



KINDERGARTEN & PRESCHOOL

Parent Handbook

J.O.Y. Preschool & Kindergarten

940 West Oak Street

Skiatook, Oklahoma 74070-3967

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Policies and Procedures

Absences

There is no reduction in tuition for absences (except in the case of an extended illness of a child.) A doctor's statement will be required for such an illness. Please call the Director's office if your child will not be in class.

Arrival and Departure

All parents are to use the east door for entry into the building.

Sessions begin at 8:30 a.m. Parents and children are asked to not arrive any earlier than 8:25 a.m. Please sign your child in with the Brightwheel App before a child enters the building, the child's temperature will be taken at the door, and children will place their belongings in their proper place, then proceed to the assigned area in the hallway. Activities will begin immediately, so you will want to have your child here right at 8:30 so he or she doesn't miss anything! The chapel begins at 8:35. If you arrive after 8:45, you will need to wait until 9:00 to enter. All staff and children will be attending Chapel during that time frame.

Children may be picked up at any time but **MUST** be picked up by 1:40, 2:10 for kindergarten. The babies-tuos class and kindergarten pick-up are under the north canopy, and K3-K4 pick-up is at the east doors. You will sign your child out with the Brightwheel App. Remember, to a young child, waiting to be the last one picked up can seem like an eternity. If you are going to be late, please call so we can reassure your child. There is a late pick-up fee of \$10.00 per 10 minutes per child. The amount will be due with your next month's tuition payment.

Birthdays

Birthdays are a special time for young children, and we encourage you to plan a celebration so that your child may share their birthday with their friends at school. Birthdays for children who have had a birthday in a particular month will be celebrated on the last Thursday of that month. You may wish to send party napkins, snacks, and drinks for the celebration. Please check with your child's teacher in advance about arrangements for your child's special day to avoid scheduling conflicts and allergies.

NOTE: Private party invitations will not be distributed at school unless the entire class is being invited. If outside birthday parties are arranged and the entire class is not invited, these invitations must be mailed to the home.

Child Abuse

J.O.Y. Preschool and Kindergarten has and will conform to state law that requires that we report any case of suspected abuse to Child Protective Services of the state of Oklahoma. A staff member is not required to inform the administration when he or she makes a report. The report will be made no matter who the suspected perpetrator may be. Parents have the same right to report suspected abuse. Any

individual convicted of committing any act of immorality toward children will not be employed by J.O.Y. Preschool and Kindergarten.

Clothing

Please dress your child comfortably for play. This means clothes that can have finger paint, dirt, or water on them. Children should be dressed in clothes that they can manage themselves to help them become more independent. One-piece garments, large belt buckles, overalls, etc. can be very discouraging for the child.

We go outside in all types of weather, therefore, please dress your child appropriately. If the temperature or wind chill is 40 degrees or above, we will go outside. We will stay inside if the temperature or heat index is 100 degrees or above. If the temperature or heat index is 90 degrees or above, we have a shortened recess. **Please label all outside clothes with your child's name.** It may be difficult for young children and even teachers to distinguish between similar-looking coats or jackets. In spring and fall it helps if you will send a jacket or sweater since the weather can change quickly. **Flip-flops are not allowed. All shoes need to be secured to the foot for safety.**

EXTRA CLOTHING-All children **must have an extra set of clothing** which is to be left in their backpack at all times. Sometimes accidents happen during the day and your child's clothes may need to be changed so that he or she can stay clean and dry.

Communication

Communication with parents is a vital part of any early childhood program. Notes about each day's activities will be posted in the Brightwheel App.

At the beginning of the year, you will receive a folder. The folder will be used to send important information home. Please remove the necessary information and return the notebook the next day your child comes to class. Replaced folders will be charged to your account at \$2.00 each.

All phone communication with your child's teacher must go through the Director's office. **Please do not call the teacher's cell phone** to inquire about your child or activities during school hours. You may contact your child's teacher in the Brightwheel App. Please be respectful of the teacher's family time and limit communication during the evening hours.

Conferences

Parent-Teacher Conferences will be held once a year. The conference is scheduled in January. If at any time you would like to visit with your child's teacher, please arrange a time for a phone conference rather than discussing the child in his or her presence. K3, K4, and Kindergarten will receive report cards at the end of each semester. One's and Two's will receive a Development Progress Report at the end of each semester.

