

Welcome to JOY Center

In partnership with Christ Community Church, JOY Center was established to assist families in our community in building a foundation of early childhood excellence for our children. We respect parents as the children's first, and most important, teachers. We recognize that children come to school with prior knowledge and experiences that influence who they are and how they view the world. We work closely with families to build on these experiences and meet the developmental needs of each child in our care. It is our pleasure to serve you and your family. We are available to you at any time. Thank you for making JOY Center your choice.

Philosophy

JOY Center believes that every child is a special gift from God to be treasured and nurtured as such. Within our facility we will create an environment that is safe, healthy, and loving, above all else. It is our pleasure to create programs and offer intentionally designed curriculum that meets the needs of the individual whole child. While we understand that each child is gifted to learn in different ways we also know that children reach developmental milestones at a rate unique to themselves. As early childhood educators it becomes our job to adapt and plan each day to meet those individual needs. Our lesson plans meet and exceed the PA Early Learning Standards in each of the learning domains.

Christ is preeminent in all we do. In addition to Bible stories and songs and prayers at meal times, your child will hear about Jesus when we settle disputes or have an issue with lack of cooperation. Jesus is praised when a new baby is born at home and when mom or dad finds a new job. We talk to Jesus about everything and watch when He answers our prayers.

Program

We are pleased to serve children who are at least 6 weeks old through Pre-K (those children who will leave for kindergarten the following fall) in our childcare program. We offer a variety of programs to best suit your family based on our availability. For pre-k children we offer limited spots in a morning-only program in addition to the traditional full day. The rate sheet and contract form explain that tuition.

JOY Center is a year-round childcare program with hours Monday – Friday, 7:00AM to 5:30 PM. Full time families are welcome to use up to 10 consecutive hours of care per day.

Our curriculum is play based, theme driven, and developmentally appropriate for each class. We offer learning centers and activities intentionally designed to embed the domains of development: cognitive, social, emotional, spiritual, language, and physical. We adhere to the Pennsylvania Early Learning Standards for our guiding principles. For our children to make progress both socially and academically we maintain high developmentally achievable expectations and use twice yearly a simple state mandated Child Service Report to communicate our observations to parents.

Admission

Admission is granted when

- Class availability meets family needs
- Registration packet is complete and fees are paid at least 5 days prior to enrollment.
- Family (parents and child) has met with a director for a tour and an interview.
- An agreement is reached that JOY Center is the best match for your child's needs.

Our licensing mandates the forms we require and we maintain those according to the regulation. It is extremely important that our center be kept up-to-date with any changes in your information.

Children of teachers who leave us for the summer and who will be returning to us in the fall, are required to pay a family \$200 fee. This is a professional courtesy to teachers. Families who have spots held will be given the date of the new school year. Care is not available prior to that date due to staffing and summer-only enrollment.

Inclusion and Special Needs

JOY Center does not discriminate on the basis of special need. Parents with children with special needs will meet with the director and create a special care plan with input from the child's physician and other professional providers. JOY Center will attempt to accommodate children consistent with the requirements of the American With Disabilities Act. If your child receives outside services and has an IEP or IFSP, JOY Center must have a copy for review PRIOR to the child starting care. If our program is unable to accommodate the child's needs as defined by the child's health care provider or the Individualized Educational Plan or without posing undue burden as defined by Federal law, then the director will work with the parents to find a suitable environment for the child. There is a one-month trial period in which the parents and the staff can determine if the child's needs are being met or if they might be better served in a different setting. We encourage parents to bring any concerns to the teachers and director, especially during this time. We are determined to "go the extra mile" to be inclusive. All families deserve the opportunity to choose a high-quality program such as JOY Center.

Health Requirements and Immunizations

Our licensing agency requires a health-appraisal form with all up-to-date immunizations. This must be returned to us within the first 30 calendar days of enrollment. Children will not be allowed to continue in the program if immunizations are not kept up to date. Health appraisals are required every 6 months for an infant or toddler. Following the 24-month check-up, health appraisals are required every year.

OCDEL, our licensing agency, governs the policies and requirements for children who are in care. JOY Center will be cited for children who do not have current immunizations as outlined above. Any family, who chooses not to follow the health department's schedule,

must write and sign a letter stating the modified schedule. If parents opt out of all immunizations, a signed form must be in the child's file and it states 'religious reasons' or 'strong personal preference' as the reason.

