

J.O.Y. PRESCHOOL

375-6594 ext. 213



Four Year Old Handbook

Hartland Baptist Church
349 Main Street,
Hartland, NB E7P 2N1
e-mail: joy.preschool@hotmail.com
Facebook: J.O.Y. Preschool

4 YR. OLD J.O.Y. PRESCHOOL HANDBOOK 2020-2021
NB Licensed Facility

Preschool Classroom 375-6594, extension 213
Email joy.preschool@hotmail.com
Facebook J.O.Y. Preschool

Administrative Structure

Lead Teacher	Lynn Hatfield	375-4726 (Home)
Teacher/Administrator	Rebecca Libby	375-8770 (Home)
Board of Directors	<i>(Refer to the Preschool bulletin board)</i>	
Secretary	Sherry Atwater	375-4302 ext. 210

September 8th – Preschool begins.

Applications must be accompanied by a nonrefundable \$25.00 registration fee.

The application and registration fee may be dropped off one of the following ways:

- At the office. The office is open mornings only during the summer months. Please phone ahead to make sure Sherry is in the office.
- Mailed to **J.O.Y. Preschool, 349 Main St., Hartland, NB E7P 2N1**

FINANCIAL POLICY

This program operates solely on tuition payments. These payments reserve a class space for your child. Each child's space is held by keeping payments up to date. If your account is not kept up to date, you may risk losing this space for your child. The tuition is \$25.00 per week for each student (a total of 36 weeks). Payments **must** be made **in advance**. For example, please pay for the month **before** it starts, **not after** it is over. For your convenience, a monthly payment schedule is included along with the school calendar on page 6 of this handbook. Please note: if the preschool should need to temporarily close, payments would need to be kept up to date to reserve your child's space.

Payment methods: 1) E-transfer to HBCfinance@rogers.com Under Security question please use: **School's name?** Answer: **JOYPRESCHOOL**

To ensure your payment is credited to the proper account, please add your name and/or your child's name in the comments section.

- 2) Cheque - Postdated cheques are accepted. In the case of postdated cheques, each receipt will be issued on the date of the cheque. Any bank fee charged, due to a cheque not clearing, will be added to your account.
- 3) Cash

A two-week notice must be given if your child is unable to complete the program. Please notify the teachers immediately so this space could be made available to another student. Paid advance tuition will be returned only when notification of last day is given.

The secretary is available to receive payments during the following hours.

Monday, Wednesday, Friday	9:00-12:00
Tuesday	9:00-12:00 and 1:00-3:00
Thursday	9:00-12:00 and 1:00-4:00

If the secretary is not available, payments may be given directly to a preschool teacher **in a sealed envelope** labeled **tuition, child's name and amount paid.**

Since this preschool is a ministry of the Hartland Baptist Church, Bible stories and songs will be used throughout the year to help accomplish the aims and program outline listed below. On this basis, as much as possible, our preschool program and aims support the NB Curriculum Framework for Early Learning and Childcare-English.

Parents may access the curriculum framework and supporting documents on line at <http://www.gnb.ca/0000/ECHDPE/ELCCCurriculum.asp>

PRESCHOOL PROGRAM

The basic purpose of our curriculum is to provide your child with an opportunity to play and work with a variety of materials in activities that stimulate the development of their thinking process, physical well-being, social interaction, and spiritual awareness.

Each daily session will be divided into times for guided social interaction, creative activities, stories, songs, gym time, and snack. We are in contact with Kindergarten teachers of the public school system discussing skills children will need to be prepared for Kindergarten. As a result we will encourage color and basic shape recognition, as well as number and alphabet recognition and printing through a variety of fun activities. Emphasis will continue to be placed on your child's social development: getting along with others, sharing, developing oral language skills, and expressing their feelings, ideas and understandings.

PRESCHOOL AIMS

1. To encourage your child to become a good playmate – constructive, thoughtful, focused, respectful, and creative.
2. To guide your child toward self-discipline and self-control.
3. To heighten your child's awareness of God's love to each one of us and encourage your child's love for God, for family and others.
4. To encourage your child's understanding that the Bible is the word of God and that it is practical and important.
5. To further your child's mental, physical, spiritual and social growth by providing a program that will challenge and encourage his/her highest potential.

