

# JOY CHRISTIAN PRESCHOOL

## PARENT HANDBOOK

2017-2018

**"With God at our center and parents as our partners,  
Our goal is to nurture the total child...  
... spiritually, socially, emotionally, intellectually and physically."**



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# **ABOUT JOY CHRISTIAN PRESCHOOL**

## **PURPOSE**

- To offer the good news of God's love in a caring community.
- To help the child develop a healthy personality, form Christian values, and develop the conscience, feelings and attitudes which form the foundation for a positive self-image and good relationships.
- To encourage the child's self-confidence, concern for others, co-operation in work and play, and enjoyment of sharing.
- To increase the child's listening skills, self-expression, independent work and play habits, as well as decision-making abilities.
- To provide a healthy environment where a child can grow in God's world through experience, interaction, and exploration with the guidance of Christian teachers.

## **PHILOSOPHY**

Our goal is to "Build Christian Leaders" by empowering your children to do more and be more like Jesus through a wide variety of practical and meaningful learning experiences. At Joy Christian Preschool, children learn much more than numbers, letters, shapes and colors. Children learn how *to* learn. They are encouraged to use their developing language, thinking and motor skills to question, to discover alternative answers, and to get along with others.

We offer a balance of activities ranging from vigorous outdoor play to quiet indoor play and a combination of teacher-directed and child-initiated learning experiences within a developmentally appropriate curriculum.

Because we believe that each of us develops to our fullest as we are in relationship with God, we introduce children to Jesus, the Bible, and Biblical principles.

## **MISSION STATEMENT**

Building Christian leaders prepared to live and thrive in a rapidly changing world.

## **CAMPUS VISION**

To make a positive difference in our community.

## **STAFF**

Within each classroom, our teaching team works together to plan and carry out the daily activities of the Preschool. All of our teachers meet the requirements for Preschool teaching as mandated by the State of Arizona. They have experience working with and teaching children, as well as being in harmony with the purpose and teaching philosophy of our Preschool at Joy. Lead Teachers have professional certificates and/or degrees in Early Childhood Education or a closely related field.

All teachers attend planning and educational workshops, and regularly scheduled staff meetings during the school year. They are required to obtain a minimum of 18 training hours per year by attending classes, workshops and conferences.

As an active participant in our preschool, parents are encouraged to participate in various school-related activities. Become a part of the Joy School Parent Volunteer group to find out more information on various ways that you and your family can be involved at Joy. Parent volunteers are required to hold a current Fingerprint card.

## PARENTS

A positive and constructive working relationship between Joy and a student's parent(s)/guardian(s) is essential to the fulfillment of our educational purpose. Thus, Joy Christian Preschool reserves the right not to extend the privilege of enrollment or re-enrollment to a student if Joy Christian Preschool concludes that the actions of the parent(s)/guardian(s) make a positive and constructive relationship impossible or otherwise seriously interfere with Joy Christian Preschool's accomplishment of its educational purpose. It is essential for all parent(s) and guardian(s) with any school concerns to follow proper resolution steps (*see page 12*).

Joy Christian Preschool also reserves the right not to extend the privilege of enrollment or re-enrollment if any information on the application is not truthful.

Any conduct by a student/parent which is in violation of the handbook and which Joy Christian Preschool's administration considers detrimental to the student or to other students or staff of Joy Christian Preschool, may be deemed adequate for appropriate disciplinary action which may include disenrollment.

Unless all tuition and financial obligations are satisfied for the current school year, re-enrollment will not be allowed.

Joy Christian Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, tuition assistance programs, and other school-administered programs.

## PROGRAMS

Joy Christian Preschool offers a comprehensive developmental program for young children which includes three (3) distinct sub-programs that serve children and their families. Our programs are:

<b>Full-time Care Infants, Toddlers (1 &amp; 2-year-olds)</b>	12 months, Full-time
<b>Full-time Preschool 3-year-olds &amp; Pre-K (4-year-olds)</b>	12 months, Full-time
<b>Part-time Preschool 3-year-olds &amp; Pre-K (4-year-olds)</b>	August – May, Part-time

Child-to-teacher ratios follow standards set forth by the State of Arizona (*see page 9*).

## TUITION PAYMENTS

All tuition and other school-related payments are made directly to FACTS. There is a \$46 management fee to sign up for the FACTS online payment program. JCS Student Accounts no longer accepts payments.

**Full-time Preschool** tuition is divided into **12 \*equal monthly payments.**

**Part-time Preschool** tuition is divided into **10 \*equal monthly payments** from August – May.

**\*Monthly tuition payments** are the same regardless of holidays, long months, vacations or absences.

## FULL-TIME PRESCHOOL PROGRAM

Because of the importance of establishing primary care groups and maintaining above-standard child/teacher ratios, tuition rates are based on the cost of providing high quality care. This is factored based on full-time enrollment of either four or five days per week. Research and experience show that high quality care and comfortable adjustment for children in a full-care setting is most often achieved by offering continuity in group composition.

