

**A ministry of Glen Meadows Baptist Church**

**Parent Handbook**

**Kids Day Out**

**Preschool**

**Kindergarten**

**“Always be full of JOY in the Lord...” Phil. 4:4**

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**WELCOME**

We welcome you and your family to Glen Meadows Baptist Church JOY School and look forward to supporting you in your role as parents. We hope that you will find JOY School to be a wonderful place that continues to strengthen your relationship with your child and your child’s relationship with the Lord.

At JOY School, children learn academic skills, social skills, communication, and character development. They enjoy sensory play, develop gross motor skills on the playground and fine motor skills in the classroom, and participate in enrichment activities including music, Spanish, Science Kids Quest, and gymnastics.

Most importantly, we strive to help the children know how much God loves them and how he created each of them special and unique. Bible stories are taught daily, bible verses are read and posted in all classrooms, and scripture memorization is a focus in the Junior Kindergarten and Kindergarten classrooms.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your children’s teachers or to the Director.

**STATEMENT OF FAITH AND DOCTRINE**

JOY School is a ministry of Glen Meadows Baptist Church. We affirm that the Bible is our sole authority for spiritual instruction. We believe that all scripture is inspired by God and is profitable for teaching, rebuking, correcting, and training in righteousness. We reject any teaching, tradition, and/or practice that conflict with the Word of God. As a part of Glen Meadows Baptist Church, JOY School abides by the most current version of the “Glen Meadows Baptist Church Constitution and Bylaws”.

The “2000 Baptist Faith & Message”, in its entirety, has been adopted by Glen Meadows Baptist Church as its Statement of Faith and expresses our core beliefs. It does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe.

For purposes of Glen Meadows Baptist Church, Inc.’s, faith, doctrine, practice, policy, and discipline, the Senior Pastor and Deacon Body are the church’s final interpretive authority on the Bible’s meaning and application.

Copies of the “Glen Meadows Baptist Church Constitution and Bylaws” and the “2000 Baptist Faith & Message” are available by request in the JOY School Office and in the Church office.

**SCHOOL CONTACT INFORMATION AND HOURS**

6002 Knickerbocker Rd.

San Angelo, TX. 76904

(325) 947-1638

joyschool@gmbc.org

Liz Waddell, Director

Liz@gmbc.org

Houston Hendryx, JOY School Steering Committee Chairman

(325) 716-3292

School Hours

Kids Day Out (KDO)

Monday - Thursday, 8:30 a.m. - 1:15 p.m.

\*KDO Friday Fundays 8:30 a.m. - 12:00 p.m.

Preschool & Junior Kindergarten

Monday - Friday, 8:30 a.m. - 12:00 p.m.

Extended JOY

\*Monday - Friday, 12:00 p.m. - 1:15 p.m.

Kindergarten

Monday - Friday, 8:30 a.m. - 1:15 p.m.

\*These classes may not be offered due to COVID restrictions. Please check with the JOY School office for updates on these classes.

**OUR PROGRAM**

JOY School is not only a fun place to play, we are also an educational program designed to teach and develop the educational, spiritual, developmental, and social skills every child needs! Our program includes:

**ACADEMICS**

Children are taught age-appropriate skills from our baby room to kindergarten. Frog Street curriculum is used in our KDO classes. Our infant teachers work with each child based on their individual skills and development in a fun, loving environment. Toddlers work on sharing, helping, and caring for each other, as well as letter and number identification and prewriting skills to prepare them for Preschool. The Preschool, Junior Kindergarten, and Kindergarten classes use the Abeka curriculum supplemented with additional materials and activities.

**ART & MUSIC**

Children work with paints, crayons, scissors, glue, play dough, and other materials in creative ways. Through art, children learn and practice fine motor skills, language development, problem-solving skills, visual-spatial skills, and creativity. Children also go to music class every day.

**BIBLE**

Children participate in age appropriate Bible stories, Bible crafts, songs, and memorizing scripture. They learn how much Jesus loves them and how to treat others with love.

**CHAPEL**

We have chapel every Wednesday. Our chapel singing is led by our JOY School music teacher followed by a Bible lesson led by the staff of Glen Meadows.

**CENTERS**

This is a time of child-led play using our classroom centers set up by the teachers. Centers may include art, dramatic play, blocks, home living, building, and others. This self-directed time allows children to practice goal setting and trial-and-error testing. It stimulates the learning process through pretend play and is an opportunity to learn how to share and cooperate with others.

