

A JOYFUL NOISE PRESCHOOL

142 Sea Road, Kennebunk, Maine 04043

www.AJoyfulNoisePreschool.org

Phone 985-4257

Dear prospective parents,

Thank you for your interest in *A Joyful Noise Preschool*. We are confident that it is an excellent choice for your child's first learning experience. Our staff has the experience and passion to create an exciting, secure and loving environment.

Enclosed you will find an overview of our program, policies and procedures. We've also included an application, a registration form, and other useful information.

We look forward to building a lasting relationship with you and your family in the coming year. Please feel free to call with any questions. Please plan to schedule a visit if you have not already done so.

Your child's placement can be secured upon receipt of the completed application along with a \$200 (\$500 for K5-kindergarten) non-refundable registration fee.

Sincerely,

Christina Hartwick
Director, *A Joyful Noise Preschool*

A Joyful Noise Preschool

Located at 142 Sea Road, Kennebunk, Maine

www.AJoyfulNoisePreschool.org

A Joyful Noise is a non-profit ministry of the Sea Road Church. We are located in the education building to the right of the church.

Our Facilities

- *Age appropriate Playground*
- *Full-size Indoor Gymnasium*
- *Large Sports Field*
- *8 Classrooms and full Kitchen*
- *10-Acre Campus*

OUR PROGRAMS

PreK 3: *Choose Two days, Three days, or Five days*

Mornings 8:30 to 11:30

Full days 8:30 to 2:30

PreK4: *Choose Three days or Five days*

Mornings 8:30 to 11:30

Full days 8:30 to 2:30

K5 Kindergarten: *Five full days 8:30 to 2:30*

*** Before care or after care available. ***

A Joyful Noise Preschool

Meet Our Staff

“When I approach a child, he inspires me in two sentiments~
Tenderness for what he is and respect for what he may become”.

(Louis Pasteur)

Rachel Leonard home schooled her three children for several years before beginning her teaching career. She has taught preschool, kindergarten and physical education as well as theater, dance and fitness. Rachel does a great job preparing her students for kindergarten, focusing on writing, reading readiness and math development. She is passionate about training children in the ways of the Lord and considers it her calling. A wonderful storyteller, you might find Rachel’s class hanging on her every word. Rachel lives in Lyman with her husband Mark and her three wonderful children.

Rebecca Foss began her journey in teaching in 1998, working with emotionally handicapped, autistic and deaf children. When she experienced the Montessori model, she was immediately drawn to this philosophy of education and earned her Montessori teaching certificate for birth to three years of age. The beauty of this classroom dynamic is that it fits any child’s personality, age, method of learning, and developmental need. Beccy is proud to offer your child a highly educational experience within a Christian framework. Beccy and her husband, Nick, have three little girls and live in Dayton where Nick pastors the AC Church.

Christina Hartwick has taught, developed and directed preschool ministries for over thirty- five years. She and her (late) husband, Ken came to Kennebunk in April 2002. She has four married daughters and eight grandchildren. Christina is passionate about building strong families and instilling the love of Christ in young and old alike. For several years she welcomed moms from the community to come together with their young children for “Mom to Mom”; a playgroup and mentoring ministry intended to develop relationships and encourage moms. The preschool has become an extension of that ministry as it encourages and supports parents.

In addition to our full time staff, we are thrilled to welcome back **Hillary Hartwick** as our music teacher! Miss Hillary previously taught *Kindermusik* (a world renowned brand of music education for young children) in her studio and at many area schools. At this time, she returns to A Joyful Noise Preschool with a fresh curriculum which integrates the brilliant aspects of the well loved Kindermusik brand, along with components of movement and mindfulness.

These classes are offered weekly as part of our regular program and are included in your child’s tuition.

Our Curriculum

Children will have opportunities to participate in many stimulating activities, both independent and teacher directed. Various exciting themes will be used throughout the year to enhance the regular program.

READING:

Developing language and literacy will be taught by providing meaningful experiences such as listening to stories and poems, dictating their own stories, seeing classroom charts, dramatic play acting of stories, activities to encourage letter name and sounds, and guided reading one on one.

MUSIC:

Music will be woven throughout the entire day. It will be used as a teaching tool for many areas as well as for transitions. Singing, movement, finger play, rhythm and instruments will all be enjoyed. Music and movement classes are also provided weekly.

BIBLE:

Everything we teach will come from the perspective that God loves us and wants to have a relationship with us. Children will be taught that God made them special and unique, loves them very much, provides for them, and wants them to make good choices. They will learn what it means to love Him and please Him in the way they interact with others.

FINE MOTOR:

Children will have opportunities to do puzzles, draw, paint, and cut. We will do some writing of the alphabet and children will be encouraged to write their name, but they will never be forced to do something that is too difficult.

INDEPENDENCE:

Children will be supported in self-help skills such as zipping, eating, washing hands, and picking up toys and messes.

