



PARENT HANDBOOK
Joyce Preschool
2017-18

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WELCOME TO JOYCE PRESCHOOL

We believe your entire family will enjoy the program Joyce Preschool offers. Our Parent Handbook describes what your child will experience while at Joyce Preschool. We also discuss the program plan, curriculum, policies, and rules and regulations. If you have any questions or concerns, please contact your lead teacher or contact Laura Tompkins, executive director.

VISION, MISSION AND VALUES

Our Mission

We work to provide children from diverse ethnic, linguistic, and economic backgrounds with developmentally and culturally appropriate preparation for school and life.

We achieve this through quality early childhood education and family support in a dual immersion setting. Our program provides a crucial bridge to a successful K-12 education. Our focus areas are school readiness, second language acquisition and cultural appreciation, and parental involvement and support.

Our Vision

Our vision is to become a recognized leader in bilingual and multicultural early childhood education. We strive to be a model for other local and regional early childhood educators.

Our Guiding Values

- Key to program success is a quality staff open to improvement
- We seek a balanced enrollment of students with Spanish and English as first language
- Our need-blind admission policy is committed to enrolling 40-60% of our students with scholarships
- Our staff includes both Spanish and English speakers
- We strive for strong Latino community relationships and partnerships
- We extend our reach through collaborations and partnerships
- We maintain and value our school environment

HISTORY AND SCHOOL PHILOSOPHY

The United Methodist Women of the Southwest Coalition of United Methodist Churches organized Joyce Preschool in 1966. In 1995, Joyce Preschool became a non-denominational, multicultural, and dual language school readiness program for children three to five years of age. The purpose of Joyce Preschool is to supplement early home experiences in an environment that enriches each child's development. We do this through learning and playing with children under the guidance of experienced and caring early childhood professionals. We believe that all children should be allowed to develop to their full potential in an environment unhampered by stereotyped expectations of race, ability, sex, political beliefs, socioeconomic status, national origin or religious preference.

Joyce Preschool is licensed by the Minnesota Department of Human Services and operates in compliance with its standards. We are accredited by the National Association for the Education of Young Children (NAEYC) and hold a four-star rating with Minnesota Parent Aware.

OUR THREE GUIDING COMPONENTS

1. The two-way immersion and bicultural nature of our program. Joyce continues to be one of very few preschools in the community that goes beyond a single language model or an English-as-a-second language model. We are a dual language preschool with cultural immersion and bilingual staff.
2. Joyce's genuinely diverse and multicultural setting. Joyce maintains a 50:50 ratio of English- and Spanish-speaking students. We give scholarship assistance to 40-60% of our students. This approach results in a cultural, ethnic, and economic kaleidoscope of students.
3. Joyce's commitment of service to families. The school makes a special effort to involve families in the academic success of their children, including their transition from the preschool setting into kindergarten.

Our Approach: Two-Way Immersion

Our unique two-way immersion program is structured around equal numbers of English and Spanish-speaking children. For Spanish-speaking students, Joyce understands the great benefits to supporting native language retention, as well as English acquisition to ensure school readiness. For English-speaking students there is also a great academic and experiential benefit to introducing a second language. Children have an immense capacity for second language acquisition and comprehension at this age. Our bilingual teaching staff includes native Spanish speakers, native English speakers, as well as staff who grew up bilingually. Teaching teams work together dynamically in their planning and delivery of instruction in order to ensure language balance in the classroom and to serve as strong language models for the children. In addition, enrolling equal numbers of Spanish- and English-speaking children means that students are able to learn language from one another.

Student and Family Literacy

Joyce Preschool focuses on the development of our students' literacy skills as a major part of our school readiness efforts. We emphasize literacy activities in the classroom and encourage complementary activities at home through our family literacy program. Our literacy program promotes family reading, strengthens reading skills in the child's native language, and complements the classroom emphasis on literacy and language development.

Parent Support and Involvement

Joyce Preschool strives to establish a foundation of parental involvement that our students and their families can then build on throughout their academic careers. The school makes a special effort to involve families in their child's academic success. This includes the preparation of the entire family for the transition from the preschool setting into kindergarten. We hold approximately 24 family involvement events every year, including an open house, beginning of the school year orientation, two parent-teacher conferences, an annual Holiday Fiesta, classroom special events, several all-school gatherings, opportunities for parents to provide feedback, a school-choice informational meeting, and more. In addition, parents are encouraged to participate in their child's education in general, and as regular classroom volunteers in particular.

Asociación de Padres de Familia

This program specifically addresses the needs of Latino parents who are seeking knowledge and support on a variety of topics and issues. These parent-directed workshops or *talleres* bring resources and discussions to families, with topics ranging from nutrition to literacy, continuing education for parents, and information about the K-12 school system and school choice resources. There is also a great emphasis on participation in their child's education, including support to promote parent involvement in and out of the classroom.

Home Visiting

Joyce Preschool offers home visits to families with the goal of building a strong connection between home and school, as well as answering any questions families may have. Our parent outreach staff coordinate resources and activities throughout the year for all families, ranging from referrals to community programs to arranging field trips for Joyce families to visit the Children's Theater or Children's Museum. Our home visiting staff also make follow-up home visits and/or additional meetings with families who are experiencing specific concerns or challenges and work with families to connect to community resources as needed to address their issues.