Discipline

The goal of J.O.Y. under the guidelines of First Baptist Church is to guide children to become self-disciplined and to accept responsibility for their behavior. Inappropriate behavior and or language and physical or verbal abuse are not allowed. Such behavior issues would be brought to the attention of the

First Baptist Church Safety Committee. Respect for property and others is promoted. Teachers will use positive guidance, re-direction, and the setting of clear limits that foster the child's ability to become self-disciplined. Teachers will model appropriate behavior and will encourage children to be fair, honest, trustworthy, and respectful of people and property.

Teachers will guide children to develop self-control and orderly conduct in relationships with peers and adults. The teacher will intervene immediately if a child becomes aggressive to protect all of the children and to encourage acceptable behavior.

Steps from Routine to More Firm Measures

1. A firm, straight look.
2. Use a firm, low, quiet voice to correct a child.
3. Have the child put his head down.
4. Have the child stand or sit in the back of the room or stand by a chair.
5. Loss of privileges
6. A Firm look outside the room.
 - a. Look into the child's eyes.
 - b. Let them know we mean what we say.
 - c. When the child does wrong or disobeys, he is disciplined to guide appropriate behavior. (Not punished).
7. Child visits Director
8. Notify parents of major problems and expect corrections to be made at home.
9. All discipline is done discretely. We avoid drawing it to the attention of the other children in the class. It is a matter between the teacher and the student. After a child has been disciplined, he starts over with a fresh, clean record.

*Suspension from school.

Students will be expelled from school that have been suspended for 5 days in a year. If a student is expelled, he or she will only be readmitted in the next year on a probation basis.

Parents are liable and responsible for damage and/or injury done to property or other people while their child is at school.

Emergencies

Accidents happen! We are active outside and inside during the day, and sometimes children get bumped heads and scraped knees. When a child is hurt at school, teachers will administer appropriate first aid and hugs and will complete an "Incident Report Form" to send home with the child so parents know about the accident.

In case of an accidental injury (or life-threatening condition) an immediate attempt to contact a parent will be made. If a parent cannot be reached, emergency numbers on the Enrollment form will be tried. If necessary, an ambulance or paramedics will be called. Parents are expected to assume responsibility for any resultant expense.

Children and teachers practice fire drills regularly so children will be familiar with the routine and will be able to leave the building quickly in case of fire. A specific procedure is provided for teachers and

children to follow in case of fire. The fire alarm, one continuous bell will ring. Teachers will evacuate the building and take the children to a safe area, children will be counted, and staff will notify the administrator of the class's safety by color cards. Color Cards are green- "all clear", blue- "medical attention" and red- "missing child". Evacuation plans are posted in each classroom

Severe storm and tornado drills will be conducted between the months of March and June. In the event of severe weather, the school staff will listen for directions from National Weather Service. If directed to take cover, an alarm of three short bells will sound, and children will be taken to a designated safe area within the building. All children are moved immediately when the tornado alarm sound. Children may be picked up from school if a "Tornado Watch" has been issued. However, if a "Tornado Warning" is issued, we have taken cover and will not be answering the door, our attention will be directed to keep all of the children safe.

Enrollment

J.O.Y. Preschool does not discriminate based on race, color, sex at birth, or national or ethnic origin in determining the admission of students or the administration of educational policies and programs. Age guidelines for enrollment follow the Skiatook Public School cutoff date. To be considered for enrollment into a specific program, we prefer children to be potty trained to enter the K3 and K4 programs. All new students are enrolled on a probationary basis for the first year. J.O.Y. is a private school and reserves the right to refuse entrance or continued enrollment of a family who does not adhere to the policies of the handbook, and who becomes a hindrance to the purpose, vision, and good of J.O.Y. Preschool & Kindergarten. Such enrollment decisions would be a rare event at J.O.Y. and will be initiated by the Director. Such action can be appealed to the J.O.Y. Preschool Ministry Team. Any appeal to the J.O.Y. Preschool Ministry Team should be arranged with the Chairman of the Team. An appeal meeting may be attended only by the parents or legal guardians.

Registration begins in March for the upcoming school year. Priority for enrollment will be given to returning children who are currently enrolled and First Baptist Church members. To begin the enrollment process we encourage all parents to read this handbook and be familiar with the policies and procedures of J.O.Y. Preschool and Kindergarten. Next, complete the enrollment packet.

