

Janice Rose & Carrie Smieja
Co-Directors
763-639-9876
www.joyfulnoisepreschool.com

Licensing

We are licensed for 20 children in each class at the Maple Grove Covenant Church site, with a staff ratio of 1:10 as required by the MN DHS. The Minnesota Department of Human Services telephone number is 651-296-3971. The age of children we serve is three to five years.

Time of Operation:

The school year begins the first Monday after Labor Day and runs through the Friday before Memorial Day. Our school calendar will be distributed at the beginning of the school year.

Our 2011-2012 program offers the following sessions:

Mon., Wed., Fri., 3 day program, Most suited for 4 & 5 year olds	9:00 - 11:30 am	\$546. Per 3 months
Tues., Thur., 2 day program, Most suited for 3 & 4 year olds	9:00 - 11:30 am	\$405. Per 3 months
Mon., Wed., Fri., 3 day program, Most suited for 4 - 5 year olds	12:15 - 2:45 pm	\$546. Per 3 months
Tues., Thur., 2 day program, Most suited for 3 - 4 year olds	12:15 - 2:45 pm	\$405. Per 3 months

Fees and Tuition

A registration fee of \$ 45. is due with the enrollment form. This is non-refundable. Tuition will be collected every three months and will be due 15 days prior to the start of each session. Tuition past the 15th of the month prior to being due, will be charged a \$10. late fee. Non sufficient funds will be charged \$30. per occurrence. No refunds will be made for absences. A two-week written notice is required for withdrawal of your child from the program either at the parent's request or the schools. Our continuing expenses make it necessary to charge tuition to hold a place in the event of a prolonged absence.

Transportation:

The school does not provide transportation. The parent or guardian is responsible for getting the child to and from school each day. A class list will be provided in the fall to assist you with arranging carpools. The Preschool must have written notification of carpool arrangements or if anyone unauthorized will be picking up your child.

Clothing:

We urge you to dress your children in comfortable play clothes. It would be helpful if the clothing were made easy for the children to be able to help themselves. Children should be prepared to go outside, particularly in the fall and spring, so we are able to incorporate the outdoors or environment into our curriculum.

Field Trips and Events:

Field trips and events will be held periodically during the year. You will be notified by note and in the Newsletter in advance of the date and if needed, place of a transported trip. A field trip permission slip will be sent home prior to each trip. These will need to be signed and sent back in order for your child to attend. Parents may volunteer to help on field trips and events. A bus will provide transportation for field trips.

Open House:

An Open House will be held on Thursday, the week before school starts for families of registered students. You will receive a letter in the mail prior to this date, informing you of the time. At Open House, you and your child will have the opportunity to visit the classroom, meet the teachers, sign up for fieldtrips and holiday parties, gather all paperwork pertinent to the school year and turn in any required forms you have completed.

Visiting:

Parents are always welcome in the classroom at anytime. If at any time you would like to view our policies, procedures and program plan you are welcome and may do so by contacting a Director.

Conferences:

Two regular conferences are held during the school year. One in the fall and the other in the spring. A written assessment will be given, in the fall and at the end of the year, to the parent of the children stating the intellectual, physical, social and emotional development. In addition, parents are encouraged to visit with teachers should there be concerns. The better the communication, the better to serve your needs.

Photographs:

Individual and group pictures will be taken during the school year.

Food:

A mid-morning or mid-afternoon snack and drink will be served daily. The children will have the opportunity to take turns bringing enough nutritious snacks and 100% fruit juice or milk for their class. These items must be unopened and store bought. State regulations do not allow us to serve homemade food. Occasionally we will do some special cooking with the children.

Health:

Please check your child each day for signs of illness and keep him/her home if you suspect he/she is ill and will expose others. If the child becomes sick at school and it is not an emergency, we will have him/her rest on a cot and contact the parent. If a child is diagnosed as having a contagious or reportable disease, the parent must notify the school or director within 24 hours so information may be passed on. If your child has any of the following symptoms, please keep your child at home.

Fever ----- 99 degrees or higher before fever reducing medication

Diarrhea ----- 2 or more cases in a 24 hour period

Vomiting ----- until vomiting has stopped

Rash ----- unexplained rash

Chickenpox ----- about 6 days after onset of rash

Conjunctivitis ----- (pinkeye) needs 24 hours of treatment

Contagious illnesses - Strep throat, impetigo, etc.

Lice ----- until treated and no lice or nits are seen.

Emergency Medical Procedures:

In the event that a medical emergency occurs while your child is in our care, the staff, which is First Aid and CPR Certified, will attend to the injured child immediately. If necessary we will contact you right away or if it is minor at the end of the day. If there is a major accident, 911 will be contacted.

Medication:

Joyful Noise Christian Preschool does not administer medication, except in an emergency situation. Written parental consent and written physician approval is required before we will administer emergency medication.

Forms:

The following forms are required on or before the first day of school:

- Registration Form
- Emergency Card
- Permission Form
- Immunization Record
- Health Care Summary Form (within 30 days of starting school)

Pets:

Pets are only allowed by obtaining prior teacher approval. Pets will need to be brought by a parent and under their supervision. The pet needs to leave with the parent when the program is done.

Behavior Guidance:

The staff at Joyful Noise will work with the children to encourage respect for the teachers, the other children and the property of the preschool. At the start of the school year we will discuss the rules and proper classroom behavior. Staff is not allowed to use corporal punishment (spanking, hitting, etc.), verbal or emotional abuse (name calling, shaming, etc.). The staff will deal with the behavior in a firm, fair and friendly manner. If unacceptable behavior occurs (hitting, biting, etc.) staff will request that the child stop the behavior, staff will redirect the child to a different activity. If the incidents keep occurring, parents will be notified.

Smoking:

Our preschool will comply with the Minnesota Clean Indoor Air Act. At no time will smoking be allowed in or around the preschool facility.

Referral:

Our program will work with other professionals on special needs situations or assist with any referrals.

Parent Grievance Procedure:

Parents may contact or leave a message for the director anytime and a meeting will be set up within 48 hours, or at the parent's earliest convenience to discuss issues or complaint. Teacher maybe involved in the initial or subsequent meeting as deemed necessary. Written report of decision or action will be presented to parents and all involved within one week of grievance meeting.

Credentials:

Each class will be lead by a qualified teacher and will be aided by an assistant teacher or aide. Each year staff members complete the recommended number of child development course hours required for State Licensing. Staff is also trained in First Aid and CPR appropriate to the age of the students. Each staff member has been given a background check and has met the standards defined by the State of Minnesota. The State of Minnesota licenses our program, and the local Fire Marshall and the Health Department inspect the premises.

Research:

It is not policy to participate in any research, experimental procedures, or public relations activities. If, however, an appropriate opportunity should arise, we would send home advance written notice and parental consent forms, which would need to be on file before children participate.

Average Daily Schedule:

20 minutes	Arrival, large motor play, free choice.
30 minutes	Group-time, greeting song, attendance pledge, calendar, weather, show and tell, group discussion.
60 minutes	Project, learning areas, small motor activities and free choice, clean-up time.
20 minutes	Wash hands, snack and clean-up.
15 minutes	Circle-time, cognitive emphasis from unit, games, music, science.
15 minutes	Story-time, dramatic play, review of the day, good-bye song, dismissal.