

Welcome!

Bienvenidos!

Joyce Preschool
Parent Handbook
2010-2011

Joyce Preschool
1219 West 31st Street
Minneapolis, MN 55408
(612) 823-2447

September 2010

Dear Joyce families,

Welcome back to all our returning families and a big welcome to all our new families who join us this year! We're looking forward to a wonderful school year. Staff gathered in August and discussed goals for the year, including wanting to make sure all children have a wonderful preschool experience and are ready to succeed when they move on to kindergarten, and that all parents feel welcome and part of their child's school experience. We're also looking forward to adding more hands-on math and science activities to our curriculum this year.

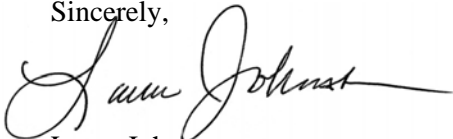
I have lots of news for you. First of all, staff updates.... We are happy to welcome Riana Dilley to our 3-4 year old teaching team. Riana comes to us from Concordia Language Camps, where she coordinated language instruction in an immersion setting. Nate Watters and Erika Boelk have become permanent members of the teaching staff for the 4-5 year old class, after filling a long-term substitute position last year. We're also happy to have Natalie Ehalt, our AmeriCorps VISTA member return for a second year of service with Joyce as she continues to refine our curriculum documentation and volunteer outreach systems. Finally we have four Cristo Rey high school interns with us again this year. Please say hi to Jessica, Victor, Jessica, and Mariah!

We look forward this year to making sure all parents and/or family members have lots of opportunities to get involved in your child's preschool. We invite all of you to think about monthly participation in our classroom. We will also be hosting Classroom Connections, September 22nd and 23rd, which are a great opportunity for families to learn more about the school and meet other parents from your child's classroom. In addition, Joyce's board of directors will be meeting on September 23rd to kick off the year. We have a fantastic board and about half the members are parent directors. If you are interested in serving on our board please contact Paola Nuñez Obetz, our board chair, or me about openings (paolaobetz@gmail.com or Laura.Johansson@joycepreschool.org).

Finally, a note about living out the cultural exchanges that are so emblematic of Joyce Preschool.... Our lead teachers, Carol and Victoria, traveled together to Victoria's family's home in Peru this summer. They had a wonderful trip and Carol was immersed in Peruvian culture, history and Spanish. My family also still plans on traveling abroad this winter. It will be with a heavy heart that I leave my position as Director at Joyce. I feel so fortunate to have been part of this amazing organization and community for the last eight years. The board is currently interviewing a promising group of candidates for the Director position. I feel happy that this transition comes at a time of programmatic and fiscal strength and that we are afforded the time to ensure a smooth transition.

Again, we're looking forward to a great year with all of you. Thank you for entrusting your precious children to our care. It is our honor to learn alongside them everyday!

Sincerely,



Laura Johansson
Executive Director
Joyce Preschool

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About Joyce Preschool

The purpose of Joyce Preschool (JPS) is to supplement early home experiences in an environment planned to enrich each child's development through learning and playing with others under the guidance of loving and caring adults. We believe that all children should be allowed to develop to their full potential unhampered by stereotyped expectations of race, disability, sex, socioeconomic status, national origin or religious preference. JPS is licensed by the Minnesota Department of Human Services and operates in compliance with its standards.

The United Methodist Women of the Southwest Coalition of United Methodist Churches organized Joyce Preschool in 1966. The Preschool has operated continually since then. In 1995 we became a bilingual preschool.

Joyce Preschool is a non-denominational, multicultural, and dual language school readiness program for children from 3-5 years of age. The three guiding components of our preschool are:

1. The first is the two-way immersion/bicultural nature of the program. Joyce continues to be one of very few preschools in the community that goes beyond a single language model or an "English as a Second Language" model, to *dual* language and cultural immersion with bilingual staff.
2. The second is the genuine diversity and multicultural setting. Joyce is the only preschool to maintain a 50:50 ratio of English and Spanish-speaking students, with a policy of having 40-60% receiving scholarship assistance, thereby educating a cultural, ethnic, and economic kaleidoscope of students.
3. The third is commitment of service to families. The school makes special efforts to involve families in the academic success of their children, including their transition from the preschool setting into kindergarten.