Hours of Operation

We welcome and encourage parents to stop in and visit their child’s class during our regular hours of operation.

Location	Joyce at Park Avenue	Joyce at Windom
Maximum number of students	18 students, morning class 18 students, afternoon class	18 students
Age of students	3-4 years old, or 4-5 years old	3-5 years old
Class times	9:00 a.m. – 12:00 p.m., or 1:30 – 4:30 p.m.	10:30 a.m. – 1:30 p.m.
Before school care	8:00 – 9:00 a.m.	
Lunch bunch	12:00—1:30 p.m.	
After school care	4:30 – 5:30 p.m.	

School Closures

We will be closed at all locations for:

- Labor Day: Monday, September 4th, 2017
- Fall Break (Thanksgiving): Thursday and Friday, November 23 & 24, 2017
- Winter Break: December 25, 2017 – January 5, 2018
- Martin Luther King: Monday, January 15, 2018
- President’s Day: Monday, February 19, 2018
- Spring Break: April 2 - 6, 2018
- Memorial Day: Monday, May 28, 2018
- Independence Day: Wednesday, July 4, 2018

Tuition Rates

Rates 2017 – 2018	Joyce Park Avenue	Joyce at Windom
Annual Administrative/Registration Fee	\$65	\$65
Family Fridays	\$165/session with caregiver	—
2-day class	\$220/month	\$220/month
4-day class	\$440/month	\$440/month
Key fob deposit for exterior door	\$10 per key	\$10 per key
Lunch Bunch (12:00 – 1:30 p.m.) 2-day class 4-day class	\$70/month \$140/month	—
Midday Bus Service 2-day class 4-day class	\$40/month \$80/month	—
Before School Care (8-9 a.m.) 2-day class 4-day class	\$60/month \$120/month	—
After School Care (4:30-5:30 p.m.) 2-day class 4-day class	\$60/month \$120/month	—
Drop-in Care (before or after school)	\$12/day	—

TUITION PAYMENT PROCESS

Tuition is due the first day of class each month. We accept:

- Direct deposit (preferred payment method). Forms are available in the school office.
- Check or money order. Please write your child's name and class section in the memo line.
- Cash payment. Please bring exact payment; we do not keep money on the premises.

You can leave tuition and other payments in the payment box at the reception desk in our Park Avenue office. Please contact us if your tuition will be late or if you need to make adjustments to your tuition payment.

PARKING

Joyce Preschool Main Site (Park Avenue)

Parents are asked to park in front of the church on Park Avenue and enter the building through the main front entrance with their electronic key fobs.

Joyce Preschool Windom Site

Parking spaces are available in the Windom School parking lot or on Wentworth Avenue or 58th Street. As this lot can be busy, take extra care and watch for children and other pedestrians when entering and exiting the lot. Please hold your child's hand while walking in the parking lot.

DROP-OFF / PICK-UP TIMES AND LATE FEES

Please be on time to pick up your child after class. A late pick-up means that the teachers are unable to eat lunch, meet as a group, go home in a timely manner and/or prepare the classroom for the next group. Late pick-ups also cost the preschool money, since we must pay a staff member to stay with the child. No child is allowed to be alone at Joyce, ever.

In fairness to all families and to respect the staff, Joyce charges a late fee. We encourage parents and guardians to arrive a couple minutes early to find a parking spot. Every family is allowed one late pick-up per year. Late fees are charged upon the second late pick-up.

Park Avenue Late Fee Policy and Pick-Up Times

1. Morning and afternoon classes
 - a. Pick-up by 12:00 p.m. (morning class) or 4:30 p.m. (afternoon class).

- b. A \$5 late fee will be assessed for the first 10 minutes late and \$1/minute for every additional minute thereafter.
- 2. Lunch Bunch and After School Care
 - a. Lunch Bunch pick-up time is 1:30 p.m. and After School Care pick-up time is 5:30 p.m.
 - b. A \$5 late fee will be assessed for the first 10 minutes late and \$1/minute for every additional minute thereafter.

Windom Late Fee Policy and Pick-Up Time

- a. Pick-up by 1:30 p.m.
- b. A \$5 late fee will be assessed for the first 10 minutes late and \$1/minute for every additional minute thereafter.

THE JOYCE PRESCHOOL CURRICULUM

Our primary goal is to have children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out new ideas and to think their own thoughts. We strive to develop independent, self-confident, and inquisitive learners. We teach children healthy habits and attitudes, particularly a positive sense of self. The Joyce Preschool Curriculum identifies goals in the following areas of development:

Social: Children should feel comfortable in school, trust their new environment, make friends, and feel they are part of the classroom community.

Emotional: Children should experience pride and self-confidence, develop independence, self-control, self-awareness, and have a positive attitude towards life.

Cognitive: Children should become confident learners by trying out their own ideas and experiencing success. They acquire skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Physical: Children should increase their large and fine motor skills and feel confident about what their bodies can do.