J.O.Y. PRESCHOOL GENERAL INFORMATION

COVID-19: We are mandated to follow the regulations set up by the Department of Education and Early Childhood Development and by Public Health. Since these guidelines and protocols are updated on a regular basis, we will share this information in detail as we approach our opening in the Fall.

1. WHAT TO BRING AND HAVE LABELED:

TO LEAVE AT SCHOOL:

- A regular package of Crayola crayons. (No more than 8–16 crayons). **No markers or pens please.**
- A long sleeve paint shirt a couple of sizes bigger than child's size that covers their clothing well is best. A stiff plastic shirt, such as Ross Craft, is difficult to work with.
- 2 purple or blue glue sticks and a bottle of white glue.
- Indoor sneakers (non-marking outsoles, **velcro closure**).
- If you feel it is necessary, please send a change of clothes in a bag labeled with your child's name, but children must be toilet trained.
- 2 Rolls of Paper towels
- **Please note ~ Scissors will be supplied by the school.**
- Community Mask (in a sealed Ziploc bag labeled with your child's name)

These supplies may be brought to the Open House on Sept. 3rd between 5:00 and 7:00 p.m.

This is an opportunity for students to view their classroom and meet their teachers.

EACH DAY:

- A book bag that is **large** enough to hold their lunch box, Scholastic book order forms and art work.
- A **light, healthy** snack (half sandwich or cut-up vegetables or fruit peeled in a container ready to eat and small drink). Drinks should be in reusable plastic drink box. This works best for this age group. Please **No Pop, Gummy Bears, Fruit Rollups, etc.**
- Must have an ice pack for lunch box.

****Please make sure that everything (each crayon, sneakers, boots, jackets, back pack, lunch box, community mask, etc.) your child brings is clearly labeled with his/her name.****

WHAT NOT TO BRING: knives, guns (toys or real), markers, pens, gum, unnecessary money, scary toys, any type of action toy that promotes fighting/violence.

2. TRANSPORTATION: We will **not** be responsible for providing transportation for your child. Due to COVID-19, it is encouraged that only one adult per family be responsible for the drop-off and pick-up of your child at preschool. If someone other than the regular person is to pick up your child, please inform the teacher of the change prior to dismissal. Please ensure this is done by phone not email as we do not have time to check emails while children are present. Please note that it is legal for either parent to pick up his/her child unless we have a copy of a court order restricting visitation. ****Before preschool begins, we will plan an Information Session that will outline the up-to-date regulations regarding COVID-19 drop-off and pick-up policies.**

3. HOURS OF OPERATION: The Preschool program will run on **Tuesdays** and **Thursdays**. The morning class will **begin** at **9:00** and will be dismissed at **11:30**. The afternoon class will **begin** at **12:30** and will be dismissed at **3:00**. Drop-off and pick-up procedures will be updated closer to September to reflect COVID-19 protocols.

4. SCHOOL CLOSURES: If the schools in the Anglophone West District are closed due to holidays or storm days, the preschool will be closed. Cancellations will be announced on CJ104 FM and on our J.O.Y. Preschool Facebook page. **The preschool is not closed when the public school is holding teacher development days**, however there may be 2 preschool teacher development days during the year. You will be notified of these in advance.

5. ABSENTEEISM: If your child is unable to attend for any reason, parents/guardians are required to notify the preschool before class begins, either by phone or email. Please provide the reason for your child's absence, as this is a provincial requirement.

6. SICKNESS: We want to avoid epidemics as much as possible, so **we request that you keep your child home if he/she has a bad cold, fever, two or more COVID-19 symptoms, or any infectious disorder**. Please refer to the Exclusion Reference Guide for a list of conditions and exclusions. If an exclusion form is required, it is available from our staff. In case of sickness we will notify you by phone and you must pick your child up from school within **one hour**.

