



Parent Handbook
2023 – 2024

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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 - (630) 643-0297

Preschool Voicemail

(317) 896-1402

Preschool Website

www.newjoypreschool.org

Preschool Email

preschool@newjoy.org

Preschool Board

President - Jolene Dailey jdcarper@gmail.com

Member at large - Maria Fellows

Member at large - Courtney Davis

Secretary - Janis Studer

Pastor - Chris Duckworth - 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 - preferred method of payment
- [Tithe.ly](#) - Bank Account withdrawal ONLY. We are only accepting payments through the bank withdrawal option.

Class offering

3's class Tuesday/Thursday \$180 a month

4's class Monday/Wednesday/Friday \$250 a month

Supply Fee

3's class - 2 days/week fee = \$70

4's class - 3 days/week fee = \$120

*Fees are to be paid one time yearly in August

SCHOOL ATTENDANCE

Absence

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

Sick Policy

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

*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.

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 canceled 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

- Tote bag and folder
- Water bottles with their name on it

School Pictures

Simple Heart Photography will be coming on Oct. 3rd and 4th for school pictures.

Volunteering

If you have signed up to volunteer in the preschool to either be a sub or someone who comes into the building to help in the classroom or with office work for the staff. We will need to have a background check done.

Birthday celebrations

If you would like to send in or bring in a special treat for your child's birthday we ask the treat to be store bought. Please check with the classroom teacher if there are any allergies you need to be aware of. You are welcome to come in and help celebrate your child on that day. We will do that at 12pm if you choose to come in. Please let your teacher know that you will be joining them.

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.
- We will walk up two cars of students at a time.
- Pick up begins at 12:30pm and ends at 12:45pm. After 12:45pm a fee of \$1/min will be added to your next tuition. Please notify Miranda if you aren't able to get your child on time.
- Please place your child's name on your driver's side window or hang from the rearview mirror. 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 1st 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

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
Goldfish Crackers
Triscuits
Wheat Thins

CEREAL

Cheerios *Original, fruity, apple cinnamon, or frosted only
Kix Cereal *Original Only
Life Cereal *Original Only

PRETZELS

Pretzels

CHIPS

Tortilla Chips

OTHER

Pirate Booty
Applesauce pouches

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.

Birthday treat ideas
Rice crispy treats
Oreos
Cupcakes

2023-2024 CALENDAR

July 2023						
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

JULY

JANUARY
1-2-Christmas Break
15th-MLK Jr. Day No School

January 2024						
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 2023						
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
Playdates on the playground
25th- 10am Preschool Open House
28 & 29 First days of school

FEBRUARY
16-19- President's Day-no school
29-1- WWS out

February 2024						
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		

September 2023						
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
No School Labor Day

MARCH
1st- WWS out
29- Start of Spring Break

March 2024						
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 2023						
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
3rd & 4th Picture Day
16th-20th No School- Fall Break
25th- Trunk or Treat

APRIL
No school- Spring Break
8th- Westfield schools e-learning day

April 2024						
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 2023						
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
No School -WWS out
22-25 Thanksgiving Break

MAY
Last days of preschool

May 2024						
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 2023						
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
10-Christmas Program @ 5pm
Christmas Break

JUNE

June 2024						
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 breaks schedule.

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.

_____ I understand that if my child has a positive COVID test I will keep them home for 5 days. If I choose to send my child on days 6-10 after the positive test, they must wear a mask at school.

Student's name: _____ Date : _____

Parent/Guardian Name _____

Office Use:

Date received: _____