Joyce Preschool staff:

Laura Johansson	Executive Director
Deborah Jahn	Development Associate
Kristin Dykstra	Program Coordinator
Victoria Campoverde	Lead Teacher, 2 Day Class/Program Director
Sandra Lepez	Assistant Teacher, 2 Day Class
Riana Dilley	Assistant Teacher, 2 Day Class
Carol Will	Lead Teacher, 3 Day Class/Program Director
Nate Watters	Assistant Teacher, 3 Day AM Class, Van Driver
Lorena Andrade	Assistant Teacher, 3 Day Class, Van Driver
Erika Boelk	Assistant Teacher, 3 Day PM Class
Lois Epstein	Bookkeeper
Carolyn Van Nelson	Administrative Support
Laura Tompkins	Communications and Development Director
Natalie Ehalt	Curriculum and Outreach Coordinator – AmeriCorps*VISTA

Teachers will be using the title *maestra* (teacher) before their first name, for example, *maestra* Carol.

Hours of Operation

3 Day Class (4-5 year-olds)

Monday, Tuesday, Wednesday

Staff: Carol, Lorena, Nate and Erika

Before School Care	8:00 AM – 9:00 AM
AM Class (24 students)	9:00 AM – 11:45 AM
Lunch Bunch	12:00 – 1:00 PM
PM Class (22 students)	1:15 PM – 4:00 PM
After School Care	4:00 PM – 5:00 PM

2 Day Class (3-4 year-olds)

Thursday, Friday

Staff: Victoria, Sandra, and Riana

Before School Care	8:00 AM – 9:00 AM
AM Class (22 students)	9:00 AM – 11:45 AM
Lunch Bunch	12:00 – 1:00 PM
PM Class (20 students)	1:15 PM – 4:00 PM
After School Care	4:00 PM – 5:00 PM

Joyce Preschool operates from September through May. Preschool will be closed in accordance with the Minneapolis Public Schools' major release days and weather closing

Tuition Payments

Tuition is due the first day of class each month. We appreciate prompt tuition payments. Forms of payment:

- Money order or check. Please write your child's name on the check's memo line and specify with your child's name and 3 Day or 2 Day class and AM or PM.
- Direct deposit for tuition to JPS bank account (forms are available in the school office).
- If cash payments are necessary, exact change is required. We do not keep cash on the premises.

Please leave tuition and other payments in payment box located in the school office. Please contact us if your tuition will be late or if you need to make adjustments to your tuition payment. Scholarships are available. Please request an application from a teacher. Van transportation is provided in a limited area surrounding Joyce Preschool.

Rates/Prices for Joyce Preschool 2010-11

for 9 mos.

Administrative/Registration Fee	\$50	
3-day class tuition	\$250/mo.	\$2,250
2-day class tuition	\$175/mo.	\$1,575
Enrichment (Leopoldo, field trips, etc.)	\$100/year	
Key card deposit for building entrance	\$5 per key	
Lunch Bunch - 3 days/week	\$100/mo.	
Lunch Bunch - 2 days/week	\$80/mo.	
Lunch Bunch - 1 day/week	\$50/mo.	
Midday van service-3 days/week	\$50/mo.	
Midday van service-2 days/week	\$35/mo.	
Before school (8-9am) - 3 days/week	\$100/mo.	

Before school (8-9am) - 2 days/week	\$80/mo.
Before school (8-9am) - 1 day/week	\$50/mo.
After school (4-5pm) - 3 days/week	\$100/mo.
After school (4-5pm) - 2 days/week	\$80/mo.
After school (4-5pm) - 1 day/week	\$50/mo.
Extended Day Drop-in (before/after)	\$12/time
3 Day van & extended day	\$125/mo.
2 Day van & extended day	\$100/mo.
Parent child class (30mths-3 years)	\$100

Parking

Do not park behind the “15 minute parking” sign in front of Joyce. It states “no parking” and cars will get ticketed. Limited parking is available on 31st Street. Parking is available on both Emerson and Fremont Avenues. There is a spot in front of the school reserved for the school van; please do not park here, even if it is open, as the van then needs to circle the area until the spot opens and this causes the children to be delayed in their arrival to school. Thank you for your cooperation. Please be aware of parking bans in the winter, when one side of the street needs to be cleared of snow. Even if you are only coming in for a minute, tickets are issued frequently in this area for parking on a snow emergency route. If you have further questions regarding parking, please speak to a JPS staff person. We also strongly discourage leaving children unattended in your vehicle while dropping off or picking up. We encourage families to help each other out as much as possible, to avoid the risk to a child left unattended.

