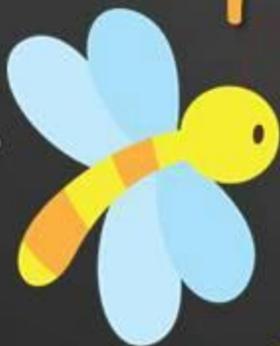


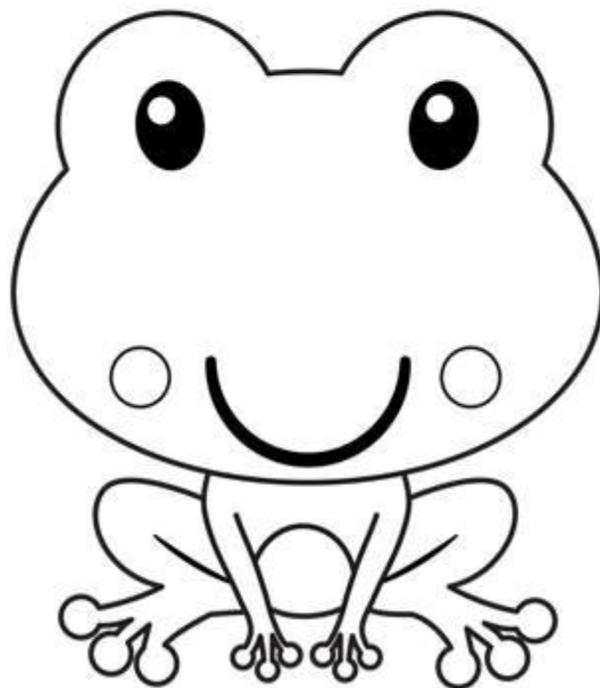


# Joyful Learning Preschool

## Handbook



**Joyful Learning  
Preschool  
Handbook**



# Welcome to our School!

Imparting a love for Jesus, others and learning is at the heart of Joyful Learning Preschool. We believe in nurturing the physical, intellectual, emotional, social and spiritual development of the child as a whole. Through Christian principles and teacher directed activities, we encourage all children to express their creativity, explore their curiosity, and to be independent thinkers and life-long learners.

We offer a safe, loving and creative learning environment for children ages 3 - 5.

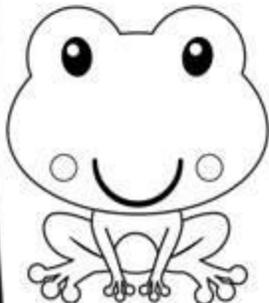
This year your child will complete one of the most important milestones of his or her life - Preschool! I am looking forward to working with you and your children this year and helping them to achieve their full potential. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our school family this year!

I would like to introduce myself, my name is Miss Jenni, and I am the director at Joyful Learning Preschool.

I encourage you to contact me if you have any questions or concerns at any time. You can call me at school (360) 513-7447, send me a note, or an e-mail to: [joyfullearningisfun@gmail.com](mailto:joyfullearningisfun@gmail.com) You can also visit our website at: [www.joyfullearningpreschool.com](http://www.joyfullearningpreschool.com). Our website has plenty of information about our school

I am looking forward to a wonderful year with you and your child!

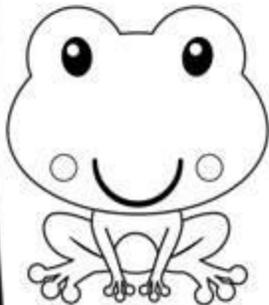
Love, Miss Jenni



# Checklist

Are you ready for School?