We have found that parent involvement is very rewarding for both children and parents. We encourage our Full-time Preschool families to assist in the classroom whenever possible. We invite you to come in and share your occupation, hobby or talent, special animal or musical instrument, or to teach us sign language, another language, or a special song. Let the teachers know and they will be happy to work with you. You are always welcome in our classrooms.

### FULL-TIME INFANT/TODDLER PROGRAM

Our **Full-time Infant/Toddler Program** is available to children ages 6 weeks to 36 months of age. It is a twelve-month program, open 6:30 a.m. to 6:00 p.m., Monday – Friday.

**If your child is not here by noon and we have not received a call, we will assume that your child is absent and we reserve the right to make appropriate staffing adjustments regarding your child's classroom.**

**Infants**

**Toddler I**

**Toddler II**

**6 weeks to 1 year & not walking**

**Walking and approx. 12 months**

**Approx. 24 months to 36 months**

Children will be moved to the next developmentally appropriate classroom upon the Director's assessment and approval.

### FULL-TIME PRESCHOOL PROGRAM

Our **Full-time Preschool Program** is available to children ages 3 – 5 for 12 months of the year between the hours of 6:30 a.m. and 6:00 p.m., Monday – Friday.

### FULL-TIME PRESCHOOL -- 3s & 4s CLASSROOMS

Please bring your child no later than 9:00 a.m. each morning for the beginning of the structured daily preschool activities. Children who arrive late will miss out on the continuity of the learning activities.

Please observe the classroom schedule posted on the Parent Information Board outside your child's room. Naptime is a very difficult time to enter a classroom. In the best interest of your child and all children in the class, we ask that you do everything possible to avoid bringing your child to begin their day during naptime.

## **PART-TIME PRESCHOOL PROGRAM**

Our Part-time Preschool program is for children ages 3 or 4 by August 31 prior to the Fall session. This program is available from August through May. All children enrolling in the Part-time Preschool program **must be completely potty trained.** **No pull-ups please.**

## **IN-CLASS PARTICIPATION**

Joy Christian Preschool is a parent-participation preschool. This program encourages in-class participation as well as a variety of other activities which encourage family members to become involved. Parents or other significant family members are invited and encouraged to assist in the classroom. Assisting in the classroom gives adult family members an opportunity to observe their child in the preschool environment and to get involved in the classroom. Please sign up in advance with your child's teacher in the classroom.

**Parents who assist in the classroom must hold a Fingerprint card.**

**If you sign up to assist and find yourself unavailable, please call the Joy Christian Preschool office at 623-362-3200 as soon as you are aware of the impending schedule change.**

**To maintain security, all parent aides are required to sign in at the Front Desk and to wear a Volunteer badge.**

We have found that parent involvement is very rewarding for both children and parents. The child's own value is emphasized by the parent's willingness to put aside this special time just for him or her. For this reason, we ask that you not bring brothers or sisters into the classroom on the day you will aid.

We also encourage you to come in and share your occupation, hobby or talent, special animal, musical instrument, or to teach us sign language, another language, or a special song. Let the teachers know your interests. The more you become involved, the more you will enjoy the year in preschool. You are always welcome in our classrooms. The success of our program depends on your participation!

## **Approved Snacks**

All three-year-old and four-year-old students are required to bring their own daily snack. To ensure the safety of our students with food allergies, please choose "safe" healthy snacks. We encourage no nuts or peanut butter. See *p. 20, 'Snacks.'* for more details.

## **LUNCH PARTY – 11:45 a.m. – 1:00 p.m.**

Our **Lunch Party program** provides lunch time and recess from 11:45 a.m. to 1:00 p.m. for children enrolled in the morning sessions of Part-time Preschool. Children will need to bring a lunch from home. Refrigeration is not available.

- Lunch Party hours are 11:45 a.m. – 1:00 p.m.
- Part-time Preschool students desiring attendance at the Lunch Party program must make a reservation at the Front Office. A limited number of spots is available.
- The Lunch Party day(s) selected must correspond with the morning Part-time Preschool sessions that the student attends.
- Reservations for Lunch Party may be made up to three months in advance. Available spots are filled on a first-come, first-reserve basis. Reservations continue until all slots are full.
- A fee of \$10 per child per day is charged for each Lunch Party reservation.
- Children who attend Lunch Party must bring their own lunch.
- Lunch Party ends at 1:00 p.m. and all preschool policies apply to this class. Children may be picked up prior to 1:00 p.m. at the parent's discretion.

