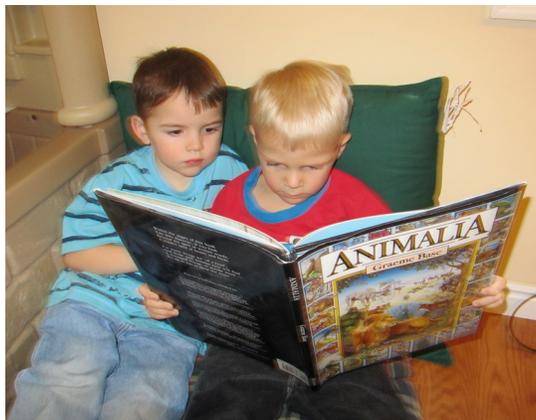


**WELCOME**

**To**

**Joy of Learning Preschool**



Policies and Procedures  
2020-2021

Dear Preschool Family,

Thank you for choosing Joy of Learning Preschool!

We look forward to a wonderful year ahead of us. Please read this Policies and Procedures packet to help you understand how we run our preschool.

Many of your questions will be answered by reading this packet, but please feel free to contact us with any other questions, comments, or feedback.

We can't wait to see you again when preschool starts!

Sincerely,

Janice Robinson  
Director, Joy of Learning Preschool

Jennifer Heiner  
Teacher, Joy of Learning Preschool

476 W 2540 N  
Lehi, UT 84043

Phone: 801-491-8610 (home)

See the "Important Preschool Notes" page handed out at orientation for Miss Janice's mobile number

Email: [janice.joyoflearning@gmail.com](mailto:janice.joyoflearning@gmail.com)

Website: [joyoflearningpreschool.com](http://joyoflearningpreschool.com)

## **1. About Joy of Learning Preschool**

### **Philosophy –**

Joy of Learning Preschool uses Developmentally Appropriate Practices to build on a young child's natural curiosity and enthusiasm for learning. A variety of specific learning activities are planned to encourage exploration, discovery, and creative thinking. Children learn best when they are playing and will learn letters, numbers, and other skills in the context of their everyday lives. This can be achieved in an environment rich with opportunities to use literacy and numbers in fun and playful ways. Music, art, dramatic play and other forms of expression will be utilized. Learning will address social and emotional development as well as academic goals.

Preschool class size is limited to allow for individualized instruction. Each child is unique and we will seek to allow each child to learn and discover in ways that are meaningful to him or her.

## **2. HOURS OF OPERATION AND Schedule**

### **Session Term –**

The Fall/Winter preschool session is held from August 31, 2020-May 27, 2021.

### **Class Schedules –**

**3-year-old class:** This class meets in the mornings from 9-11:00 every Tuesday and Thursday.

**4-year-old class (Pre-K):** This class meets in the mornings from 9-11:30 every Monday, Wednesday, and Friday.

### **Closures –**

We follow the [Alpine School District Calendar](#) for breaks and holidays to aid families with older children in their vacation plans. A calendar is listed on our website that will tell you when preschool is in session.

If the Alpine schools are closed due to inclement weather, we will be closed too. Please check <http://alpineschools.org/> to learn about closures. We will notify you if school is closed.

### **Teacher Sickness or Emergency –**

We will make every effort to hold preschool on scheduled days, providing substitutes in case of teacher illness or family needs if possible. However, due to the unusual nature of this year with COVID19 it may be necessary to close preschool due to teacher illness or quarantine. If preschool must be canceled due to teacher illness or quarantine your tuition will be prorated for the next month (or refunded) to make up for the canceled days. This year we are going to have to be flexible so that we can follow CDC guidelines for sickness and quarantine needs. We thank you for your patience during this pandemic.

## **3. ENROLLMENT**

### **Non-Discrimination –**

Joy of Learning Preschool is available to all children without regard to race, sex, religion, or national origin.