**STORY TIME**

Reading to children is the best way to develop a love of reading and to encourage beginning reading skills. Stories are introduced in a variety of ways such as reading Big Books, retelling stories using felt figures, and acting out stories. Children will learn early reading and critical thinking skills such as prediction, recall, and sequencing.

**SPECIAL EVENTS**

We have so many fun activities planned for the school year, like Rodeo, Easter Egg Hunts, Dr. Seuss Week, and so much more! Look for emails through the Smartcare app, Facebook, or Remind app for details and reminders.

We know birthdays are special events and we welcome parents to bring cupcakes, cookies, or other special treats on their child’s birthday. Please let your child’s teacher know ahead of time so they can alert you to any food allergies in the classroom.

**OUR CURRICULUM**

Kid’s Day Out teachers use the Frog Street Curriculum and pull from a variety of sources to work on fine and gross motor skills, sharing, pretending, following directions, letter recognition, colors, shapes, rhyming, and so much more. Preschool and Kindergarten teachers use the Abeka curriculum as their basis for teaching academic skills and pull from a variety of sources and experiences to teach developmental, physical, and social skills. Of course, all our teachers rely on the Bible to guide both themselves and the students.

**OUR STAFF**

JOY School staff are the heart of JOY School. They are highly motivated and dedicated early childhood professionals. All our staff meet or exceed the State of Texas Childcare Licensing requirements. All our Junior Kindergarten teachers and higher have earned at least a bachelor’s degree in teaching or a CDA.

All our staff are trained in principles of child development, methods in early childhood programs, and guidance and discipline. Each year our staff members complete at least twenty-four hours of continuing education through professional conferences and in-service activities.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member’s life experience and want to empower them as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

**JOY SCHOOL POLICIES AND PROCEDURES**

**OPERATIONAL HOURS**

JOY School is open Monday through Friday from September to May.

Kid’s Day Out 8:30 a.m. to 1:15 p.m. Monday -Thursday

**\***Friday Funday 8:30 a.m. to 12:00 p.m. Fridays

Preschool & Junior Kindergarten 8:30 a.m. to 12:00 p.m. Monday - Friday

**\***Extended JOY 12:00 p.m. to 1:15 p.m. Monday – Friday

Kindergarten 8:30 a.m. to 1:15 p.m. Monday - Friday

**\*These classes may not be offered due to COVID restrictions. Please check with the JOY School office for updates on these classes.**

**CLOSURES / INCLEMENT WEATHER \* See amendment**

JOY School begins the day after Labor Day and then follows the San Angelo Independent School District (SAISD) Calendar. The exception is the last week of school when JOY School is closed for teacher workdays.

If SAISD has a delayed start, JOY School will close since we are a half-day program. JOY School will also follow SAISD directives on bad weather days.

Information on closures can be found on the SAISD website and Facebook page, the San Angelo news stations, and an email will be sent to families through our online Smartcare system.

In most circumstances, JOY School will follow the SAISD school calendar, however JOY School reserves the right to opt out of following the SAISD annual school calendar. If the decision is made to change our calendar, JOY School families will be notified via email through the Smartcare system.

**AGES FOR ADMISSION**

To be enrolled in JOY School, children must have reached the following ages by September 1st:

Kid’s Day Out 12 months to 2 years old

Preschool 3 years old (must be potty trained)

Junior Kindergarten 4 years old

Kindergarten 5 years old

**ENROLLMENT**

Enrollment packets must be completed, and registration fees must be paid in order to enroll your child in JOY School. Please complete all sections and lines of the form. If something does not apply, please write N/A. We are also required to have complete and up-to-date immunization forms in your child's file and a health statement from your health care provider.

Children will be placed in the appropriate classroom based on their age as of September 1st and on the availability of the classroom space.

Enrollment will be on a "first come, first served" basis. An open enrollment date for current JOY School families will be held prior to opening enrollment to the public. However, once enrollment is opened to the public, the "first come, first served" policy will apply to everyone.

A waiting list for each class will be maintained when enrollment is full.

**TUITION AND FEES**

A one-time non-refundable registration/supply fee will be collected at the time of enrollment. Your registration/supply fee holds your child's spot in the class you choose at registration. This fee covers the purchase of curriculum, crayons, markers, glue, scissors, paper, and other supplies as well as fees associated with special events and field trips. Your child's school supplies will be purchased by the school and available for use in his/her classroom on the first day of school.

Tuition prices may increase year to year. Increases in tuition cover increases in curriculum costs, ensure that we can provide our teachers with cost of living increases, help us keep our classrooms and hallways in good repair, and allow us to update and replace toys and materials in the classrooms. You may request a complete list of JOY School tuition prices at the school office.