## **KINDER BRIDGE**

This program is available for those children who turn five between September 1<sup>st</sup> and December 31<sup>st</sup>. It is a **full-day program, meeting from 8:00 a.m. – 2:45 p.m., Monday – Friday**. The Preschool offers care before 8:00 a.m. and/or after 2:45 p.m. to 6:00 p.m.

Kinder Bridge is designed as a transitional class between Preschool and Kindergarten and meets the needs of children who would benefit from the gift of time to continue the development of their social and academic readiness, emotional and fine motor development, independence, self-motivation, and attention span.

The Kinder Bridge program is a transitional class and **does not replace Kindergarten**. The difference between the two is mainly the degree of structure, the types of readiness skills and activities, and the amount of hands-on activities. The year spent in Kinder Bridge will allow students the time needed to develop the confidence and maturity necessary for a successful experience.

## **CURRICULUM**

The curriculum at Joy Christian Preschool may look like children's play. And it is! Play is the avenue to learning and has been carefully structured so that in a Christian setting, children can grow and develop spiritually, socially, physically, emotionally and intellectually in a loving, relaxed, affirming atmosphere.

At this stage of life, developing or broadening a sense of wonder and appreciation for learning about God's world, along with an awareness of what it takes to form positive and cooperative relationships with others, is just as important as the mastery of skills.

Each day includes sharing our love for the Lord through Bible stories, devotions, and encouraging loving kindness towards one another. The children also enjoy several special events and other opportunities to learn more about God's wonderful world around them.

Academically, your child is challenged to do his/her best as they work with many age-appropriate activities. We use the Innovations curriculum which has integrated learning activities with several dramatic theme ideas. The Innovations curriculum has programs specifically written for preschoolers, toddlers and infants. Our aim is to prepare your child to succeed in their next year of class whether it is still in our young preschool program or moving into Kindergarten.

## **What you can expect to see your child doing:**

### **Kinder Bridge program:**

- Participating in hands-on Math activities.
- Working on Reading readiness and comprehension.
- Learning beginning Phonics.
- Studying the Bible.
- Exploring Science, Geography, and Social Studies with the use of a bridge of Core Knowledge Preschool to Kindergarten objectives.
- Enjoying Art and Music classes.
- Participating in P.E.
- Learning Spanish.
- Developing Technology skills.
- Improving fine motor skills.
- Interacting with students during play and specially planned activities.

### **Pre-K (4s turning 5) program**

- Participating in structured play experiences.
- Choosing learning centers.
- Sharing through prayers.
- Participating in circle discussion.
- Praising God through songs and sharing.
- Learning to measure and compare with food and recipes.
- Gaining number concepts with manipulative materials and counting and graphing activities.
- Sparking reading readiness by activities that develop vocabulary and phonetic awareness.
- Enjoying books and stories which enhance listening skills and nurture a love for reading.
- Boosting auditory memory through simple poems, Bible verses and songs.
- Enjoying large muscle activities which prepare for fine motor skills and hand/eye co-ordination.
- Developing Science concepts by observing and wondering about God's creation.
- Becoming an important member of the Preschool community.

### **3s turning 4 program**

- Developing an interest and joy in learning and becoming better prepared for school.
- Experiencing an atmosphere which encourages curiosity and creativity.
- Learning opportunities appropriate to your child's developmental needs.
- Exposure to a variety of child-appropriate equipment and materials.
- Nurturing your child's spiritual growth.
- Learning from play with other children and growing together.
- Building self-esteem while encouraging independence.
- Praising God through songs and sharing.
- Developing positive interaction with other children and adults.
- Freedom and time to be an individual.
- Experiencing kind, loving guidance by a trained teacher and assistant in a safe, secure environment.



## **2s turning 3 program**

- A safe, secure and loving environment.
- An atmosphere which encourages curiosity and creativity.
- Exposure to a wide variety of developmentally appropriate equipment and materials.
- Opportunities to learn through play.
- Build self-esteem while encouraging independence.
- Positive social experiences which foster a love for learning.
- Sense of routine and consistency and awareness of God's love.

## **Infants and Toddlers**

Caring for infants and toddlers is about building relationships and making the most of everyday experiences and routines. During the rapid growth of these first critical years, the brain is being stimulated into patterns for physical, social/emotional, cognitive and spiritual development. Classroom activities and routines are planned to nurture the whole child.

- Forming positive, trusting relationships with loving, compassionate caregivers.
- Experiencing a warm, welcoming environment that supports children's growth and development.
- The use of consistent routines as opportunities for growth, learning and a sense of security.
- Guidance of children's behavior in a positive way.
- A safe and healthy environment that provides a wide variety of activities that will facilitate children's development.

Lesson plans are developed following Arizona Early Childhood Education Standards.

