Mission Preschool

2027-2028
Parent Handbook

A Quality Christian Preschool Experience Founded in 1979

7051 Parker Hills Ct. Parker, CO 80138
303.841.3770
preschool@joylc.org
joyfulmissionpreschool.org

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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 to provide superior care & education of your child. Our goal is for you to feel comfortable 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 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!

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 toddler through pre-school aged children.

All 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 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.

Joyful Mission Preschool is open Monday through Friday with office hours from 8:00am – 3:00pm.

Thank you for choosing Joyful Mission Preschool!

Joyful Mission Preschool's Mission and Vision

Our ***mission*** is to spark a love of God, love of others, and love of learning.

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 "The greatest of these is love." 1 Corinthians 13:13B. We value the development of the whole child through these core values found in Galatians 5:22-23:

Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self- Control

Non-Discriminatory 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 based on 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, church members, and/or current preschool parents. This *Advisory Committee* reports to the Church Council.

Preschool Advisory Committee (PAC)

Joyful Mission Preschool is under the supervision and authority of the Joy Lutheran Church Council. PAC advocates for and makes recommendations on behalf of Joyful Mission Preschool to the Church Council. In addition, 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

The Advisory Committee consists of:
Joyful Mission Preschool Director
Joy Lutheran Church Pastor
Joy Lutheran Church Council Liaison
Joy Lutheran Church Members (2)
Maximum of 6 previous and/or current preschool parents (two members of Joy Lutheran Church, when available, and four non-members)

We encourage two-year terms allowing for program continuity. If you are interested in volunteering on this Committee, please speak to the Director. Meetings are held monthly. Minutes of each meeting can be found in the JMP Office.

Staffing

All 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 are hired based on enrollment of children on a school-year basis. To allow for continuity of care, teachers will remain with the same peer group for more than one year when enrollment allows.

We are committed to observing adult:child ratios that are lower than what is recommended required by the State of Colorado.

Procedures for Admission and Enrollment

Joyful Mission Preschool seeks to provide non-discriminatory early childhood Christian education regardless of race, color, national and ethnic origin or ability.

Admissions

Joyful Mission Preschool offers half-day and full school day programs Monday through Friday. Children will be enrolled in a class based on their birthdate and class availability. Children will benefit most by attending school regularly.

Admission of Students with Special Needs

Children with special needs are welcome at Joyful Mission provided we can meet the needs of each individual child. JMP recognizes that we cannot serve every child with exceptional needs based on the limitations of our staffing, finances, expertise, etc. JMP is a private preschool and does not receive any state or federal funding to support a special needs program. Enrollment is based on the extent to which the child will succeed in the program and its structure. To make an informed decision regarding the preschool's ability to serve a child all documentation of previous services must be submitted to the preschool administration team for review prior to enrollment. In matters where the details of services are not received or withheld, JMP reserves the right to dismiss the family.

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.

JMP staff will collaborate with families, Child Find, and other licensed related service providers to implement 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 licensed related service providers and request they work with staff. Parents, licensed related service providers, 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.

Enrollment

Current families and families who are members of Joy Lutheran Church will receive a window for early enrollment for the next school year prior to enrollment opening to the public. For classes that reach full capacity, referrals will be made for 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.

Your child is officially enrolled, and their spot is reserved when the following steps are complete:

- Enrollment form and financial contract are signed and submitted
- Fees are paid (i.e.deposit)
- When you have received a confirmation message in Brightwheel
- Any "past due" accounts are paid in full

Registration Check-in is complete when:

- Online paperwork is completed during summer check-in
- Enrollment fee is paid
- We have received the most updated medical forms and immunization records

Parents will receive a written acknowledgment that their child is enrolled at Joyful Mission Preschool, the dates and details of Back-to-School events, and a reminder of any forms still needing to be submitted to the school.

Parent Portal

Brightwheel is the parent portal all parents must have at JMP. Through Brightwheel families have access to signing in/out for each school day, the messaging platform, incident reports, billing information, authorized pick-ups, and more.