- Packed Lunch (If staying for lunch)
- Backpack large enough to hold papers and crafts (no wheels please)
- Extra Change of Clothes
- Potty Trained
- School Supplies
- Comfortable play clothes



# Contact Information

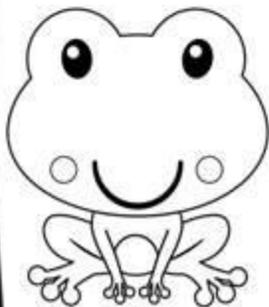
Phone: (360)513-7447

E-mail: [joyfullearningisfun@gmail.com](mailto:joyfullearningisfun@gmail.com)

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

You can also connect with us on facebook or Instagram @learningjoyful

Of course, you may send a note to school with your child at any time! If you would like to schedule a conference to discuss your child's academic progress please feel free to call me or send me an e-mail or note.

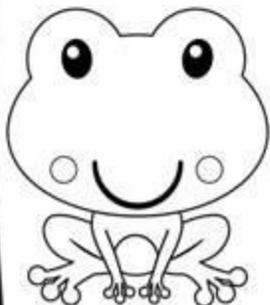


# SCHOOL HOURS

Morning Program – 9:00-11:30 a.m. (Doors open at 9:00 a.m.)

Afternoon Program – 12:30-3:00 p.m. (Doors open at 12:30 p.m.)

We do not have before or after school care



# Drop-Off & Pick Up

1. **Drop Off: Our preferred method is the car line.** We will let your child out of the car and they can practice walking to class independently.
2. You may also walk your child into their class.
  - give a hug, kiss and say goodbye!
  - reassure them you will be back
  - do not linger in your child's class
  - teachers use this time to welcome, greet and give directions to the class and students entering.

## Pick Up:

1. Car line – Display your child's name card in the car window, during dismissal time we will bring your child to you. Please pull around to the side of the building to buckle up your child. We try to keep the line moving so please communicate this to other guardians who may be picking your child up from school!
2. Walk up to school entrance – If walking up to receive your child, please stand away from the door entrance. Preferably alongside the building and we will get your student to you!



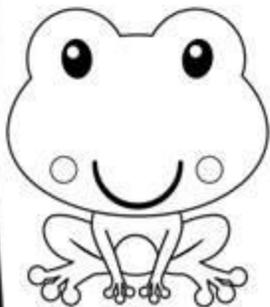
# Drop-Off & Pick Up

## Continued!

Pick up:

2. Walk up to school entrance – If walking up to receive your child, please stand away from the door entrance. Preferably alongside the building and we will get your student to you!

\*All pick up persons must be on your child's pick up list. We will ask to see I.D. if someone other than the parent is picking up until we are familiar with family members!



# Lunch Procedures

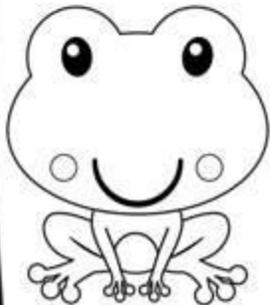
Lunch Buddies is offered Monday through Thursday from 11:30-12:30 for students who are enrolled in the a.m. program only.

Children who are in an a.m. class and staying for an afternoon enrichment class will also eat lunch between classes.

Please pack a cold, healthy lunch and a water bottle for your child. Make sure to label all containers!

All students are encouraged to eat independently; feeding of students is not permitted.

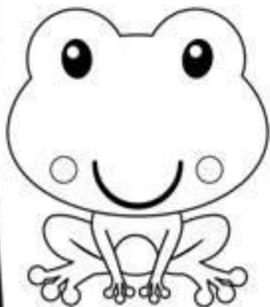
If you are sending a lunch with your child please make sure the contents can be easily opened by your child and the food does not require a microwave.



# Preschool Payments

Payments are due by the 10<sup>th</sup> of each month.

1. You can pay online on our website by selecting the “make a payment” button.
2. You can also pay by check (write your child’s name on it)
3. Or you may pay with cash (Put it in an envelope with your child’s name written on it)



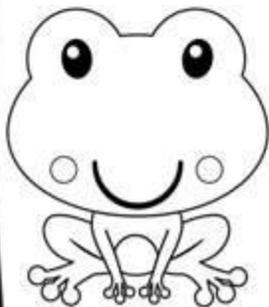
# School Calendar

-You can check out our school calendar on our website under news and events!