You are invited to view a copy of weekly lesson plans on the parent information board outside your child's classroom.

## **ENROLLMENT/TUITION/WITHDRAWAL POLICY**

### **Enrollment:**

Joy's enrollment and tuition is from July 1 to June 30 of each year. Students must be re-enrolled annually.

### **Tuition:**

Preschool tuition is based on a monthly flat rate. Closures, absenteeism due to vacation or illness do not affect the monthly rate of tuition.

### **Permanent Withdrawal:**

Parents must submit a withdrawal form a minimum of 10 business days prior to the official withdrawal date. You may obtain a form from one of the admissions representatives. Please note that 2 weeks tuition will be charged for any withdrawals received after the 10-day notification window.

### **Temporary Summer Withdrawal:**

Parents have the option to temporarily withdraw their students for the summer. Those choosing to do so will incur an enrollment hold fee and must complete the 10-day notification withdrawal form.

**RATIOS AND GROUP SIZES**

Joy Christian Preschool adheres to ratio and group size recommendations set forth by the State of Arizona.

<b>STAFF-CHILD RATIOS</b>	
Infants	1:5 or 2:11
1-year-olds	1:6 or 2:13
2-year-olds	1:8
3-year-olds	1:13
4-year-olds	1:15
5-year-olds	1:20

**Joy Christian Preschool is licensed by the:**

**Arizona Department of Health Services  
Division of Licensing Services  
Office of Child Care Licensing  
150 N. 18<sup>th</sup>. Avenue, Suite 400  
Phoenix, AZ 85007  
602-364-2539**

# POLICIES AND PROCEDURES

## ARRIVAL AND DISMISSAL PROCEDURES

### Joy Christian Preschool

Always let your child and his/her teacher know (*in writing*) if someone other than the regular adult is picking up the child at the end of the day. The person picking up must be listed on the blue *State of AZ Emergency and Immunization Record Card*. **Picture identification will be requested from anyone unknown to the releasing teacher.** Please explain this to your family and friends.

**Licensing regulations require that you sign both your first and last name on the sign-in sheet.**

**In the event of parental separation or divorce resulting in joint custody rights, each parent has the right to designate alternate pick-up persons on the days that the parent has custody of the student. If both parents cannot come to an agreement, Joy Christian Preschool staff will only release the child(ren) to the custodial parents. If issues continue in this matter, Joy Christian Preschool/ reserves the right to withdraw the child(ren).**

### LATE PICK-UP

**Joy Christian Preschool charges \$5.00 for the first minute and \$1.00 for each minute** beyond the end of the class in our *Part-time Preschool* program, or beyond our closing time of 6:00 p.m. in our *Full-Time* program. Plan to pick up and sign your child out at the front desk after signing a late fee log. Late pick-up charges are assessed at the time when you pick up your child. If you *are* going to be late, please call us so that your child will not worry. Please note that phoning will not prevent late fee charges.

## BIRTHDAYS & CELEBRATIONS



Birthdays are special occasions for preschoolers. We celebrate each child's birthday as a gift from God. Birthdays are celebrated in the classroom on the school day closest to your child's special day. Summer birthdays of children enrolled in our Part-time Preschool programs are celebrated before the end of the school year.

Teachers work closely with parents in planning celebrations that respect and protect the young children in our school. Please check with your child's teacher regarding the birthday celebration in his/her classroom.

**NOTE: BALLOONS ARE NOT PERMITTED** due to latex allergies and choking hazard.



Should you wish to share something in recognition of your child's birthday, you may donate a book to the classroom, a puzzle or piece of equipment for the classroom, or a monetary contribution for playground equipment. Ask your child's teacher for suggestions.

## BITING POLICY

At Joy Christian Preschool, we want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen (13) and twenty-four (24) months of age. This means that this is a particular concern for the staff in the Toddler/Young 2-year-old Room.

For safety and health concerns, we take biting seriously. When it happens, it is very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.

**Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of the mindset of a child of this age, so the cause-effect relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.**

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand, and then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.
- **If a child bites 3 times in the same day, the biter is sent home for the day.**
- **If skin is broken, the biter is sent home for the day.**

We try to make every effort to stop the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel that we have made every

effort to make the program work for the biting child, do we consider asking a family to withdraw the child.

## **CHILD ABUSE/NEGLECT**

Every child has the right to be free of the threat of, or actual, physical, emotional, or spiritual harm. Joy Christian Preschool is committed to protecting every child and student entrusted to our care.

### **REPORTING SUSPECTED CHILD ABUSE**

Arizona statutes require that any person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor has been the victim of child abuse, must report the suspected abuse immediately and make a written report within 72 hours. To see the entire policy, please contact the Front Office.