Financial Contract Policies

Billing and Payment Policy

- Parents/Guardians have an individual and joint obligation to pay all tuition and fees under this policy.
- Invoices are sent at least 1 day prior to any payment being due.
- Payment is auto collected on the invoice due date with auto pay set up. JMP requires auto pay to be active on your account.
- JMP's operating costs are annual: August - May. Payers on the account remain responsible for tuition and fees regardless of student's absence, or withdrawal (see "Withdrawal Policy").
- Parents/Guardians maintain at least one valid account in Brightwheel and authorize JMP to charge monthly tuition to the account on file each invoice due date (2nd of each month). Parents/Guardians receive notifications when invoices are posted as well as when payments are processed.
- All tuition rates for your child's age are listed on the Enrollment Form and Financial Contract as well as the Tuition Rate Form.
- If parents/guardians receive any tuition assistance, an agreement must be signed by both parties.
- You will be invoiced a late pick up fee of $1 per minute if you arrive late to pick up.

Fees

- An enrollment fee of $300 is due during check in (beginning June 1st). This fee helps with the cost of processing the enrollment form, registration check- in paperwork (online), general health appraisals and immunization recorded keeping.
- A fee of $15 is charged during check in for families who register for full day programming due to the cost of sheets/nap bags etc.

Enrollment Deposit Policy

- An enrollment deposit equal to one month's tuition is due to reserve your child's seat. The deposit is credited toward December 2027 tuition if still enrolled. If you withdraw, your tuition deposit is forfeited.

Late Payment Policy

- A late payment fee of $25 will be assessed if tuition cannot be collected by the 10th of the month. A fee of $25 will continue to be invoiced every 10 days until payment is made in full. These fees are due on the invoice due date, billed through Brightwheel.
- Returned payments will be assessed a $25 processing fee and invoiced for payment.

UPK Eligible Children

- Must be 4 by October 1st, 2027 but not yet 5
- Please ONLY use the link we send to fill out the Colorado Universal Preschool (UPK) application.
- Families agree to pay for the remaining hours per week not funded by UPK at the JMP hourly rate. The UPK rate is published in June 2027 therefore the monthly amount that families are responsible for will be confirmed after that point.

JMP has the right to withdraw from the UPK program with a 30-day notice to the state and families, after which point families will be responsible for full payment

Vacations, absences and school closures

- JMP's annual operating costs are based on the 10-month school schedule therefore:
  *Tuition is not reduced in the event of a student vacation or absence from school.
  *Tuition is not reduced during scheduled school breaks and holidays.
- JMP does not give tuition credits or discounts in the event of an unexpected school closure, regardless of reason.

Discounts and Tuition Assistance

- JMP offers a 10% discount off monthly class tuition for active military, police officer, fire fighter or EMT with valid ID submitted.
- No discounts offered on extended care programs
- Only one discount/tuition assistance can be applied monthly (UPK discounts the JMP tuition rate)
- JMP grants partial scholarships, as our budget allows, to any child who would otherwise not be able to attend our preschool program. Scholarships are needs based and applicants must submit a scholarship application form annually.

Withdrawals

- Withdrawal of any program requires a 30-day written notice. Tuition for the 30 days will be collected.

By signing the Enrollment Form and Financial Contract and receiving the confirmation message through Brightwheel, the parties agree that this contract is binding. Parents may request a copy of the contract by messaging Admin in Brightwheel.

Scholarship Committee and Fund

Life can be difficult at times. 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 donate to the JMP Scholarship Fund, please contact the Director. All donations are tax deductible.

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 the school community.

Preschool Annual Calendar

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

Communications with Parents

A monthly newsletter will be sent in Brightwheel 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 at each classroom's door. A monthly calendar, printed newsletter, and other resources can be found near the entrance of the preschool. The best way to contact teachers and administrators is through the messaging platform in Brightwheel.

While each staff member has an email address, consisting of their first name@joylc.org, Brightwheel is the main form of communication. If you choose to send to child's teacher an email, please message them in Brightwheel to let them know. Teachers will respond to Brightwheel messages during their work hours. JMP administration is available M-F 8:00am-3:00pm and will respond to messages within 24 business hours.

Joyful Mission Preschool will provide all policies and correspondence written in your preferred language upon request. In addition, JMP will use 211 Services or Argo Translation Services as needed to communicate with parents in their home language.

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 children'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. Video recording for the purpose of observation and assessment in classrooms is not permitted.

