



Parent Handbook  
2021 – 2022

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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.

### CONTACT INFORMATION

Director

Miranda Verik

Preschool Voicemail

(317) 896-1402

Preschool Website

[www.newjoypreschool.org](http://www.newjoypreschool.org)

Preschool Email

[preschool@newjoy.org](mailto:preschool@newjoy.org)

Preschool Board

President - Jill Fiur - [jdfiur@gmail.com](mailto:jdfiur@gmail.com)

Member at large - Amber Janes

Member at large - Jolene Daily

Secretary - Janis Studer

Pastor - Chris Duckworth - [pastor@newjoy.org](mailto:pastor@newjoy.org)

## TUITION

### Policy

Tuition is due by the 10th of each month Sep-May. There will be a \$15.00 late charge added to your account if it comes in after the 10th. An account that is delinquent for more than a month will be asked to withdraw from the program.

Statements will be put in your child's folder. Tuition can be paid in the following ways:

- Cash
- Check
- [Tithe.ly](#) - Bank Account withdrawal ONLY. We are only accepting payments through the bank withdrawal option.

### Class offering

3's class Monday/Wednesday \$160 a month

4's class Tuesday/Thursday \$200 a month

### Supply Fee

3's class - 2 days/week fee = \$50

4's class - 3 days/week fee = \$100

\*Fees are to be paid one time yearly.

## SCHOOL ATTENDANCE

### Absence

Please notify the New Joy Preschool at 317- 896-1402 or send an email to [preschool@newjoy.org](mailto:preschool@newjoy.org) if your child will be absent.

### Sick Policy

Please keep your child home if their temperature is above 100 degrees.

- According to the CDC, children may be less likely to present with fever as an initial symptom, and may have only gastrointestinal tract symptoms. Please screen your child for a temperature or any other signs of illness before you bring them to school. Students need to stay home if they present with any of the following symptoms.

Shortness of breath or cough

Difficulty breathing

Muscle or body aches

Headache

Fever of 100 degrees or higher or chills

Nausea or vomiting

Diarrhea

Sore throat

New loss of taste or smell

**\*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.**

## Mask Policy

We will follow the CDC guidelines for schools and masking. "Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status." (Aug 5, 2021 update)

- The preschool will be providing lanyards for the children to use with their masks.
- All preschool staff will wear face masks throughout the school day, and church staff will do so when interacting with preschool children.
- Part of our learning at the start of the year will include teaching your children how to wear the face mask and to become comfortable with it.
- We will spend as much time as possible outdoors - playing, exploring, and learning in the playground, our new pavilion, and the church lawn. Masks are not required for the children when we are outside. If you would like your child to keep their mask on while outside please let Miranda know.

## Safety guidelines this year

To reduce the risk of spreading illness, this year:

- We will be using beach towels to serve them snacks. This will help to space everyone out in the classroom and outside for snacks.
- We don't have the water fountains to use this year and with being outside the majority of the school day, water bottles will be needed. We will have the ability to refill the water bottles if needed. Please make sure to label them.
- Masks will be worn while inside the building. When outdoors, children may remove their masks, if they wish to do so.

## 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 on 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 medical or other emergency. We require current immunization records for all students enrolled at New Joy Preschool. We do not accept a religious waiver.

## 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. Staff are trained in administering epi pen injections.

## 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 1 hour and will begin at 10:30 AM. Children will be dismissed at their regular time.

Closing and delays are communicated through the following:

Emails and Facebook posts will be 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 ask that your child be potty trained before starting school. If your child is still actively working on potty training, please let us know. We will be taking bathroom breaks during the school day. We ask that your child be able to tell a teacher if they need to use the restroom at any other time.

### Appropriate Clothing

We expect to be outside for play/learning except in the most extreme conditions, so please dress your child appropriately for the weather so that he or she may go outside. You may send in a hat for your child to use outside. We recommend that you put sunscreen on your child before coming to school. We will go outside if the temperature is above 20 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

New Joy will be providing tote bags for the students. These totes will be what the student brings to school each school day. We ask that this be the only bag that comes to school with them.

