

# Little Joes Preschool Handbook

At Little Joes our philosophy is that children are God given miracles. We believe each child should learn the love of God through bible lessons and bible concepts. We will strive to infuse the love of God throughout our entire program. We believe that children need to feel safe: safe to explore their world, and try new things. Second, they need to feel nurtured. They need to know that they are special and unique. Their hurt feelings count, their sadness is comforted, their joy is shared and their accomplishments are praised. At Little Joes children will be challenged academically, exposed to age appropriate curriculum that will allow them to be successful, and will have opportunities to express their creativity. They will also be guided towards socially acceptable behavior, as they learn to interact with other children in a school setting. Children need to be children. Little Joes will invite them to play and pretend in an environment created just for them.

## Description of Classes

Little Joes offers two classes that are determined by age.

Pre-School class	3/4 year olds	Tuesday, Thursday	9:00am to 12:30pm
Pre-Kindergarten class	4/5 year olds	Monday, Wednesday, Friday	8:45am to 12:30pm

## Curriculum

Curriculum will vary according to age and will include but is not limited to:

- Recognizing and printing letters and understanding sounds
  - Recognizing and printing numbers and understanding concepts
  - Recognizing and printing their name
  - Counting
  - Recognizing and naming shapes and colors
  - Developing familiarity with the calendar
  - Intro to pre math skills and concepts—patterns, sequencing, measuring, number sets, etc.
  - Recognizing opposites
  - Rhyming
  - Small motor skills—printing, coloring, cutting, puzzles
  - Development of large motor skills through play
  - STEM/STEAM activities
- Children will also be encouraged and guided to develop a variety of social skill such as:
- Participation in group activities
  - Sharing



- Speaking in front of a group (show and tell)
- Using manners
- Listening while others speak
- Following directions
- Obeying classroom rules
- Taking care of personal belongings
- Adaptability: openness to changing conditions
- Attention and Attention Span
- Overcoming fear and uncertainty
- Civility and Respect
- Empathy
- Forgiveness
- Gratitude
- Patience
- Honesty



## Registration

A registration form (located on our website or a paper copy may be picked up in the church office) must be completed and submitted to Little Joes Preschool along with a non-refundable registration fee of \$45.00. This fee will cover start up costs.

Enrollment is on a first come first served bases with class size limited to assure acceptable teacher/student ratios. When classes are filled, a waiting list will be established. In the event of a cancellation or withdrawals, positions will filled from the waiting list.

## First Day of School

Your child will need the following items:

- Completed Registration, Enrollment, Authorization/Consent, Contact, and Discipline Policy forms—a copy of each can be found on our website.
- Registration fee (if not already paid)
- Standard-sized book bag
- Change of clothing for emergencies (clothes must be acceptable for weather all year)
- Items from SUPPLY LIST (if not already turned in)

## Payment Procedures/Fees

### Tuition Payments

- Tuition is due on the first of each month.
- Payments may be made by cash, check, or on our website. Please make checks payable to: **St. Joe Church of Christ.**

- Enclose your payment in an envelope/Ziploc/etc. with the corresponding paystub from your payment booklet. Place the payment in your student's MAIN pocket of his/her bookbag or hand directly to a staff member. If we do not receive your paystub, a receipt will be written out and sent to you for your/our records.
- **Current fees:**
  - ◇ Tuition for our 3/4 year old class is \$675.00 per year dispersed evenly at \$75.00 per month from September to May.
  - ◇ Tuition for the 4/5 year old class is \$900.00 per year dispersed evenly at \$100.00 per month from September to May.
  - ◇ Tuition may be paid in full if desired.

## **Late Payments**

Payments are expected to be made on time. If scheduling recurring payments, please make sure you are selecting the 1st of each month. In the case that under extenuating circumstances, a family is unable to make timely payments, that are responsible for contacting the Little Joes Director to make arrangements. If the family does not communicate their circumstances to the director, and no alternative payment plan is made, the following procedures will take place:

1. Notification of the missing payment will be sent home within 5 business days of when it was due.
2. If the payment is not received by 15th, a late charge of \$5.00 per week will be assessed.

Tuition fees are the same each month regardless of number of days or in spite of student absence.



## **Returned Checks**

In the event of a bad check or NSF, charges will be the responsibility of the parent or guardian. Late charges may apply.

