of prime importance to us. Please safeguard your child and the others in our preschool by keeping them at home if signs of illness are present. Please call or email us when your child is ill or will be absent for any reason.

- JMP's procedure for the handling of illnesses, accidents, or injury of a child for any minor emergency is to notify the parent or guardian at the end of class time (will call only as needed) and, if it becomes necessary, we will call 911. If a child receives a minor injury (i.e. scrapes, etc.) at school, the teacher will administer first aid in the form of water, soap, bandage, or ice pack. An incident report will be completed by the teacher and sent to the parent.
- In the case of severe emergencies, 911 will be notified first and then the parents or guardian will be notified.
- Please keep your child home if the following symptoms are present: vomiting within 24 hours of class session, fever of 100.0 or above, sore throat, profuse nasal discharge, sore or discharging eyes or ears, an undiagnosed rash, stomach pain, intestinal disturbances accompanied by vomiting and/or diarrhea.
- The staff will call you immediately to notify you to pick up your child from school and will isolate your child until you arrive, should the above symptoms appear in preschool along with any symptoms or behavior the staff feels may indicate illness.
- Children should not be sent back to school until 72 hours after a fever and 24-48 hours after their antibiotic therapy has been instituted.
- If you feel your child is too sick to play outside or be involved in planned activities, then your child is probably too sick to attend preschool. All children are expected to participate in outdoor activities as weather permits. Dress your child accordingly by adding layers as needed.
- JMP must be notified if your child has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, and shigella. The child must be excluded from the preschool until such time as the child's physician determines the child may return to school. The Preschool will notify the county health department of any diagnosed communicable illnesses.

### **SIGNING IN AND SIGNING OUT YOUR CHILD**

A parent, guardian, or other authorized adult should sign in and sign out each child using the cell phone app designated for parent use. Please contact the preschool office to make other arrangements if using the app presents challenges for your family.

This computerized system records the date, time (which is a requirement of Colorado Department of Early Childhood), and class.

When a child is brought to class after it has begun (i.e. a late arrival), the adult bringing in the child should sign in and JMP staff will deliver the child to the classroom teacher. The teacher will direct the child into the current activities in progress. At each transition time throughout the class session, the staff rechecks the student count to be sure all students are present and accounted for. The individual that has signed in or signed out a child certifies the data entered is accurate.

### **LATE PICK-UP OR A CHILD WHO IS NOT PICKED UP**

Parents/guardians who pick up children from the preschool late will be charged a late fee of \$1.00 per minute. Noon pick up for half day programs and 3:00pm for full day programs. Your account will be billed. All attempts will be made to reach the parents/guardians. If the parents/guardians cannot be reached, authorized adults listed in the account will be contacted.

If an authorized adult has not arrived to pick up the child one hour after the end of class and the above attempts to reach someone have not been successful, the Director or designated staff person will contact the Douglas County Sheriff's Department for further direction. Repeated late pick-ups may jeopardize the child's enrollment.

### **AUTHORIZED RELEASE OF CHILDREN**

Children are released only to authorized adults indicated on the enrollment forms through registration and can be updated on your parent portal. Please remind your authorized adult to have picture identification available for the Preschool staff to verify his or her identity. Parents may contact the Director in writing to add or delete any authorized adults as well as update the information themselves in the app. An exception can only be made through verbal communication between parents/guardians and the Director in extreme circumstances.

In the event an unauthorized adult arrives to pick up a child from the preschool, the parents will be contacted immediately. If the parent cannot be reached and/or does not provide verbal permission for the release of the child, then the unauthorized adult will be asked to leave the building. If the unauthorized adult exhibits a negative behavior, the police will be notified.

### **CHILDREN'S PERSONAL BELONGINGS**

Each child is assigned a cubby marked with his or her name for storage of personal belongings while in class. Parents are asked to send a change of clothing including socks and underwear to keep at school in case of spills or accidents; all clothing should also be marked with the child's name. Please place them in a large Ziploc bag labeled with the child's first and last name. Closed-toed shoes are recommended (example: tennis shoes instead of sandals). Staff highly recommends comfortable casual clothing appropriate for sitting on the floor or for playing outside,



that can handle spills or accidents, and that can be easily managed when using the restroom. Always send your child with outerwear as the children will go outside to play regularly, except in frigid, rainy, and windy weather. In cold weather, be sure to include hat and gloves as well as boots.