**Tuition is due the 1st day of each month**. A tuition payment box is located outside the office door for your convenience; however, you may also drop payments in the office. We accept checks or cash.

After 12:00 p.m. of the 5th day of the month your payment is considered late and a $10.00 late fee will be assessed. Additional $10 fees will be assessed on the 10th, 15th, 20th, and 25th until the balance is paid in full. If tuition becomes 30 days delinquent the student will be dismissed from JOY School.

Tuition covers your child's spot in the class, and therefore remains the same each month including holidays, closures, and absences.

If a child withdraws from the program, a 30-day written notice must be given to the Director or full payment of one month’s tuition will be required.

**DROP-OFF PROCEDURES \*See amendment**

The JOY School entrance is at the Fellowship Hall entrance of the church by the JOY School office. To ensure a secure and safe building, please **do not** use the doors between the playgrounds for entrance to or exit from JOY School.

The JOY School doors will be opened at 8:25 for drop off. The doors are then locked until pick up time to maintain the safety and security of the school.

You will sign your child in and out every day in your child's classroom. Your child’s teacher will have more information on classroom-specific drop off procedures.

Experience with preschoolers has shown that one way to make drop-off time less traumatic for a child is to discuss your leaving and returning with your child, followed by a quick hug and goodbye instead of a lingering or repeated farewell. Our teachers are experienced in helping children work through this time and typically we find that they are happy and playing very soon after drop-off. We will contact you if your child remains upset. Most of us are moms too and we certainly sympathize with how difficult this can be.

**PICK UP PROCEDURES** **\* See amendment**

Preschool, Junior Kindergarten, and Friday Fundays end at 12:00 pm; the JOY School doors will be opened at 11:55 pm. Kid’s Day Out ends at 1:15 pm and those Preschool and Junior Kindergarten children participating in Extended JOY Sessions will dismiss at 1:15 pm. The JOY School doors will be opened at 1:10 pm. You will be charged a $5.00 initial late pick up fee and $1.00 for every minute late after the appropriate pick-up time.

You will sign your child out in your child's classroom before leaving each day. We will not release your child to any person who is not listed as an authorized to pick up. If you would like your Emergency Contact to also be able to pick up, please make sure their name is written in the Authorized Pick Up section of your Enrollment Form as well. You may add people to the form at any time in the JOY School Office. We do reserve the right to ask for identification of any person picking up a JOY School student.

**LATE DROP OFF / EARLY PICK UP PROCEDURES \* See amendment**

If you need to drop your child off at school after our day has started and the doors are locked, we ask that you sign them in at the JOY School Office. Our office staff will take your child to class.

If you need to pick your child up from school early, please sign them out at the JOY School office and our office staff will get your child and their backpack/lunch from their classroom and bring them to you. You are welcome to call ahead on your way in and we will be happy to have your child waiting for you in the office.

Please note that Late Drop Offs and Early Pick Ups are highly discouraged. JOY School is a preschool and as such we have curriculum and schedules in every classroom. Arriving late and leaving early causes your child to miss important instruction time and is disruptive to the classroom setting.

**POTTY TRAINING**

If you are in the process of potty training your child at home, we would like to provide your child with the consistency in routine necessary for that training to work! We are able to begin helping when your child can pull his or her pants down and back up independently and can consistently communicate to an adult that they need to use the restroom. At that time, please communicate with your child's teacher to discuss readiness and develop a plan.

Children are required to be fully potty trained by the time they begin the 3-year-old class. This means that they recognize and communicate the need to go and can pull down clothing, clean themselves, and pull up and fasten their clothing, independently. Children in preschool classrooms should not come to school in pull-ups or diapers.

**RESTROOMS**

We have a family restroom available at the end of the Preschool hallway next to room 114.

The children’s restrooms, including those in the classrooms and the hallway across from music, are for children only. Adults may not enter those restrooms. If you anticipate your child needing assistance in the restroom, please use the family restroom.

**HEALTH AND SAFETY**

Teachers and staff are trained in First Aid and CPR. Classrooms and toys are disinfected with a mild commercial disinfectant. Children's and teachers' hands are washed with soap and running water often throughout the day.

**HEARING AND VISION SCREENING**

A hearing and vision screening test will be given to children enrolled in the 4-year-old classes. You will be notified if the results show a need for your child to be seen by a physician.

**IMMUNIZATIONS**

Each child must be up-to-date with all immunizations. JOY School follows the Texas Minimum State Vaccine Requirement Schedule for Child-Care Facilities. A copy of your child’s immunization record is required for their JOY School file and must be kept up-to-date at all times.