### **Enrollment –**

Enrollment is based on a first-come, first-serve basis, with priority given to our current families. Registration begins in January for classes that start the following September. When you enroll your child, a non-refundable registration fee will be charged to secure a spot in our program. That money will be utilized each year to help purchase classroom supplies and cover field trip costs.

In the event that our classes fill up, a waiting list will be created and openings will be filled based on availability. The director will notify all parents of their standing on the waiting list.

### **Withdrawal –**

When a sudden life change occurs (such as a move to a different city or a job loss) you might need to withdraw your child from preschool. Should you withdraw your child during the school year, 30 days notice is requested, along with the full tuition paid during those 30 days. If you withdraw before the first day of preschool, you forfeit your registration fee.

## **Termination –**

Joy of Learning Preschool reserves the right to immediately terminate enrollment for reasons including, but not limited to, the following:

- Non-payment of tuition
- Parent adopts an adversarial role with any member of Joy of Learning Preschool or the families it serves
- Enrolled child hurts, endangers or causes the suffering of any member of Joy of Learning Preschool or the families it serves
- Parent behaves inappropriately in the school environment or on school grounds. This includes, but is not limited to language and actions that are vulgar, abusive, dangerous or sexually suggestive.
- A child's behavior is so unruly or disruptive that it prevents others from fully participating in or benefiting from class activities and discipline and interventions have been unsuccessful.

Termination for these reasons does not entitle family to reimbursement of any monies paid.

If you have questions or concerns please address them with the director. I want to make the Preschool experience positive for you and your child.

## **4. TUITION AND FEES**

### **Tuition –**

When you enroll you agree to enter into a 9-month contract and that you will keep your child in Joy of Learning Preschool for the full session. You also agree to pay the full session's tuition, payable in 9 monthly payments. The first payment is due September 1 with each payment due thereafter by the 1<sup>st</sup> class each month.

Rates:

- 2-day/week (T, TH) 3-year-old class is \$90/month
- 3 days week (M, W, F) 4-year-old class is \$120/month
- There is \$60 (3-year-old class) or \$75 (4-year-old class) registration and supply fee that holds your child's spot in the preschool class and pays for supplies and field trip fees.

### **Payment Procedures –**

We accept cash or checks made payable to Joy of Learning Preschool. Payments may also be made with Venmo (user name is @JoyOfLearningPreschool). Any returned check is subject to a

\$20 charge. If you are paying with cash, you may ask for a receipt.

### **Fees –**

**Late Payment:** Tuition is considered late after the 10<sup>th</sup> of each month. A \$10 late fee will be charged on any payments received after the 10<sup>th</sup>. If tuition has not been received by the 30<sup>th</sup>, your child will no longer be enrolled in Joy of Learning Preschool. If there are extenuating circumstances regarding your finances, please contact the director to discuss how they might impact your tuition payments.

**Late Pickup:** Please be prompt when picking up your child from preschool. However, it is a fact of life that unexpected events occur. Therefore, you will be given a one-time “excused” late pick up. Each additional late pick up (5+ minutes after school is out) will result in a \$10 late pickup fee. If you are more than 10 minutes late, additional fees may apply. Please call or text if you are running late. It will not waive your late fee, but it will comfort your child to know you are on the way.

### **Refunds –**

Enrolling your child reserves a space for that child. Tuition is due whether or not your child attends. No credit or refund is given if your child is gone for a vacation.

Due to concerns about COVID 19, this year we will offer credit on the next month’s tuition if your child misses more than 2 preschool days in a month due to illness or need to quarantine. You may take \$8/day off the next month’s tuition for every missed day over 2 if the missed days were for illness or quarantine.

## **5. PREPARING FOR PRESCHOOL**

### **Toilet Training –**

It is best for your child to be able to use the toilet independently before starting preschool. Teachers may provide minimal assistance with hand washing and other needs. If a child has an accident while at school, a teacher will help him or her change into clean clothing that the parent provides (see “what to bring” section below). Please talk to the director if you have any concerns about toilet training.