7. ADMINISTRATION OF MEDICATION: **No medication other than an Epipen – sent by you for your child - will be administered at J.O.Y. Preschool.**

8. CHILD GUIDANCE POLICY: Positive child guidance methods are employed at our facility as mandated by The Early Childhood Services Act, 49(1) and 49(2). Staff will encourage, model and support positive behaviours and employ positive prevention strategies. Through these strategies children will be provided with opportunities that encourage positive interactions and appropriate behaviours. Children will understand and respect classroom guidelines and limits, be provided with age appropriate choices and encouraged and supported in building relationships and trying new experiences. At times, positive intervention strategies such as redirectives, choices with limits and discussions and problem solving with a staff member may be needed to help a child gain self-awareness, control and confidence in their abilities. In some instances parents may be contacted to discuss concerns that may arise.

9. FIELD TRIPS: Due to COVID-19 field trips are not permitted. If this regulation should change, and we are able to plan a field trip, you will be notified in advance of the outing.

10. PHONE: For immediate concerns during class time please call 375-6594, ext. 213, to reach our classroom and speak with a teacher. Should you reach our answering machine, please phone back within 10-15 minutes or leave a message as we are either at the gym or bathroom break. All other concerns should be addressed after preschool hours. **If your address or phone number changes, it is important to notify the teacher so we can have accurate contact information in case of an emergency.**

11. HOME-SCHOOL COMMUNICATION: We believe that it is important to communicate with parents on a regular basis. Therefore, monthly newsletters regarding classroom activities will be emailed to you and posted on our bulletin board. Also, our school calendar and payment schedule will be posted. Notes, phone calls, or emails will be used to communicate concerns, if we feel necessary, regarding your child.

12. PARENTAL INVOLVEMENT: A parent/teacher interview will be scheduled once during the year (usually February or March), however, if at any time throughout the year you would like to speak to the teachers concerning your child, please feel free to contact us. Also, parents can support our school by ordering Scholastic Books. Order forms will be sent home in your child's book bag. If you are sending a book order, please put it in a Ziploc bag in your child's lunch box. (Not in a zippered compartment in the book bag.) All cheques for books are to be made out to Scholastic Canada. Points, which can be redeemed to help build our library and classroom essentials, are accumulated with each order sent.

13. EMERGENCY EVACUATION PLAN: Every month each class has a fire drill. In the event of an emergency evacuation, all students and staff will evacuate the building and go directly to: **1)** Freshmart, Main Street, Hartland, **2)** Dr. Walter Chestnut Library, Main Street, Hartland.

14. CHILD ABUSE & NEGLECT PROTOCOL: We are required by law to report any suspected abuse or neglect.

15. QUESTIONS ? : An Information Session will be held on September 1st at 7:00 p.m. This session is for parents only. The latest COVID-19 protocols will be shared at this time.

Please keep this Parent Handbook to refer to throughout the year.

Calendar 2020 – 2021

4 Year Olds

September	1	Information Session (Parents only) 7:00 p.m.
September	3	Open House 5:00 – 7:00 p.m.
September	8	First Day for Students
December	10	Last Day Before Christmas Break
January	5	First Day for Students
March	1-5	March Break
June	10	Last Day of Class

Payment Schedule

Payments are to be made **in advance**. If paying monthly, please follow the schedule below or you may choose to pay weekly – \$ 25.00; or bi-weekly – \$ 50.00. The secretary is available to receive payments and give a receipt in the office downstairs during the following hours.

Monday, Wednesday, Friday	9:00 – 12:00
Tuesday	9:00 – 12:00 and 1:00 – 3:00
Thursday	9:00 – 12:00 and 1:00 – 4:00

If the secretary is not available, payments may be given **directly to a preschool teacher in a sealed envelope labeled tuition, child’s name, and amount paid**. A receipt may be sent home with your child OR receipts can be kept at school and sent home in January 2021 and the end of our school year in June 2021. Please notify the teachers which way you prefer. These may be claimed on your income tax.

September	8	\$100.00
October	1	100.00
October	29	100.00
November	26	100.00
January	14	100.00
February	11	100.00
March	18	100.00
April	15	100.00
May	13	<u>100.00</u>
Total		\$ 900.00