The Joyce Preschool Curriculum combines carefully designed activities, an organized learning environment, a quality selection of toys and learning materials, a thoughtfully planned daily schedule, and positive interaction between children and adults to accomplish learning goals and give your child a successful start in school.

We welcome and encourage parents to visit Joyce Preschool during normal hours. The hours are noted in the Hours of Operation section of the Joyce Preschool Parent Handbook.

LANGUAGE USE

Throughout the daily schedule, language learning is promoted through use of vocabulary that is common to the classroom and introduction of new vocabulary. Our two-way immersion model reinforces native language development and introduces children to a second language through our monthly thematic curriculum. Each lesson has a language and literacy component. Teachers, parents, interns and community volunteers serve as strong language models by interacting in their native languages, while students negotiate language in mixed groups through child-directed play. By maintaining a balance of native languages in each classroom, Joyce Preschool helps students learn from each other as well as from their teachers.

We welcome parents, family and community members in the classroom to show-and-tell about their countries, cultures or traditions throughout the school year.

ASSESSMENT

Joyce Preschool uses Individual Growth and Development Indicators (IGDIs) to measure language development and early literacy skills, as well as a Developmental Checklist as part of the Work Sampling System. Work Sampling is an early childhood assessment tool that assists teachers in observing, recording, and evaluating an individual child's skills, knowledge, behaviors, and accomplishments. We use state standards that provide specific examples of skills and behaviors within the appropriate range for most children in each age group. The checklist is completed three times per year, and includes the following areas: personal and social development, language and literacy, mathematical thinking, scientific thinking, social studies, the arts and physical development and health. Your child's teacher will share the metrics with you during the parent/teacher conferences.

CLASSROOM SCHEDULE

Arrival Time (approximately 20 minutes)

Children are greeted and welcomed to school each day by their teachers. At that time, parents can connect with teachers and other parents. Children will do sign-in, where they practice writing their names. Several activities selected by the teachers that promote literacy will be available for children to explore. The learning materials used during arrival time are rotated throughout the year to provide children with an exposure to a wide array of learning experiences. Teachers will guide children to activities when assistance is needed. Children build social and emotional competence, conversation skills, and fine motor skills (writing, drawing, cutting and coloring).

Large Group Time Circle Time (approximately 10-15 minutes)

Children sing songs, participate in literacy activities, talk about the calendar and weather, hear stories, participate in finger plays, and interact with flannel board stories. Circle Time always includes a Daily Message that reflects the theme and activity for the day, includes repetition of vocabulary, and highlights

a letter or number. Children also experience dancing and movement, learn about musical instruments, and talk about the activities planned for the day.

Children learn how to take turns speaking in a large group and how to sit in a large circle and follow teacher-led activities. This is a time where children hear single language instruction (Spanish or English) and children develop their native language or begin learning a second language.

Learning Centers (approximately 50-60 minutes)

This time of the day allows children to explore and choose from a wide variety of activities. Some activities are teacher-directed and others are designed for children to explore on their own. During this time, one teacher is generally facilitating a focused small group activity and one teacher is assisting children throughout the classroom with social interactions, providing guidance and direction when needed, and assisting with bathroom breaks. Parents, interns, and other volunteers may also lead small group activities. Activities during this time include: art, music, reading, blocks and building, science experiments and activities, dancing and movement, writing activities such as journaling, sensory exploration (water, sand, play-dough, etc.), and dramatic play that includes rotating theme exploration in a variety of theme-based play such as a doctor's office, post office, or restaurant.

Snack Time (15 minutes) or Lunch Time (25 minutes)

Students enrolled at Joyce's Park Avenue site have snack time. Students enrolled at Joyce at Windom have lunch time.

Children eat a healthy snack or lunch and enjoy this part of the day. Children learn to use good manners when asking for help with their food and to communicate in both languages with classmates and teachers. Students learn responsibility for cleaning up their snack/lunch and putting it away.

Outdoor play at Windom (approximately 30 minutes)

Children are outdoors from 12:30-1:00 every day, unless weather does not permit. We will follow the Minneapolis Public Schools' policy on refraining from going outdoors during severe weather. Please see our Guidelines for Outdoor Play handout for details on how we learn and play outside, including activities, weather, and appropriate attire needed.

Outdoor play at Joyce Park Avenue (approximately 30 minutes)

Children are outdoors every day, unless weather does not permit. We will follow the Minneapolis Public Schools' policy on refraining from going outdoors during severe weather. Please see our Guidelines for Outdoor Play handout for details on how we learn and play outside, including activities, weather, and appropriate attire needed.

THE “SPECIAL PERSON” OF THE WEEK

During the school year children will have the opportunity to speak and present in front of their class. Each child will have the chance to be the “Special Person” of the Week. This is a time for each child to bring in special items such as family pictures, an item from his or her culture, and an item that is special to the child. This promotes cultural awareness and self-esteem. Students are invited to choose what they would like to be called when it is their special week. Some examples are: Star of the Week, Student of the Week, Flower of the Week, etc. Please help your child choose a name that is appropriate for the preschool class.

The child whose turn it is to be “The _____ of the Week” will be recognized during Circle Time with a poster created by the child, and will have the opportunity to show and share a toy/special item from home.