-We follow the Evergreen school district for holidays and snow days (check the Evergreen Flash alert)

-If Evergreen has a two hour delay, there will be no school

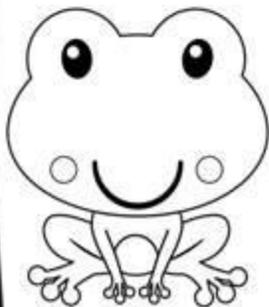
- Please let us know if your child will be missing school. You can call or email us.
- We do not make up sick days or vacation days
- If more than 3 school days are missed because of snow or weather, we will have make up days.



# Tardy Policy

- Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$10.00 for every 15 minutes late.

- We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school on time so we can begin our day together. Continued late drop off affects your child's academic progress.

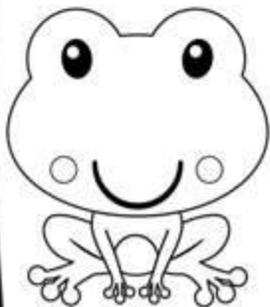


# Attendance Policy

Regular, on-time attendance at school is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with classmates. Many of our learning experiences take place in the first half of the day so it is important to be at school on time.

Keys to your child's school success and confidence:

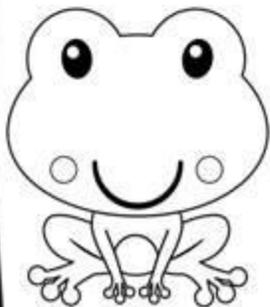
- arrive on time
- Be consistent with school attendance
- build a routine, this helps children feel safe and successful!



# homework Policy

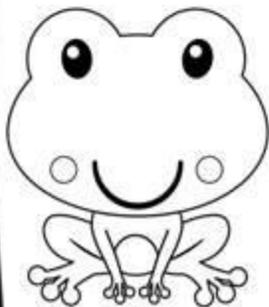
Please work with your child on the following skills at home:

- Sharing
- Cleaning- up
- Recognizing colors
- Recognizing shapes
- Recognizing/ identifying numbers
- Recognizing/ identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping, and tying
- Being Bathroom Ready (Not just potty trained) but how to pull pants up and down and wash hands etc.



# Fundraiser and Giving Opportunities

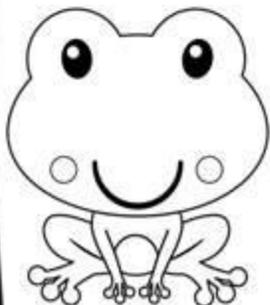
1. Yearly Trike-a-Thon fundraiser! Held in the spring time. 100% of funds raised goes towards our school for items such as special events and parties, new P.E. toys, educational materials and scholarships.
2. Operation Christmas Child – Our school partners with the church Cascade Park Baptist Church at Christmas time to donate new toys and toiletries for children in need.
3. Easter Baskets – New, filled, Easter baskets are donated to the children at Doernbecher Children's hospital.



# REPORT CARD SCHEDULE

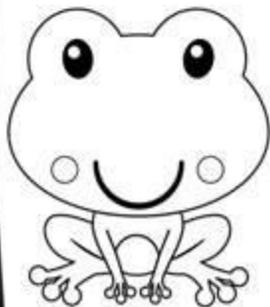
We send home 2 assessments a year.

-Teachers will be assessing social and emotional growth, self help skills, ability to express feelings, needs and opinions, participate in class discussion, group play, care for others, following multiple step directions, language development, literacy, creativity, math skills, and motor skill growth and development



# ABSENCE PROCEDURES

If you will not be sending your child to school due to illness or for any other reason, please call the school and leave a message or email us at [joyfullearningisfun@gmail.com](mailto:joyfullearningisfun@gmail.com)



# Health

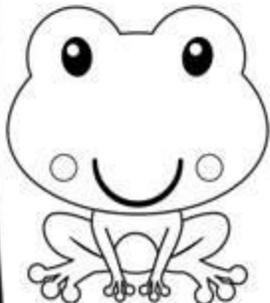
Immunizations: All students enrolled at JL must have immunizations or a legally accepted exemption. We follow the Washington State guidelines for Immunizations. Please provide a copy of your child's immunizations for our school records.