**INFANTS**

We do not have a scheduled nap time but if a child falls asleep we will let them sleep and not wake them up. Children under 12 months old will be moved to a crib to sleep, according to licensing guidelines. Children cannot have anything in a crib with them except a pacifier. Pacifiers with blankets or animals attached cannot be in a crib with a child.

*INFANT PARENTS MUST SIGN THE OPERATIONAL POLICY ON INFANT SLEEP (FORM J-800-2550).* Please see the office or your classroom teacher if you have not received a copy of this form.

**ILLNESS \* See amendment**

Please do not send your child to school within 24 hours if he/she does not feel well or has had the following:

* Oral fever over 100 degrees
* Lethargy
* 2 or more vomiting or diarrhea episodes in 24 hours
* Rash with fever
* Mouth sores with drooling
* A communicable disease diagnosed by a health-care professional

Should your child become ill or exhibit any of the above symptoms during the day, we will notify you and provide care until you can make arrangements to pick up your child. Children should be picked up within 30 minutes.

Parents will be notified of exposure to diagnosed cases of communicable diseases as defined by the Texas Department of State Health Services. If your child contracts a diagnosed communicable disease, please contact the Director so we can notify the parents of exposed children.

If your child has lice, please notify the school as soon as possible. In order to prevent the spread of lice to other children and staff, children will not be able to return to care until there are no visible lice or nits.

If your child has a staph or MRSA infection, it must be covered by a dry bandage at all times until it is completely healed. If it cannot be covered by a bandage, the child will not be able to return to care until it is healed.

JOY School reserves the right to require a doctor’s note for any open sore, wound, or illness. Even with a doctor’s note, ability to return to care is always at the discretion of the Director.

**MEDICATION**

Please schedule your child's medication to be taken at home. JOY School will only dispense medication in emergencies. All medication must be dropped off in the JOY School office and a medication form must be completed. Please bring the medication in the original container labeled with the name of the child, the dose, specific times of administration or symptoms necessitating administration, and specifically how it is to be administered. Only the Director or a person appointed by the Director will administer medication.

**SUNSCREEN AND INSECT REPELLENT**

We encourage you to apply sunscreen to your child before school and prior to field trips. JOY School staff do not apply any sunscreen or insect repellent to children’s skin.

**ALLERGIES**

Allergies should be listed on your child’s enrollment form. It is suggested that you discuss your child’s allergies with the teacher as well. A snack menu will be available on the table in the JOY School Preschool hallway outside of the JOY School office. If your child is allergic to an item on the snack menu, you are welcome to bring an alternative snack that day.

If your child has an allergy that was diagnosed by a medical professional, please speak with the JOY School Director to discuss severity and possible accommodations and to get a Food Allergy Emergency Form that must be completed by you and your child’s physician.

**BREAST FEEDING**

Mothers do have the right to breastfeed or provide breast milk for their child while in our care. We will provide reasonable accommodations for any mother who wishes to do so.

**GUIDANCE AND DISCIPLINE POLICIES**

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and consistency.

Our positive discipline approach begins with redirection. We will talk to children about their choices and help them learn appropriate behaviors and language to meet their needs. Older children will be taught problem-solving skills when they experience difficulty.

Teachers may use time out as a last resort. Time out will be no longer than one minute per year of the age of the child. After time out, the teacher will talk to the child about what happened and help them learn what they can do differently next time they are in a similar situation.

Discipline will be:

1. Individualized and consistent for each child
2. Appropriate to the child’s level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control

Teachers and staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited at JOY School:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child’s mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age

If a child injures another person, an incident report will be completed for the parent's or guardian's signature. If a problem persists, the Director will contact the parents and work with them to design and implement a more detailed discipline plan to resolve the situation.

If a child exhibits a pattern of behaviors that are dangerous to themselves or others, that are disruptive to the classroom so that the teacher cannot teach and/or the other children cannot learn, or that create an environment that does not feel safe, the Director will contact the parents and work with them to implement a more detailed discipline plan to resolve the situation. If the situation cannot be resolved and the behavior continues after the plan has been implemented, the child may be withdrawn from school.

We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with the JOY School staff in helping the child practice self-discipline in the classroom.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the JOY School staff informed of matters that may be affecting your child’s behavior. In this way, we can offer support when they are at our school. Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect, communication, and support.

**BITING POLICY**

As we know, biting is a common occurrence among children ages 2 and under who do not have language to express their feelings. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention-getting, being overly tired or simply just trying to get a reaction from someone.