BEHAVIOR POLICY OVERVIEW

Joyce Preschool teachers place emphasis on children's positive behavior. Children are supervised at all times. Joyce Preschool staff members make every attempt to foster a learning environment that prevents tension between children and encourages problem-solving techniques and cooperative play. Occasionally, however, children may act in a disruptive manner. In this case, a teacher will work one-on-one with the child to talk about appropriate behavior in a calm, solution-focused manner. If the child is very upset or out of control, a teacher will sit with him or her apart from the other children until he or she is calm. Joyce staff members always encourage and guide children to solve disputes themselves. We offer suggestions of what the child might do or say in response to a dispute with another child and then monitor the process. Neither corporal punishment (hitting or spanking) nor emotional abuse is ever used with any child at Joyce Preschool. An important objective for Joyce students is to develop self-discipline and self-control over their actions. Joyce provides a caring, accepting, and supportive environment for all children in our care.

DISRUPTIVE AND AGGRESSIVE BEHAVIOR PLAN POLICY:

For the purpose of this Disruptive and Aggressive Behavior Plan Policy, aggressive and disruptive behaviors are defined as, but not limited to: behaviors that endanger oneself or others or that consistently disrupt classroom instructional time. Examples include hitting, pushing, kicking, biting, throwing classroom objects, pinching, spitting, name calling, yelling, screaming, use of inappropriate language, etc.

To prevent disruptive and aggressive behavior from occurring the staff will:

- Model appropriate behavior.
- Arrange the classroom environment and establish routines to support the learning of appropriate behaviors
- Use positive reinforcement when appropriate behavior occurs, i.e., "Look how high you are building the blocks! Let's count them."

When disruptive or aggressive behavior occurs or is about to occur, staff will use:

- redirection—suggest or substitute a positive activity for a negative one
- distraction—change the focus of the activity or behavior
- active listening to determine the underlying cause of the behavior

Separation from the group may be used as a last resort, only when less intrusive methods have been tried and/or behavior of the child is dangerous to him/herself or others. In the event a separation is used, teaching staff will adhere to Minnesota Department of Human Services guidelines.

The following sequence of events will take place following excessive or severe occurrences of any of the actions listed above:

1.) Lead and Assistant Teacher will document and communicate the following information to parents or caretakers: time of event, child or children involved in the incident, what occurred leading up to and during the incident, and what action was taken by staff. Documentation of parent communication will be kept in the student's file. If the first incident is severe, step two will occur immediately. If there are multiple incidents within a month, step two of this policy will occur.

2.) A conference will be arranged with the teacher or teachers involved, the caregivers of the child who is initiating the disruptive or aggressive behavior, and any additional staff deemed necessary. During this meeting, a written Individual Behavior Plan (IBP) will be developed that includes the following information:

- A detailed description of the problem behavior(s)
- Steps that have already been taken to address the behavior
- Specific strategies that will prevent the problem behavior
- A detailed description of the desired behavior
- Specific strategies that will encourage the desired behavior

If the plan is effective and the child's behavior improves, both teachers and caregivers will continue using the selected strategy or strategies. If the behavior continues, an additional parent-teacher conference will be scheduled to reevaluate the Individual Behavior Plan. The revised plan will then be put into effect.

3.) If an IBP fails to improve a child's behavior, outside services or supports may be sought, such as observation or screening by licensed early childhood professionals. This step will be considered on a case-by-case basis. Joyce staff will work with families in the referral process.

4.) A due process of discipline and/or dismissal has been established to safeguard the school operation. If problematic circumstances arise, a letter of warning may be written in an effort to document and resolve the issue. If the issue is not resolved, a meeting with the family will be required to discuss additional steps to be taken, which may include dismissal from the program or relocation to a setting more appropriate to the child's needs.

HEALTH AND SAFETY

Early Childhood Screening

Children should complete Early Childhood Screening at age 3. Early Childhood Screening is free of charge and is an opportunity to identify any potential health or learning concerns. Screening is preferred at age 3 and **state law requires all children to be screened before entering kindergarten**. To help comply with this law, Joyce Preschool documents that our students have completed the screening. Please notify your teacher with the date of your child's screening. For screening through the Minneapolis Public School district, call 612-668-3715 or email earlychildhoodscreening@mpls.k12.mn.us. For Hennepin County, call 612-348-8687 to schedule a screening appointment.

Required Health Paperwork

In order for children to attend preschool, Joyce requires a documented, recent medical check-up and up-to-date immunization records signed by a physician, as well as an emergency contact card with up-to-date contact information. **These are requirements of the Minnesota Department of Human Services and are mandatory for enrollment at Joyce Preschool. Students must have the required paperwork completed and turned in by the first day of school. A child cannot start school without having this paperwork completed.**

Parents must notify the teacher in writing of any allergies or medical conditions to be aware of, using the health form signed by the doctor with specific information about the allergy or condition. Parents must also notify the teacher of any changes to the emergency contact information and make sure the card is up-to-date.