## **COMMUNICATING CONCERNS**

Partnering with parents is central to Joy Christian Preschool's mission. Successful school experiences occur when parents and teachers work together as a team. If the parent has a question regarding curriculum, or a concern about some action or lack of action on the part of a teacher, the following steps should be followed:

- **STEP #1:** The parent should try to discuss and resolve the issue(s) directly with the classroom lead teacher. *(Teachers are encouraged to seek the counsel of their administration as needed.)*
- **STEP #2:** If unresolved, the parent should, again, try to discuss and resolve the issue(s) directly with the classroom lead teacher and also communicate with the Director. If necessary, a meeting between the parent, the Director and teachers involved should be scheduled to attempt resolution.

## **DISCIPLINE**

Part of the daily preschool experience includes opportunities for the children to grow in areas of self-control, co-operation and sharing. Discipline is approached in a loving, God-like manner. Children will be encouraged to redirect their actions in a constructive manner throughout their daily activities. If the child needs time away from the group, he/she will be given the opportunity to recompose him/herself. A cool-off period (not to exceed one minute per year of his/her age) will be followed by a review with a teacher of appropriate behavioral expectations.

At Joy Christian Preschool, our goal is to model good moral values and appropriate behavior by empowering young children to become self-confident and successful in any social setting.

## **DRESS CODE**

Busy, creative learning play can be messy play regardless of the age of your child. We use smocks or shirts to cover clothing during art projects and we use washable paints, but we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of soiling an outfit. If a child comes home with tempera paint on their clothes, it can be removed very efficiently by applying hand soap directly to the soiled area and rinsing with cold water before it is placed in the wash. Repeat this more than once if the paint is still visible.

Unfortunately, much of the merchandise available for young children promotes values that are in direct conflict with those of Joy Christian Preschool. **Clothing, backpacks and lunch boxes depicting violent figures, skulls, weapons and frightening creatures are not allowed in our school.**

Experience has shown us that children's behavior is negatively affected by character logos that promote violent conflict resolution. Children who arrive in inappropriate clothing will be asked to change and to return borrowed clothing the next day. Parents will be requested to keep inappropriate lunch boxes and backpacks away from the school.

### **CHANGE OF CLOTHING**

A change of clothing should be sent with children and kept at school at all times for all children enrolled in our *Full-time Preschool program*. Please mark all clothing with your child's first and last name. If the preschool lends a change of clothing, please launder and return it to the school promptly.

### **TOTE BAGS/BACKPACKS**

A tote bag or backpack is an easy way for your child to keep track of and carry his/her belongings each day. Please mark your child's first and last name on the inside and make it one that is easy to open and close.

### **SHOES**

For the safety of your child:

- Tennis shoes are best.
- Cowboy boots are NOT allowed except on special days. (Teachers will notify you.)
- Sandals must have closed toes and a back strap.
- **No flip-flops please.**



**Children with unsafe shoes will not be allowed on playground climbing equipment or tricycles.**

*Full-time Care ONLY:* Nap slippers or socks with a sole should be worn at naptime in the event of evacuation. Children will only be allowed to remove shoes during naptime if they have nap slippers or socks with a sole.

## ILLNESS POLICY



State laws mandate that we are unable to care for children who are ill. Please have a back-up care plan in place. According to the Department of Health Services:

- **“Our state rules require that a center shall not accept or allow a child to remain at the center if the child shows symptoms of inflammation, fever, rash, diarrhea, vomiting, pinworms, lice, is suspected of having a contagious or infectious disease or infestation.”**

Teachers are required to do a “well-check” of children in their care each day.

*Joy Christian Preschool follows the guidelines of the Center for Disease Control and Prevention for removal of a child from the child care setting:*

### **Symptoms Requiring Removal of a Child from the Child Care Setting** **Child must be picked up within one hour of notification**

- **\*Fever**— Temporal thermometer reading of 100 degrees or higher.
- **\*Diarrhea**—1 uncontained runny, watery, or bloody stool.
- **\*Vomiting**—1 time in a 24-hour period.
- **Body rash with fever.**
- **Sore throat with fever and swollen glands.** May be indicated by refusing food and drink.
- **Severe coughing**—child gets red or blue in the face or makes high-pitched whooping sound after coughing.
- **Eye discharge**—thick mucus or pus draining from the eye, or pink eye.
- **Yellowish skin or eyes.**
- **Child is irritable**, continuously crying, or requires more attention than we can provide without hurting the health and safety of other children in our care.