### Items that need to be brought in every class day

- Beach towel/towel with students' names labeled on.
- Water bottles the student can use on their own.

### School Pictures

A local photographer will be coming to New Joy at the beginning of the school year. Parents will have the option to buy a picture package from them. Picture days are, October 7th & 8th.

## Birthday Celebrations

This year we will be able to have store bought items brought into the classroom.

## Visitors and Volunteers

We will allow visitors this year, but following the CDC guidelines all visitors must be masked, regardless of vaccination status.

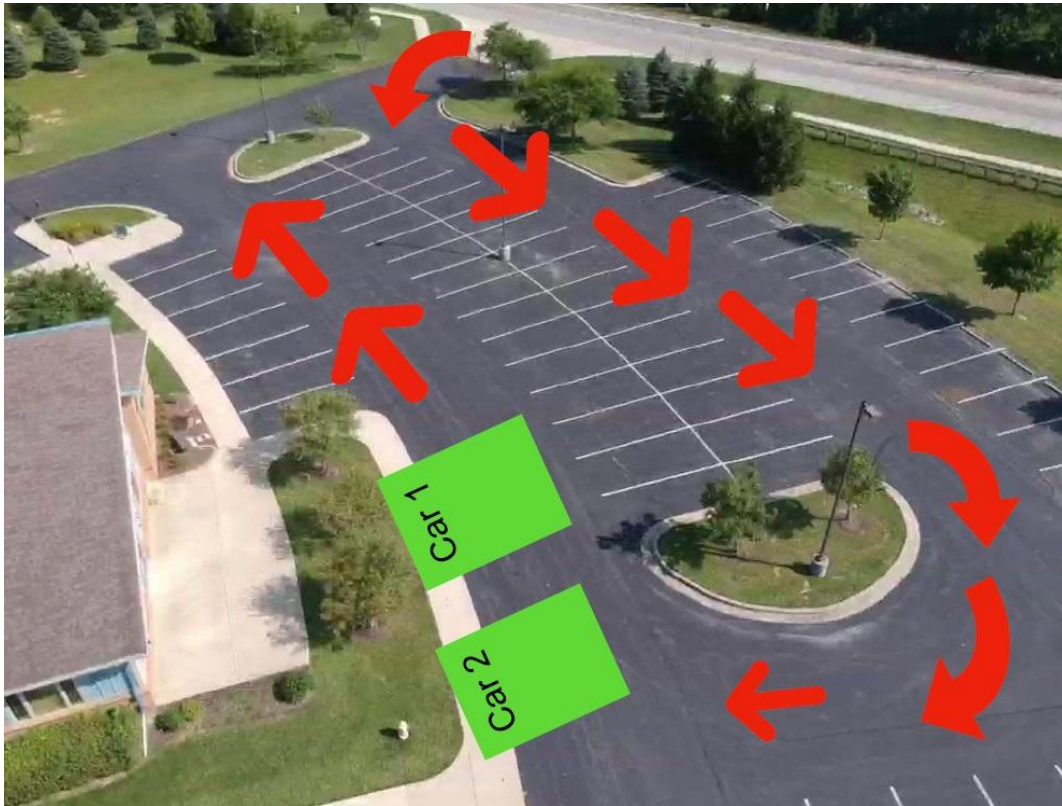
## DROP-OFF AND PICK-UP PROCEDURES

- Drop off starts at 9:30am and ends at 9:45am. If you need to drop off after 9:45am you will need to walk your child up to the preschool door. Please ring the doorbell and staff will come and get your child.
- Parents and children stay in your vehicle until staff have approached your car.
- We will walk up two students at a time this year.
- Once the students get into the building they will hang their coat and bag on their hooks, then sanitize their hands before coming into the classroom.
- Pick up begins at 12:30pm and ends at 12:45pm. After 12:45pm a fee will be added to your next tuition. Please notify Miranda if you aren't able to get your child ontime.
- Please place your child's name on your driver's side window. This will be how the staff calls up to the other staff to know who to get ready. Also the child's car tag is only given to parents/guardians that are on the driver release forms.
- We will walk two students out to their car at a time.
- Please pull your vehicle over in the parking lot to buckle your child in. Staff isn't allowed to unbuckle or buckle your child's seat belt.