Illness

If your child becomes ill while at school, your child will stay with a staff person until the child is picked up. If a child seems very ill and we are unable to contact the parents, legal guardians, or other identified emergency contacts, we will call the pediatrician listed on the emergency contact card. In a serious emergency, we will call 911. Parents are required to keep all emergency contact information current.

If your child will be absent from school because of an illness, please notify the teachers. In order to prevent infection to other children and staff, **children must stay home if they had any of the following conditions or symptoms within the last 24 hours:**

- strep throat
- conjunctivitis (pink eye)
- chicken pox
- head lice
- excessive cough or sore throat
- fever above 98.6°F
- headache
- skin rash
- inflamed or swollen eyes
- stomach pain or diarrhea
- fever blisters or cold sores
- vomiting

Communicable illnesses must be reported to the school immediately so that other families may be notified. According to state licensing regulations, a child must be fever-free (normal temperature is 98.6°F) without the use of medication for a minimum of 24 hours before returning to school.

Medications

State Licensing rules require that parents sign and provide a Medication Authorization Form before our staff can administer any type of medication to a child. Because we are a part-time program, we ask that families administer medication before and after the class time, rather than send it to Joyce. When absolutely necessary for a medication to be given by Joyce staff, prescription medications must be in the original container with prescription label containing your child's name, medication date, instructions, and physician's name. Medication will only be administered as stated on the prescription label. Non-prescription medications should be labeled with your child's name and the date it was given to us. It must be in the original container and administered according to label directions.

You must give to your child's teacher any medications requiring refrigeration. No medication of any type is allowed in a child's cubby or bag. This includes cough drops and other over-the-counter remedies.

All Joyce teaching staff members are certified in Child CPR and First Aid. If an accident occurs, a trained staff person will help your child. Parents will be notified, and if needed the parent will be asked to pick up the child. If the parent cannot be reached and immediate action is warranted, the 911 Emergency Medical Service number will be called. The appropriate facility to treat the emergency condition will be determined by the 911 Emergency Medical Services.

BIRTHDAY CELEBRATIONS

We love to celebrate birthdays in the classroom! Children will be given a birthday crown at snack time and we will sing "Happy Birthday" to the child. We will not be celebrating with any food items, including candy. Families are welcome to bring in a non-food item to share with other children, such as pencils or

stickers. Also, families have the option to donate a book for the school as a way of celebrating their child's birthday. If you are planning a birthday celebration at home, and wish to invite the entire class, please contact your child's teacher and we can assist with distributing invitations. If you do not wish to invite the entire class, we ask that invitations be distributed outside of school to avoid hurt feelings.

PETS

Joyce Preschool may have a pet visit the classroom during the school year. Parents will be given advance notice. All classroom pets are licensed and vaccinated following local health department regulations.

TRANSPORTATION

Transportation is provided on a limited basis at the Joyce Preschool main (Park Avenue) site for families requiring this service. You must request and complete the necessary paperwork before your child can be transported. Joyce Preschool is contracting with a bus company to provide transportation. Transportation drivers have completed the required safety trainings, passed a background check of driving records, and meet all requirements from the Department of Human Services Licensing Division. Children must be ready and waiting at the bus stop when the bus arrives for pick-up. An authorized adult must be outside at the bus stop at the time of drop-off. A child will never be left unattended. Appropriate child restraints are used at all times. If transportation becomes unavailable due to vehicle malfunction, parents will be notified to make arrangements to drop off and/or pick up their children. Bus transportation may be terminated if these guidelines are not followed:

- Select one location where your child will be picked up or dropped off each day she/he rides the bus (we cannot accommodate changing stops or different stops on different days).
- Provide Joyce with the name(s) of the person or people who have permission to pick up your child from the bus stop and make sure the authorized adult is there and ready when the bus arrives.
- If the person who usually picks up the child is not going to be there at drop-off time, call Joyce's office ahead of time and let us know that it will be someone different. If we don't receive a call the child will be brought back to school and the parent/guardian will have to come to pick him or her up. For the safety of our students, we cannot leave children with unauthorized adults.
- Please be outside at the bus stop and ready to go when the bus arrives; the bus cannot wait for your child if s/he is not ready.
- The parent or caregiver should walk the child out to the bus or come to the bus door to receive the child.
- If your family has been given bus service,, please use it every day. It disrupts the schedule when parents bring children to school and the bus has fewer stops than usual.
- If your child is sick or not coming to school, please call the office to notify us as early as possible.

WEATHER CLOSING POLICY

If the Minneapolis Public Schools close due to severe weather, Joyce Preschool also closes. In the case of dangerous weather, listen for school closings on the radio or the television. A message is also left on the Joyce Preschool voicemail greeting in the event of a school closing and the Joyce Preschool staff will attempt to contact all families. School closing notification is posted on our website: www.joycepreschool.org and communicated through social media (i.e. Twitter, Facebook).

FIELD TRIPS AND CLASSROOM ENRICHMENT

Field Trips

Written parental permission is required for any child to participate in a school field trip. A permission slip is sent home for your signature before each field trip. Appropriate safety procedures are used at all times. Field trips play an important part in your child's education, and the success of these experiences relies in part upon parent chaperones. Please consider being a chaperone.