Sick days: Do not send sick children to school. Any child who arrives noticeably ill, with a rash, fever, red eyes or a green runny nose will be sent home. Should your child become ill during the school day, a parent will be called.

Reasons to keep a child home: They Have vomited, had a fever or a rash in the last 24 hours.

We want all of our students to be happy, healthy and safe at school!

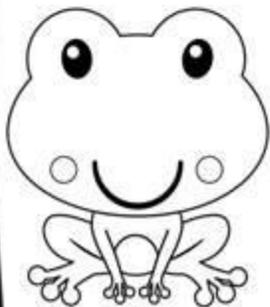
COVID 19 – We follow the CDC and Washington DOH guidelines. Please see our COVID- 19 policies and procedures on our website.



# Dress Code

Comfortable Play Clothes!

Your child engages in lots of play and movement at school, we go outside whenever we can so please dress your child in clothes that can get dirty and shoes that support outdoor play!



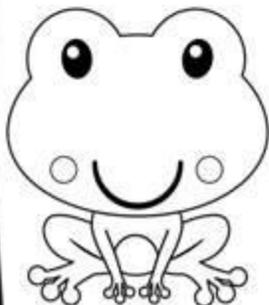
# Backpack Suggestions

All students will need a functional backpack large enough to hold a 9x12 inch notebook inside without folding or bending.

**Backpacks with wheels are NOT allowed**, they are too cumbersome and impractical for young children to handle independently.

Backpacks will be used daily for storage of extra clothes, so please make sure that your child brings his/her backpack each day. Many backpacks look alike; please **label your child's backpack** with his/her name visible on the **outside**.

PLEASE MAKE SURE YOUR CHILD BRINGS A  
BACKPACK TO SCHOOL EVERYDAY

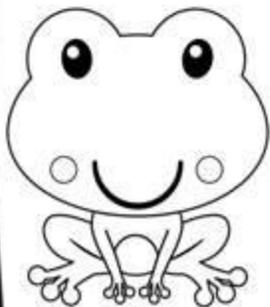


# Extra Clothes

Please send an extra change of clothes to school enclosed in a Ziploc bag in your child's backpack.

**\*\*Please include the following items:  
Underwear, socks, shirt, pants or shorts\*\***

The change of clothes will be stored in your child's backpack- DO NOT REMOVE THE CHANGE OF CLOTHES. This is why it is so important for your child to bring a backpack to school daily.

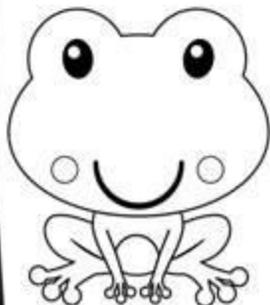


# TRANSPORTATION PROCEDURES

All changes to transportation must be made in advance by calling or emailing the office or in writing to ensure the safety of the child.

All adults picking up your child must be on your approved pick-up list.

A valid ID must be presented when picking a child up from school for the first time.

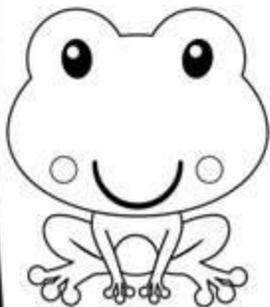


# SCHOOL SUPPLIES

We send out a supply list in our monthly school newsletter with supply suggestions and needs for each month.