Pick-Up Time

For many years, Joyce Preschool has encouraged families to pick up their children in a timely manner. As the preschool's enrollment has increased, late pick-ups have become more and more of a regular problem. A late pick-up can mean that the teachers are unable to eat lunch, meet as a group, go home in a timely manner and/or prepare the classroom for the next class. In addition to inconveniencing the staff, late pick-ups also cost the preschool money to keep staff on the clock for what has been up to 40 minutes late.

In fairness to all families and respectful to the staff, we have implemented a late fee. You are welcome to set your clocks by the clock in the classroom and we encourage everyone to come a couple minutes early to be sure to find a parking spot. Every family is allowed one late pick-up per year. Late fees will be assessed upon the second late pick-up.

Thank you for your cooperation.

Late Fee Policy and Pick-Up Times

1. Morning and Afternoon Classes – 10 minutes following class
 - a. Pick-up required between 11:45 – 11:55 AM or 4:00 – 4:10 PM
 - b. \$5 late fee will be assessed at 12:00 PM and 4:15 PM and \$1/minute for every additional minute the parent is late.

2. Lunch Bunch and After School Care: Please pick up on the hour
 - a. Lunch Bunch required pick-up time is 1:00 PM and After School Care required pick-up time is 5:00 PM
 - b. \$5 late fee will be assessed at 1:05 PM or 5:05 PM and \$1/minute for every additional minute the parent is late.

Goals of Our Curriculum

The most important goal of our Preschool program is to have children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out new ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, and inquisitive learners. We're giving children healthy habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. Our curriculum identifies goals in these areas of development:

Social: to help children feel comfortable in school, trust their new environment, make friends, and feel they are part of the group.

Emotional: to help children experience pride and self-confidence, develop independence, self-control, and have a positive attitude towards life.

Cognitive: to help children become confident learners by letting them try out their own ideas and experience success; and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

Physical: to help children increase their large and small motor skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and learning materials, plan the daily schedule, and talk with children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Behavior Guidance

Emphasis is placed on positive behavior. Children will be supervised at all times. Behavior guidance techniques used at JPS are prevention: positive role modeling, redirection, direct teaching of problem-solving, positive behavior skills, and reasonable and logical consequences. For dangerous and/or persistent disruptive behavior, time-out may be used in compliance with Minnesota Department of Human Services rules for Child Care Centers. Parents will be notified of persistent behavior problems. Corporal punishment or emotional abuse will never be used with any child. An important objective of our school is to help our children develop self-discipline and inner-control over their actions. JPS provides a loving, accepting, and supportive environment for the children in our care. The following is list of our strategies for behavior guidance:

- Parents will be notified of persistent behavior problems.
- Corporal punishment or emotional abuse will never be used with any child. An important objective of our school is to help our children develop self-discipline and inner-control over their actions. JPS provides a loving, accepting and supportive environment for the children in our care. The following is our guidance guidelines:
- Good behavior will be praised and inappropriate behavior will be redirected by offering the child alternative behavior.
- The staff will be accepting of the child's feelings and will help him/her to verbalize those feelings, encouraging the child to use words rather than physical means for handling disputes.
- The staff will set reasonable limits and reinforce them with appropriate consequences.
- Giving positive verbal feedback encourages acceptable behaviors. We make every attempt to provide an environment that prevents tension between children and encourages problem solving techniques and cooperative play. Occasionally, however, all children react in disruptive manner. In the case this occurs, the child is pulled to the side and appropriate behavior is discussed in a quiet, calm, problem-solving manner. If the child is very upset or out of control, the teacher will sit with him or her apart from the other children until he or she is

calm. JPS staff always encourages and guides the children in solving disputes themselves. We offer suggestions of what the child might say to another and then monitor the process.

Disruptive Behavior

If the child's behavior is dangerous and/or disruptive the child will be separated from the group and allowed to sit quietly until he or she feels ready to rejoin the activity. Strategies for dealing with disruptive behavior include:

- Parents will be notified of disruptive behavior.
- Continual behavioral problems will require a conference with parents.
- Teachers will work with families to develop a behavior plan.
- Teachers may ask families for permission to have their child observed in the classroom by an Early Childhood Specialist from Minneapolis Public Schools in order to offer more support to the child and family.