Classroom Enrichment

Each class has a budget for special visitors and presentations in the classroom such as puppeteers, artists, musicians, story-tellers, etc. Our teachers welcome any ideas, suggestions, or recommendations from parents for classroom visitors.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held in the fall and in the spring. Fall conferences are held in November. Spring conferences are held in March. In preparation for the conference a form is sent home for you to complete. This form includes questions for the conference regarding your child's progress in intellectual, physical, social and emotional development. At the conference, parents will sign a conference review form and receive a summary of what was discussed.

TAKE-HOME FOLDERS

The child's take-home folder must be brought to school each day, along with a backpack and snack (and lunch, for students enrolled in Lunch Bunch or Windom). Please check the folder every day for notes, homework, art projects, newsletters, permission slips, notification of exposure to communicable illnesses, etc. The children bring these folders back and forth each day whether or not there are new papers in the folders. This is an important routine for the home/school connection. Without the folders, important papers can get lost. Help your child remember to show you the folder each school day and put the folder back in his or her backpack for the next school day. Information may also be e-mailed to families and posted on the bulletin boards at school.

WRITTEN PERMISSION

Joyce Preschool parents can accept or decline the option for your child to be included in photos used for promotion or sharing on our website or Facebook page. There is also the option to decline or accept if your child can participate in research on childhood development. All children must have a photo release form on file, even if the parent does not give permission for photos to be taken (the form has an option to accept or decline but needs to be signed by a parent either way).

VOLUNTEERS AT JOYCE PRESCHOOL

Joyce is fortunate to have the support of many volunteers throughout the school year. Our volunteer team is made up of parents and family members, students from area colleges and universities, and also members of the community including neighbors, local professionals, and members of local churches. Our volunteers work alongside teachers in the classroom and also help with administrative projects in the office. Volunteers sign in at the office and wear nametags while working in the classroom or office. If you see a volunteer, feel free to introduce yourself.

Families are strongly encouraged to volunteer once per month. Sign up to volunteer with your child's teacher. A volunteer calendar will be available with the sign-in and sign-out forms. Ask your teacher about opportunities to help with planning events or prepping class materials if you are not available to volunteer during class time. If you have any questions about volunteering, or if you have an activity to share with the students, please contact your child's lead teacher. Thanks for your continued support!

ABSENCES

Please notify the school as soon as possible when your child will be late or absent for any reason (illness, out-of-town, etc.). This affects teachers' planning and preparation for the day. Learning takes place every day at Joyce Preschool. It is therefore important that your child attend school on a consistent basis. Extended absences require tuition payments to hold a space for a child. After one month of non-payment, your space will be revoked and a new child enrolled.

WITHDRAWAL

Our preschool budget is based on full enrollment. Accordingly, we require that families give at least 2 weeks paid notice when withdrawing a student from the program in order to allow ample time to fill the slot.

ARRIVAL AND DEPARTURE PROCEDURES

We appreciate families being punctual with the drop-off and pick-up of children. Before entering the classroom, we ask parents to take their children to the bathroom and wash hands with water and soap for 20 seconds. Children may enter the classroom five minutes prior to the start of the session. If you arrive at school earlier, we suggest that you take your child to the bathroom, read a book with your child, or do another quiet activity with your child. We appreciate your cooperation while the teachers are preparing for the day's activities. Please arrive on time at the start of class, unless arrangements have been made ahead of the time with the teacher. Arriving late is disruptive to the class and makes the transition to the classroom for the child more difficult.

Arrival and departure

- **Park Avenue Site:** Please use your electronic key fob to enter Joyce Preschool at the front entrance on Park Avenue. Your key fob is programmed to function only during the specific drop-off and pick-up hours of your child's class. If you lose your key fob, please contact staff immediately so the key fob can be deactivated until you find it. Key fobs are signed out to families with a \$10 deposit, which is returned at the end of the school year.
- If you forget your key fob at home, please go to the doors on the parking lot side of the building (west side) and follow the posted instructions to buzz the Joyce office and identify yourself. A staff person will buzz you in.
- Do not let strangers enter the building with you. If someone enters with you, please tell one of our staff.
- **Windom Site:** Press the electronic buzzer at the door nearest the playground and wait for a teacher to buzz you in.
- Bring your child all the way into the classroom every day and sign your child in and out.

- A parent or authorized adult must drop off and pick up your child by entering the classroom. Children need to be with an adult when entering and exiting the preschool. Entering the classroom also gives you an opportunity to speak with the teachers and for the teachers and child to share important experiences from the day.

At the time of enrollment, you are required to provide a list of authorized people who can pick up your child. We will release children to authorized persons only. A person listed as an emergency contact also needs to be listed on pick-up authorization and will be asked to show photo ID when they pick up a child.

Please inform us in writing or by telephone if someone other than those originally authorized will be picking up your child.

- Departure – When picking up your child, **write your name and the time next to your child’s name on the sign-out sheet.** Please be sure that the teacher is aware that the child is leaving.
- Children left for ½ hour after dismissal will be considered abandoned and Child Protection Services will be notified.