Child with Diagnosed Asthma

If a child has asthma, your physician will need to complete an Asthma Treatment Plan; we will provide this form for you. We strongly recommend that you maintain an inhaler pr nebulizer here for our use should your child need.

Child with Diagnosed Food Allergy

If your child has a food allergy diagnosis, your physician will need to complete a Food Allergy and Anaphylaxis Emergency Care Plan. We will provide this form for you. IF that plan requires an epi-pen, one **must** be maintained here; children who require an epi-pen and a current one is not available to us, your child will not be admitted to care until one is brought.

Licensing

JOY Center is licensed by the Office of Child Development and Early Learning (OCDEL) a collaborative effort between the Pennsylvania Department of Education and the Pennsylvania Department of Human Services. We are mandated to comply with Title 55 Chapter 3270 Childcare Centers Regulations. You may find this document in its entirety at <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

Should you determine that you believe our center is out of compliance with any of the regulations, you may contact the Office of Child Development and Early Learning, Central Region Bureau of Certification Services 717-712-7766

Non-Discrimination Policy

It is the policy of JOY Center to recruit and process the applications of children wishing to be a part of our center without regard to race, color, national origin, sex, age (must be within our licensing parameters) or religion. Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency) or gender.

Any individual/client/student/parent or guardian who believes they have been discriminated against may file a complaint with:

JOY Center
Attn: JOY Center Board of Directors
1201 Slate Hill Road
Camp Hill, PA 17011

Department of Public Welfare
Bureau of Equal Opportunity
Room 521, Health and Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101-1125 S. Front Street, 5th Floor
Harrisburg, PA 17104

Withdrawal

Parents are required to give a two-week written notice of withdrawal giving JOY Center a chance to notify a parent on the waiting list of space availability. JOY Center reserves the right to dis-enroll a child anytime it is deemed necessary or appropriate without notice. We are willing to transfer child records at your request. Please give written instructions as to what should be included and where to send.

Operating Schedule

JOY Center opens at 7:00AM and closes at 5:30PM each Monday-Friday except for the holidays we take. Fulltime contracts are for a period not to exceed 10 hours of care each day.

Children must be in the care of their parent outside of the building by 5:30 each evening or the late pick-up fee as written in the financial agreement will be charged. Children are clocked in as children come into the classroom and clocked out as parents leave the building. Closing teachers clock children out and the clock on the HiMama app is used to determine late fees.

The following holidays will be observed. These are *paid* holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Fall In-service Day (date to be announced)
- Thanksgiving Day
- Black Friday
- The week between Christmas and New Years (non-paid starting 2023)

Should the center have a delayed-start or early dismissal, or we close for weather or other emergency, there is no reduction in tuition.

Attendance

Parents are required to walk their child into the center daily and pick them up from inside the center.

We strongly suggest that children arrive by 8:30 AM allowing them to easily adapt to the day's activities and to take part in the majority of the morning. Children who are not here by 9:00 but do plan to come should call the office allowing us to staff appropriately.

If your child will not be attending school on a regularly scheduled day, we appreciate a HiMama message. This is a courtesy and not required. Scheduled days off may be given to the teachers when plans are confirmed.

Tuition

JOY Center tuition is due each Thursday for the following week. At the time of registration, parents pay the registration fee and the first week's tuition. We require families to enroll in Tuition Express for their ease of payment.

The board considers tuition increases annually and if an increase is to be levied, parents will be given a 60-day notice.

Referral Credit

We know our best advertising is a satisfied parent's recommendation. If you refer a family to JOY Center, once they have registered and stayed with us 30 days, you will be given a \$50 tuition credit as our heartfelt thanks.

Safety and Classroom Management / Behavior Expectations

JOY Center is committed to meeting all the safety guidelines set in place by our licensing agency. The health and safety of the children in our care is our primary goal. A staff person trained in child first aid, CPR and on the AED machine will be in the building every hour of operation.

All accidents will be recorded on an accident form, which will be signed by a parent at the time of pick up. Any accident that suggests earlier notification will be given to the director for a phone call to the parent. In the event that an accident warrants emergency care, the child will be transported to the hospital via ambulance as the parent has directed.

Fire drills will be held every 60 days. It is mandated that shoes will be kept on in the classroom and at naptime for this safety reason.

Staff Members are expected to take care of the basic management and discipline of their group. JOY Center believes that there are clear 'rules' that apply in our Christian Early Learning Center:

Respect God

"Lord, help me to honor You."

