

Parent Handbook 2019-2020



CONTACT INFORMATION

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New Joy Church and New Joy Preschool Mission Statements

Our Church mission statement says: *New Joy Lutheran Church is a spirited community called by God to extend a radical welcome, share a generous grace, nurture a transforming faith and live God's promise.*

Since New Joy Preschool is considered a ministry of the larger church, it only makes sense to us that the mission statement for our preschool is:

New Joy preschool will provide a spirited environment, extend a radical welcome, share a generous grace, nurture a transforming faith, live God's promise and provide a developmentally appropriate, high quality early childhood education option for children and families.

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WELCOME LETTERS

Dear Parents,

This is a very exciting time at New Joy Lutheran Church and we are very glad that you've chosen to participate with us as we grow and change. We thank you for choosing New Joy Preschool for your child's early childhood preschool experience.

Our focus at New Joy Preschool is helping young people grow and learn through play and movement. Children learn and develop at different rates, and we pride ourselves in being able to engage children in structured age-appropriate play that results in children learning and developing the skills necessary to be successful.

At New Joy Preschool we also provide the children with a foundation that is based on Christian principles. We will encourage them to be welcoming, show kindness, develop their faith, and live God's promise within their families and the larger community.

We are really looking forward to a fun-filled year of learning and growing together. Again, thank you for choosing New Joy Preschool as your partner in fostering your child's early learning.

Sincerely,

Miranda Verik, Director/Teacher
New Joy Preschool

Dear New Joy Preschool Parents,

It is with great joy and anticipation that I welcome you and your child to the New Joy Preschool. We are thrilled to extend New Joy's commitment to Welcome, Grace, Faith and Promise through the compassionate and nurturing learning community of our new preschool.

In the Gospel of Matthew Jesus says to his disciples, "Let the children come to me, and do not stop them. The Kingdom of Heaven belongs to them." This preschool, this church, and the Good News we share here belong to your children.

As you begin the school year I will be overseas with the Indiana Army National Guard. Vicar Will Bevins, a student pastor serving as our interim minister during my absence, will be here to support your children and the preschool in its inaugural year. He is a faithful and caring leader of the church, and will serve you well.

Blessings,

Pastor Chris Duckworth

Greetings!

New Joy has always welcomed children on Sunday morning, but opening our doors to your child during the week is, for us, an exciting new ministry! Thankfully, Miranda Verik, New Joy Preschool director, brings not just an incredible passion for childhood education, but also years of professional experience teaching and caring for preschool-aged children.

As a minister, I look forward to exploring Bible stories with your child during chapel time. Speaking for our church staff, we are eager to hear the sounds of children's joy (and, of course, hunger and the occasional bruised knee) ring in our hallways all week long. Know that your child - and you - are indeed welcome in this place.

Peace,
Vicar Will Bevin

TUITION

Policy

Tuition will be paid through the New Joy website. More information will be provided on this once the new payment system is up and running. There will be 9 equal payments made, starting in August and ending in April.

Class offering

3-yr-old class Tuesday/Thursday \$150 a month

4-yr-old class Monday/Wednesday/Friday \$190 a month

Convenience Fee for Snacks and Classroom Consumables

2 days/week fee = \$50

3 days/week fee = \$100

Fees are to be paid one time yearly, with the August tuition payment.

SCHOOL ATTENDANCE

Absence

Please notify the New Joy Preschool at 317- 896-1402 if your child will be absent. In addition, teachers appreciate an email message or a phone call/text if your child is going to be absent because of illness or vacation.

A parent whose child becomes ill at school will be called to pick up the child.

If your child has a communicable disease you must keep your child home until they are well. After ANY illness, the child must be free from fever without medication, vomiting or diarrhea for 24 hours before returning to school.

Colds, flu and a variety of other illnesses are common among children. Please use common sense before sending your child to school when he/she is not feeling well.

In the event your child contracts a highly contagious disease, such as Chicken Pox, please contact New Joy Preschool. Other parents will be alerted, but the child's name will not be given.

Head Lice is another common occurrence in preschools. We will follow the guidelines of the Indiana Board of Health regarding head lice in school. All families in the class where the lice were found will be notified. Again, the child's name will not be given.

Emergency Contact Information

It is very important for New Joy Preschool to have up-to-date contact information, especially phone numbers, so that a parent or guardian can be reached at all times. Please be sure to inform the Director or your child's teacher if you've made a phone number or address change. In the event of a medical emergency, the Director will attempt to contact the parents or emergency contacts. If deemed necessary, the child will be transported to the hospital by ambulance and the parents are responsible for any and all medical expenses incurred.