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.







### 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 1<sup>st</sup> time will result in a warning. The second time will result in a \$1/minute fee until the child is picked up. Late fees will be added to the next month's tuition statement.

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

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. There are also two other cameras on the property at all times.

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



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

## PARENT/TEACHER COMMUNICATION & CALENDAR

### 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. Teachers will be providing a monthly overview of what they will be doing each month. Also, teachers will email out a weekly newsletter going over what each class did that week.

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.

# Peanut Free Snack List

## FRESH

Fresh Vegetables

Fresh Fruit

## DAIRY

Cheese Sticks/cubes

## CRACKERS

Cheez-its- Nabisco

Goldfish Crackers

Triscuits, Wheat Thins, Cheese Nips-Nabisco

## CEREAL

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

Kix Cereal \*Original Only

Life Cereal \*Original Only

## PRETZELS

Pretzels

## CHIPS

Tortilla Chips

## OTHER

Oreos

Rice Krispy Treats

## BIRTHDAY TREATS

Any birthday treats that are brought in need to be store bought and a peanut free label.

Walmart and Kroger sell cookies and cupcakes that are peanut free.

# New Joy Preschool 2021-2022

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY

JANUARY  
 12 No school- WWS out  
 17 No school - MLK Jr Day

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

11, 18, 25 Playdates  
 30, 31 First days of school

FEBRUARY  
 18 No school - WWS out  
 21 President's Day-no school

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER

6 No School- Labor Day  
 15 No School- WWS schools out

MARCH

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

OCTOBER

18-22 No School- Fall Break

APRIL  
 1-8 No school- Spring Break  
 20 No school - WWS out

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER

5 No school- WWS out

24-26 No School- Thanksgiving Break

MAY  
 Last days of preschool

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

Christmas Program @4pm