MATH, SCIENCE, SOCIAL STUDIES:

Activities that allow children to observe, problem solve, graph, and wonder will be incorporated into our activities. The study of animals, plants, environment, the seasons, and safety are among the topics we will explore.

SAFETY:

The safety and well being of your child are of utmost importance to us. We have met all local and state criteria for operating a preschool. We are licensed, fully insured and our staff has had background checks, fingerprints and references.

ART OPPORTUNITIES:

A variety of art media will always be available during independent play for creative expression of ideas and feelings. We will also be involved in many group art projects. The creative process will be encouraged and will be an important part of the programs.

GROSS MOTOR:

Children will participate in planned movement activities involving balance, running and jumping to encourage and develop gross motor skills. This will be accomplished by group games and activities. Nature walks, our playground, and use of our full size gymnasium afford us many opportunities regardless of the weather.

CIRCLE TIME:

This is a time when we will gather together learning to listen, take turns and develop appropriate school behavior. We will have stories, show and tell, songs and other group activities.

SNACK TIME:

Each day children will wash their hands and have a snack that they bring from home. For the safety of those students with specific food allergies, please help your child understand they can't share their food.

INDEPENDENT PLAY TIME:

Preschoolers learn best through creative play. Students will be given time to explore and investigate what sparks their curiosity. They will have sustained engagement with other children. We will actively interact and support children's play. Teachers may extend their thinking by posing problems, asking questions or adding a complexity to a task. There will be freedom, but also limits.

A Joyful Noise - School Schedule 2011-12

We will follow RSU 21's schedule for storm days, vacations and holidays. Your child's sick days will not be deducted from the annual tuition.

Our first day of school will be September 12th for the three and five day students and the 13th. The last day of school will be Thursday May 24th.

School Calendar 2011 – 2012

September 11	NEW!!!	Family Picnic & "Sneak A Peek" (12 –2pm)
September 12,13		First day of school
October 10		Columbus Day – No school
October 14		Fire Drill
November 11		Veteran's Day – No school
November 18		Fire Drill
November 21 – 25		Thanksgiving Vacation – No school
December 16		Fire Drill
December 21,22		Christmas Parties – Happy Birthday Baby Jesus!
December 23 –Jan.2		Christmas Vacation
January 3		School resumes
January 16		Martin Luther King Day – No school
January 20		Fire Drill
February 17		Fire Drill
February 13,14		Valentine's Day Parties
February 21 – 25		February vacation
March 16		Fire Drill
April 13		Fire Drill
April 16 – 20		April Vacation
May 11		Fire Drill
May 24		Last Day-Graduation in gym at 9:15 a.m.

Policies and Procedures

Arrival/Pick-up/Child Release Policy

Prompt arrival and pick-up at scheduled time would be greatly appreciated. Your child will feel more secure with a predictable schedule. Separation anxiety is a common preschool issue. Parents shouldn't stay too long as this prolongs the problem and can prevent progress towards independence. At times a child just isn't ready for school and should just wait awhile to begin. For pick up, please line up in your cars at the front entrance and wait for your child to be brought to you. This will ensure that all of the children are safe.

Unauthorized Pick-Up: Parents must list on the registration form the names of all persons who are permitted to pick up their child. We require parents to notify our staff in writing if someone else will be picking up the child. We have a Parent Sign out Sheet for this purpose.

1. In a rare emergency situation, arrangements can be made verbally.
2. If the person picking up the child is not known to the teacher, information about the person must be provided, including the following: name, phone number, and physical description. This person will be required to show picture ID.
3. If an unauthorized person arrives to pick up a child, the child will not be released and will remain under the supervision of the teacher at the preschool. The teacher will speak to the individual and explain the policy.
4. If difficulties arise, all reasonable efforts will be made by the staff to ensure the safety of the child and the other children. If necessary the police will be called for assistance.

Alleged Impaired Pick-Up: The teachers at A Joyful Noise will not release a child to an authorized person who is deemed unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child.

If the person is driving a vehicle, the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the teacher is obligated to ensure the safety of the child. If this person chooses to get in the car, the teacher will immediately notify police and provide a description of the car and location headed. The child will not be released. If the teacher believes that the child is in need of protection, the Dept. of Protective Services will be notified.

Custody and Related Court Orders: If a custody or court order exists, a copy of the order must be placed in the child's file. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the teacher cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy of unauthorized persons will be implemented. The guardian will provide all consents.

What to Bring

- **Snack.** Please send a small snack each day with your child that they will need little assistance opening and eating. For the safety of those children with specific food allergies, please help your child understand that we can't share food.
- **Clothing.** Children need to wear comfortable clothing that they can paint in and play in. Dress your child in clothes that are easy to pull down for the child to use the toilet. Provide hats and mittens for your child in cool weather and sunhats and sunscreen in warmer weather.
- **Running shoes.** We find that running shoes are safe and comfortable for play. They are safer for play in the gym and on climbing apparatus than other kinds of shoes.
- **Boots.** When the weather gets muddy we ask you bring a pair of boots or other shoes for your child to wear outside.
- **Coat or jacket.** Please send a coat or jacket every day regardless of the weather.
- **Extra clothes.** Send extra clothes in a zip lock bag with your child's name on it to keep in their cubby. Keep in mind that as the season & their size changes, you will need to replace them. WINTER: Snow clothes are a must!
- **Sunscreen.** Please apply unscented sunscreen before your child comes to preschool during warm weather.