Respect Teachers

"Lord, help me to listen to and obey the people You have put in charge"

Respect Others

"Lord, help me to love and serve others before myself."

We will model our treatment of others and obedience to teachers after God's word using a program called "Bucket Filling". Each teacher will send home information about this life concept of 'filling, not dipping from, buckets. It's simple enough for even the very youngest and builds life-long empathy, compassion, giving and kindness in all of us.

We will guide children to be self-regulators and take responsibility for their actions. "Time-out" is strictly reserved for allowing a child to regain control of their actions and words when necessary. Each classroom has a *Safe Spot* where children may be directed allowing them space to play alone and re-think appropriate choices and decisions.

Parents are involved with behavioral issues when assistance is required or at a level that the parent requests.

Unacceptable behavior includes: aggressive physical actions towards peers or teachers, running away from the teacher whether indoors or out and an inability to re-gain self-control or a compliant choice. JOY Center is dedicated to the philosophy that "Children can be responsible for actions and decisions of their choosing if the environment is loving, safe, consistent, and conducive to a loving and gentle approach of self-governing". If a child's behavior becomes a safety concern, or if the behavior requires 1:1 care, parents may be called to come and take the child home for the remainder of the day.

In the case where a director is involved, a conference may be called. While we do try to accommodate parent schedules, attendance by both parents will be required. It is our sincere desire to include all children in our center but we reserve the right to dismiss a child from our care when we are unable to provide the staffing or environment best suited for all concerned.

Curriculum

Our curriculum is designed to instill in our children Christian values through Bible lessons, prayer, songs, academic skills, and social relationships. New themes are introduced monthly and/or seasonally and centers are built around those themes and appropriate developmental domains. Your child's teacher will provide you a newsletter every month giving an overview to the month's activities. These are also on the website.

As a framework, we use the PA Early Learning Standards and intentionally plan so that our curriculum allows children to master basic skills and concepts that are integral to becoming successful problem solvers and thinkers. We balance this inquiry approach with

a strong foundation of creativity and self-directed, purposeful play. We communicate with the local kindergarten teachers to ensure smooth transition into kindergarten with necessary skills and knowledge.

Our Pre-K programs use Heggerty's Phonemic Awareness pre-reading curriculum as it's the prelude to what many of our local school district and private kindergartens use. See your child's teacher for an introduction to this program.

When writing curriculum for an early childhood program, there are many facets in creation to consider:

- Age and overall developmental ability
- Proven learning domains (taken from Blooms original taxonomy)
- Each part of the whole child (spiritual, cognitive, physical, social, and emotional)
- Learning styles and abilities of the children in the class
- PA Early Learning Standards
- Program goals and objectives

The early years of a child's life are especially important for learning. Research shows that children who have a preschool learning experience benefit in many ways including:

- More cooperative with peers
- Arrive in kindergarten ready to learn
- Better behavior in school
- More likely to succeed in school
- Parents learn how to be involved in their child's learning

What are the significant parts of the curriculum?

- **Active Learning**: Activities in the active learning classroom are ones the child finds enjoyable, has control over selecting and directing, has an interest in the activity, has a probability of success with the activity, and shows self-confidence in doing something they want to do.
- **Adult-Child Interaction**: For children to actively learn, they must do so in a setting that offers positive adult support. Adult-child interaction is based on trust, autonomy, initiative, empathy, and self-confidence.
- **Key Experiences**: The "key experiences" have been defined as "what young children do, how they perceive their world, and the kinds of experiences that are important for their development." There are a total of 58 key experiences that are organized in the following 10 categories:

1. Language and Literacy
2. Number

3. Space
4. Time
5. Classification
6. Sequencing
7. Initiative and Social Relations
8. Creative Representation
9. Movement
10. Music

Why a daily routine?

A consistent daily routine is important as it provides children with a schedule of events that they can depend on and understand. The basic elements of the day include:

- Planning time is a time for children to indicate what they plan to do first during work time.
- Work time starts with children carrying out their first plan and continues as they work with materials in the various areas of the classroom.
- Cleanup time is when children return materials and equipment to their designated storage space as well as displaying anything that they created during work time.
- In recall time, children are encouraged to share in a variety of ways about their activity during work time.
- Small-group time focuses around groups of six to ten children working on an activity the adult introduces through preselected materials. This is further defined as a *teacher-directed activity*.
- Large-group time is when all of the adults and children gather for an activity that the adult initiates. Circle Time or Morning Meeting would be an example of this.
- Outside time is a time for music and movement and large motor development through jumping, running, climbing, hopping, etc. and is generally conducted outside although it may occur in another large designated space within the building.
- Meals and naptime are included in an all-day program such as ours

Our Curriculum will.