Even though biting is a perfectly normal stage of development during childhood, specifically for children ages 2 and under, it is required by the Department of Family and Protective Services Child Care Licensing Division that JOY School maintain a safe and healthy environment for all children in care.

If biting occurs, the bitten area will be washed with soap and water and the child will be comforted by their teacher. The teacher will then discuss the incident with the child who bit and follow our discipline policy as stated above. An incident report will be completed for both children involved. Parents or guardians will be asked to sign the incident report at pick-up.

If a specific biting incident continuously occurs, the following procedures will take place...

* If your child bites 2 times (as long as the skin on the other person is not broken) during any one day, then your child will be sent home for the remainder of that day.
* If at any time the skin is broken due to a bite, then the child will be sent home for the remainder of that day.
* If the biting continues, the Director will contact the parents and work with them to design and implement a more detailed plan to resolve the situation.
* If the biting continues after the detailed plan is implemented, or the biting is adding undue stress on the other children and/or the environment, it may become necessary to dismiss your child from JOY School. This is not something that we like to do and please know that this would be the last resort.

**SPECIAL NEEDS**

At JOY School, we love all children and we want to help each one become successful in school and in life. We are happy to help children through the use of individual and classroom tools such as picture schedules, weighted vests, etc.

There are some needs, however, that may be beyond our scope of ability. The ratios in our classroom must be maintained and therefore we are not equipped to provide one on one services. We are happy to include children who are able to be successful in a classroom setting within our ratios, including but not limited to: following the classroom rules, attending for age-appropriate lengths of time, and transitioning in an age-appropriate manner.

We work hard to maintain a safe and healthy environment for all children at JOY School. Any child who exhibits self-injurious behaviors or who is a danger to him/herself or others is considered to be a child who needs one on one services.

If you have a child with special needs, please contact the JOY School Director to discuss appropriate placement for your child and to work together to develop a plan to help your child succeed. It is helpful for us to have copies of any IEPs, FSPs, therapy goals, and any other individualized plan so that we can assess our ability to give your child the support he or she needs.

**SUSPENSION AND EXPULSION**

We love your children and want to see every child succeed at JOY School! However, there are times when a child may have to be withdrawn from enrollment at the request of the JOY School Director or Committee. Typically, this would be the result of a health or safety concern. Some examples of reasons a child may be asked to leave JOY School include non-payment, injury to self or others, and unresolved behavioral issues. We will do our best to work with the family to resolve any issues before considering a suspension or expulsion. Please know that suspension or expulsion from school is a last resort.

**ADDITIONAL INFORMATION**

**PARENT INVOLVEMENT**

Your family is part of our big JOY School family and we love to see your faces in our hallways, too! Parents are always welcome to visit their child's classroom without prior approval. We feel blessed when parents volunteer to help with special events, projects and field trips and encourage you to do so. Please call the office for updated information of COVID-19 rules and regulations regarding visitors.

We will notify you of volunteer opportunities as they arise by sending notes home, through text, and/or through email.

**DONATIONS**

Your registration fee pays for all of your child's school supplies and activity fees. However, we know that some parents like to volunteer their time and/or donate items to our school and we certainly appreciate it! We may occasionally ask for donations such as candy for Easter or Trunk or Treat, clothes, books, etc. Please know that we do not expect your donation and do not want you to feel obligated to give.

**TEXT INFO**

You can sign up to receive text reminders and information from JOY School by texting the word @joyschool to 81010.

**TOYS**

Toys are provided in each classroom. For hygiene reasons, and to avoid unnecessary disruptions, please leave personal toys at home. Your child may be asked to bring a toy for special occasions such as show-and-tell, PJ Day, and other classroom events. In those cases, please remember that the toy may be shared with other students and could be carried to other rooms. Labeling toys and personal items is always a good idea. We cannot be responsible for lost or broken toys.

**DRESS CODE**

Please send your child in comfortable clothing appropriate for the weather. We go outside, play hard, and do some messy craft activities so please do not send your child in anything that cannot get dirty.

Clothing that children can manage easily (i.e. button/unbutton, zip/unzip) promotes independence and self-confidence.

Comfortable shoes that are closed-toe/closed-heel are preferred since the playgrounds have mulch that can get inside shoes and cause discomfort and pain to little feet. Please make sure girls wear bloomers or shorts under dresses and that boys wear appropriate under garments as well.

School shirts are available to purchase at Meet the Teacher or anytime in the office. They are required for field trips and can be worn on JOY School Spirit Days. They are also just plain fun!

