

Joyful Noise Preschool Handbook

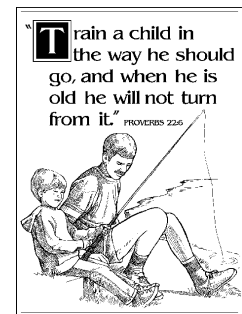
June 2017

MISSION

Our mission is to teach young children about God's love and His plan of salvation; to guide them in applying their faith to life and in sharing that faith with others; to provide them with spiritual, emotional, and educational support; and to develop an educational foundation for future learning.

PHILOSOPHY

Our philosophy is to foster the Christian development of the whole child: spiritually, emotionally, socially, physically, intellectually, and creatively.



OBJECTIVES

- To provide a Christ-centered learning environment.
- To provide the basics of Christianity in a caring, gentle manner.
- To minister to the whole child including his/her mental, physical, emotional, social and religious needs.
- To help the child learn to serve and love others and thank God for His many blessings.
- To provide an opportunity for the child to develop socially with other children.
- To provide meaningful play experiences that contribute to the

developmental needs of the child.

- To provide an educational foundation on which future learning experiences can be based and to foster readiness for kindergarten.
- To provide the child with opportunities to act and think for him/herself and develop a degree of independence.
- To help the child develop an interest in the world around him/her.
- To foster in the child the idea that learning can be exciting and FUN!
- To serve as a mission outreach to the community.

ENROLLMENT

Joyful Noise admits students ages 3-5 years of any race, color, national, or ethnic origin to have all the rights, privileges, and activities generally accorded or made available to students. It does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, admission policies, and other school administered activities.



Joyful Noise requires that students who enroll must:

- be at least three years old by September 1st.
- be toilet trained.
- be able to separate from parent.
- be current on all immunizations and must give a copy to be filed.
- completely fill out all required forms and turn them into the

office.

- pay the registration fee upon enrollment.

REGISTRATION

A non-refundable fee of \$50.00 is required at the time of registration and does not apply towards tuition. This non-refundable fee guarantees your child a place in the preschool class or waiting list. Registration for your child is complete when the fee and registration form have been received.

CLASS SCHEDULE

Joyful Noise Preschool offers one program for 3-5 year olds which meet September through May. The three day program meets Tuesday, Wednesday and Thursday from 9:00-11:30. We will follow the Hudson School District for days open, unless otherwise indicated.

Class size is limited. Students will be enrolled in the order that completed registration forms and fees are received in the office. Once enrollment is filled, a waiting list will be made. Families on the waiting list will be contacted as soon as space is available for their child.

TUITION

The monthly tuition fee for the three day program is \$165 for

members of Emmanuel Lutheran and \$185 for non-members. Tuition must be paid by the first day of each month. **Checks should be made out to Emmanuel Lutheran Church.**

Delinquent payments will be addressed by the Board of Education at Emmanuel. Consistent failure to make payments on time will result in a request to withdraw the child from the program.

Families with more than one student enrolled for the same year, regardless of class level, receive the following discounts:

- 2 student families will receive a 20% discount for the younger student
- 3 student families will receive a 20% discount for the younger student and a 30% discount for the youngest student

At least two weeks notice must be given before the child is withdrawn from the program. If no notice is given there will be no refund of pre-paid monies.

No refund will be given for days when children do not attend due to illness. There is no fee reduction for holidays or snow days.

DISMISSAL POLICY

At the discretion of the teacher and administration, a parent may be requested to withdraw their child for these or other

reasons:

- If the child does not make the proper adjustments to preschool, or is considered in any way to be a detriment to the other children or preschool program.
- If the special needs of a child cannot be met after a trial period.
- Physical and/or verbal abuse of staff or children by parent or child will not be tolerated.
- If medical or immunization records are not current.

ARRIVAL AND DISMISSAL

Our school doors open at 8:45. We ask that an adult accompany the child to the classroom. Children are to be picked up in the classroom by an adult, immediately following class dismissal. If someone else will be picking up your child from school, please notify the teacher in advance in writing. Your child will only be released to those designated on the registration form. Children must always be picked up inside the building. A late fee will be charged if your child is not picked up in a timely manner.

GUIDANCE POLICY

The reason we discipline children is to help them learn to love their Lord. Therefore we do have rules and expect appropriate behavior from everyone. Respect for those in authority is necessary. Teachers will tolerate actions acceptable for certain levels of growth, channel actions when necessary,

and finally, stop any behavior that interferes with the orderly progress of the Preschool.

Guidance will be through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control, self-respect and cooperation among children. This guidance plan will help teach a child to solve his or her own problems with love and support.

Corporal punishment will not be administered under any circumstances even if permitted by parents. Punishment that is humiliating or frightening to a child, such as hitting, spanking, twisting, slapping, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training and other forms of physical punishment, are prohibited and will never be used, even at the request of the parents.

Parents will be contacted and consulted in the event if there are persistent problems. If the child exhibits uncontrollable behavior or threatens his own safety or the safety of others, his parents will be called to pick him up immediately.

Parent conferences may be helpful in solving some behaviors. If our program cannot adequately fill the behavioral needs of a child, the teacher may decide to dismiss the child from the program after consultation with the Administration and the parents of the child.

DRESS

Children should come dressed comfortably. We will be doing a lot of physical and art activities and we do not want them to worry about getting their clothes dirty. No flip-flops should be worn during the school day. Each child will need to have an extra set of clothes to be left in their backpack for emergencies. Please label all clothing with the child's name or three initials.