- Promote interactive learning and encourage the child's construction of knowledge
- Help children achieve social, emotional, spiritual, physical, and cognitive goals
- Encourage development of positive feelings and dispositions

toward learning while leading to acquisition of knowledge and skills

- Have expectations that are realistic and attainable at this time
- Include children with disabilities in the curriculum
- Build and elaborate on children’s current knowledge and abilities
- Lead to conceptual understanding by helping children construct their own understanding in meaningful contexts
- Facilitate concept learning and skills development in an integrated and natural way
- Challenge children with disabilities to attain goals beyond those specified in the IEP (where applicable)
- Permit flexibility for children and teachers
- Encourage active learning and frequently allow children to make meaningful choices
- Foster children’s exploration and inquiry, rather than focusing on “right” answers or “right” ways to complete a task
- Promote the development of higher order abilities, such as thinking, reasoning, problem solving, and decision making (learning domains from Blooms Taxonomy)
- Promote and encourage social interaction among children and adults
- Respect children’s psychological needs for activity, sensory stimulation, fresh air, rest, and nourishment
- Promote feelings of safety, security, and belonging
- Provide experiences that promote feelings of success, competence, and enjoyment of learning
- Promote positive relationships with families

It will also be checked regularly to be sure it is . . .

- Based on sound child development principles of how children grow and learn.
- Meaningful for children, and relevant to the children’s lives.

Monthly themes may be found on the website and are shared in the class newsletter each month.

The basic curriculum (themes) is for every class from toddlers – Pre-K. Teachers are responsible to adapt the themes to make them developmentally appropriate for their class. The director and assistant director will act as resources for this.

Supervision and Staffing

Children are directly supervised within the teacher’s sight and hearing at all times, even when the children are sleeping. Teachers regularly count the children in their class and in their primary groupings and they know how many children are in their immediate care.

We comply with our licensing agency (OCDEL) and the ratios they have set.

Infants (6weeks – 12 months) 1:4

Toddlers (12-24 months) 1:5

Twos (24-36 months) 1:6

Preschool and Pre-K (3,4 and 5-year-old’s) 1:10

When there are mixed age groups in the same classroom, the ratio for the youngest child applies.

JOY Center teachers are held to the highest standards. In addition to the requirements placed on them by our licensing agency; clearances, health reports, experience, and education, JOY Center requires more.

Within the staff handbook we have policies regarding attendance and punctuality, confidentiality, gossip, and slander, negligence, insubordination, as well as spiritual, moral, and professional excellence. To complete the hiring process, teachers are required to sign the last page of the teacher handbook stating their understanding and agreement to comply by the policies within.

Family/Staff Communication

There are many ways to communicate with families and we will tailor the way we communicate as each family situation comes to light. Cubbies will often have notes and reminders. Please check your child’s cubbie every day for class and center information. The best way and the most common way we communicate is through our ***HiMama program and app***. Upon registration, parents will be given a link to download the program to their computers and smart phones. Parents receive reports, photos, and email correspondence via this program. Emergency updates can be sent through this program to smart phones via text. Please be sure to update your email and phone numbers in the office so you don’t miss anything.

Parents are welcome to call the center at any time. Unless it would be extremely distracting, we will forward the call to the child’s teacher immediately. Rarely we would ask your permission to call you right back. Teachers have center email address’ that are

checked daily. Feel free to contact your child's teacher that way in addition to the HiMama messages.

The best way to communicate between parents and teachers is in a face-to-face conversation. You may schedule a parent-teacher conference anytime through the office. Anything that lasts longer than 2-3 minutes of a teacher's time while she is in ratio taking care of the needs of the class poses a safety hazard. We respectfully ask that you not hold "mini-conferences" at the time of drop off and pick up.

Food and Meals

JOY Center provides and serves both morning and afternoon snacks to children who are eating solid food. AM and PM snacks are served with water.