If the parent or emergency contact cannot be reached, the Director, or person acting in the Director's behalf will call 911 and accompany the child to the hospital.

Medical Records

Children must have all medical forms (copy of immunization record) on file before attending New Joy Preschool. It is the parents'/guardians' responsibility to keep all records updated. We are required to have new forms filled out each year. We must have current information in the event of a medial or other emergency.

Medication

Legal implications prohibit teachers or staff members from administering medications to children. If your child has a life-threatening condition, such as a severe allergy to bee stings,

arrangements for emergency care must be made with New Joy Preschool in advance.

School Closings/Delays & Notifications

New Joy Preschool will follow the closing of Westfield Washington Schools relative to severe weather and/or emergency conditions. New Joy Preschool will NOT meet if Westfield Schools are canceled. If there is a 2-hour delay in the Westfield Washington School System, New Joy Preschool will be delayed 1½ hours and will begin at 11:00 AM. Children will be dismissed at their regular time.

Closing and delays are communicated through Emails sent to the parents of students in the classes that are affected.

School days that are cancelled due to inclement weather will not be made up.

During severe storms/tornadoes, children will be taken to an interior room or hallway in the building and seated in the disaster position in the safe care of the teachers. We will hold drills every year in which the children are taught proper procedures to follow. Teachers are with them throughout the drill. We ask that parents wait until severe weather passes before attempting to pick up the children.

THINGS YOU NEED TO KNOW

Toilet Training

We understand young children may occasionally have accidents, the Hamilton County Department of Health regulations state that all children in Preschool classes (3's and Pre-K) must be completely toilet trained. This means accidents are few and far between, and no diapers or pull ups will be permitted for the preschool classes. Your child must be able to tell a teacher if

they need to use the restroom. We will be taking a bathroom break during the school day.

Appropriate Clothing

We encourage the children to wear comfortable play clothes and shoes. The children will be running up and down hills, playing in the sandbox and be in and out of the playhouse.

Also, we expect to get the children outside for play except in the most extreme conditions, so please dress your child appropriately for the weather so that he or she may go outside. We will go outside if the temperature is above 40 degrees.

We ask that each child have an extra change of seasonal clothing at school. Please place the articles in a ziplock bag with the child's name clearly marked. This will remain at school.

Tote Bags

Children are to bring a single pocket tote bag each day. We will have totes to purchase and decorate during our Open House event before school starts. Bags should be big enough to hold a full-size folder without having to bend it. This will enable teachers to send home craft projects, as well as important information/papers. Please print your child's first and last names somewhere on the bag.

Toys

We have many toys for your child to enjoy and share with others at school. Please do not allow your child to bring toys from home. If "home" toys get mixed with school toys they can be very difficult to find, and this can result in hurt feelings. The exception to this is in the event a special toy is brought for "show and tell" in your child's class.

Family Promise of Hamilton County

New Joy Lutheran Church is a founding partner with Family Promise of Hamilton County, a ministry providing temporary

shelter to families with children experiencing homelessness in our county. For four weeks during the year guest families will receive the welcome of the church with dinner, playtime, a safe place to sleep, and breakfast. During the daytime our guest children will go to schools throughout the county, and our guest parents will go to work or to the Family Promise Resource Center in Noblesville for assistance in looking for permanent work and housing.

When New Joy hosts Family Promise, the preschool classroom will be relocated into the church's sanctuary as our classroom space will be transformed into a bedroom for our guests. While your children will not be able to greet our guest families during the day (as they will not be at church at that time), we will invite our Preschool families to join other families from New Joy and the community each evening to share dinner, playtime, and a warm welcome with our guests.

School Pictures

To be announced once date is scheduled.

Birthday Celebrations

If your child's birthday falls during the school year, and you would like to send treats for the class, please contact the teacher to make arrangements. Reminder that we are a peanut free preschool. You may bring in something off the peanut free list, or make homemade treats.

Visitors and Volunteers

Parents and other family members are always welcome and encouraged to visit New Joy Preschool. Advance notice is appreciated and helps us prepare for your visit, but it is not required. Please enter the main church doors and ring the doorbell to check in with staff and sign in, and a staff member will walk you to the classroom.

DROP-OFF AND PICK-UP PROCEDURES

General Reminders

Teachers will come to the car to receive children and walk them in at 9:30 AM.