*Return the completed application, birth certificate, current immunization record, and enrollment fee. *Pay the Book and Supply fee by the date due. *Make the first tuition payment by the date due.

Field Trips

Field trips help children discover and explore their world and provide experiences upon which they can build. During the year, the teachers have the option to plan field trips that coincide with the curriculum units being studied in the classroom. Parents will be notified before each field trip and parent support is required for each trip to ensure the safety of children. Parents accompanying their children on a class field trip are encouraged to leave younger children in childcare.

The guidelines below will be observed during all field trips of J.O.Y. Preschool & Kindergarten.

- A child must return an official signed permission to the teacher to attend the field trip. Handwritten notes, phone calls, or other substitutions will not be accepted instead of the official permission slip.

- A child must wear their J.O.Y. school T-shirt on the field trip. The shirt takes the place of name tags that could be lost.
- Teachers will have a photograph of your child wearing their school t-shirt on file with them for the field trip.
- Permission to ride in the van or other approved transportation must be approved by the parent on the permission slip.
- When traveling in the First Baptist Church vans, parents must install their child's car seat.
- Children will be loaded and counted in the church van or other approved transportation.
- While in the van or other approved transportation:
 - Seatbelts will be worn.
 - Children may talk quietly to the person beside them.
 - One sponsor may be needed to accompany the teacher in the van.
- Upon arrival at the destination children will be assigned to a designated sponsor. The sponsor will be responsible for the children's safety and protection during the trip. Each sponsor and group of children will check in with the teacher at designated times.
- At the time of departure, all children will be loaded and then counted.
- No one leaves the field trip site until all children are accounted for.
- In the event a child is unaccounted for:
 - Management and/or on-site security will be notified and an intensive search for the child will begin.
 - If the child is not located within minutes:
 - Local authorities will be called.
 - The school and church will be notified.
 - The director will contact the parents.
 - The teacher or other school official will stay on site.
 - School personnel will make arrangements for the other children to be escorted back to the school.
- All children will return from the field trip to the school in the van or approved transportation. An exception will be made **ONLY** if an attending parent sponsor has made prior arrangements with the teacher to check out their child and take him/her home directly from the site.
- In the event additional seatbelt space is needed for children, approved Parent Sponsors may be used for transporting children, other than their own. **ALL DRIVERS** must submit a **First**

Baptist Church Volunteer Application 1 week before the field trip and must provide a copy of a valid **Oklahoma Driver's License and Liability Insurance** for **EACH** field trip.

All the guidelines are designed to protect and provide a safe and enjoyable trip for the children and parents. If you have any questions feel free to contact the Director's office.

Food

Each child must bring a lunch and drink to school each day. Always label the **outside** of the lunch box or bag with your child's name. Do not send anything that needs to be refrigerated or heated. Please make "finger-type" foods the child can manage on his/her own, (except the baby room). Please limit the number of sweets in the lunch. Soda and candy are not encouraged for lunch in the box. Please send food that you know your child will enjoy. We will encourage children to make healthy choices in the food they select.

Children will not be allowed to share lunches. Open, non-sealable leftover food will be discarded and cannot be returned to the lunch box.

Snacks are provided daily for the children. We serve "peanut-free" snacks. If your child has a food allergy, please notify the teacher and the director. We try to accommodate many allergies, but cannot possibly cover all. In some instances, you may be required to provide snacks or party food for your child due to the food allergy.

Health

Only well children will be accepted at school. Please do not bring your child to school if he/she has been running a fever or has the possibility of a contagious disease. J.O.Y. does not assume responsibility for the illness or the care of sick children.

Upon admission and before the first day of school your child's immunization record and completed emergency information sheet are required to be submitted.

Precautions will be taken to safeguard the health of the group. Should a child become ill during the day, the parent will be notified and arrangements must be made to pick up the child **immediately**. If a child exhibits any of the following symptoms, they will need to be picked up: fever of 100.4 degrees or more, vomiting, diarrhea, or red/matted eyes. If your child is not well enough to go outside, he or she should not come to school that day.