Please be aware that sometimes children may come home with spots or smears on their clothes. JMP will not be responsible for any ruined or lost items. Also, please do not send your child to preschool with gum, money, toy weapons, or other items that may be a hazard (including sunscreen, hand sanitizer, and chapstick).

### **FOOD AND SNACKS**

JMP promotes healthy choices when eating. We encourage healthy snacks such as fruit, veggies, pretzels, crackers, raisins, yogurt (no Go-gurts please), or cheese and limiting foods of minimal nutritional value such as candy, marshmallows, donuts, and other high sugar snacks. Parents send the snack and lunch (when applicable) for their individual child.

*Allergy Aware & Nut-Free School* – To respect the health concerns and allergies of many students, we ask that **NO NUTS OR PRODUCTS CONTAINING NUTS BE BROUGHT IN FOR SNACKS, LUNCHESES**. Parents of children with nut-sensitive allergies are asked to consult with the Director and the classroom teachers about creating a health care plan regarding appropriate snacks for their child.

Finally, Local Health Department prefers that all snacks be store bought and not homemade. Snacks should be in the original sealed container. Once the snack is opened we may not serve it again.

*Lunch* - If your child stays for Lunch Bunch, please pack a healthy lunch for your child in a labeled lunchbox. We strongly suggest that you include ample protein and avoid too many sugary/carbohydrate-based items.

*Birthdays, Celebrations and Parties* – We will celebrate your child in class and give them a small gift. No treats allowed.

### **PARENT PORTAL**

Brightwheel is a parent portal available to parents. All families must register online or be placed on a wait list. Current families have access to information, such as child schedules, immunizations, financial history, balance due, and re-register their children.

## **DISCIPLINE AND POSITIVE GUIDANCE**

The teaching staff will recognize and encourage positive behavior. This will foster healthy social/emotional development in each child as he or she builds relationships with peers and teachers. The staff constantly supervises the class and provides positive guidance & redirection techniques as needed for children on an individual basis to maximize learning. A student who causes physical harm to another child or adult or who is destructive or abusive to the preschool's equipment, another child's personal belongings, or displays extremely disruptive behavior may require guidance beyond redirecting the child.

If such behavior should ever occur, the staff person would remind the child the behavior is unacceptable and redirect the child to another activity. If the behavior continues, the child will sit down with a teacher or the Director to "think about and talk about" feelings and what is happening at that moment using positive phrasing and reinforcement. This is a wonderful learning time for the child.

When any child's behavior is consistently disruptive, abusive, or destructive, the teaching staff or Director will consult the parent or guardian personally about the situation and try to create an action plan to help the child. If no resolution can be found, the parents/guardians may be asked to withdraw the child from the preschool. Under no circumstances is corporal punishment (spanking, etc.) used in the preschool. Please review the dismissal policy.

## **TOILET TRAINING**

Please inform the preschool staff of your child's toileting or self-care needs. Staff will work with parents on an individual basis only when parents are training at home; they will assist by following your toilet training routine. Parents are responsible for providing their child's diapers. The child must be working on potty training by three years of age in order to move to the three year old room.

In the event of a bathroom accident, the preschool has a changing mat for your child to sit on to change into clean clothes. A staff member always monitors the bathroom area of the preschool when a child is using the facility.

## **TRANSITIONS**

We want your child to experience smooth and uneventful transitions, such as beginning school, potty training, and kindergarten readiness, and we work to establish consistent routines. The teacher will provide strategies and activities to ensure smooth transitions based upon individual needs. These strategies are discussed and documented with families as a team effort to ensure your child's success.

## **VISITORS AND GUESTS**

The preschool has one primary entrance which requires all people to walk by the Director's office. All visitors and guests to the preschool are required to sign-in and show proof of identification; they must report in with the Director and then to the Lead

Teacher in the classroom where they are visiting. State regulations prohibit friends and siblings not enrolled at JMP from attending school with an enrolled child. The school is open to all parents at all times and no appointment is necessary.

Parents are welcome to assist in the classrooms, but siblings and friends may not accompany the parent. For the safety of our children, we do not permit children who are not enrolled in that room to enter the classroom during drop off and pick up. When entering a classroom at any time, please be quiet and respectful of the learning environment.

Parents are encouraged to serve as parent aides in the classroom. Parent volunteers may help during craft, snack, circle time, or free play. Only preschool staff is involved with assessments, first aid, and bathroom accidents. Arrange to serve as a parent aide with the Lead Teacher or Director. Aides will be under the supervision of the Lead Teacher.