Typical Needs:

- monthly snack (goldfish, pretzels, apples, applesauce, crackers)
- paper towels
- hand wipes
- disinfectant wipes
- gallon Ziploc bags



# BIRTHDAY POLICY

Your child's teacher will send a note home in your child's backpack informing you of when they will be celebrating your child's birthday and how many children to provide treats for.

You may bring cupcakes or cookies to school for your child's birthday. The cookies or cupcakes will be distributed during snack time.

We do not allow birthday cakes or parties in the classroom due to lack of time and space limitations. We do not have the tools for serving cakes (plates, knives, forks etc).

Also, please keep in mind that not all students celebrate birthdays and some children may not be able to participate in birthday celebrations at all. We will provide students celebrating birthdays with many special "birthday privileges" such as; a birthday story, birthday hat, and birthday song!



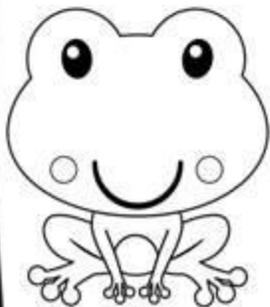
# PERSONAL BELONGINGS

For safety reasons please do not allow your child to bring any toys or candy to school.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school.

Candy and gum are not allowed at school at any time.

Teachers are not responsible for lost or broken jewelry.



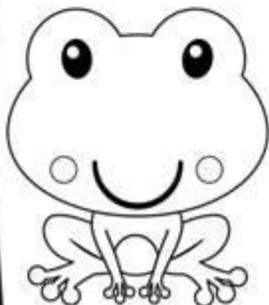
# Bathroom Policy

-Children must be potty trained when entering preschool.

Potty trained is defined as: wearing underwear and not pull-ups; verbally identifying the need to use the bathroom; pulling down clothing to get to the toilet; wiping him/herself; independently replacing articles of clothing moved for toileting; able to wash and dry hands.

-We are not allowed to go into the bathroom with the children and it is important that they can do these things on their own.

- We have one teacher to 10 students in each classroom and a teacher cannot leave the classroom to consistently go help or clean up an accident.



# Discipline Policy

Our goal at JL is for each child to feel, happy, successful, and safe. We want to give each child the tools necessary to work through conflict.

When a conflict or disagreement arises we;

- talk with the child about what happened
- help them understand what they are feeling and why it made them feel that way. God gave us feelings!

- Understand how our words or actions hurt our friends

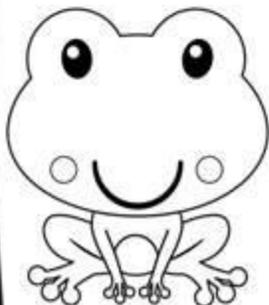
- what we can do differently next time

- role play

- reaffirm

\*If destructive or harmful behavior continues we will conference with the parents and plan out steps for success!

\*Whenever there is a Physical involvement, we will always notify both parents!



# HELPING the teacher

There are many opportunities for parents to help the teachers and students both in and out of the classroom.

We are always in need of parent volunteers to help in the classroom and school. If you are interested in helping please see your child's teacher or contact the school office.

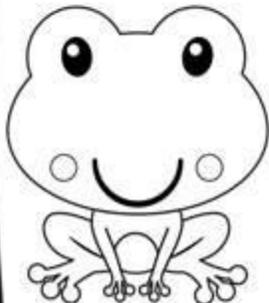
Scholastic Book Club and Book Fair Volunteers

-help with set up and take down of the Book Fairs, book fair sales and running the cash register.

-Help our School earn scholastic dollars!  
(This year we were able to purchase a light table and accessories with our scholastic dollars!)

We also need help with our yearly Events:

- Harvest party booths
- Christmas parties
- Egg stuffing at Easter



# HELPING MY CHILD

- Always stay positive about school
- when they have had a rough day, don't conference with your child's teacher at drop off
- Keep a consistent schedule, absences and tardy children have a harder time adapting
- allow for a great bedtime schedule and plenty of sleep the night before school
- talk about your child's school with them and how proud you are of them!