*\*A child’s temperature must be normal, 98.6 degrees (temporal thermometer reading), for 24 hours, without the use of fever reduction drugs, before he/she returns to school. A child must be free of vomiting and diarrhea for 24 hours before returning to school. When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor prescribed medication prior to returning to school. Preschool/ may request a doctor’s written authorization for return to preschool.*

### **When a child exhibits one (or more) of the above symptoms HE/SHE SHOULD NOT BE BROUGHT TO THE CENTER.**

*If the child is already at Joy Christian Preschool/:*

1. He/she will be isolated from the classroom, brought to the Front Office, and placed in the care of office or teaching staff until picked up.
2. Office staff will attempt to contact parent(s) or emergency contact(s) listed on the blue *Emergency Information form*. **The child must be picked up within one hour from the time the first contact is made.**
3. In the event that we cannot contact parents or other emergency contacts on your Blue Emergency Card after we have made several attempts, we will then call 911.
4. The child needs to be signed out by the parent (or emergency contact) in the classroom or the Front Office.



**PLEASE PHONE JOY CHRISTIAN PRESCHOOL OFFICE, 623-362-3200,  
 WHEN YOUR CHILD WILL BE KEPT HOME.  
 NOTIFY JOY CHRISTIAN PRESCHOOL AS SOON AS POSSIBLE  
 IF IT HAS BEEN DETERMINED  
 THAT YOUR CHILD HAS A COMMUNICABLE DISEASE  
 OR HAS BEEN EXPOSED TO ONE.**

**Communicable Diseases :**

Chicken Pox	Common cold	Measles	Strep
Fifths Disease	German Measles	Scarlet Fever	Mumps
Infectious Hepatitis	Diphtheria	Meningitis	RSV
Tuberculosis	Pink Eye	Whooping Cough	Polio Myelitis
Hand, Foot & Mouth Disease			

**Communicable Skin Diseases :**

Impetigo	Ringworm	Scabies
Poison Oak	Head Lice	Athletes Foot

**IMMUNIZATION REQUIREMENTS**

Arizona state law requires that all children be immunized against the following diseases: Hemophilus Influenza Type B (Hib), measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, Hepatitis A, Hepatitis B, and Varicella (Chicken pox). In the event of an outbreak of a vaccine-preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend childcare until the risk period ends. **Immunization exemptions occur only if immunization would seriously endanger the health of the child, or they are being raised in a religion that is in opposition to immunizations.** In these cases, there must be a signed affidavit in your child’s file. **An original, current immunization record, indicating the dates of immunizations, must be presented before a child may enter a licensed childcare facility.**

The following page lists the current immunization requirements as mandated by the Arizona Department of Health. Each time your child receives an immunization, please bring the updated immunization card to the office.

**This table shows the MINIMUM intervals acceptable between doses of vaccine as well as minimum age for initial doses.**

Doses of vaccine too close together can reduce vaccine effectiveness. If a dose of vaccine is given at intervals shorter than those shown below – even one day shorter – it is considered a non-dose. That dose should not be counted.

**MINIMUM INTERVAL BETWEEN VACCINE DOSES**

<b>VACCINE</b>	<b>MINIMUM AGE FOR DOSE ONE</b>	<b>DOSE 2</b>	<b>DOSE 3</b>	<b>DOSE 4</b>
<b>DTaP/DTP</b>	Required at 2 months	Required at 4 months	Required at 6 months	Required at 15 months, 6 months after dose #3
<b>HIB</b>	Required at 2 months	Required at 4 months	Required at 6 months if ActHIB or Hib Titer is given	Required at 15 months if Pedvax/Comvac is given
<b>OPV/IPV</b>	Required at 2 months	Required at 4 months	Required at 12 months	
<b>MMR: MEASLES, MUMPS, RUBELLA</b>	Required at 12 months			
<b>HEPATITIS B</b>	Required at 2 months	Required at 4 months	Required at 12 months. Must be at least 24 weeks of age.	
<b>HEPATITIS A</b>	Required at 12 months	Required 6 months later.		Required in child care settings in Maricopa County.
<b>VARICELLA Chicken Pox</b>	Required at 12 months			

Call Maricopa County Department of Public Health, Community Health Nursing, at 602-506-6767, for further information on Immunization Schedules.

## INSURANCE & LICENSING

Joy Christian Preschool is licensed by the Office of Child Care Licensing, Division of Licensing Services, Arizona Department of Health Services (150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007-3244, 602-364-2539) and in compliance with its liability insurance laws. Our license is posted in the Front Office. Our state inspection report is located in the Front Office.

## MEALS

### **BREAKFAST (*Full-time Preschool ONLY*)**

Our policy is that no child begins his or her day hungry. We ask that you feed your child breakfast at home. If you are unable to do that, we have milk and bowls available to use with the cereal you bring. The cut-off time for eating breakfast in the classroom is 8:00 a.m.