### **Clothing –**

Each day is full of exciting new adventures for our preschoolers, and sometimes we get messy! While we’ll do everything we can

to help keep your child's clothes clean, please remember that clothing could get paint, play dough, snacks, or dirt on it.

Please dress your child in clothing suitable for the weather, as well as outdoor play clothing like jackets, coats, gloves or hats.

Please label all outdoor clothing (coat, hat, scarf, gloves, etc.) with your child's name. Sometimes children have clothing items that look similar.

### **What to Bring –**

Your child should bring a backpack or other bag to school to carry home any preschool papers or projects. We also recommend that you keep a change of clean clothing (including underwear) in the backpack in case your child needs it while at preschool.

We request that toys and other personal items stay at home unless we have a specific sharing activity that you will be notified about ahead of time. Hats may only be worn outside. Exceptions to this are special days like "Hat Day" or Halloween.

### **Snacks –**

Snacks will be provided each class day. We try to emphasize healthy eating choices, but will have occasional treats for holidays or other special occasions. ***Please inform us if there are any allergies or special dietary needs before the start of preschool.***

### **Open Door Policy –**

We have an open-door policy, meaning you are welcome to visit your preschooler at any time during his/her class. However, this year due to COVID 19 we ask that you discuss any visits with the teacher ahead of time so we can limit exposure.

You may call or text during preschool hours, and while we may not answer immediately, if you leave a message we will respond as soon as we are able. See the "Important Notes" handed out at the orientation for Miss Janice's mobile number.

## **6. ARRIVAL AND DEPARTURE**

### **Drop off and Pick-up Times–**

Joy of Learning Preschool uses a staggered drop off and pick up time in order to alleviate parking issues. The first 10 minutes and the last 10 minutes of class time are the drop off and pick

up time periods, and you may drop off or pick up your child anytime during this time. Please make sure your child has already eaten breakfast *before* he or she arrives.

When dropping your child off for school you may come in the front door without knocking or ringing the doorbell. Your child should first wash his or her hands in the bathroom, and then come down the stairs to the preschool classroom.

The first portion of class will be our discovery learning centers where children will be given time to select learning activities. There will always be a "Question of the Day" your child will answer when he or she arrives.

If the weather is nice, children will be playing outside during the pick-up time. If it is raining or otherwise unsuitable for outdoor play, we will be in the classroom. Parents/caregivers should pick up students during the last 10 minutes of class, and no later than 11:00 (3-year-old class) or 11:30 (4-year-old class). Please do not be late!

### **Child Release –**

Only adults authorized on the registration form will be allowed to take your child home. Please let the director know if there are any changes in the routine schedule of who is picking up your child. If an emergency arises and you need to send someone not listed on the enrollment form, please call or text to notify the teacher who will be picking up your child.

In the case of special custody arrangements between the child's parents, please provide complete detailed instructions and any legal documentation in your child's information records. All instructions will be enforced by Joy of Learning Preschool.

## **7. CURRICULUM**

Joy of Learning Preschool follows the Utah State Office of Education's [Early Childhood Standards](#) to ensure that each child is ready to start kindergarten. We use a variety of quality teaching resources to plan learning activities to reach curriculum objectives.

Curriculum is organized around several different projects (themes) that are interesting and engaging to the children. Some projects might include seasons, ice cream, pizza, insects, grocery stores, or animals. Skills are taught with a variety of methods including learning centers, free exploration time, and

small and whole group instruction.

We utilize hands-on activities, games, arts & crafts, stories, and songs to teach life skills and pre-Kindergarten readiness skills. These activities are designed to expose them to skills and ideas and *explore*, rather than *master*, skills.

In the Pre-kindergarten (4-year-old) class, children will practice skills to give them confidence as they prepare for kindergarten, such as writing their name, letter recognition, letter sounds, numbers, counting, shapes, and colors. More information about curriculum can be found on our website [www.joyoflearningpreschool.com](http://www.joyoflearningpreschool.com).