If you are late for school (after 9:45 AM) please ring the doorbell to alert us to your arrival. A staff member will walk your child to class.

Children will only be released to individuals designated on the Driver Release Form. If there are any changes in the pick-up, parents must notify New Joy Preschool. Identification may be requested until we are familiar with each child's arrangements or when a change in arrangements is made. A car tag will be made for each child that includes your child's name. Please let us know if you are in need of any additional tags.

Arrival

We will go over drop off procedures at the Open House

Dismissal

We will go over pick up procedures at the Open House

Late Pick-up Policy and Fee Arrangement

If your child has not been picked up by 12:45 PM he or she will be taken to the Director's office to await pick-up. Please note that if a parent is more than 15 minutes late the 1st time will result in a warning. The second time will result in a \$1/minute fee until the child is picked up.

A late pick-up fee will be sent home in the form of a statement, and will be due with the following month's tuition. Although we love the children, teachers' responsibilities end at 12:45 PM and are not available to work with your child. Please contact the director if a situation arises and you know you will be running late. We really appreciate your cooperation with this.

CHILD SAFETY

Safety & Discipline

Children will be under the supervision of staff at all times. All doors to New Joy Church will be locked during school hours. There is a doorbell/camera at the two main entrances, and these can be used to notify staff.

At New Joy Preschool, we will take time to create and build positive relationships with your child. We do know, however, that even when a positive relationship exists, conflicts can and do arise. Children sometimes misbehave. When unacceptable behavior is exhibited, teachers will handle each situation in a caring and positive manner. Parents will be notified if a particular behavior becomes a problem.

Child Abuse Reporting

As of July 1, 2018, (IC 31.33.5.2) now requires the school employee to immediately report suspected child abuse or neglect to the Department of Child Services (DCS) or to a local law enforcement agency, and then notify the principal or the principal's designee that a report has been made.

To recap, the new law requires the school employee to report suspected child abuse or neglect to DCS or to a local law enforcement agency before notifying their principal or the principal's designee that a report has been made. The new law further states, "...a school, may not establish any policy that restricts or delays the duty of an employee or individual to report under this chapter." The DCS number to call to and school.

report suspected child abuse or neglect is 1-800-5556.

NOTE: at New Joy Preschool, the term "principal," in the definition listed above, is considered interchangeable with the "Director."

PARENT/TEACHER COMMUNICATION

Newsletter & Notes

Communication is very important to building a trusting relationship between home and school. A newsletter will be distributed each month. This will contain important reminders and other information about what your child will be doing and learning that month.

We also ask you to check your child's tote bag each school day. We will often put important notes and information in your child's tote bag. It's also fun to see the fun projects your child brings home! School staff will also check your child's tote bag upon arrival at school, so this is a good way to share information when something important is going on at home.

If you need to notify your child's teacher of any information they may need. You can send in a note in your child's folder. Email the classroom teacher, or call and leave a message on the preschool voicemail. Staff will respond accordingly.

Peanut Free Snack List

FRESH

Fresh Vegetables

Fresh Fruit

DAIRY

Cheese Sticks/cubes

CRACKERS

Cheez-it / Kellogg

Goldfish Crackers / Pepperidge Farm or Annie's

Triscuits, Wheat Thins, Cheese Nips / Nabisco

CEREAL

Cheerios *Original, fruity, apple cinnamon, or frosted only

Kix Cereal *Original Only

Life Cereal *Original Only

PRETZELS

Pretzel - Rold Gold, Pepperidge Farm, or Utz

POPCORN

Skinny Pop *Original only

Pop Secret

CHIPS

Tortilla Chips-Tostitos

OTHER

Oreos *Original Only

Rice Krispy Treats

New Joy Preschool Calendar 2019-2020

July

School not in session

August

26 First day of school MWF 4-yr-old class

27 First day of school T/Th 3-yr-old class

September

2 NO SCHOOL - Labor Day

October

14-18 NO SCHOOL - Fall Break

November

27-29 NO SCHOOL - Thanksgiving Break

December

23-31 NO SCHOOL - Winter Break

January

1-5 NO SCHOOL - Winter Break (continued)

6 School resumes

20 NO SCHOOL - Martin Luther King Jr. Holiday

February

17 NO SCHOOL - Presidents' Day

March

April

3-10 NO SCHOOL - Spring Break

May

13 Last Day of school MWF 4-yr-old class

14 Last Day T/Th 3-yr-old class

June

School not in session