Due Process of Discipline and/or Dismissal

A due process of discipline and/or dismissal has been established to safeguard the school operation. If circumstances arise, a letter of warning may be written in an effort to document and resolve any issue. If the issue is not resolved, a meeting with the family will be required.

The children will be expected to follow these rules:

1. Play safely.
2. Be a good friend.
3. Take care of things in the school.

Health and Safety

- **Children should have Early Childhood Screening at age 3.** Early Childhood Screening is free of charge and is good for your child. It is an opportunity to identify any health or learning concerns and to provide help in the early stages of childhood. Screening is preferred at age three and **state law requires all children to be screened before entering kindergarten. Call 612-348-TOTS (8687).**
- A recent medical check-up with documentation and up-to-date immunization records signed by a physician are requirements of the Department of Human Services and are necessary to complete enrollment.
- Parents need to notify the teacher in writing of any allergies your child may have.

Illness

If a child becomes ill while at school, the child will stay with a staff person until the child is picked up. If a child seems very ill and we are unable to contact the parent or others listed for an emergency, we will call the pediatrician given on the emergency contact information. In a serious emergency we will call 911. Please keep emergency information updated.

If your child will be absent from school because of illness, please notify the teachers. Children should not attend preschool if they have any of the following communicable conditions:

- **Strep throat, conjunctivitis (pink eye), chicken pox, head lice, etc. These conditions must be reported to the school so JPS families may be notified.**

Please do not send your child to school if he or she shows any of the following symptoms within 24 hours:

- Excessive cough or sore throat
- Fever or headaches
- Skin rash
- Inflamed or swollen eyes
- Stomach pain or diarrhea
- Fever blisters or cold sores
- Vomiting

A child should not come to school when ill and unable to have a productive day. It is also important to prevent infection to other children and staff.

The child's temperature must be normal (98.6°F) for 24 hours before returning to school. According to state licensing regulations, a child must be fever-free without the use of medication for a minimum of 24 hours.

Medications

It is a state regulation that to administer any type of medication to a child, we must have a Medication Authorization Form signed by the child's parents. Prescription medications must be in the original container labeled with your child's name, date, directions and physician's name. Medication will only be administered as stated on the label directions. Non-prescription medications are to be labeled with your child's name and date it was given to us. It must be in the original container and administered according to label directions.

Medications requiring refrigeration are to be given to your child's teacher to be refrigerated. No medication of any type is to be in a child's cubby or bag. This includes cough drops and other over-the-counter remedies.

All JPS staff members are certified in Child CPR and First Aid. If an accident occurs, a staff person will help the child. The parent will be notified, and if needed the parent will be asked to pick up the child. If the parent cannot be reached and immediate action is warranted, the 911 Emergency Medical Service number will be called. The appropriate facility to treat the emergency condition will be determined by the 911 Emergency Medical Services.

Birthday Celebrations

We love to celebrate birthdays in the classroom. Please inform the teacher in advance when you want to celebrate in the classroom. Celebrations are often held during snack time.

- Health Department rules state that all treats for sharing must be purchased at a store or bakery and brought to class unopened in their original container. We suggest sending in a small treat to share, some suggestions are: mini cupcakes or cookies. When selecting a treat, please bear in mind appropriate portion sizes for preschoolers. Also, please check-in with the teacher ahead of time to find out about any children in the class who may have allergies to certain foods.
- Class sizes for treats:
 - 3 Day AM: 24 – 3 Day PM: 22
 - 2 Day AM: 22 – 2 Day PM: 22
- Please bring necessary paper products to school for the treats.
- If you are planning a party at home and will not be inviting the entire group, please hand out invitations outside of school, to avoid hurt feelings.

Pets

Joyce Preschool may have a pet visit the classroom during the school year. Parents will be given advance notice of pets visiting the classroom. All classroom pets will be licensed and vaccinated following local health department regulations.

Transportation

Transportation is provided on a limited basis for attendance at JPS. Parents must request and make necessary arrangements with the teacher before your child can be transported. The van driver has completed required safety training, along with a background check of driving record and meets all requirements from the Dept. of Human Services Licensing Division as an Assistant Teacher. Children must be ready and waiting when the van arrives

for pick-up. An authorized adult must be at home at the time of drop-off. A child will never be left unattended. Seat belts and age-appropriate car seats will be used at all times. In the event the van becomes disabled while the children are in the class, parents will be notified to pick up their children at JPS. If a parent is unable to transport his or her child, the teacher will help the parent arrange transportation. Van transportation will be terminated if the guidelines are not followed.