## **8. DAILY SCHEDULE**

Schedule and times are approximate and may vary depending on planned learning activities and children's needs.

### **Drop-off, Question of the Day, and Discovery Centers: 30-45 minutes**

Children always check in by answering the "Question of the Day."

Children can then choose child-initiated activities at the centers in our preschool room. The teachers are available for small group instruction, 1-1 instruction, and problem solving. There are a variety of centers to choose from and they change frequently throughout the year. Centers may include things like dramatic play, blocks, writing, reading, math games, science, puzzles, art, and sensory activities like play dough or silly putty. Each center has an educational objective and invites the children to learn while "playing" and exploring.

### **Large Group Time: 10-15 minutes**

After cleaning up from centers we gather for large group activities including the Pledge of Allegiance, calendar, going over the question of the day, music and movement, and other learning activities.

### **Small Group Activities and Table Activities: 10-20 minutes**

During this time we divide into groups and do teacher directed activities such as writing, phonics, math skills, letter knowledge, learning games or other project work. In the 4-year-old class this time is focused on academic work and kindergarten readiness skills.

## **Snacks and free reading time: 10-15 minutes**

**Hand Washing:** We always use hand sanitizer or wash hands before we eat. This is also a good time to remind the children to use the toilet if they need to.

**Snack:** A healthy snack will be served (on holidays there may be a treat). This is a wonderful time for children to practice social skills and manners as they eat, relax, and talk about matters that are important to them with teachers and other children.

After snack there is a short free reading time when the children may choose a book to look at or read with a teacher or friend.

## **Interactive Literature, Arts and Crafts, Math: 15-20 minutes**

**Literature Lesson:** We will read children's books together as a group and participate in related activities and experiences.

**Arts and Crafts:** We will work on seasonal or thematic activities allowing the children to explore a variety of mediums and means of expression.

## **Outside or Free Play – 15 minutes (includes pick up time).**

**Outside time:** We exercise and develop our large motor skills with playtime outside or pretend play inside (when weather does not allow outdoor play). A child's work is play. Children learn several things through play, such as how to express their feelings, how to help others, how things can be acted upon, etc.

**Pick-up Time:** Parents/caregivers may pick up their children anytime during the last 10 minutes of outside or free play.

## **9. SPECIAL OCCASIONS**

### **Field Trips –**

Note: Due to COVID 19 we may postpone or limit field trips this year. Decisions about field trips for this year are TBD.

Normally there are a few field trips during the year to support our project work and educational goals. For example, if we have been talking about the grocery store in preschool, we may plan a visit to a local grocery store. You will be notified in advance of when and where field trips will be.

We will need some parents to come along on field trips to provide transportation and supervision. Notes asking for parent volunteers to help on field trips will be sent home. If you do not come on the field trip, please leave your child's car seat so he or she may be transported with another teacher or parent.

### **Birthdays –**

We will be celebrating your child's birthday in preschool this year. On or near your child's birthday we will sing him/her a birthday song, and give him/her a birthday crown to wear and a small gift. For children with summer birthdays, we will assign a special "un-birthday" day to celebrate in the spring.

### **Additional Important Occasions –**

- Meet the Teachers **Preschool Orientation Appointments** (August 26-27)
- **Preschool End of Year Program** (Date in May TBA)
- Other holidays and special days- You will be notified through newsletters, notes, and emails about other special days and how we are celebrating.

## **10. YOUR PRESCHOOLER'S HEALTH**

### **Cleanliness Methods –**

In an effort to reduce the spread of germs, teachers and children wash their hands frequently, including when they arrive, after using the toilet, and before eating. Hygiene, such as coughing into the bent elbow, wiping the nose with a tissue, and not sharing cups, are continually discussed. Tables and other surfaces, sinks, and toilets are disinfected daily. Floors are swept/vacuumed on a daily basis.