If an emergency arises and you know you will be late picking up your child, please call Joyce Preschool before the end of class time. We suggest you carry the school number with you at all times: (612) 823-2447. We suggest you also carry the phone number of another parent whose child is in class with your child in case you are delayed and need assistance with picking up your child. If your child is still at the school 15 minutes after the class ends and we have not heard from you, we will take the following steps in the order listed:

1. Attempt to reach you at home, work or school.
2. Call the people listed on the Emergency and Authorization Cards.
3. After 30 minutes, we will call the authorities, such as the police or Child Protection Services.

All information in your child’s file, emergency cards, and authorization cards must be kept current. Please inform us immediately of changes, including:

- Home phone number and address(es) of parents
- Work places and phone numbers of parents
- Name, address and phone number of child’s physician
- Name, address, and phone number of child’s dentist
- Names and phone numbers of persons authorized to pick up your child.

Sign-In and Sign-Out

The sign-in and out clipboard is provided at drop-off and pick-up time. Parents sign their name next to the child’s name upon arrival and record the arrival and pick-up time. At the end of the school day, **parents or authorized adults must sign children out**, and then pick up their child. Make sure a teacher acknowledges the child's departure. Please inform the other adults who are authorized to pick up your child about the sign-out clipboard.

MISSING CHILD

Children will never be without adult supervision at Joyce Preschool. In the event a child is missing, both the inside and outside premises are immediately thoroughly searched. If the child is not found, parents and police are called immediately. Further procedures will be directed by the police.

EMERGENCY PROCEDURES

Fire drills are held in each class each month to familiarize the students with emergency procedures. Tornado drills are conducted once per month April through September. In the event of a fire or other emergency requiring evacuation, the children are taken to a designated shelter and families are notified.

CLOTHING AND PERSONAL PROPERTY

Your child must wear clothing that is comfortable, washable and easily managed by the child. Your child should be able to easily remove clothing without help (age-appropriate zippers, large buttons, elastic waists, Velcro, etc.). Children gain self-confidence and independence when they are able to manage their own clothing when going to the bathroom. Overalls and belts, for example, are often difficult for young children to take off and put on.

Learning can be messy! Please send your child in clothing that can get dirty from outdoor play or art projects. We will go outside every day that weather permits. We ask families to leave a complete change of clothing (shirt, pants, socks and underwear) in their child's backpack at all times.

Play clothes and rubber-soled shoes are recommended for your child's safety and comfort. Sandals, slippers or hard-soled boots can be dangerous when running, jumping and climbing.

All clothing and other property coming to school must be clearly labeled with your child's name. This includes: snack and lunch containers, backpacks, and clothing. We encourage writing your child's name on the inside label of sweaters, sweatshirts and jackets with a permanent marker. We can easily return clothes that are left at school to families when the name is written on these belongings. We make every effort to see that each child's belongings are kept safely in the child's cubby. **Children should not bring toys to school or other personal items such as money, candy, or make-up**, except for specific school activities assigned by a teacher, such as King and Queen of the Week. If your child brings a personal item to school, it will remain in the backpack.

No guns, weapons, or war-related items are ever allowed at school, as they promote aggressive play and are not suitable in a group situation.

SNACK AND/OR LUNCH

Children need to bring a healthy snack (and/or lunch, for students in Lunch Bunch or at our Windom site) and water or milk to school every day. Snack must incorporate two different food groups. Lunch must incorporate three different food groups. Suggestions include: whole-wheat crackers, unsweetened fruit cups, sliced fruit, dried fruit, cubed lean meat or poultry, cubed tofu or meat substitute, applesauce, sliced vegetables, enriched pasta, granola bars, cheese, yogurt, and trail mix. **Please, never send candy, gum, pastries, sweets, pop, etc.**

- Send water or milk in a child-safe bottle with a tight lid.
- Send plastic utensils with the snack/lunch every day, if needed.
- Write your child's name on the outside of the snack/lunch bag and all food/beverage containers.
- Your child must understand that we don't share our food at school.
- Your child can only eat the food provided by you.
- Joyce can provide drinking water during snack time (and milk at Lunch time), if you forget to include a drink.
- In order to reduce waste, please send a water bottle each day with the child's name written on it.
- Food will not be refrigerated; send a cool pack and use an insulated lunch bag.
- Food will not be heated.

INSURANCE COVERAGE

Joyce Preschool is insured under general liability insurance.

PARENT GRIEVANCE PROCEDURE

If a parent or guardian of an enrolled child experiences a problem with Joyce Preschool, the following steps are taken:

1. Notify a Joyce Preschool lead teacher of the problem or concern.
2. If the teacher is unable to resolve the problem or concern, the matter is taken to the Program Manager and/or Executive Director for further discussion.
3. If the problem is still unresolved; the Executive Committee of the Board of Directors and/or the full Board is notified. A written version of the complaint may be requested.