Weather Closing Policy

If the Minneapolis Public Schools close, JPS will be closed. In case of dangerous weather, listen for school closings on WCCO radio (830 AM) or on the television. A message will be left on the JPS outgoing voice mail greeting in the event of school closing and JPS staff will also attempt to contact all families. School closing notification will also be posted on our website at: www.joycepreschool.org

Field trips and Classroom Enrichment

Parental permission is necessary for any child to go on a field trip with the school. A permission slip will be sent home for parental signature before each field trip. A general permission slip to leave school for supervised walks and trips to the park is included in the registration materials. Appropriate safety procedures will be used at all times. Field trips play an important part in your child's education. The success of these experiences relies, in part, upon parental volunteers to help chaperone and transport the children.

Classroom Enrichment

Each class has a budget for special visitors/presentations in the classroom (i.e. puppeteers, artists, musicians, story-tellers, etc.) Teachers appreciate any ideas, suggestions, or recommendations from parents for classroom visitors.

Daily outdoor activity is very important for young children and is planned whenever possible.

Conferences

Parent-teacher conferences will be held in the fall and in the spring. Fall Conferences will be held in November. Spring Conferences will be held in March.

Take-Home Folders

This is a very important folder and needs to come to school each day, along with a backpack and snack. Please check the folder every day for notes, homework, newsletters, permission slips, notification of exposure to communicable illness or disease, etc. The children bring these folders back and forth each day whether or not there are new papers in the folders. This is an important routine for the home/school connection. Without the folders, important papers can get lost. Help your child remember to show you the folder each school day and put the folder back in his or her backpack for the next school day. In addition information will be e-mailed to those families that wish to receive information via e-mail.

Volunteers at Joyce Preschool

Joyce is fortunate to have the support of many volunteers throughout the school year. Our volunteer team is made up of parents and family members, students from area colleges and universities, and also members of the community including neighbors, local professionals, friends of Joyce staff, and members of local churches. Our volunteers work alongside teachers in the classroom and also help with administrative projects in the office. Volunteers sign in at the office and wear nametags while working in the classroom or office. If you see a volunteer, feel free to introduce yourself and ask how the volunteer got involved with Joyce! Many of our volunteers are bilingual.

Families, we welcome you to volunteer in the classroom this year. We recommend that one adult from each family sign up once per month to volunteer in the classroom. Please sign up on the calendar in the hallway.

If you have any questions about volunteering, or if you have a great activity to share with the students, please contact your child's lead teacher. Thanks, families, for your continued support!

Absences

Please notify the school as soon as possible when your child will be late or absent for any reason. This impacts teachers' planning and preparation for the day. If you are taking vacations or trips while school is in session, please notify teachers and administrators as far in advance as possible. Learning takes place every day at JPS. It is therefore important that your child attend

school on a consistent basis. Extended absences require tuition payments to hold a slot for a child. After one month the slot will be filled.

Withdrawal

Our preschool budget is based on full enrollment. Accordingly, we ask that families give at least 2 weeks paid notice when withdrawing a student from the program (as much notice as possible is appreciated), in order to allow ample time to fill the slot.

Arrival and Departure Procedures

We appreciate families being punctual with the drop-off and pick-up of children. Children may enter the classroom five minutes prior to the start of the session. If you arrive at school earlier, we suggest: taking your child to the bathroom before class, reading a book in the library, and looking at pictures in the hallway. We appreciate your cooperation while the teachers are preparing the class for the day's activities. Please arrive within the first 15 minutes of the start of school, unless arrangements have been made ahead of the time with the teacher. Arriving late is disruptive to the class. We have found that when a child is brought in late it takes longer to adjust.