**BIRTHDAYS AND PARTIES**

We recognize that birthdays are a special occasion for children. You are welcome to celebrate this time with your child by bringing a simple treat such as cookies and juice to be shared with classmates. Please make arrangements with the teacher prior to this special day. Many children have food allergies and it is important for you to know this prior to bringing food for parties.

If you send invitations to school with your child, please consider inviting all of the girls or all of the boys or all students in the class. If you do not wish to invite that many children, we ask that you pass out your invitations outside of school.

We will have some classroom parties throughout the year. We will not ask you to bring food to any party except for the Thanksgiving party where children bring their favorite food to share with their friends. You are welcome to bring food to add to our parties if you would like.

**FIELD TRIPS**

Junior Kindergarten children may participate in field trips. Students must wear their JOY School t-shirt on the day of the field trip to make sure they are easily identifiable. Field Trip permission forms must be signed by parents before each field trip that the parent is not attending. If you attend the field trip with your child, please know that you are responsible for the supervision of your child until we return to the classroom and they are signed into JOY School.

JOY School does not have a vehicle to transport children; however, we are able to use the church busses for transportation. Their buses will be fitted with 5-point-harness seatbelts for the children. At least one JOY School teacher will ride the bus with the children. If a child rides the bus to the field trip, they must ride back to school on the bus and be signed out at school. If a child rides with their parent to the field trip, they cannot ride the bus back to the school. Signing in and out will only be permitted in the classroom.

Please note that we often go to the San Angelo Nature Center for field trips. We are required to notify you that there will be live animals present at the nature center.

**MEALS AND SNACKS**

JOY School provides a morning snack. Children in KDO and those who will stay for Extended JOY should bring a lunch to school with them. Please send food in a container labeled with your child's name.

Parents and teachers are not permitted to provide meals for children other than their own. The exception is food brought for a class party (or birthday party) and this food should meet the needs of children with special diets. We are happy to speak with you about special diets and allergies and how we can work together to ensure the food served is safe for everyone.

The weekly menu will be posted on the Parent Board in the hallway outside of the office. If your child has an allergy to or does not like something that is scheduled to be served, please feel free to send a snack to school with your child. Please communicate with your child's teacher if you do this so that they know your child needs to have their snack from home. If you choose to provide your child's lunch or snack from home, JOY School is not responsible for its nutritional value or for meeting the child's daily food needs.

Teachers have many students to assist at lunch time so easy-to-open containers and meals that students can open and/or assemble themselves are appreciated. Please remember that we do not have refrigerators or microwaves in our classrooms. Children 2-years-old and younger should have their food pre-cut into safe, bite-sized pieces.

We will encourage children to eat their food; however, we cannot force children to eat. If your child has a recurring eating problem, we will let you know.

JOY School serves water with snack and has water available for the children throughout the day. We will sometimes provide food for special occasions and this may include a special drink such as juice or lemonade.

**PARENT CONFERENCES**

Please feel free to call the office to make an appointment with your child’s teacher to be held after regular classroom hours. Please avoid conferences in the hallways and classrooms during pick up / drop off time. Such unscheduled sessions can be overheard by little ears, and they take the teacher’s attention away from the rest of the class. You may also stop by or call the office to request a meeting to be scheduled with the school Director.

**CUSTODY SITUATIONS**

In cases of custodial situations, the custodial parent must be the parent to complete the Enrollment Forms. Copies of custody, visitation, and divorce documents must be on file in cases where the non-custodial parent is not allowed to pick up the child.

JOY School must allow both parents to visit, get information about, and pick up their own children unless we are provided with legal documentation ordering otherwise.

**BABYSITTING POLICY**

Glen Meadows Baptist Church, including JOY School, does not endorse or recommend its teachers or staff as babysitters / caretakers / nannies. If you choose to hire JOY School employees for any reason outside of JOY School’s normal operation, you understand that JOY School does not endorse the actions of those employees and will not be held liable for them. Further, you consent to hold Glen Meadows Baptist Church and its employees harmless for any harm that your child and family may experience while under the care of the employee you hired.

**GRIEVANCE PROCEDURES**

We strive to make JOY School a positive experience for the students, parents, and our staff. If, however, you have a grievance please contact the JOY School Director to schedule a meeting to discuss the issue. If the Director’s decision is still unsatisfactory, you may contact the Chairman or Vice Chairman of the JOY School Steering Committee.