Christmas Break

JUNE

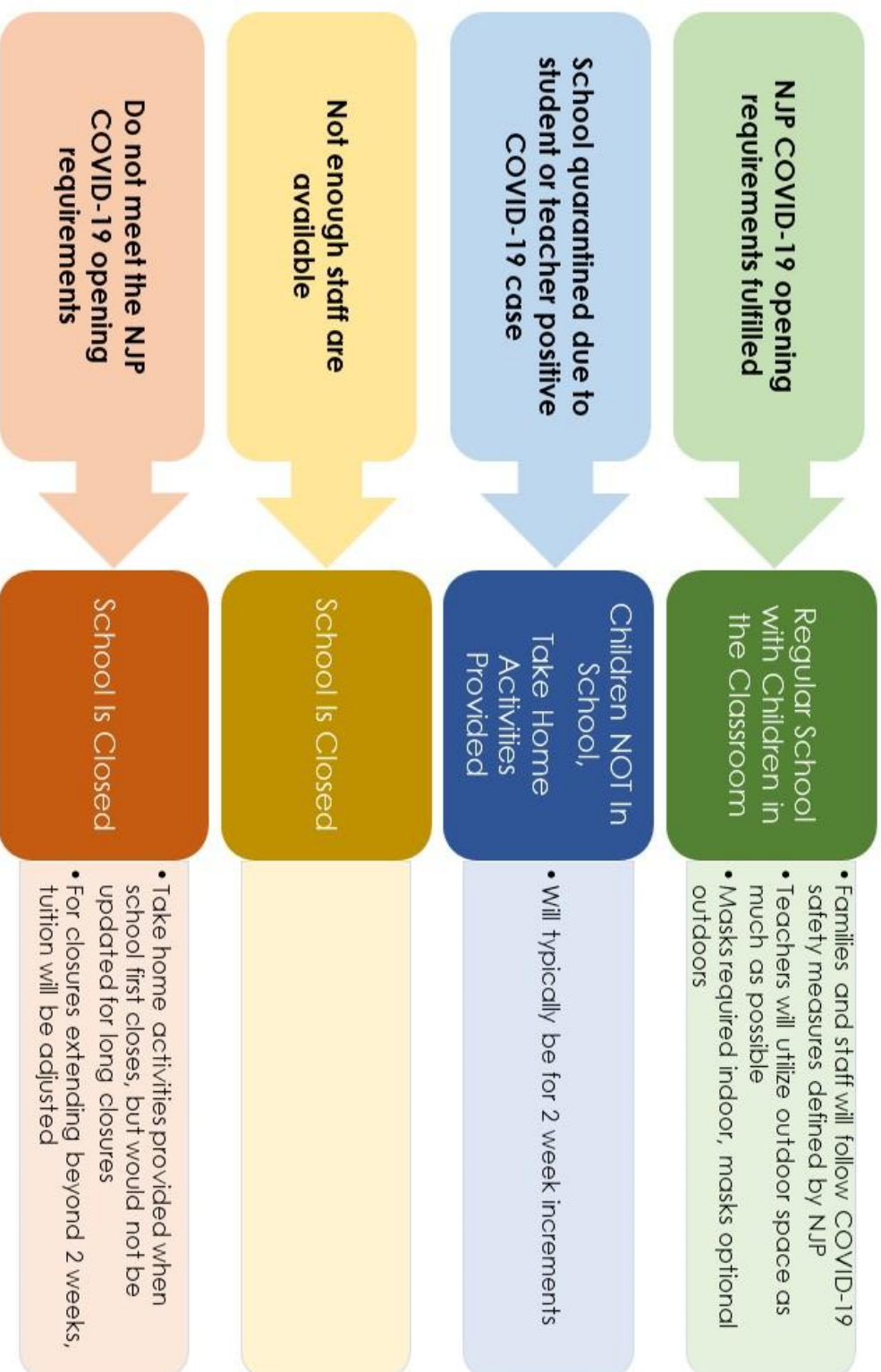
June 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note: We follow the Westfield Washington Schools schedule.

# New Joy Preschool COVID-19 Operating Plan



## 2021-2022 School Year





# New Joy Preschool Health Self-Screen 2021-2022 School Year

**Before coming to school, please assess your child's health. Are any of the following true?**

- Child has a fever over 100 degrees
- Diarrhea
- Nausea or vomiting
- New loss of taste or smell
- Someone else in the house is sick
- Someone in the household is waiting on the results of a COVID test
- Two or more of the following:
  - Shortness of breath or cough
  - Difficulty breathing
  - Sore throat
  - Headache
  - Muscle or body aches

**NO!**  
None are true

**Come  
to  
School**

**YES!**  
One or more are  
true

**Do NOT  
Come  
to  
School**

## Financial agreement / School Policies

Please initial each section listed below, then sign and date at the bottom.

\_\_\_\_\_ Payment of tuition: I agree to pay the monthly tuition by the 10th of every month. I will be assessed a \$15.00 late charge if tuition is received after the 10th.

\_\_\_\_\_ Unpaid tuition: I understand that if my account is delinquent for more than one month, I may be asked to withdraw my child until my account is paid.

\_\_\_\_\_ Returned checks: I understand that there will be a \$20 processing fee added to my account for all checks that are returned.

\_\_\_\_\_ Withdrawal from program: I understand that I must provide a written notice prior to the 1st of the month informing of the withdrawal from the program. If this notification is not provided, I agree to pay tuition for that month whether or not my child attends.

\_\_\_\_\_ Inclement Weather: I understand that the school follows the Westfield Washington School system when it comes to closings and delays. A 2 hour delay at Westfield schools will result in a 60 minute delay for New Joy Preschool. Drop off will be at 10:30am and pick up will still be at 12:30pm.

\_\_\_\_\_ I understand after ANY illness, my child must be free from fever without medication, vomiting or diarrhea for 24 hours before returning to school.

Student's name: \_\_\_\_\_ Date : \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Office Use:

Date received: \_\_\_\_\_