Parents are responsible for a packed lunch to be eaten mid-day. **Lunches are to be peanut-free** due to the increasing number of children with peanut allergies. An acceptable substitution to peanut butter is soy butter or sunflower seed butter. We will supply milk with your lunch. Water is always available for substitution. We are happy to heat one item in your child's lunch but we *cannot cook something*. For example, reheating last night's spaghetti in a Tupperware container is fine, but cooking an easy-mac is not. We cannot allow glass containers in children's lunches; shattered glass is a huge safety issue in a childcare center.

Once food has been served to the child, we are not allowed (OCDEL) to return what is not eaten to the lunchbox to come home. Anything not served/offered to your child will come home for you to see.

Grapes are a favorite lunchtime item but when sent in lunches, they must be cut at least in half for all age groups. Hot dogs must be cut *lengthwise and then in pieces* for children in toddler and two-year-old classes.

Teachers are very happy to celebrate with your child and their friends at school. Please pre-arrange with your child's teacher if you'll be bringing in a birthday or other celebratory treat. Please check with the teacher regarding class allergies. Many parents of children with allergies provide a special alternate snack for their children but need advanced notice. Please, please do not bring WALMART cupcakes; their frosting stains everything – hands, clothing, the table, the floor....

Infant parents are to bring whatever prepared bottles their baby will need for the day. Bottles will be stored in the class refrigerator and sent home at the end of each day rinsed out. We will mix pre-measured formula. Breast fed babies may have frozen milk here for us to put into bottles. We will heat bottles as the parent directs. Jar food and rice/oatmeal cereal can be stored here and we do prepare that as the parent directs.

Please be sure that all meal items are clearly marked with your child's name.

Sippy Cups and Water Bottles

Toddler and twos parents are required to send in a clean sippy cup daily. We use this first one for water. If you'd like us to serve milk at lunch, a second empty cup needs to be placed in a toddler's lunch box as we aren't allowed to rinse and change liquids in the cup and we don't have the equipment to clean and sanitize the cups appropriately. Twos use disposable cups for milk.

Once a sippy cup has been mouthed, it cannot be placed back in the refrigerator. Water sippy cups may be left on the counter all day but milk must be disposed of within the hour of being served.

Preschool and Pre-K children are to bring a water bottle for the day. When milk is served, it is in disposable cups.

Nap Time

Each child ages one and older will have an individually labeled resting cot. Infant parents please provide a portable crib size fitted sheet and optional sleep sack. Toddler through Pre-K parents must provide a crib size fitted sheet and small blanket that are sent home weekly for laundering. Children are not forced to nap; however, they must lie quietly and not disturb those who are nearby napping. After a time, if children are still awake, a quiet book or other activity that may be used silently on the cot will be offered.

Children may be picked up at naptime (an advance notice is greatly appreciated) but **children are not received into our care once naptime has begun.**

Transitions

Generally, we transition children who are eligible to the next class twice per calendar year—once at the end of the traditional school year/beginning of summer, and once in the beginning of the new school year/fall. Sometimes, especially between infants, toddlers, and twos, we can transition closer to birthdays when developmentally appropriate. If one child at a time is transitioning, we work with the teachers to provide visiting days. When groups of children transition rooms, we usually visit once and then move together.

Classroom Welcome Packets

Once enrolled or when transitioning to a new classroom, you'll receive the class welcome packet. This includes simple biographies and a photo of the regular classroom teachers, the class daily schedule, what to bring to the class daily/weekly/and keep supplied. If there are extra allergies in the classroom to be aware of, they'll be listed in the welcome packet as well. Teacher contact information will be given at that time.

Fundraising

We strive to have a healthy budget for our classroom equipment and supplies, but it is simply a part of the profession for teachers to have 'wish lists' going all year long. Annually, we participate in a fundraising project with the money raised going directly to the children's classroom teachers to spend as they desire. We do not require everyone to participate or 'buy-out' but ask that you prayerfully consider participating or donating as your child directly benefits.

Ill Children and Illness in the Center

A child must be well enough to fully participate in the daily activities as well as being free from communicable disease to be admitted to the center each day. A child must not need individual care because of illness and remain in the center as this jeopardizes the care of the rest of the group.

The following conditions are reason for exclusion from care:

- Fever of 100.4. A child must be fever free 24 hours without fever-reducing medication to return to care.
- Lethargy that is more than expected tiredness and/or inexplicable irritability or persistent, unusual crying.
- Uncontrolled coughing, difficulty breathing, wheezing, or other signs of severe congestion.
- One bout of diarrhea that is not contained in a toilet or diaper. Two bouts of diarrhea contained or not. A child must be 24 hours symptom-free to be re-admitted to care.
- Vomiting. A child must be 24 hours symptom free to be re-admitted to care.
- The need for 1:1 care for the child to be content
- Persistent abdominal pain or intermittent pain elsewhere associated with fever.
- Rash or mouth sores with fever.