Arrival and departure:

- Please use your electronic key fob to enter Joyce Preschool. Your key fob is programmed to function only during the specific drop-off and pick-up hours of your child's class. If you lose your key fob, please contact JPS staff immediately so the key fob can be deactivated until you find it. Key fobs are signed out to families when they pay a \$5 deposit which will be returned to them at the end of the school year upon turning in the key fob.
- If you forget your key fob at home, please ring the doorbell and identify yourself. A JPS staff person will buzz you in.
- Do not let anyone enter the building with you that you do not know.
- Bring your children to their teachers each day.
- A parent or authorized adult must bring and pick up each child by entering the classroom. Children need to be with an adult when walking down to the preschool. Entering the classroom also allows you an opportunity to speak with the teachers.

Drop-off and pick-up times also give your child an opportunity to share some part of preschool that is important to him or her.

At the time of enrollment parents need to make a list for authorized people to pick up their child. We will release children to "authorized persons" only. A person listed as an "emergency contact" also needs to be listed on pick-up

authorization. **Please inform us in writing or by telephone if someone other than those originally authorized will be picking up your child.**

- Children will not be released to anyone who appears to be under the influence of drugs or alcohol. Children left for ½ hour after dismissal will be considered abandoned and Child Protection Services will be notified.
- Departure – When picking up your child, **mark your initials next to your child's name on the sign-out sheet.** Please be sure that the teacher knows the child is leaving.

If an emergency arises and you are going to be late picking up your child, please call the program before the end of class time. We suggest you carry the school number with you at all times: (612) 823-2447. If it goes to voicemail, press the # button to bypass the message. We suggest you also carry a number of another parent in the program with your child in case you are delayed and need assistance with picking up your child. In the event that your child is still at the school 15 minutes after the session ends and we have not heard from you, we will take the following steps in the order listed:

1. Attempt to reach you at home, work or school.
2. Call the people listed on the Emergency and Authorization Cards.
3. Call the authorities.

All information in your child's file, emergency cards, and authorization cards must be kept current. Please inform us of changes, including:

- Home phone number and address(es) of parents
- Work places and phone numbers of parents
- Name, address and phone number of child's physician
- Names and phone numbers of persons authorized to pick up your child.

Sign-Out

The Sign-Out clipboard is located in the classroom. Teachers make a checkmark next to the child's name upon arrival. At the end of the school day, **parents or authorized adult must sign their child out**, and then pick up their child from the classroom. Make sure a teacher acknowledges the child's departure.

Please inform the other adults who are authorized to pick-up your child about the Sign-Out clipboard.

Missing Child

Children will never be without adult supervision. In the event that a child is missing, both the inside and outside premises will be thoroughly searched. If the child is not found, parents and police will be called immediately. Further procedure as directed by the police will then be followed.

Emergency Procedures

Fire drills will be held in each class, each month to familiarize the students with the emergency procedures. Tornado drills will be conducted once per month during the tornado season.

In the event of a fire or other emergency, the children will be taken to Calhoun Square and families will be notified.

Clothing and Personal Property

Clothing needs to be comfortable, washable and easily managed by the child. Children should be able to easily remove clothing without help (age appropriate zippers, large buttons, elastic waists, Velcro, etc.) It gives the child a feeling of self-confidence and independence to be able to manage his or her clothing when using the rest room. Overalls and belts, for example, are often difficult for young children to take off and on.

Play clothes and rubber-soled shoes are recommended for your child's safety and comfort. Sandals, slippers or cowboy boots can be dangerous when running, jumping and climbing.

We will provide a change of clothes at school for children that have a toileting accident. Please wash the clothes and return the following school day. If your child is having difficulty getting potty-trained, please send a change of clothes with your child each day.

All clothing and other property coming to school must be clearly labeled with the child's name. This includes: snack containers, backpacks, and clothing. We encourage writing your child's name on the inside label of sweaters, sweatshirts and jackets with a permanent marker. We can easily return clothes that are left at school to families when the name is written on these belongings. We will make every effort to see that each child's belongings are kept safe in the child's cubby. Children should not bring toys to school, except for the secret sack or other special events. If children bring a toy to school it will need to remain in a backpack and not taken out during class time.

Secret Sack

This is our "Show and Tell." Children will take turns bringing home the sack. When it's your child's turn with the secret sack, please follow the following guidelines:

- Please assist your child in finding 3 items to bring back the next school day. It's very important the bag is returned the next school day to give all of the children several opportunities to take the secret sack home during the school year.
- These items should include: a favorite toy and two items that relate to one of the following: the current theme, science, family, or culture.
- Please send back the information sheet with the Secret Sack. This sheet will be used to assist in explaining what the items are, where they are from, and why they are important to the child.