### **LUNCH**

All children enrolled in **Full-time Preschool, Infant to Pre-K**, must bring their own lunch

### **Guidelines for Lunches Packed at Home**

- Pack a variety of nutritional foods.
- Parents are encouraged not to pack peanut items.
- Encourage your child to use all of their senses to explore different foods by exposing them to a variety of food packaging and textures, such as yogurt in a tube or trail mix.
- Refrain from packing primarily sugar-filled foods.
- Heating and/or refrigeration is not available for packed lunches.
- Use blue-ice with temperature-sensitive foods.
- No soda please.
- Milk and water will be provided.

## MEDICAL EMERGENCY

In the event of a medical emergency, 911 will be called. The child's parent/guardian will be contacted.

## MEDICATION

### **PART-TIME PRESCHOOL PROGRAM (Medication)**

Medication and topical sunscreen are not dispensed to children enrolled in the Part-time Preschool program. Please schedule your child's medication to be taken at home before and after school hours. Please apply topical sunscreen to your child before bringing him/her to school.



## FULL-TIME PRESCHOOL PROGRAM (Medication)

### *ALL MEDICATION*

- Must be accompanied by a **Medication Consent form** (obtained from the Front Office). The pink **Over-the-counter forms** only apply to creams, lotions, and teething gels.
- Must be given directly to Front Office staff or administration and not left in the child's bag, backpack or cubby. **Parents are responsible for requesting medication at the end of the day if so desired.**
- Must be brought to Joy Christian Preschool in its original container.

### *PRESCRIPTION MEDICATION*

- Parents must complete a **Medication Consent form** (obtained from the Front Office) before any medication can be administered.
- The prescription number on the bottle must match the prescription number written on the consent form.
- Joy Christian Preschool does not administer prescription medication unless the medication is in its original container and accompanied by a doctor's prescription.
- **Medication is administered at mid-day only.** Most medications can be prescribed for twice a day. Please ask your doctor if this is possible in order to eliminate the need for medicine at school.

**When medication is administered for chronic illnesses, such as asthma, a Medication Consent form must be filled out MONTHLY and kept on file.**

### *NON-PRESCRIPTION MEDICATION*

Joy Christian Preschool does not administer over-the-counter medication without a doctor's written authorization stating the child's name, the name of the medication, the amount of medication to be given, the specific reason for the medication (as needed is not accepted), how often and for how long, and the date of authorization. Over-the-counter medication is administered **once daily**.

Medication should be permanently labeled with the child's first and last name, as well as the date the medication was brought to the center.

**Topical** – *If desired*, over-the-counter, topical medication (i.e. teething gel, diaper ointment and sunscreen) are provided by the parent. The parent must fill out the *Over-the-Counter Permission Form* in order for these medications to be applied.

## PARENT VOLUNTEERS

### ROOM PARENTS

Joy Christian Preschool encourages teachers to form partnerships with parents. Each classroom is encouraged to identify a room parent or room parents who will provide support to the teacher. Classroom **Parent volunteers must complete a background check.**

Some of the responsibilities of room parents include:

- Assisting teachers with special classroom events.
- Lead room parents contact room parents with special classroom-related messages.

## PARKING & SECURITY

Joy Christian Preschool is committed to ensuring that all our children and staff are in a safe environment at all times. The school conducts monthly fire-drills, in addition to routine evacuation and lockdown training.

**PARKING:** Please remember to park in the parking spaces. Please do not park in the front space that has been painted with white stripes. This is a walkway and not a parking space

**THEFT: PLEASE DO NOT LEAVE PURSES OR VALUABLES IN YOUR CAR.** We have had cars broken into and purses taken. Please be extra-cautious with your valuables.

### **5-mile per hour speed limit in parking lot**

For the safety of our children, please be careful when entering and exiting our parking lot. Please observe a **5-MILE PER HOUR SPEED LIMIT**, and respect the handicap spaces.



**Please do not leave children in your car while dropping off or picking up your children. Leaving children unattended by an adult is unacceptable on the premises of the Joy Campus and will not be tolerated. This is a safety issue and you may be asked to disenroll.**

## PEANUT/TREE NUT POLICY

As many of you know, nut allergies are on the rise in America and have been the subject of many articles and news reports. As these allergies can be life threatening, it is our moral responsibility to ensure a safe environment for these students to the best of our ability.

**There is no way to guarantee a nut-free environment. If your child has a severe nut allergy, she/he must continue to be vigilant about what she/he eats and from whom she/he accepts food.** Nonetheless, a peanut/tree nut policy will provide an extra buffer against accidental ingestion of nut products by children who may be deathly allergic.