If we are uncertain whether the child's illness poses an increased risk to others, s/he may be excluded until the child's physician notifies the center that the child is recommended to attend.

If a child becomes symptomatic while in our care, parents will be called to take their child home. A child must be picked up within 60 minutes of being reached. If we haven't gotten ahold of parents within 20 minutes, another emergency contact will be called. If the parent refuses to pick the child up, immediate dis-enrollment from JOY Center is likely.

Specific conditions that do not require exclusion from care:

- Children who have viral conjunctivitis and who have a clear watery discharge and do not have any fever, eye pain, redness, or colored discharge.
- Children with a diagnosed rash and no change in behavior or fever.
- Children with a childhood illness such as an ear infection, and who have had antibiotics for 24 hours AND feel well enough for complete participation in class activities, both inside and out.

If we have a communicable disease reported in the center or even a virus “going around” we will notify parents with a list of signs and symptoms. **We appreciate parents calling the office when their child is ill, especially if a communicable illness is involved.**

Medication Administration

JOY Center has agreed to abide by the recently requested guidelines from the Department of Public Welfare.

We will only administer life-saving medications as deemed through the Americans with Disabilities Act.

1. These medications are only accepted in the original child-resistant container and is labeled by a pharmacist with the child’s name, the name and strength of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication’s expiration date, and the administration, storage, and disposal instructions.
2. Instructions for when to medicate, dose, and method to be used, and duration for administration must be completed on our state-supplied medication log. The log will be signed by the parent and initialed by the staff member who administers the medication.
3. A parent must provide the dosing tool for medication administration (measuring spoon, dropper, etc.) Spills, refusal, and reactions will be noted on the log.
4. Medication will be stored at the temperature recommended for the medication and inaccessible to children.
5. Medication will not be used when they have exceeded the date of expiration or date of instruction. I
6. Medication errors will be controlled by checking these 5 items each time medication is given:
 - a. Right child
 - b. Right medication
 - c. Right dose
 - d. Right time
 - e. Right route of administration

Emergency Plan

First aid kits are located in every class in a travel bag inaccessible to children. It will be checked to maintain appropriate supplies and restocked as used. This kit will include an emergency dose of any medication that a child in the group may require. (Ex: rescue inhaler, epi-pen) Each class emergency kit will include the child’s emergency contact information and any allergy information.

Each caregiver will have access to a phone in the classroom and in our extra rooms that allows for immediate emergency help to be reached. Emergency phone numbers are posted throughout the center next to every phone with an outside line.

JOY Center has a published emergency plan and filed with the county office of emergency management. This is posted on the parent board outside the office and available for your review.

Security Procedures and Visitors

Please be willing to produce photo ID when picking up your child. We employ a number of teachers and assistants in different classrooms and they might not be familiar with every parent or designated pick up person right away. We appreciate your cooperation.

It is the center's unwavering position to only release children to those listed on the authorization form. This is a responsibility we take seriously.

Any, and all, visitors are required to check in at the office and have a staff escort while in the building. IF you decide to let a grandparent come to visit your child while in our care, written permission must be given to a director stating the grandparent's name, date(s) of allowed visits, and time restrictions. Visitors must remain with the child where the class is located. JOY Center reserves the right to deny visits during nap times or end a visit should it become disruptive to the class.

We do not allow individuals to sit on the property for any length of time if they do not have business with JOY Center or Christ Community Church. This is for the protection of the children and staff.

Our center is always locked and requires approved access whether through PIN or visitor doorbell. Your child's safety is our primary goal.

Photos and Media

JOY Center teachers use the class iPad camera to document developmental progress and class activities. These are shared with parents through the HiMama app and use in classroom and family communication. Parents may indicate on registration forms their desire to exclude their child's image from publication/social media pages. We ask that parents who come to special events and take pictures, not publish photos of other people's children on their personal social media pages.

Special Events

Parents are always welcome at JOY Center but there are some occasions that you may not want to miss:

- Pre-K field trip to Paulus Farm Market
- Harvest Party
- Class Parties
- Santa Visits
- Dress-up Parade

- Spring Egg Hunt

The BIG event for us annually, is the Spring Program and Pre-K Graduation. It is usually scheduled on the last Thursday evening of May and all children from toddlers through Pre-K are involved in class singing for the parents. Those children going on to kindergarten the following fall will graduate complete with cap and gown. It's our favorite night of the year. Every-other year we hold an art show this night as well.