### **Illnesses –**

It is very important that sick children and teachers do not attend preschool. Please do not bring your child to preschool if he or she has any COVID-19 symptoms. These include a fever over 100.4, cough, shortness of breath, muscle aches, sore throat, or a decrease in sense of smell or taste (from the CDC website). In addition, please don't send your child if he or she shows other signs of sickness such as vomiting, runny nose, diarrhea, or if your child is extra tired or lethargic. This year we need to be extra careful, so when in doubt, it's probably better to keep your child home. We have a touchless thermometer to do temperature checks as needed. We also ask that you please check your child's temperature at home before coming to preschool.

Do not send your child to school if he or she has had close contact with anyone with COVID-19 symptoms or who has tested positive for COVID-19 in the last 14 days. Close contact means closer than 6 feet to a person who has COVID-19 for more than 15 minutes. The CDC website has more information about when to quarantine for a COVID-19 exposure.

If a child becomes ill during the day, he or she will be separated from the group and made comfortable while a parent or substitute is notified to pick up the ill child.

Please let us know immediately if your child is exposed to or contracts a contagious disease, including COVID 19.

Please remember that despite all our best efforts, illness may still occur. A risk of exposure to COVID 19 or any other infectious disease exists whenever people are gathered together.

## **11. YOUR PRESCHOOLER'S SAFETY**

### **Emergency & Accident Procedures –**

We stress carefulness and safety at Joy of Learning Preschool. The children are supervised closely at all times. Materials, furniture, and equipment are checked regularly to be sure they are in safe, working order. Medications, cleaning supplies, and other harmful substances and objects are kept out of the children's reach. However, accidents can still happen.

In the event of a minor injury, a teacher will administer first aid. In the event of a medical emergency, 911 will be called. Parents will also be contacted as soon as possible in the event of any illness or injury requiring immediate medical assistance. Completed registration forms with emergency contacts for each child are kept in an easily obtained file for quick reference.

You will be notified of any injury or illness that occurs while your child is in our care.

### **Child Abuse –**

Those responsible for the care of children are mandated by law to report to Child Protective Services any suspicion of physical, sexual or emotional child abuse, child neglect, or exploitation. We are not obligated by law to inform parents if the police or child protective services are called about possible abuse.

## **12. BEHAVIOR & DISCIPLINE**

### **Behavioral Expectations –**

At Joy of Learning Preschool we are committed to fostering kindness, caring, respect, and trust. In order to support the creation of such an environment, we do not allow any fighting, kicking, pushing, biting, name-calling, physical aggression, or other unkind behavior at preschool.

Teachers will help children to identify and appropriately express their emotions. Positive attention and verbal praise will be used on a regular basis.

### **Discipline –**

Children who behave inappropriately are dealt with in a way that preserves their dignity and trust. If a problem occurs, the teacher will employ simple re-directions, speak with the child individually, and provide acceptable choices. If a child still needs additional help, he or she will be directed to the "Power Mat." This is a rug near the door of the classroom where children go to regain control of emotions until they are ready to return to the group and participate appropriately.

Corporal punishment or total isolation of a child will **never** be used by anyone as a form of discipline at Joy of Learning Preschool.

Teachers will discuss any further discipline issues with parents to find appropriate solutions.

## **13. COMMUNICATION WITH PARENTS**

### **Newsletters –**

We will send home monthly newsletters to let parents know what we are learning in preschool. Please read these and any other notes sent home.

### **Open Communication –**

If you ever have any questions or concerns, please talk to the director immediately. We are dedicated to making Joy of Learning Preschool a great experience for you and your child. Our small class sizes and experienced teachers allow us to individualize instruction and teaching to meet your child's needs. We are excited to be a partner in your child's early educational experiences!

**Website –**

Please visit our website: [www.joyoflearningpreschool.com](http://www.joyoflearningpreschool.com) for additional preschool reminders and information.