## **Scholarship**

Scholarship applications are available from the Director. Applications will be reviewed by the Board of Directors. A limited number of scholarship dollars are available.

# **School Policies**

## **Newsletter**

A preschool newsletter will be sent home to keep you updated on information, school activities, and reminder of upcoming events. It is vital that you check your child's bag for all important information.

## **Dress**

Children should be dressed in comfortable, sturdy clothing that is free from complicated fastenings. Remember to send weather appropriate outerwear for playing outside. We will be painting, using food color, playing in mud, going outside on a wet playground, etc. please be sure clothing is appropriate for these activities.

## **Calendar**

Our calendar will follow the Dekalb Eastern Calendar. We will observe all breaks on the Dekalb Eastern schedule unless notified in advance. We will observe make up days when/if applicable.

## Delays/Cancellations

In the case of inclement weather, school may be cancelled or delayed. Listen for Dekalb Eastern School District. We will be following BOTH cancellations and delays this school year.

***If DKE is delayed Little Joes will begin at 10 for both classes (doors will open at 9:45).***



## Attendance

We ask that if your child will be absent from school, you contact the school via Remind, email, or phone (260-337-0442). If you choose to be gone for an extended period of time, ex: vacation, you are still responsible for tuition during that time.

## Health/Illness

Children will not be permitted to school with signs of communicable disease. Little Joes will in turn notify parents of possible exposure to any communicable disease. In case of accidental injury, school staff will give appropriate first aid to the child and will immediately contact a parent or designated person. Thus, it is important to keep this information up to date in your child's records. It is the judgement of school staff that the injury is a medical emergency, paramedics will be called immediately to the school and a parent or guardian will be contacted.

## Snacks

Snacks will be provided each day. **It is very important that you inform us in detail about any food allergies your child may have.** Snacks may include: crackers, pretzels, goldfish, popcorn, applesauce, grapes, apples, cheese sticks, yogurt, cucumbers, or carrots (Snack Rotation is available on our website). All donations are accepted and greatly appreciated, but please note; we like to do as little refined sugar as possible.

Let us know ahead of time if you plan to send in a special treat that way we can plan accordingly.

## Communication

### **Emails**

Little Joes Preschool/Director [Littlejoespreschool@yahoo.com](mailto:Littlejoespreschool@yahoo.com)

### **Remind**

We use an app called Remind. Remind will be our main source of communication for class activities/pictures, weekly reminders, digital copies of the newsletter/other important paperwork, classroom needs and requests, and more. Please check Remind frequently. Use Remind to communicate directly with teachers regarding questions, concerns, or attendance related information. The Remind app is available on both apple and android devices. Download the app and follow the prompts to join our class using the code:

Tuesday/Thursday class: @ljptth

Monday/Wednesday/Friday class: @ljpmwf

### **Website**

Our website is [www.stjoecofc.com/littlejoespreschool](http://www.stjoecofc.com/littlejoespreschool). Check out the resources tab for copies of all our policies and paperwork. Tuition can also be paid through our website.

## Show and Tell

Show and tell will begin in September and occur on each Thursday/Friday. Help your child choose one item that fits in their bag for show and tell (Please note: this is only a rule of thumb, if your child has something bigger on occasion feel free to send it.) We welcome special show and tell. If your child would like to bring a pet or a baby sibling etc. please call and make arrangements. *Toys from home are permitted at school only on show and tell days.*

## Daily Routine

8:30-9:00—Student arrival

9:00-9:25—Morning centers

9:30-9:50—Circle time/morning message (calendar, pledge, prayer, lesson, story)

9:50—Bathroom break

10:00-11:00—Downstairs centers (alphabet book [MWF], science/discovery, sensory, art/crafts, free play)

11:05—clean up, wash hands

11:10-11:25—Snack

11:25—Bathroom break

11:35-12:05—Outside/big room

12:10-12:25—Music/Chapel/PE

12:30—Dismissal

## Safety/Security

### **Shelter in Place**

In the event there is a threat within the community by a person or persons to commit harm, Little Joes Preschool will go into lockdown. The Little Joes Preschool entrance doors will be locked along with classrooms and all other interior access points of entrance to the church building. Children will only be released to parents or authorized adults when it is safe to leave the building.

### **Fire Drill**

Fire drills will be conducted twice during the school year. Once in October during Fire Safety week and once in April. In the event of an actual fire emergency, parents will be contacted immediately and will pick their child up. Students and staff will make their way to the playground on the east side of the building.