ILLNESS

We cannot provide preschool for a child with any of the following symptoms:

- Fever of 100 degrees or more
- Severe diarrhea within the last 24 hours
- Pinkeye
- Strep throat (must be on medication for 24 hours before returning to school)



If your child has any of these symptoms, please do not bring him/her to school. If your child develops any of these symptoms during the day, we will call you immediately.

Please notify the school of any contagious disease or illness your child may have, so we can notify other parents that their children may have been exposed. Immunization records must be kept on file and updated regularly. No medicines will be administered by the teacher.

MEDICAL EMERGENCIES

In an emergency, the teacher will administer the needed first aid for minor injuries. If it is necessary, paramedics will be called. Parents are financially responsible for the emergency services, including but not limited to ambulance and emergency room costs. Joyful Noise Preschool is covered with the appropriate liability insurance from Church Mutual.

PARENT-TEACHER CONFERENCES

Conferences will be held in fall and spring to discuss your child's progress. Parents are welcome to talk with the teacher anytime if you have concerns about your child.

SNACKS

The school will provide a daily nutritious snack for each session.

Birthday treats are welcome. Please make arrangements with the teacher.

Please be sure to let the teacher know if your child has any food allergies or special dietary needs.

SNOW DAYS AND CANCELLATIONS

In case of extremely bad weather we will follow the decision of the Hudson School District. If you hear announcements on radio or TV that Hudson



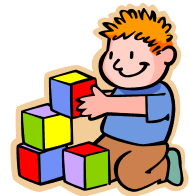
has canceled classes, that will also include Joyful Noise Preschool. If the schools are running two hours late, there will be no preschool session.

VISITING

Parents are welcome and encouraged to visit our program at any time. Parental input is valued as we continue to build and improve the quality of the program.

CURRICULUM

At each session, the children will participate in structured and unstructured activities.



Through Bible Time the children will learn about Christianity through Bible stories, Bible verses, Christian songs, and prayers. By teaching the Bible through fun activities, children will find joy in learning God's Word and will share their love for the Lord with others.

Critical thinking will help children develop listening and comprehension skills through teacher lead discussions that match the theme or letter of the week. They will also develop a sense of time and order as they use the calendar to record days, months, and seasons.

Fine motor skills will be developed by the children by using scissors, crayons, markers and other art mediums. There will be

time to explore rhythm instruments, nursery rhymes, finger plays, games and other manipulatives

Free Play in the different centers of the preschool will provide the children with many opportunities to learn through active involvement and social interaction. Some centers will change periodically to match the theme of the week.

Outside/large motor play will be games and play designed to improve large motor skills such as parachutes, rubber playground balls, and playground equipment. The children will learn to hop, jump, skip, run, and walk by using their large motor muscles.



Small group time will give children more individualized instruction.

Large group time will be teacher led activities, projects, and stories.

TOYS FROM HOME

Children are discouraged from bringing toys or personal items from home to school unless it is for show and tell. Personal toys from home may cause problems, and we cannot ensure that the toy will not be broken. The preschool room is equipped with many toys for everyone to use. If your child has a "security toy" which he/she wishes to bring to school, he/she will be asked to keep the item in their backpack while school is

in session.

FIRE AND TORNADO PROCEDURE

Fire evacuation and tornado shelter plans will be posted by classroom exits. Fire and tornado drills will be held on a regular basis.

ORGANIZATION/CONTROL

Emmanuel Lutheran Church, through the church council, operates Joyful Noise Preschool. The Board of Education is responsible for enforcing the policies Joyful Noise Preschool. The pastor is responsible for spiritual leadership. The church council makes the final decisions regarding school policies. Full and final control is vested in the congregation's voter assembly.

ADMINISTRATOR/DIRECTOR/TEACHER

The Joyful Noise Preschool Program Director is responsible for all staffing needs and implementation of curriculum. Ann Winkler is the director of the program. She graduated from Dr. Martin Luther College of New Ulm, MN with a Bachelor of Science degree in education. She is licensed to teach in the primary grades. Mrs. Winkler has over thirty years of experience working with young children in the classroom.

WAYS PARENTS CAN HELP

- Teach your child self-reliance. Encourage him to do things for himself.
- Confer regularly with the teacher about your child, but refrain from discussing the child in his presence.
- Take an interest in the school and whatever your child brings home.
- Take time to listen to you child's daily experiences and discuss them with real interest.
- Build up in your child a wholesome, friendly attitude toward the teacher.
- Live, work, and play as a family group.
- Report any upsetting experiences that you think will help the teacher to better understand the child.
- Attend parent/teacher conferences.
- It is very normal for a child to feel distressed when he is separated from the parent. Crying is a very normal reaction for most children at some time or another. A quick exit after setting the child in his/her room is the best remedy. If the crying persists after an abnormal amount of time, you will be notified.
- Parents are welcome to serve as volunteers.

EMMANUEL LUTHERAN CHURCH

If you are looking for a church home, we extend a warm welcome. We would love to have the opportunity to share with you the joyful ministry we have at Emmanuel.

Emmanuel Lutheran Church has a membership of about 130 souls. The Sunday worship service is 9:00 AM. During the school year, Sunday School and Bible Class for all ages begins at 10:30 AM.

Emmanuel offers many opportunities to grow in the grace and knowledge of our Lord and Savior Jesus Christ. This includes a Wednesday morning Bible Class, Confirmation Class, and a non-committal Bible Information Class for all adults that are interested in reviewing for themselves the basic teachings of the Bible and/or becoming members of Emmanuel. If you are interested or have questions, please speak with the Pastor.