Child Health Promotion Referral Process

Joyful Mission Preschool (JMP) works to connect families to appropriate community service agencies. Following conversations with families regarding concerns, teachers will document observational data to share with families and provide information on outside services as needed. Referral to any agencies will be discussed with the Director prior to making any recommendations. Parents are encouraged to sign their child up for a voluntary developmental screening through a private outside provider when offered at JMP.

When a developmental concern has been identified, the teachers will partner with the Director/Assistant Director and parents to determine next steps.

When a student qualifies for services, they are eligible to receive those services at a public preschool. Families are encouraged to accept these services for the success of their child. If a child is found eligible to receive services for early intervention and the parent/guardian chooses not to accept services at a public preschool and remain at JMP, there still may be the need to process a withdrawal based on JMP's ability to serve the needs of the student.

If a child does not qualify for services, continued placement with JMP is dependent on our ability to serve the needs of the child based on the limitation of our staffing, finances, expertise, etc.

If your child participates in UPK, families will have the opportunity to complete an annual survey regarding screenings, referrals, early childhood mental health resources, and meaningful and culturally appropriate experiences.

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.

Classroom Policies

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 recommend 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 weather appropriate outerwear, as the children will go outside to play regularly.

Please be aware that sometimes children may come home with spots or stains on their clothes. JMP will not be responsible for any ruined or lost items. Also, please do not send in your child's backpack gum, money, 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), and limiting foods of minimal nutritional value such as candy, marshmallows, donuts, and other high sugar snacks. Parents send snacks and lunch (when applicable) for their individual child.

Allergy Aware 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 or lunches. If your child's classroom has a specific allergy we will communicate any further restrictions.

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, 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.

Signing In and Out Your Child

A parent, guardian, or other authorized adult must sign in and sign out each child using the Brightwheel App. 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.

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 supervises the class and provides positive guidance techniques as needed for children on an individual basis to maximize learning.

A student who causes physical harm to another child, adult, or who is destructive, or displays extremely disruptive behavior may require additional strategies. The teachers will partner with the Director's team and parents to determine next steps. If no resolution can be found, the parents/guardians may be asked to withdraw the child from preschool. Please review the dismissal policy. Under no circumstances is corporal punishment (spanking, etc.) or time-out used in preschool.

Transitions

We want your child to experience smooth and uneventful transitions, such as beginning school, potty training, from classroom to classroom within JMP, kindergarten readiness, and

we work to establish consistent routines. JMP partners with families to prepare children for transitions to each program. We offer introduction to programs/classrooms via orientation, open house, and "Moving through JMP" events. The teacher will provide strategies and activities needed to ensure smooth transitions based upon individual needs. If needed, these strategies are discussed and documented with families as a team effort to ensure your child's success.

Toilet Training

Early Preschool

Parents are responsible for providing their child's diapers and wipes. If you begin toilet training, staff will work with parents on an individual basis to continue training at school.

Preschool – Junior Kindergarten

To participate in the 3-year-old or older classes, children must be completely toilet trained and independent in the bathroom. A child having accidents daily would not be considered toilet trained. Please note that wearing pull-ups is not considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict licensing standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students, and it removes an adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. "Accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

Staff members oversee the use of the bathroom area of the preschool as needed.

Authorized Release of Children

Children are released only to authorized individuals (age 16 or older) listed as an Approved Pick-up in Brightwheel. Approved pick-ups can be added or removed in your parent profile. If you remove an Approved pick-up, please notify the school through a Brightwheel message. Please remind your authorized adult to have picture identification available for the Preschool staff to verify his or her identity.

In the event an unauthorized adult arrives to pick up a child from preschool, the parents will be contacted immediately. If the parent cannot be reached and/or does not provide written permission for the release of the child, then the unauthorized adult will not be permitted to enter the building.

Late Pick-Up or a Child Who is Not Picked Up

Parents/guardians who pick up children from preschool late will be charged a late fee of $1.00 per minute. Pick up is by noon for half-day programs and 3:00pm for full day programs. If you are late, your account will be invoiced immediately. All attempts will be made to reach the parents/guardians in the event a child is not picked up on time. If the parents/guardians cannot be reached, authorized adults listed in the account will be contacted. Repeated late pick-ups may jeopardize the child's enrollment.

If an authorized adult has not arrived to pick up the child 30 minutes 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 directions.

