



Christian Early Learning Center

PARENT HANDBOOK

DIRECTOR: AIMEE BURNS

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Joyful Noise Handbook

Director Education and Experience

- ☺ Master's Degree from Ball State University in Applied Behavior Analysis in Autism
- ☺ Bachelor Degree in Sociology with a concentration in Social Work and a Human Development Minor
- ☺ Married for 15 years and have three children ages 7,10 and 12
- ☺ YMCA Childcare Coordinator of Carroll County YMCA
- ☺ Taught preschool in my home, worked in childcares and youth programs through college and Covenant Seminary in MO and Inner City Chicago, IL
- ☺ Taught Special Education at Carroll High School and interned at Carroll Elementary
- ☺ Certified Infant/Child and adult CPR and first aid
- ☺ Universal Precautions trained

Joyful Noise Philosophy

It is my hope that your child will learn through Christian values, while also being inspired to grow and learn in the world around them. It is our desire that we will not just be another childcare and early learning center, but we will be part of modeling how to love and serve the community at large.

Joyful Noise Statement of Faith

Please See Appendix

Joyful Noise Purpose

To create a loving and safe environment for children whereby we can support and encourage parents in helping their children grow and develop.

Joyful Noise Mission

Our mission is to inspire children to grow spiritually, emotionally, socially and cognitively while developing a life- long love of learning through play, creativity, movement, music and exploration.

Fire, Tornado and Man Made Emergency Drills and Policies

All rooms will have daily attendance records placed in folders by every exit door. Folders are to be taken out during any drill or emergency evacuation.

Fire Drill (to be conducted once a semester)

Infant/Toddler Room

During the fire drill or in case of a real fire emergency:

The door to the west of the room will be used as an evacuation door.

All staff and children will meet beyond the fence and on the walking trail of the Park.

Preschool Room

During the fire drill or in case of a real fire emergency

The door to the west of the room will be used as an evacuation door.

The teacher will lead children out of the door and out the gate of the playground to the walking trail beyond the fence.

Children with disabilities

Any child with a physical disability will have a specific staff person in charge of evacuating that child during a drill or real emergency occurrence.

Tornado Drill (to be conducted once a semester)

During a tornado drill or in case of a real tornado all children will be taken into the locker rooms of the Carroll County Community Center. Children will be instructed to sit down facing the wall.

Man Made Drill (to be conducted once a school year)

All building lock down (Staff will double check all doors that they are locked)

Children will be moved to a secure location away from doors and windows.

Police will be notified

Parents will be notified as soon as possible and children will be released to parents as soon as police give permission for lock down to be removed.

Payments and Fees

Registration Fee for incoming children is \$25.00
Every child must have a registration form on file

Payments

Statements for each child will be placed in the child's cubby on the first of the month. You may pay all of the statement charge or half within 5 days of receiving your statement. If not payment is made a \$10 charge will be added to your bill for the month. By the third week of the month all statements must be paid in full or a charge will occur.

All payments are to be made by check or money order. IF you pay cash the risk at your loss. Any bounced check will incur a \$25 charge.

Fees (daily rate)

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| Preschool (3 years through 6 years of age) | \$9/day for the 2016/2017 school year. \$10/day for the 2017/2018 school year. |
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Pick Up Policies

Drop Off

The parent or guardian must sign in each child

Pick Up

Children will only be released to the approved guardians or the listed individuals on the child's registration pick up list. Every child will be given a code that must be written down on the sign out sheet by the approved guardian picking up the child. If the child is being picked up by an individual that the staff does not know (even if on the registration pickup list) that individual must know the code of that child in order for the child to be released. Under no circumstances will a child be released to an approved guardian if the staff suspects the use of drugs or alcohol has been consumed or present.

Late Pick up

It is important that all families remember that the staff at Joyful Noise have families to go home to also. Being curious and respectful to the assigned time for pick up is the respectful thing to do. Variance will be given in case of emergency beyond your control. Please contact immediately. An emergency consists of an accident or other serious incidence.

Children will be expected to be picked up at noon If a child is not picked up a half hour after recorded pick up time and the staff have not been notified by the child's parental guardian the police will be contacted. A late fee of \$5 will occur if you are more than 15 minutes late after the first grace period. (we will give you one time to not be on time).

Child Sick or Vacation Days

Joyful Noise will expect payment monthly or bi-weekly whether your child attended or not. Excessive absences will require a meeting to discuss payment.

If your child misses a day due to a family outing or emergency, you may make up that day within the month. **This does not include sick days or vacation days over one day..**

Closings and Shut downs

Holiday closings:

Families do not pay on planned Joyful Noise Holidays or breaks (Thanksgiving, Christmas, Fall and spring Breaks)

The Joyful Noise Christian Early Learning Center will follow the Carroll School Corporation Calendar for Holidays, Fall and Spring Breaks. (To exclude random built in snow days or Teacher Development Days)

In the occurrence of a Fog Delay, JN will open 1 hour later.