**EMERGENCY PROCEDURES**

JOY School holds natural disaster drills and volatile persons drills four times per school year, in addition to our monthly fire drills. In the event of an emergency evacuation away from the premises, the Director will notify parents and coordinate necessary provisions for the transportation and continued care of the children until a parent, guardian, or an authorized individual picks up the child.

Our emergency evacuation location is Glen Meadows Baptist Church Lakehouse. It is located across the street from JOY School at 2053 American Legion Road, San Angelo, Texas 76904.

**MEDICAL EMERGENCY**

1. First Aid Kits are located in each classroom and teachers are required to carry one during recess. A first aid kit is also located in the office.
2. Whenever a child is seriously hurt or sick, the child will be brought to the office.
3. In a true emergency we will call 911.

**FIRE EMERGENCY**

1. Fire Extinguishers are located throughout the school.
2. In the event of a fire, or other disasters necessitating the need to evacuate, we will quickly move the children away from the disaster area and to the nearest outside exit.
3. Students and teachers will evacuate following Our Fire Evacuation Plan and assemble in the parking lot east of the playground.
4. Office staff will call 911 and check the building to make sure everyone has evacuated.
5. Teachers will take an immediate name-to-face attendance from the sign in sheet.
6. Parents will be notified as soon as possible.

**WEATHER EMERGENCY**

1. In the event of severe weather, such as a tornado, children and teachers will take shelter in the hallways.
2. Teachers will take attendance and do an immediate name-to-face attendance from their sign in sheet. They will make every attempt to keep children calm and still during the storm.
3. The Director will initiate an immediate search of the school.
4. Once the all-clear sign has been given, the Director and church staff members will check the facility for damages then resume class as usual.

**INTRUDER EMERGENCY**

In the event that JOY School has an intruder/volatile person in the building, the Director will attempt to calm the person and keep them as far away as possible from the area where children are located. The nearest staff members will call 911. Office staff will alert the teachers as quickly as is safely possible and teachers will lock their classroom doors and keep children as far from doors and windows as possible. Teachers will keep the children calm, quiet, and hidden until an all clear signal is given.

**SECURITY CAMERAS**

The safety of our students and staff is our first priority. We have cameras located throughout the building that are recording audio and video while school is in session.

**SUSPECTED CHILD ABUSE AND OR NEGLECT PROCEDURES & POLICIES**

The school will report to Social Services any suspected child abuse and/or neglect and will use the following procedures and policies for reporting suspected child abuse and/or neglect:

**PROCEDURES**

1. Observe child for any unusual marks, bruises, bites, or signs of abuse or neglect.
2. Notify the Director immediately of any questionable abuse/neglect.
3. The Director may call the parent for further clarification.
4. Document any signs of abuse/neglect and parental response.

**POLICIES**

1. Teachers and/or the Director will record detailed notations, including dates, times, a description of the incident, conversations with parents and the child, and/or observations of possible signs of child abuse/neglect.
2. In case of suspected abuse/neglect the Director will notify the authorities. All suspected cases of child abuse/neglect will be reported to the proper authorities.
3. The Director will report to the State Licensing Authority.

**MISSING CHILD PROCEDURES**

1. Notify JOY School Director immediately when a child is missing.
2. The school will be searched for the missing child while ensuring all other children are being supervised within ratio.
3. The Director will notify the parent(s) if child is not located.
4. The Director will notify police and give them a complete description of missing child.
5. Detailed notes regarding the incident will be taken and kept in a secure location in the office.
6. The Director will notify the State Child Care Licensing Authority by phone of any incident involving a lost or missing child.

**GANG FREE ZONE**

We are required to notify you that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

**SMOKE FREE ZONE**

Our premises, including the parking lot, is a smoke free zone during school operating hours. This includes cigarettes, vaporizers, e-cigarettes, etc. Please refrain from smoking on the premises.

**UPON REQUEST**

If you would like information about our Licensing Inspection Report or how to contact the local Licensing Office, or to review a copy of the Minimum Standards, please let us know.

**Important Contact Information**

Local Child Care Licensing Office 432-230-3413

Child Abuse Hotline 1-800-252-5400

Texas Department of Protective and Regulatory Services www.tdprs.state.tx.us/child\_care

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6002 Knickerbocker Road, San Angelo, TX 76904 Email [joyschool@gmbc.org](mailto:joyschool@gmbc.org) Updated 08/2020 Office (325)-947-1638 Fax(325)-947-8812



**Amendments to JOY School Parent Handbook as of October 2020 until further notice**

The health and safety of our students and staff are especially important to us. We feel it is our duty to follow guidelines handed down by the CDC. If we work together, we can have a healthy, successful school year all while having fun learning! The following are updated policies that we have put in place for the 2020-2021 school year. We will adjust as needed throughout the year as new guidelines are released.