### **Severe Weather**

In the event of a Tornado Warning during school hours, all children will be evacuated from the classroom and proceed to the craft room in the basement. All doors will remain closed until staff members receive an "all clear" from the Director that weather conditions have improved. All children must immediately return indoors if lightening is observed.





## Child Pick Up

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. *NOTE: It is legal for either parents to pickup his/her child unless Little Joes Preschool is provided a copy of a court order restricting visitation.*

Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask

for identification.

The safety of children is of paramount concern to St Joe Church of Christ and Little Joes Preschool. When children are being picked up, staff will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or intoxicated

### Pickup by an unknown person

If the person picking up the child is not known to a staff member; the staff person will consult with other staff members to determine if any other staff knows whether or not this individual is authorized to pick up the child. If still unfamiliar to staff present, the child's file will be checked for the individual's name, and photo identification will be required. If the unknown person is not authorized to pick up the child, the parent must be contacted for permission. Should the parents be unavailable, the child cannot be permitted to leave with the unauthorized individual.

If an attempt is made to take the child or if the individual does leave with the child, 911 (police will be called by staff. Describe to the 911 operator/police:

- the name of the person
- the direction they left
- the appearance of the person
- the appearance of the child
- the appearance of their car (if driving)

### Pickup by a person who appears unwell

If a parent/authorized person appears to staff to be unwell/intoxicated when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/authorized person not leave with the child. If the unwell person insists on leaving with the child, staff cannot prevent the parent/authorized person from taking their child, as only CAS or a certified court order can permit this. In the event that safety concerns for the child are present, staff document the event including:

- time of incident
- concern and details about the conversation
- location people involved
- any other relevant information name and position

If the unwell/intoxicated person is driving the child and staff is concerned, staff should make note of the car, license number and probable destination, then call the police.

## Arrival/Dismissal

We will meet you at your car each morning to escort your children to and from the preschool. We will begin bringing children in 15 min prior to the start of class.

Please drop off children no later than 5 minutes prior to the start of class so that we may start promptly. Doors will be locked at 8:45 on MWF and 9 on T/Th. If you are arriving late, please inform the teacher and ring the doorbell once you have arrived.