Fall Break: October 24th-28th

Thanksgiving Break Wed and Thursday

Christmas Break December 26th-Jan 1st Classes resume Jan 2nd.

Spring Break

We will be open Presidents Day

Weather Related Shut Down

The safety of our families and children is important to the center. If the weather conditions are considered hazardous by the local weather alerts (See WLFI) the center will close for the day. If circumstances out of the centers control such as power, water or structural damage to the building is deemed unsafe the center will shut down until safe to reopen. All families will be notified via email and will appear on social media. Joyful Noise will follow the Carroll school systems weather cancelations.

Termination of Services Policy

All payments are do as expected and signed in the Joyful Noise Payment Contracts. Continued occurrences of non- paying will result in termination of the Joyful Noise services to your family. It is our joy to help families with childcare needs. Please contact the director immediately with any problems concerning payment.

The Joyful Noise Christian Early Learning Center will not discriminate against any child according to race, ethnic background or disability. If a child in the center has behavioral, mental, or physical serious concerns and all sources within the county for assistance have been inquired of an implemented in order to give the child the best quality of life but a vital threat to the child,

other children and/or staff seems prominent than a meeting will be called to discuss termination of the child in the program.

Discipline Policy

At Joyful Noise we believe that training a child using positive reinforcement of correct behavior can help children learn to monitor their own behavior and seek to do what is right. The Bible encourages us to train our children in the way they should go so they do not depart from is right. Proverbs 22:6

At the preschool level, children will work with a behavior chart that will help them learn to monitor their own behavior. The child will begin each day on green (ready to learn) and will move up or down the chart based on their behavior. (rainbow chart, purple=excellent choice and red=tell a parent) The child will be asked to move their own clip up or down as being asked. It is our goal that we seek to find the good behavior that children are doing throughout the day and reinforce that behavior as often as possible. Studies show that children that are encouraged in the correct behavior learn faster as to what to expect and how to grow and learn in the world around them.

If the child uses behavior that harms another child, they may be asked to take a time out away from the activity around them to think about their actions. We will teach children to apologize and seek forgiveness from the child that was offended.

At the nursery level children will begin to learn a simple behavior chart but more importantly our staff will use methods of redirection, positive reinforcement, encouragement and age appropriate time out for behavior that may harm another child. Time out will consist of 1 minute/age of child. At this development level it is important that the child is shown and taught the correct way to behave. Toddlers struggle to see the world around them and can be very egocentric. This is a normal part of development and the staff will be trained to understand this development level.

Curriculum

The Joyful Noise Curriculum will be based on Christian values and also on state standards to help the child grow and learn and be prepared for Kindergarten.

The Christian Curriculum called The Story, will focus on learning about Jesus, the Old and New Testament, Bible songs, memory verses and how to grow spiritually and be an influence to others.

The Creative Curriculum and Plan-IT, will be the curriculum used to help each child ages three through Pre-K to be prepared both emotionally, physically and cognitively as they enter the school age. The curriculum will differentiate among age and ability. An assessment of the child's ability will be conducted by the director of Joyful Noise every fall and spring in order to help determine the resources and appropriate placement in the program that will best fit the child.

Typical Activities

Singing, dancing, pretend play, games, stories, crafts, outdoor time, exploration, small group time, large group time

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, and puzzles.

Crafts: painting, water coloring, chalk, play dough, gak, coloring,

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children.

Dramatic play: Dress up, kitchen toys, role playing, puppetry, etc.

Outdoor play: (Weather Permitting) Climbing, riding toys, running, ball playing , toys, trucks and buckets.

Exploration play: counting objects, measuring tools, science fun telling time, manipulatives

Bible Time: stories, crafts, worksheets, memory verses, songs

Special Days: Include Birthdays/holiday parties, getting ready for holidays

Morning Schedule (Times are flexible)

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| 8-8:30` | Arrival and planned one on one writing skills and free play |
| 8:30-8:50 | Music and Movement |
| 8:50-9:00 | Bathroom Break and prepare for choice time |
| 9:00-10:00 | Choice Time (Exploration, Dramatic Play, Art, Small Group)_ |
| 10-10:30 | Clean up and Snack Time |
| 10:30-11:00 | Outdoor Play or Gym Time depending on weather |
| 11-11:20 | Alone Reading Time |
| 11:30-11:45 | Bible Story and Learning Time |
| 11:45-Noon | Wrap Up and prepare to go home |

Snacks

Parents have the option of signing up for snacks. This is a voluntary act. If there is a day that someone has not volunteered for snacks JN will provide a healthy snack. We ask that you do not bring sugary snacks like cupcakes and cookies with frosting unless it is a special occasion. We will provide milk, water or juice.

Holiday Fun

Joyful Noise will celebrate the following Holidays and will appreciate any fun snacks that would like to be donated for these designated days. Thanksgiving, Christmas and Easter