No guns, weapons, or war-related items are allowed at school, as they promote aggressive play and are not suitable in a group situation.

Snack

Children need to bring a snack and drink to school. Snack suggestions: Whole-wheat crackers, fruit cups, fresh sliced fruit, dried fruit, applesauce, sliced vegetables, yogurt sticks, granola bars, string cheese, yogurt, trail mix, cheese, Jell-o and raisins. **Two nutritious snacks only – please do not send candy, pastries, sweets, etc.**

- Please send a juice box or a drink in a container with a tight lid.
- Please send silverware needed with the snack every day.
- Please write child's name on the outside of the snack bag and food containers that won't be thrown away.
- It is very important that children understand that we don't share our food at school. Children in the class may have allergies that prevent them from eating certain foods; therefore we have children eat only the food provided for them by their parents.
- Water from Culligan is available during snack time.
- Snacks will not be refrigerated.
- The microwave cannot be used to heat snacks.

Insurance Coverage

Joyce Preschool is insured under the general liability insurance carried by Joyce Methodist Church.

Parent Grievance Procedure

If a parent or guardian of an enrolled child experiences a problem with the program, the following steps will be taken:

1. Parent notifies one of the preschool's teachers of the problem or concern.
2. If the teacher is unable to clear up the problem or concern, the matter will be taken to the Program Coordinator for further discussion.
3. If the problem is still unresolved, the Board of Directors will be notified. A written version of the complaint may be requested. The Board will respond in two weeks or sooner if it is an emergency.

Community Assistance

Children need a safe, nurturing environment that helps them to grow, learn, and feel loved by their caregivers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, physical needs, intellectual stimulation, appropriate discipline, love, and feeling of importance must be met. JPS is committed to providing an environment that encourages each child's growth and learning. Should you have difficulty providing for your child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find community resources that can be of assistance. Parenting can be a difficult job. If you find that you are experiencing more stress than you can handle, some community resources that can help include:

1. First Call For Help: (612) 335-5000 or dial 211
2. CLUES Chicanos Latinos Unidos En Servicio: (612) 746-3500

Joyce Preschool staff is required by Minnesota law to report any suspected incidents of child abuse or neglect to Child Protection. Please refer to the "Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs", located at the end of this handbook, for procedures regarding reporting child abuse or neglect.

JPS prohibits individuals, employees, volunteers, or subcontractors from working with or near the children while under the influence of a controlled substance, alcohol, or any substance that may impair the individual's ability to perform the job. JPS is a smoke-free and drug-free environment. No smoking or drug use is allowed on the premises.

Data Privacy

Records concerning your child and all other information about your child are confidential and will only be accessible to you, your child's teachers, the directors, and a person designated by the state licensing department to review our records for licensing purposes. JPS requires written permission from the child's parents/guardians before information will be shared with any other persons or agencies.

Board of Directors

Joyce Preschool Board meets every other month. Within the board there are also several committees, including a fundraising committee and a program committee. Parents are encouraged to get involved at these meetings. The Board of Directors governs JPS. Members of the board include a representative of Joyce Church, parents of JPS students, and members of the JPS community. Please contact the board chair, Paola Nuñez-Obetz at 612-362-7888 or paolaobetz@gmail.com for more information about the Board.

Phone Numbers

Joyce Preschool (line 1) _____ (612) 823-2447
Joyce Preschool (line 2, no voicemail) _____ (612) 823-3170
Board Chairperson, Paola Nuñez-Obetz _____ (612) 362-7888

Staff e-mail addresses:

Laura Johansson _____ laura.johansson@joycepreschool.org
Carol Will _____ carol@joycepreschool.com
Victoria Campoverde _____ victoria@joycepreschool.org
Kristin Dykstra _____ kristin@joycepreschool.org
Laura Tompkins _____ laura.tompkins@joycepreschool.org
Deborah Jahn _____ deborah@joycepreschool.org
Natalie Ehalt _____ natalie@joycepreschool.org
Carolyn Van Nelson _____ carolyn@joycepreschool.org

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at *Dept. of Human Service Licensing* or local law enforcement at *651-297-4123*.
Division / Maltreatment Intake Line
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by Program Coordinator (name or position). If this individual is involved in the alleged or suspected maltreatment, Lead Teacher (name or position) will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.