Parents are **encouraged** not to pack peanut products such as peanut butter and jelly sandwiches, nuts, granola bars, Reese's candies, peanut butter cookies and the like. Some peanut-free snack ideas are set out below

### **Peanut-Free Snack Ideas**

Sliced Fruit, Sliced Vegetables, Cups of Fruit

Yogurt (gelatin or pudding cups);

Mini Bagels or Pita Triangles

Baked Doritos, Potato Chips, Bugles;

Kellogg's NUTRA GRAIN Bars (brand name essential)

Raisins

Fruit Snacks

Pepperidge Farm Goldfish  
Turkey Pepperoni Slices  
Sliced Cheese or Cheese Sticks;  
Cream Cheese and Jelly Sandwiches.  
Soy Butter and Jelly Sandwiches  
Sunflower Butter and Jelly Sandwich

100 Calorie Oreos  
Vanilla Wafers

## PESTICIDE APPLICATION NOTIFICATIONS

Joy Christian Preschool posts Pesticide Application Notifications on its main bulletin board in the Preschool lobby.

## PHOTO/VIDEO USAGE POLICY

Photos and video footage of students add significantly to the communication value of school publications, promotional materials, media presentations, and our Joy websites. It is the school's desire to share the achievements, awards and recognitions earned by students with the broader community. This effort can be aided by the use of photos or video footage showing students involved in the classroom and school-related activities.

Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and video footage of students and/or names may be posted in school-produced materials including printed publications, television, media productions, and the CCOJ/JCS website.

## SNACKS

All three and four-year-old students, and Kinder Bridge students, are required to bring their own daily snacks. To ensure the safety of our students with food allergies, please choose "safe" healthy snacks. Please remember, we encourage no nuts or peanut butter.

Listed below are some examples of healthy snacks. As requested by State, please send **two** items chosen from **two** different food groups.

\*Fresh fruit (must be ready for the child to eat)

\*Fresh vegetables (must be ready for the child to eat)

Cheese, Raisins

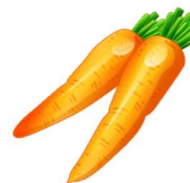
Crackers (saltines, Ritz, Wheat Thins, Goldfish, pretzels. etc.) Nutri-Grain Cereal bars

Bagels or English muffins

Vanilla Wafers, graham crackers, animal crackers

Popcorn, Applesauce

\*Fruit and vegetables should be cut or peeled, ready to be eaten. Snacks will be kept in a large bucket (not the refrigerator) and must be clearly marked with child's first and last name.



### Examples of a healthy snack are:

Raisins & Goldfish; carrot sticks & pretzels; string cheese & popcorn

## STUDENT RECORDS

Joy Christian Preschool abides by the provision of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act. **Parents who wish to review their child's record must submit the written request to the Director 24 hours in advance.**

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In addition, the mere payment of tuition or child support payment does not, in and of itself, allow access to education information concerning the child. The school requests divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## SUNSCREEN POLICY

Joy Christian Preschool requests that you apply the first application of sunscreen to your child enrolled in the ***Full-time Preschool program*** before arriving at school each day. In the event that you forget to apply sunscreen, there will be sunscreen available for you to apply at school. State requires that we have an *Over-the-counter Permission Form* on file in order to reapply sunscreen during the day. This form is available from the office staff. Sun Wise recommends the use of a wide-brimmed hat and sunglasses for outdoor playtimes.

## TRANSPORTATION

Transportation arrangements to and from the school are the responsibility of the parents.

**In the event of a medical emergency, and/or if we cannot contact you, we reserve the right to arrange emergency transport at the expense of the child's family.**

## VIOLENCE AWARENESS/PREVENTION

Joy Christian Preschool recognizes a responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take very seriously the responsibility of modeling and teaching appropriate behavior and helping children change inappropriate behavior.

Physical aggression in early childhood is a developmentally expected behavior based on a variety of factors. Joy Christian Preschool staff is trained to use both redirection and conflict resolution to help children learn appropriate ways to deal with situations that sometimes bring out physical aggression.

- War toys and items with character logos that promote violent conflict resolution are prohibited at Joy Christian Preschool.
- Any threats of violence toward another person are never accepted and will result in the following actions:

1. Child is informed of the inappropriate behavior and the reason why the behavior is inappropriate.
2. Parents are informed and asked to partner with the school in reinforcing appropriate behavior, and reducing inappropriate behavior.
3. Staff will address these issues in daily curricular activities as the need arises.
4. If a child continues to threaten others, a conference between parent, teacher, and Director is scheduled and an action plan is developed.

As partners in promoting a nonviolent society, we ask that you join our efforts by carefully monitoring media exposure and reinforcing nonviolent conflict resolution in your homes. Please communicate with your child's teacher when your child is exposed to situations which could lead to changes in behavior.

## **VISITORS**

All visitors to the campus are asked to sign in and out and obtain a Visitor or Volunteer label at the front desk.