Closing the Preschool at the End of Day

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

Health and Safety 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 that has been signed by both parent and doctor is due to JMP within 30 calendar days after admission, and within 30 calendar days following the expiration date of a previous health statement.

Colorado law requires proof of immunization be provided to JMP prior to or on the first day of admission. Parents should note that not all children in our facility may be fully immunized.

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. While we accept all immunization statuses, we strive to meet CDPHE's goal of having 95% of children in our care fully immunized. Due to this goal, we may not be able to enroll unimmunized/under immunized children. We have the right to exclude unimmunized/ under immunized enrolled children in the event of a community outbreak of a vaccine preventable illness (with guidance from CDPHE and/or our discretion). There will be no tuition credit issued if a child needs to be excluded from care due to their immunization status. Please consult the Director on any questions regarding immunization and health policies.

Medication Administration

All prescription and non-prescription medications given in preschool settings require a written authorization from your health care provider, as well as parent written consent. This is a childcare 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.

Medications are stored in emergency backpacks that travel with the classroom teacher or in the JMP office and kept under the conditions directed by the health care provider or pharmacist.

JMP requires parents to apply sunscreen to their child/ren prior to dropping them off. By signing your child in each day, parents affirm that they have applied sunscreen to their child. If your child is enrolled in a full day program you must provide a sunscreen stick for your child to use prior to their second recess or Coral Isles sunscreen will be applied.

Topical preparations such as diaper rash ointment, sunscreen, eczema lotion and other ointments cannot be applied unless there is written authorization from the parents. If the skin is broken, written authorization must be provided by a health care provider.

Illnesses

The health of the children in our school 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 message us in Brightwheel when your child is ill or will be absent for any reason.

- Please keep your child home if the following symptoms are present: vomiting within 24 hours of class session, fever of 100.4 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 they have been fever free for 24 hours without fever reducing medication and 24-48 hours after their antibiotic therapy has been instituted, following physician recommendation.
- 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.
- 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 preschool until such time as the child's physician determines the child may return to school. <u>The Preschool will notify the county health department of any diagnosed communicable illnesses.</u>

Incidents

- JMP's procedure for the handling of accidents or injury of a child is to notify the parent or guardian through Brightwheel. If a child receives a minor injury (i.e. scrapes, etc.) at school, the teacher will administer first aid in the form of water, bandage, or ice pack. An incident report will be completed by the teacher and sent to the parent through Brightwheel.
- In the case of severe emergencies, 911 will be notified first and then the parents or guardian will be notified.

Head Impact

JMP's procedure for the handling of a head impact is to notify the parent or guardian by phone. Teachers will fill out a head impact report on paper to be signed by teacher, parent or guardian, and office staff. Parents will be given a copy of the report, along with a concussion protocol document. A copy of the report will be kept on file in the office.

JMP notifies families of Health & Safety incidents either in person, by phone, or via Brightwheel.

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

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

Evacuation

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

In the event of an emergency that requires 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 areas are identified by Evacuation Assembly Point Signs. 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 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.

Shelter

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. 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.

Secure

The Staff have been trained in how to safely conduct a "Secure" Status of the preschool in the event the authorities announce a danger in our vicinity or should the Director or Substitute Director deem such action necessary. If children are on the playground, they will immediately return to their classrooms. All exterior and interior doors will be checked to ensure they are closed and locked. Access in/out of the building will be controlled by preschool and church staff. Children will be dismissed based on the guidance provided by the Douglas County Sheriff's Department.

Lock Down

The Staff have been trained in how to safely conduct a "lock down" of the preschool in the event there is a threat on our premises or should the Director or Substitute Director deem such action necessary. If children are on the playground, they will be guided to a safe location. All exterior and interior doors will be locked. There will be no access in/out of the building (no exceptions). Children will be dismissed based on the guidance provided by the Douglas County Sheriff's Department.

Schoolwide Policies

Severe Weather Conditions and School Closings

JMP will be closed if Douglas County Schools are or at the discretion of the Senior Pastor and Director if they determine conditions are unsafe for many families or staff. To determine if JMP is closed or on a delayed start, parents need to:

- Check their messages in Brightwheel
- Check the Douglas County School District website at www.dcsdk12.org
- Call the Douglas County School District Weather Hotline at 303-387-7669

When Douglas County Schools have a delayed start 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 classes will also dismiss early.