Children are not permitted to attend if:

- Child has a fever or has had a fever of 100.4 in the past 24 hours. They must be fever free for 24 hours **WITHOUT** the help of medication.
- Child has vomited (2 or more times) or had diarrhea (runny or watery stool) in the past 24 hours.
- Child has a green or yellow runny nose. (Anything but clear discharge)
- Severe and/or persistent cough, where a child gets red, or blue in the face, makes a high-pitched whooping sound after coughing, or coughs to the point of vomiting.
- Undiagnosed body rash or pox, except diaper rash, with fever.
- Draining skin wounds that cannot be kept completely covered by a bandage.
- Sore throat with fever and swollen glands

- Eye discharge, defined as thick mucus or pus draining from the eye or Conjunctivitis (pink eye) without evidence of allergic reaction.
- Yellowish skin or eyes.
- Appears to be severely ill from an unexplained cause, such as extreme lethargy, irritability, persistent crying, difficulty breathing, or any other unusual signs.
- Any communicable disease.
- A quick health check will be conducted when the child is brought to school.
- If a child becomes ill while in the preschool area, parents will be notified promptly.
- If a child is being treated with an antibiotic, he or she should have received treatment for at least 24 hours before coming to school.

Prescription medications must be given to the Director, not the teacher. The request of administering ANY prescription medication must be made on a “REQUEST FOR DISPENSING MEDICATION” form and must be on file with the Director. Any time there is a change in medication or the administering of medication, a parent must fill out a new form. No prescription medication will be administered unless the medication is contained in the original container. Prescriptions must correctly state the child’s name, the name of the doctor, and directions for administering dosage on the bottle. The parent must count prescription tablets before giving them to school personnel. The school personnel will also count tablets. This will help school staff monitor the availability of medicine for each student and be able to better tell when more meds are needed. Only dosage prescribed by a physician or by the manufacturer’s recommendations will be administered. Students will be sent to the Director’s office to receive medication. If there are questions regarding the administration instructions you will be contacted by note or phone. **ATTENTION!! DO NOT** under any circumstance leave medications (even cough drops) in a child’s backpack or lunch box. This could present a potential hazard that we want to avoid.

J.O.Y. staff is not permitted to administer over-the-counter medication to children. J.O.Y. staff is not permitted to apply sunscreen to children as well. Parents must come to the school to administer such medication.

Hygiene

Babies- 2’s will have diapers changed in the classroom. Twos will have access to a restroom in the classroom. Once potty training begins all children are responsible for their bathroom hygiene. Staff does not wipe bottoms once potting training has begun, but will instruct and guide the child on the proper procedure. In the case of diarrhea, staff will assist with the clean-up procedure, then notify the parent to pick up the child. Written permission is required to apply diaper creams to infants.

Parent Involvement

Parents are encouraged to participate in their children’s activities. J.O.Y.'s doors are always open to parents so that they may come and go whenever they wish to observe the activities in their child’s classroom. Parents’ observations, comments, and suggestions are always welcome. If you would like to

volunteer a completed First Baptist church Employment/Volunteer Application must be submitted one week before the event.

Program

The J.O.Y. program has been planned to aid your child in his/her intellectual, emotional, social, physical, and spiritual growth. Your child will participate in a variety of developmentally appropriate activities. These activities vary but often include the following: Art, Music, Physical education, Blocks, Health, Science, Poetry, Chapel, Stories, Field Trips, Bible Stories, Bible Memory Verses, Dramatic Play, Outdoor Play, Free Play, Language, and Reading Readiness, Puzzles, and Manipulative, Fine and Gross Motor Skills, Math Concepts, Christian Concepts, and lots of Special Loving Care.

Nap Time

Children in our Ones-Twos class will have a rest time following the afternoon recess. JOY will provide a mat and cover. The mat will be stored and cleaned daily. Any rest-time friends will be stored in the child's backpack. *Written permission is required to swaddle children.*

School Closing

We will follow the same policy as Skiatook Public Schools for holidays, breaks, and closing due to bad weather. Check your TV for school closings

School Pictures

A professional photographer will come to the school in the fall and in the spring. You will be notified of "picture day" by your child's teacher and in the school newsletter.