COMMUNITY ASSISTANCE

Children need a safe, nurturing environment that helps them to grow, learn, and feel loved by their caregivers. If you should have difficulty providing for your child's emotional or physical needs you are encouraged to ask Joyce Preschool for help. Our staff can help you find community resources that can be of assistance. Parenting can be a difficult job. If you find that you are experiencing more stress than you can handle, some community resources that can help include:

1. First Call For Help: (612) 335-5000, or dial 211
2. Child Protection Services: 612-348-3552
3. CLUES (Comunidades Latinas Unidas En Servicio): (612) 746-3500
4. Volunteer Lawyers Network: (612)752-6677
5. Immigration Center of Minnesota: 651-641-1011

Joyce Preschool staff is required by Minnesota law to report any suspected incidents of child abuse or neglect to Child Protection Services. Please refer to the "Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs," located at the end of this handbook, for procedures regarding reporting child abuse or neglect.

Joyce prohibits individuals, employees, volunteers, or subcontractors from working with or near the children while under the influence of a controlled substance, alcohol, or any substance that may impair the individual's ability to perform the job. Joyce is a smoke-free and drug-free environment. No smoking or drug use is allowed on the premises.

DATA PRIVACY

Records concerning your child and all other information about your child are confidential and will only be accessible to you, your child's teachers, the directors, and a person designated by the state licensing department to review our records for licensing purposes. Joyce Preschool requires written permission from the child's parents/guardians before information will be shared with any other persons or agencies.

Joyce Preschool is not allowed to share families' contact information with other families. However, we want to encourage families to make play dates and plans outside of school, so we ask for parent volunteers each year to coordinate the creation and distribution of a school directory. Please talk to your child's teacher if you are willing to help coordinate a directory for your child's classroom.

BOARD OF DIRECTORS

Joyce Preschool's Board of Directors meets regularly throughout the year. The Board includes several committees, including a finance committee, fundraising committee, and strategic plan/program committee. Parents are encouraged to participate at these meetings. The Board of Directors governs Joyce Preschool. Members of the board are diverse and typically include a representative of Park Avenue

Church, parents of Joyce Preschool students, local professionals, and members of the Joyce Preschool community. Please contact Laura Tompkins at 612-823-2447 or laura.tompkins@joycepreschool.org for more information about the Board, or if you are interested in becoming a member of the board.

STAFF DIRECTORY

Telephone Numbers

Joyce Preschool, Park Avenue site	(612) 823-2447
Joyce Preschool, Windom site	(651) 206-1194

Staff E-mail Addresses

Laura Tompkins, Executive Director	laura.tompkins@joycepreschool.org
Natalie Ehalt, Program Manager	natalie@joycepreschool.org
Sandra Lepez, Parent Coordinator	sandra@joycepreschool.org
Katie Yanike, Lead Teacher, Park	katie@joycepreschool.org
Carol Will, Literacy Coach & Volunteer Coordinator	carol@joycepreschool.org
José Mejía, Lead Teacher, Park	jose@joycepreschool.org
Janett Murillo Martinez, Assistant Teacher, Windom	janett@joycepreschool.org
Gloria Mendizabal, Lead Teacher, Windom	gloria@joycepreschool.org
Erika Boelk, Lead Teacher, Park	erika@joycepreschool.org
Cristina Selvan-Morfin, Assistant Teacher, Park	cristina@joycepreschool.org
Thressa Johnson, Lead Teacher, Park	thressa@joycepreschool.org
Finance Team	finance@joycepreschool.org
Deborah Jahn, Development Officer-Grants	deborah@joycepreschool.org
Elissa Schufman, Development & Communications Director	elissa@joycepreschool.org
Andrea Caro, Development Officer	andrea@joycepreschool.org
Gladys Fajardo, Office Manager	gladys@joycepreschool.org
Camilo Gonzalez, Assistant Teacher, Park	camilo@joycepreschool.org
Luz Maria De La Luz, Classroom and Transportation Aide, Park	luzmaria@joycepreschool.org
Maria Montes, Classroom Aide, Park	maria@joycepreschool.org
Nancy Martinez, Classroom Aide, Park	nancy@joycepreschool.org

MALTREATMENT OF MINORS MANDATED REPORTING

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 612-348-3552 or local law enforcement at 612-348-2345.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

MN Department of Human Services
Division of Licensing
January 8, 2008

Automatic Withdrawal Policy (No Attendance)

If you enroll your child at Joyce Preschool, and if your child does not attend for more than two weeks, and if you haven't informed Joyce Preschool or paid the monthly tuition, your child will lose his or her spot in the class and s/he will be automatically withdrawn from the program. Please let us know in advance if your child will not be able to attend due to travel, family situations, illness, transportation issues, or other issues. If you know that you will need to remove your child permanently from the program due to relocation or family schedule, please inform us at least two weeks in advance. You are responsible for paying the monthly tuition for two weeks after you notify us that you will be withdrawing your child.

Immunizations and Conscientious Objector Policy

The state of Minnesota requires all child care providers to maintain a record of immunizations or exemption for each child cared for in the facility.

Joyce Preschool recommends that all children receive the immunizations recommended by the Minnesota Department of Health. It is possible that a student enrolled at Joyce is not immunized. In this case, Joyce Preschool requires a Conscientious Objector Vaccination Exemption Form signed by the parent(s) or legal guardian(s) and notarized by an authorized official.

For more information about immunization laws and immunizations recommended by the state of Minnesota, please visit <http://www.health.state.mn.us/divs/idepc/immunize/laws/cclaw.html>.