In the event an early closing is necessary, parents will be contacted through Brightwheel 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.

No refunds or credits will be given for days a student is absent or on vacation. In the event the school needs to close due to facility/mechanical breakdown, a large church event, or a significantly large number of teachers and children being absent due to flu or other illnesses no tuition adjustments will be made. The decision to close will be made by the Senior Pastor or the Director. If such an event occurs, parents will be notified through Brightwheel messaging.

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 are encouraged to volunteer at the preschool when opportunities are provided. A variety of choices are available to parents and all parents are encouraged to participate in the fundraising activities. Parents may also serve as volunteers on the Preschool Advisory Committee. 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 with many different activities. Only paid staff handles 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.

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. Visitors are accompanied by a staff person and must have a valid reason for visiting the preschool.

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. State regulations prohibit friends and siblings not enrolled at JMP from attending school with an enrolled child.

The school is available to all parents during business hours, and no appointment is necessary.

Siblings

Many people ask us if siblings are allowed to attend and participate in special events at the preschool.

If we are having an event in the classroom, siblings are not allowed to attend or participate:

- We have a maximum capacity for each classroom. This is for licensing and fire safety.
- Each classroom is licensed for children of a certain age group. Children under that age group are not permitted in the room.

If we are having an event outside of the classroom, siblings may be allowed to attend but will not be allowed to participate (Ex: Sweet Street, Trike-a-Thon).

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. Each family drives their own children to a field trip destination and is responsible for their children's supervision. JMP will provide all the information regarding the details of the excursion, and it is the option of each family to choose whether to participate in the activity. Parents or another designated adult must accompany and supervise their child. The preschool is not responsible for providing alternative care for students who do not participate in field trips.
JMP is not responsible or liable for any emergencies that take place on a family field trip.

Program Evaluation Results

Joyful Mission Preschool will keep on file in the office the result of all evaluations as well as a Quality Improvement Plan that will be updated annually. At the end of each school year, JMP seeks input from families regarding our interactions, instruction of children, priorities, interest in additional program goals, and quality of the program in general. Quality Improvement Plan goals are shared with staff annually at staff meetings. The Quality Improvement Plan will be based on the results of the evaluations and self-assessments. The goals will contain a timeline as well as the outcome of the goal.

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

Curriculum

Our curriculum provides a variety of developmentally appropriate experiences in the areas of motor, language, cognitive, and social skills. New topics and multi-sensory centers are introduced and explored through our interactive curriculum units based on the High Scope Preschool Curriculum. 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. Please refer to the Future Families page on our website, joyfulmissionpreschool.org, under the Classroom Visions and Goals tab to review each age group's specific curriculum. Generally, children do not view videos. However, if the teacher or Director schedules a video or a portion of a video to be seen by the children, it will be age appropriate and relevant.

Universal Preschool Policies and Procedures (UPK)

Healthy Development & Child Screenings

Joyful Mission Preschool (JMP) works to connect families to appropriate community service agencies. Please speak to the Director or email the director at preschool@joylc.org for information on obtaining any of the following:

Developmental or Health Screenings; Vision, Hearing, or Dental Screenings; Social-emotional, Cognitive, or Language Screenings; Mental Health or Special Education Referrals; Translation Services

You can also check out our Parent Resource file in the main preschool lobby for screening information.

Parents are encouraged to sign their child up for a voluntary developmental screening through a licensed and qualified private outside provider offered in September and January (and as needed) at JMP.

Family and Community Engagement

We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

-Language Support: We provide opportunities to utilize interpreters or other language resources as needed to ensure clear communication.
-Cultural Sharing: We invite and encourage you to share your home's cultural and social practices within our classroom community.
-Goal Setting: We will partner with you to set individual learning and development goals for your child.
-Program Decision-Making: We offer opportunities for families and community partners to engage in our program's operational decision-making processes.
-Transitions: We will actively involve you in your child's transitions between classrooms or when moving to a new school.
-Feedback: We value your perspective and provide opportunities for you to give feedback on the quality of program-family and program-staff interactions.

Annual CDEC Family Survey

Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

Receipt of Parent Handbook

I acknowledge through my child's enrollment that I have received virtually, read and agree to 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.