Signing In and Out Daily

You need to accompany your children to the door when they arrive at school each day because teachers have no way of knowing that the child has entered the building, therefore, the child is unsupervised. **WE MUST HAVE A RECORD OF EACH CHILD WHO IS ATTENDING ON A PARTICULAR DAY** within the BRIGHTWHEEL APP

It is equally important for our staff to sign your child out each day. **WE MUST HAVE A RECORD OF WHO PICKED UP EACH CHILD AND AT WHAT TIME** within the BRIGHTWHEEL APP. Children will only be allowed to leave school with persons listed on the "Pick-Up Record" that is on file. **CHILDREN WILL NOT BE RELEASED TO PERSONS NOT ON THE LIST**, we reserve the right to request identification from anyone desiring to pick up a child from J.O.Y. If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order of Final Judgment on file in the office.

In the event of an emergency, you must call the J.O.Y. office and give the name, relation, and description of the person being sent to pick up your child. Upon the arrival of that person, they must go to the J.O.Y. office and show a valid photo ID and receive permission to pick up the child.

Staff

A competent Christian Staff has been chosen to give loving, gentle care to your preschooler. These teachers have chosen to teach in the learning center because of their love of children and their enthusiasm for teaching your children. Many of our staff, including assistants, have college degrees, and all have experience with young children. Our staff attends regular devotions, and staff meetings, and continues their education by attending training workshops offered by professional education organizations. Our staff has completed sexual abuse awareness training, and trauma awareness training, and passed background checks.

Toys

The children play with school toys at school and their toys at home. The toys at school belong to all the children and we share these toys. When a child brings a toy from home, he/she is reluctant to share it; therefore, except for toys that serve as a security item, children are asked not to bring toys to school. Security toys should be properly labeled.

Tuition

Tuition is prorated over 9 months. Tuition is due by 3:00 pm on the 5th of the month. A **\$15.00 late fee** will be charged for payment not received by 3:00 on the 5th of each month. A child's continued enrollment is contingent upon timely tuition payments. Tuition is non-refundable. **Your first payment is due August 5th and the final payment is due April 5th.** There is no deduction for absences or months with holidays or breaks. A **\$30.00 fee** will be charged for all returned checks. Delinquent accounts may result in dismissal from school. Accounts will not be allowed to go over one month past due.

There is a non-refundable Book and Supply Fee due at the time of enrollment. This fee covers curriculum books, supplies, and school t-shirts.

Withdrawal

A 30-day notice is required for withdrawal from J.O.Y. Preschool and Kindergarten. If a student is withdrawn from classes with less than 30 days' notice the amount of one monthly tuition payment will be due.

J.O.Y. Preschool & Kindergarten

Fee Schedule

Enrollment Fee

Due at Time of Enrollment
Before August 1st-\$100
After August 1st-\$150

Book and Supply Fee

Book and supply fee must be paid by August 5th
The books and Supply fee covers All curriculum, art supplies, snacks, and school t-shirts.

Babies –K4 Program
\$130
Kindergarten Program
\$205

Tuition

Babies-K4 Program
2 Day-Tuesday and Thursday, (8:30-1:30) \$175 a month
3 Day- Tuesday, Wednesday, Thursday, (8:30-1:30) \$225 a month
Kindergarten Program
4 Day-Monday, Tuesday, Wednesday, Thursday (8:30-2:00) \$300 a month

Family discount = A 10% discount is given for the entire school year tuition if paid in full by August 5. Families with more than one child enrolled will pay full tuition for the first child and receive a 10% discount for tuition for each child thereafter. Only one discount per family. Enrollment and Book & Supply fees are not eligible for discounts.

PLEASE NOTE

Tuition is payable in 9-month payments beginning August 5th and ending April 5th. Your child's placement will not be guaranteed if your first tuition payment is not made by August 5.

NO EXCEPTIONS. All subsequent payments will be made by the 5th of the month. All payments not received by 3:00 pm on the 5th of each month will be charged a **\$15 late fee**. Accounts 30 days past due will be subject to withdrawal. All returned checks will be charged a **\$30 fee**.