Toys and Personal Belongings

Please do not send personal items to school with your child with the following exceptions:

Show and Tell – classes may have scheduled times for this classic activity. Please label these items with your child's name. We do not allow guns, weapons, or violence-promoting toys of any kind. Please label all personal items.

Naptime cuddle items – a small stuffed toy or blanket is permitted for naptime. Label these as well.

JOY Center is not responsible for personal items that are lost, stolen, or broken. Please do not send items that cannot be inexpensively replaced.

Clothing

Children should wear loose fitting, washable and comfortable play clothes each day. Clothing that children can handle by themselves in the bathroom is preferable.

A complete change of clothing must be kept at the center for accidents and extreme mess. These are kept in the classroom and not in the child's backpack.

We will use paint-shirts for art but keep in mind that the best efforts may still end in mess. Please do not send your child to school in clothing that cannot be easily and inexpensively replaced.

Label all clothing – especially outerwear.

Children will enjoy daily outdoor play so please dress according to the season and send accessories for play: boots, gloves, hats, scarves, etc.

For your child's safety, shoes for outdoor play must have closed toes and heel straps. If your child will be wearing something other than the suggested footwear to school, please leave a pair of appropriate shoes in the child's cubbie for outdoor play.

Adjusting to Care

Here are some proven ways to help with the separation process:

- Allow yourself plenty of time. Children have a keen sense of your stress when you are in hurried and running late.
- Be sure that your child gets enough sleep and doesn't come into the center overly tired.

- Work to have the same routine daily. Children thrive on consistency.
- Connect your child to the teacher upon arrival. This is critical.
- Be matter-of-fact about leaving. Show your faith in the care you've chosen for your child by giving a hug and kiss along with a reassurance that you will return. Smile before leaving. Prolonging the good-bye makes it harder for your child (and for you!)

Extra Programs offered at JOY Center

As a courtesy to parents, JOY Center has partnered with both Soccer Shots and Kidz Art Expressions that come to our center as added programs that are available. Soccer Shots is for children in our twos-pre-k classes and Kidz Art Expressions is for children in preschool and pre-k. These programs come weekly and are registered/paid for on the program websites. Teachers and coaches have their clearances; these are programs that we really believe in as bonus time for parents that are interested.

Picture Days

At least annually, we contract with a professional photographer who brings their studio equipment, backdrops, and props to our center and offers photo packages to our families. Again, this is a courtesy we bring in for our busy working families. You are never under any obligation to buy anything and your permission is necessary for your child to be photographed. Dates will be available to you as soon as our contract is signed each year.

Inclement Weather

On days when the weather chooses to re-direct our normal schedule, you will be notified via a text from our HiMama app.

Outside Play During Winter Months

There is not a regulation regarding outdoor play in winter, however the Department of Public Welfare does have the following recommendation, which we follow:

Children are to go outside for fresh air and exercise everyday as the weather permits.

- Above 40 degrees, no restriction as long as appropriate clothing is worn.
- Between 32 and 40 degrees, limit outside play to 20 minutes.
- Between 25 and 32 degrees, limit play to 10 minutes.

We are cautious about heat advisories and winter weather warnings. Health and safety are our primary concern.

ACSI

JOY Center is a member of the Association of Christian Schools International. This organization serves as a resource to us as we strive to offer a program of excellence in all we do. It is the goal of ACSI to enable and equip Christian schools and teachers worldwide to effectively educate children with the mind of Christ.

ACSI assists early education programs serving children from birth to pre-kindergarten through regional and national services. Their support and services help provide us with the tools we need to serve and educate the children in our care, their families and honor the Lord.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God/ (II Timothy 3:16, II Peter 1:2)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ: (John 10:33) His virgin birth (Isaiah 7:14) His sinless life ((Hebrews 4:15) His miracles (John 2:11) His vicarious and atoning death (I Corinthians 15:3) His resurrection (John 11:25) His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11)
4. We believe in absolute necessity or regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men only by God's grace and through faith alone we are saved (John 3:16)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of death. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9)
7. We believe in the present ministry of Holy Spirit by whose indwelling the believer is enabled to live a Godly life (Romans 8:13-14)