

Joyful Noise
Christian Preschool
Parent Handbook



Joyful Noise Christian Preschool

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We are licensed by the Illinois Department of Children and Family services.

The information in this handbook is based on the policies of the Joyful Noise Christian Preschool, Incorporated Board of Directors.

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SAMPLE OF CLASS SESSION

9:00-9:10 AM	12:30-12:40 PM	Meeting/Greeting of children
9:10-9:45 AM	12:40-1:15 PM	Free Play
9:45-10:00 AM	1:15-1:30 PM	Story time
10:00-10:15 AM	1:30-1:45 PM	Small Group
10:15-10:30 AM	1:45-2:00 PM	Art
10:30-10:45 AM	2:00-2:15 PM	Music
10:45-11:00 AM	2:15-2:30 PM	Snack
11:00-11:25 AM	2:30-2:55 PM	Outside Play/Gross Motor
11:25-11:30 AM	2:55-3:00	Dismissal

2. STATEMENT OF PHILOSOPHY

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

3. PROGRAM GOALS

1. To provide a secure environment of love and support for each child.
2. To foster development of an inquisitive mind by providing many kinds of learning experiences.
3. To encourage development of self-esteem and compassion for others through exposure to positive Christian attitudes.
4. To aid in the achievement of appropriate developmental tasks through activities that enhance cognitive, verbal, visual, motor, and social/emotional development.
5. To provide a positive first school experience and encourage a healthy attitude toward learning.
6. To respond to each child's individual needs and abilities.
7. To help children develop a sense of autonomy & independence.
8. To remember that children need to have FUN!

4. **CURRICULUM**

1. Large Motor/Creative Movement
2. Music and Stories
3. Group Time Activities based on a weekly theme/concept
4. Science Activities and Experiments
5. Math and Pre-reading Activities
6. Celebration of Religious Holidays (Christmas and Easter)
7. Indoor/Outdoor Playtime
8. Art

5. **SCHEDULE**

Joyful Noise is in session Monday through Friday.

Rainbows (4 by September 1st)

MWF AM 9:00-11:30

TTH AM 9:00-11:30

M-TH PM 12:30-3:00

Sunshines (3 by Sept. 1st)

MW AM 9:00-11:30

TTH AM 9:00-11:30

TTH PM 12:30-3:00

Teddy Bears (2 by September 1st)

Classes begin in January - FRIDAY AM 9:00-11:00

6. **CLASS SIZE**

Rainbows can have 20 students with three teachers.

Sunshines can have 17 students with three teachers.

Teddy Bears can have 12 students with three teachers.

7. **SNACK**

Parents sign up for snack at the beginning of the school year. Snacks need to be nutritious. Goldfish crackers, cheese sticks, fruit, vegetables, and graham crackers are good examples of healthy snacks. We encourage peanut free snacks due to allergies. Parents are asked to bring individual 100% juice boxes. Birthday treats need to be store bought.

8. **SUPPLIES**

Each child needs a large tote bag with their name clearly marked on the outside. Joyful Noise bags will be available at Orientation. If your child prefers a backpack, please teach them how to zipper and unzipper it.

9. **ARRIVAL/DISMISSAL**

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

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

10. **TUITION**

Joyful Noise requires a nonrefundable registration fee at time of enrollment. Tuition is payable in nine equal installments. A tuition envelope will be provided for your convenience. LATE PAYMENTS MUST BE ARRANGED WITH THE DIRECTOR. Tuition received after the 15th of the month will be charged a \$10 late fee. Accounts 45 days past due will result in the student's dismissal until account is current. When funds permit, a scholarship program is available to families facing financial hardship. Families with more than one child enrolled will receive a discount. The younger child will receive 20% off their tuition.

11. **EMERGENCY CLOSING INFORMATION**

In case of inclement weather, we will be reporting to the Emergency Closing Center. Check your local news or go to www.emergencyclosingcenter.com for our status. We will not be able to make up cancellations because of our class schedule and DCFS regulation on class size.

12. **ABSENTEEISM**

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

13. **PROGRAM WITHDRAWAL**

Joyful Noise requests that a two week notice be given before removing a child from the program.

14. **DISENROLLMENT**

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

- demonstrates inability to benefit from the type of care offered
- whose presence is detrimental to the group
- whose parents do not keep their accounts current
- whose parents are uncooperative with the staff, policies, and purposes of the preschool

15. **SCHOLARSHIPS**

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

16. **CLOTHING**

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

17. **CONFERENCES**

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

18. **HEALTH AND SAFETY**

Department of Children and Family Services require a current physical on each student. It must be within six months of enrollment. Physicals are good for two years. It must include his/her immunization record. Joyful Noise expects that parents will not send children who are ill to school. They need to be fever free for 24 hours. We do not want to further impair their health or the other children. If a child becomes ill or injured at school, parents will be notified. In case of an emergency, staff will arrange for, but not be responsible for the child's medical treatment. Fire drills and emergency weather drills will be practiced monthly.

19. **SCHOOL PICTURES**

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

20. **DISCIPLINE**

At Joyful Noise, we believe that discipline is an inner control that balances responsibilities toward oneself and others. It is not a punishment that is done to someone else, but a quality which grows within the individual. The role of the adult is to assist the child in developing inner discipline by creating a supportive environment. This involves an understanding of social and emotional development process as it relates to the child and adult. Our teachers feel that the primary goal of early childhood is to promote positive self-esteem and stop disruptive behavior without humiliation. Our teachers use positive reinforcement terms and redirection to turn negative behavior into an acceptable activity.

21. **VISITORS**

Parents are always welcome. Others are asked to call the Director to arrange a convenient time.

22. **INSURANCE**

Joyful Noise Christian Preschool is insured by the Church Mutual Insurance Company for property and personal liability. The specifics of our policy are available upon request.

23. **JOYFUL NOISE CHRISTIAN PRESCHOOL CORPORATION**

This is an Illinois not-for-profit corporation that owns and operates Joyful Noise Christian Preschool. It is dependent on its membership for leadership and support. The members of the corporation are individuals who help shape Joyful Noise by electing a Board of Directors, approving and amending the by-laws, and voting on corporation matters. As a parent of a Joyful Noise student, you are entitled to be a member.

Please print out and sign page 8 below and return to Dorri Hausser. Thank you.

24. **RESPONSIBILITY FORM**

Please read the JOYFUL NOISE PARENT HANDBOOK.

Sign and return the form below to school.

Child's name: _____

Date: _____

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

Signature: _____ Date: _____