NOTE: All fees are subject to change and are **NON-REFUNDABLE** except where students are not accepted by the school due to classes being filled, failure to meet entrance standards, or parents who move out of the Skiatook area. For these cases, fees will be refunded according to the following schedule: If written notice is received within 30 days before school opening 100%, 20 days before school opening 50%, Fewer than 20 days before school opening 0%

J.O.Y. Preschool and Kindergarten Policies and Financial Agreement

To assure that parents clearly understand the procedures and policies for the J.O.Y. Preschool and Kindergarten, we ask all parents to read the policies in the Parent Handbook and also to check off the following important items. *Complete and return to the classroom teacher.*

**ALL OF THE FOLLOWING POLICIES DESCRIBED ARE LISTED IN THE
PARENT HANDBOOK FOR YOUR INFORMATION AND REFERENCES.**

Mission Statement

“J.O.Y. Preschool and Kindergarten, a ministry of First Baptist Church, exists to partner with parents to provide a Christ-centered spiritual and academic foundation.”

STATEMENT OF COMMITMENT

- 1. We, as parents, have read the J.O.Y. Preschool Mission Statement above and understand that by enrolling our children at J.O.Y. we are entering a partnership with J.O.Y. in the training and education of our children.

- 2. I agree to comply with the rules and regulations of the J.O.Y. Preschool and Kindergarten regarding fees, withdrawals, health, and other items specified in the Parent Handbook issued by the school each year.

TUITION AND PAYMENT

- 3. An enrollment fee must accompany enrollment forms for each child. This fee reserves a placement for my child. This fee is not a part of the tuition and is **NON-REFUNDABLE**.

- 4. A **NON-REFUNDABLE** Book and Supply fee is due according to the program my child is enrolling in.

- 5. Tuition payments are due by 3:00 pm on the 5th of each month, August through April, for a total of 9 payments. The tuition payment remains the same regardless of vacations, breaks, or holidays that may occur.

- 6. A fee of \$15.00 will be charged for payments not received by the close of school on the 5th day of each month. A child’s continued enrollment is contingent upon timely tuition payments. Arrangements should be made to keep the tuition payments current.

- 7. A Late Pick-Up fee will be charged in the amount of \$10.00 per 10 minutes per child beginning 10 minutes after official class dismissal time.

- 8. A \$30.00 fee will be assessed for returned checks.

- 9. There is no reduction of fees for vacations, bad weather days, or absences. Please consult with the Director in case of unusual circumstances.

__10. Notify the Director **ONE MONTH IN ADVANCE** before a child needs to withdraw from J.O.Y. Preschool and Kindergarten. **Parents are required to pay for the month regardless of when the child leaves school.** The month's advance notice allows time to process applications for those children on the waiting list.

SAFETY AND SECURITY PROCEDURES

- __ 11. Parents must walk into the building with their children each day, make certain the teacher knows he/she is there, and sign the child in.
- __ 12. Parents or an authorized adult (must show identification), will pick up a child at the designated area, inform a teacher that the child is leaving, and sign the child out.

MEDICAL AND EMERGENCY PROCEDURES

- __ 13. Parents should keep children home with the following: fever, diarrhea, or vomiting in the previous 24-hour period. Children too ill to participate in the full program, including outside play, should be kept at home.
- __ 14. Prescription medication must be taken to the Director's office and the "Request to Dispense Medication" form must be completed.

ITEMS NEEDED FOR EACH SCHOOL DAY

- __ 15. Parents should send a lunch and drink for their child each day. Napkins, forks, spoons, and cups should be in the lunch box. J.O.Y. does not provide meals.
- __ 16. All children need to keep a complete change of clothes in their backpacks at all times.

MISCELLANEOUS

- __ 17. Parents need to inform the Director of changes in address, phone number, employment, emergency information, or any changes in family situations.
- __ 18. If, after a reasonable period, it is found that a child is unable to adjust to the program of J.O.Y. Preschool and Kindergarten, the school reserves the right to request the withdrawal of the child. This decision is left to the discretion of the Director.
- __ 19. If I would like to volunteer in the class and assist with special school activities, I must complete a First Baptist Church Volunteer/Employment application one week before the event and pass a background check. The application will remain in effect for the entire school year.

I (we) have read the above-stated policies, and I (we) understand and agree to abide by them. I (we) also understand that we will receive a Parent Handbook on or before the first day our child attends and that it contains further descriptions of the above policies as well as other necessary information. I (we) also understand that from time to time the J.O.Y. Director may implement or change policies as needed and understand that I (we) will be notified of such changes. I (we) agree to abide by these rules and regulations.

Signature of Parent or Guardian _____ Date _____

Child's Name _____ Date _____

8/2023