All visitors that are not related to a student are always accompanied by a staff person and must have a valid reason for visiting the preschool.

### **SIBLINGS**

Many people ask us if siblings are allowed to attend special events at the preschool. Unfortunately, the answer is no because of the following reasons.

If we are having an event in the classroom:

- We have a maximum capacity for each classroom. This is for licensing and fire safety.
- The classrooms and other areas of the church are not age appropriate for children under three years of age.

If we are going on a family field trip:

- Many places we visit allow us to only bring a certain number of children due to space limitations.
- The field trip may not be age appropriate for siblings.
- If siblings are allowed on a field trip, we will let you know in the classroom newsletter.

Please know that we value all the children who come into the school and their families. We ask that you respect our policy and not bring siblings if asked. \*\*The only exception is younger babies under 6 months that stay in an infant carrier. Please keep strollers outside of the classrooms.

### **FIELD TRIPS**

All field trips are considered “family field trips”. A family field trip may be scheduled during a regular class day if all children will benefit from the experience. JMP prefers that each family drive their own children to a field trip destination; we do not provide any form of transportation. JMP will provide all the information regarding

the details of the excursion and it is the option of each family to choose whether or not to participate in the activity. Parents or another designated adult must accompany and supervise their child. Remaining family members are welcome to participate with the permission of the teachers. The preschool is not responsible for providing alternative care for students who do not participate in the field trips

If any emergency should arise during transport, the responsible adult is expected to carry out all necessary emergency procedures, including contacting JMP as well as emergency personnel and police if necessary.

### **TELEVISION AND VIDEOS**

Generally, the children do not view videos. However, if the Lead Teacher schedules a video or a portion of a video to be seen by the children, it will be age appropriate and will complement the unit or theme for the month.

### **PLAY AND INCLEMENT WEATHER**

The children play outside on the playground at the discretion of the staff. In the event that the weather seems too hot, cold, rainy, snowy or windy, we will participate indoors in activities that will help develop large muscle groups. Children are always offered water after playing and may have a drink anytime during the school day. We recommend that parents apply sunscreen to their children prior to school. Staff are required to reapply sunscreen before going outside two hours after original application. Parents must read the Sunscreen Permission policy and agree through the online registration process, which specifies if the child will use a school or parent provided sunscreen. If parents provide the sunscreen the container must be labeled with the child's first & last name. An exception to this policy can only be made by providing the school with a written & signed statement from a physician. Children are also welcome to wear sunglasses and sun hats on the playground.

### **CLOSING THE PRESCHOOL AT THE END OF THE DAY**

All rooms and bathrooms are checked for safety and security purposes before the school is closed and locked for the day.

### **VOLUNTEERS**

Parents are encouraged to volunteer in the preschool. A variety of choices are available to parents and all parents will be expected to participate in the fundraising activities. Parents may also serve as a volunteer on the Parent Volunteer Committee that provides supportive functions to the Preschool Advisory Committee as they assist with special events and fundraising (PER JMP BYLAWS). While volunteering in the classroom, parents should be familiar with the Parent Handbook and direct any questions or concerns to the Director. Parents are asked not to discuss the progress of children that are not their own with anyone outside the classroom.

Volunteers may help during craft, snack, circle time, recess, or free play. Only paid staff is involved with assessments, first aid, bathroom accidents, and

discipline/guidance of the children. Volunteers should cooperate with the Director and staff in the event of any emergency.

### **FUNDRAISING POLICY**

The Preschool Advisory Committee and Joy Lutheran Church Council must approve all Joyful Mission Preschool fundraisers. The preschool and the church will not endorse a product, service, or company.

### **Receipt of Parent Handbook**

I acknowledge through my child's registration that I have received, read and agree to a copy of Joyful Mission Preschool's (hereinafter referred to as JMP) Parent Handbook. The Parent Handbook contains policies, practices, and regulations which are relevant to my child(ren)'s enrollment and participation in JMP.

I have read and understand these policies, practices, and regulations. I additionally agree to comply with these policies, practices, and regulations during my child(ren)'s enrollment and participation in JMP.

I further understand that I will be responsible for complying with future changes in any such policies, practices, and regulations. Whether or not I have signed or acknowledged such changes, it will be my responsibility to comply with all such changes communicated to parents and guardians.