Daily Drop off Procedures

Due to COVID-19 restrictions currently in place, we will have daily drop off and pick up of the children outside of the center. To help with traffic flow, the **KDO children should be dropped off and picked up at the KDO entrance.** This is located at the D-Town Children’s Entrance. **Preschool 3’s will be dropped off and picked up at the playground gate**,(we will have this gate entrance marked with a sign) and **preschool 4’s and Kindergarten will be dropped off at the main entrance doors of the school**. (If you have multiple children enrolled with us, you may drop all your children off at the youngest child’s entrance.) We will have hand sanitizer at each station for you to sanitize your child’s hands each day along with a JOY school employee to walk your child to class/teacher each day. Each morning we will take the temperature and a health screening of each child before they enter the building. This will also be done for all JOY School staff. Anyone entering the building who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home immediately:

-cough -sore throat -Shortness of breath

-loss of taste -chills -diarrhea

-muscle pains -measured temp of 100 or greater

-headache -known close contact with a person with confirmed COVID-19

The **cut off time to drop your child off at school is 9:00 AM** unless you have a doctor note.

Sick Policy/Absence

If a JOY School student or staff member tests positive for COVID-19, we will contact CDC and our licensing representative. Our families will receive a notification via Smartcare. We will at that time follow the instruction from the CDC.

If a student or staff has symptoms that could be COVID-19 and does NOT get evaluated by a medical professional or tested for COVID-19, they may not return to JOY School until 72 hours have passed since recovery without fever and medication, they have improvement in respiratory symptoms, and at least 10 days have passed since symptoms first appeared. If the student or staff has symptoms of COVID-19 and want to return or school or work before completing the self-isolation period, they must obtain medical clearance in writing from a medical professional before returning.

If student or staff are sent home sick and are not assumed to have symptoms of COVID-19 student or staff may return to JOY School after 48 hours symptom free without medication.

If a parent believes themselves or their child has had close contact to someone with COVID-19, but are not currently sick, they should monitor their health for possible COVID-19 symptoms during the 14 days after the last day they were in contact with the individual and not attend JOY School.

If a staff member or student is sent home because they have been in close contact with a person that has tested positive with COVID-19 we will contact our licensing rep for instruction.

If your child is going to be absent, please notify the JOY School office and let us know how many days your child will be out and the reason for the absence.

Pick-Up Procedures

If you need to pick your child up early from school, please let us know that morning when you are dropping your child off and what time you will be arriving to pick them up. There will be **NO EARLY PICK- UPS AFTER 11:30**. If you are experiencing a family emergency please call the school office. Early pickups will be done at the front entrance of the school. Please call the school when you have arrived. All entrances and exits will be closed during the day. If you have children in both KDO and Preschool and wish to pick both children up during the NOON Preschool pick-up time, please let us know when you are dropping your children off that morning.

Children will only be allowed to be picked up by individuals that are on their authorized pick-up list. Make sure to have your ID ready and available to be checked during pick up. We will have the sign out sheets in place for you and a staff member in place to get your child.

Communication

We understand that pickup is normally a great time for teachers to communicate with parents. Since parent pick will no longer be done in the classroom the parent teacher communication will be done through Smartcare and/or folders sent home.

If you feel a parent teacher conference needs to be scheduled, please call the school office.

JOY School administration will continue to communicate to families through class notes in the child’s folder, Facebook, emails via Smartcare, & Remind App. ([**joyschool@gmbc.org**](mailto:joyschool@gmbc.org)**/325-947-1638/Remind app text @joyschool to 81010).**

Cleaning Procedures

Our staff will be wearing a face masks when 6 feet distance is not possible. Children are not required to wear face masks. Hand sanitizer will be in the classrooms and in most common areas where hand washing is not available. The teachers will have a daily cleaning routine that they will follow each day in order to keep themselves and the little ones healthy. Our cleaning crew will be here each day before and after school to clean and sanitize the restrooms and classrooms. They will also be stopping in midday to sanitize each restroom. The school has purchased a fog machine that will be used at the end of the school day and each evening. The fog machine is an extra measure we are taking to ensure the school is clean and healthy. Dress up clothes, stuffed animals and cloth type items have been removed from the classrooms to help slow the spread of germs. Please do not send these types of items from home for your child, other than a backpack if needed.

Please send extra changes of clothes for child in a zip lock bag and label the bag with your child’s name.