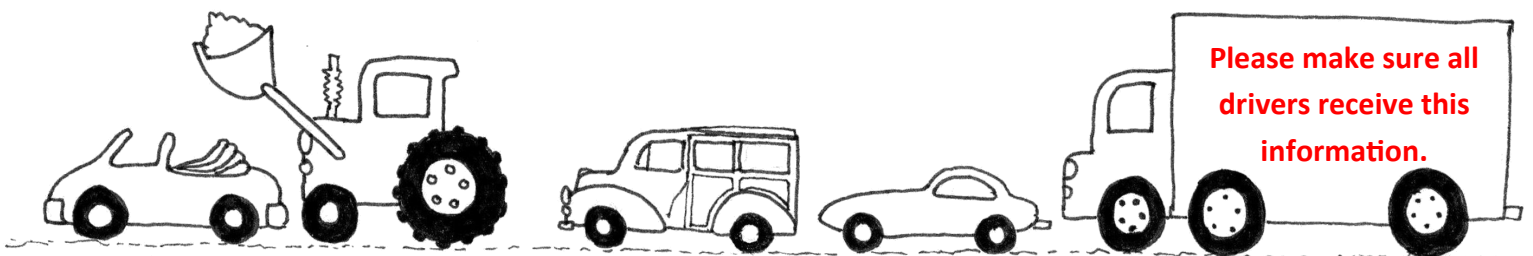
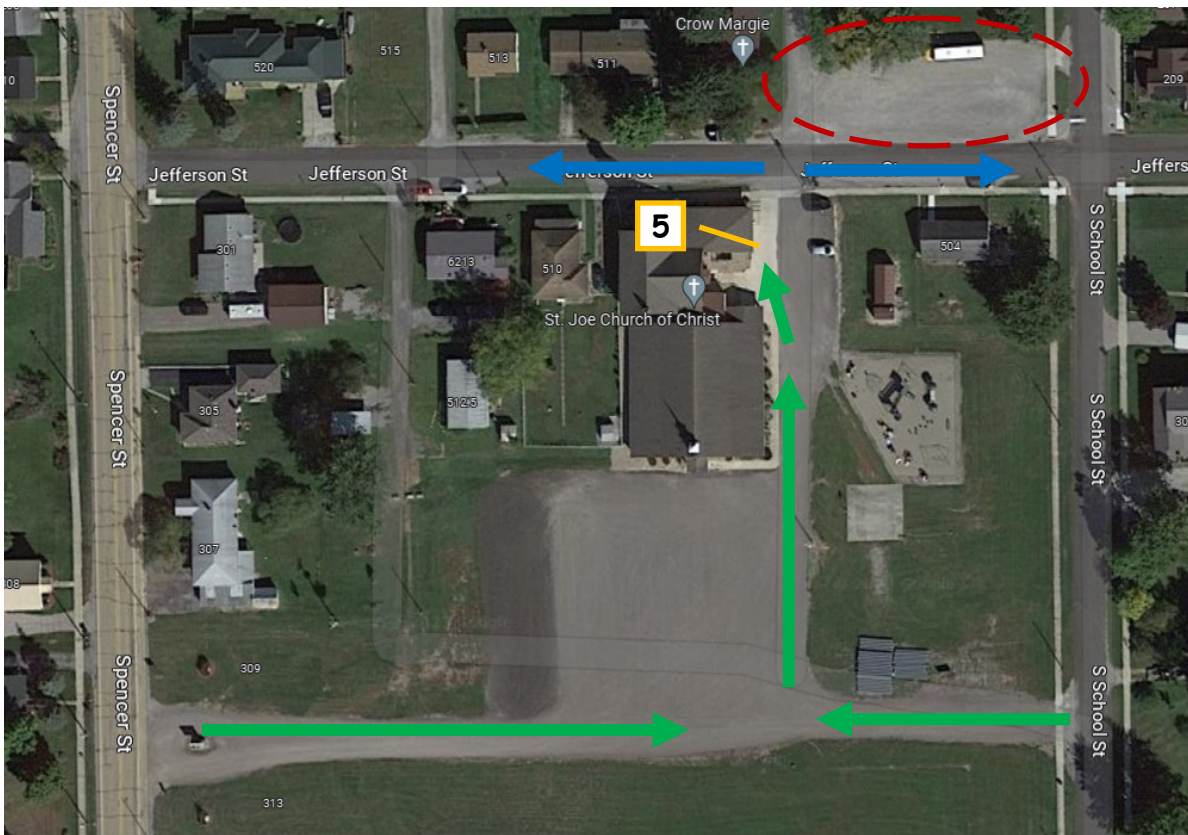
**Please inform us if your child will not be in attendance, preferably before 8:30. (this helps in preparing for snacks, crafts etc.)**

### Car-line directions:

Please **enter from School Street or from SR 1, travel north through the alley** between the church and the playground (indicated by **GREEN** arrows on the map). Children will enter/exit through **Door 5** (see map below). *If you are walking or coming from the parking lot, we ask that you wait until all cars have exited the line to avoid children crossing in front of or between vehicles unexpectedly.* Cars will exit following the **BLUE** arrows.

Through previous experience we have learned that this procedure eliminates children in the parking area, alley way, and street while vehicles are in motion. Please help by making safety a priority.

We will bring your children to your car after school. You are responsible for buckling them in. Pull ahead to the church parking lot across the street, circled in **RED**, to buckle your child in. This will keep the line moving quickly.



# St. Joe Church of Christ & Little Joes Relationship

The Little Joes Preschool is a ministry of St. Joe Church of Christ in St. Joe, Indiana. The church and school work together to provide your child with a quality Christian early learning education. If you have not found a church home, St. Joe Church of Christ invites you to Come and See. Service times are posted on our website as well as on the church signs.

## **Little Joes Preschool Board of Directors**

The Little Joes Preschool Board of Directors meets regularly to support the school and its mission. They guide the Director who reports to the board. The board reviews the financials, curriculum, procedures, and policies.

### *2023-2024 Board Members*

Jacki Yoder

Larry Yoder

Carmen Fliehman

Carlyle Holman

Sheila Holman

## Staff Members



**Arielle Hoersten**

*Director/Teacher*



**Tianna Cross**

*Teacher*



**Casey Goff**

*Secretary*

**Donny Goff**

*Pastor/Chapel*



**Dustin Cross**

*Associate Pastor/Chapel*