PLEASE LABEL ALL YOUR CHILDREN'S CLOTHING, BOOTS, AND SHOES TO AVOID CONFUSION!

Communication

- Weekly newsletters will provide you with information about what we are doing in class each day and any school news.
- Our white board at the entrance will have weekly notes and reminders.
- You will receive word at pick-up if there is anything unusual that you need to be aware of from that day. (It is safe to assume everything is going well unless we bring something to your attention).
- We will have a late fall and early spring conference where you will receive progress reports. The fall conference may be done in your home and the spring conference is done at the school.
- Should you want to speak with one of us at any time, you can be assured you will be given all the time you need. A teacher will always be available to talk with you at drop off. Emails, phone calls, written notes, and meetings are all welcome.

Discipline

At A Joyful Noise we respect each child and his or her level of development, individual personality, and their family and cultural influences. We create a positive environment (plenty of toys, activities, space, as well as area boundaries to divide activities) so as to influence behavior.

The teachers are fully trained in child development and how it relates to guidance (discipline) and the positive guidance strategies we will list below.

The program has a set daily routine but allows for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations.

Teachers may use a variety of strategies depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age appropriate choices, and natural consequences.

All children will be treated with respect. Children will not be disciplined in a punitive manner.

Our goal is to encourage children to develop respect, self-control, self-confidence, and sensitivity in their social interactions during their time at preschool.

Special Needs

Children who require extra support can be, with parental consent, referred to Children's Developmental Services, a free service provided for children through age five. If we feel a child requires testing, we reserve the right to ask them not to return until an evaluation is complete. Of course, this may not be necessary. We always work closely with parents.

Toileting

Children must be toileting independently to enter school. We are not licensed to handle habitual accidents.

Field Trips

On the occasions when we have a field trip, we will ask that you either transport your own child or else make arrangements for your child to be transported to and from the event. Child safety is obviously our concern.

Medical Policies

Illness

All children must have up to date immunizations and a recent physical on file.

You will be called to come pick up your child if they become ill during school. Please do not send your child to school if she/he seems unwell - has a sore throat, a fever, rash, has been vomiting or had diarrhea within the last 24 hours.

Notify us if your child will not be in school. You can leave a message with the school secretary. We would especially appreciate knowing of any contagious illnesses so that we may let other families know as well.

Medication

Medications will be administered only when the required "Permission to Administer Medications" form has been filled out and signed, including when the last dosage was given. Medications cannot be administered without the correct information and a signed form. A new form is required for each medication. The medication must be handed to the lead teacher who will place it in the medication box and be responsible for its administration. **Do not place any medication in the child's backpack.**

Cold medications and antibiotics will not be administered at preschool. Please give these to your child before or after preschool.

Medications for allergic reactions can be kept at the preschool. These medications require a separate permission form to be kept with the medication. Please be sure the staff is aware of procedure for use.

Accidents and Incidents

Safety is a high priority at A Joyful Noise. Our staff is trained in CPR and first aid and we have a physician on call at all times. Every effort is made to be sure your child is safe at all times, however accidents do happen.

If your child is hurt during school, one of the staff will assess the injury and care for your child. If the injury is serious in nature, 9-1-1 may be called, you will be contacted and an accident report filed. In all cases, you should be notified at time of pick-up.

Child Abuse and Neglect

Anyone who works with children is legally required to report known or suspected child abuse or neglect. If a teacher becomes aware of a questionable situation, the director will be notified and a report filed immediately with Child Protective Services. All information is considered extremely confidential and will not be discussed with anyone else.

Fire Drills and emergency medical

Fire drills will be scheduled monthly and documented on the form provided for this purpose.

During fire drill or IN CASE OF FIRE:

- Staff will escort children out nearest door and take them to a designated location (church entrance). Be familiar with exit maps to know which exit to use from any given location within the facility.
- Be sure to close all windows and doors as you leave the room and the building. Someone will be designated to close bathroom, kitchen and gym doors and windows.
- Count children before leaving, and again outside to ensure safety. (Role call)
- Director to Call 9-1-1

If one child is injured, one staff member will remain with the child and attend to his/her needs. This should be someone with CPR/First Aid training and be designated for this job. The other staff will notify the director and supervise the class. The director will make the necessary phone calls to parents and 9-1-1 and assist wherever needed most.

In the event of multiple injuries, the designated staff will remain with the injured children while the other staff notifies the director and supervises the class. The director will make the necessary calls to parents and 9-1-1 and then assist with the injured.

In either event, an accident report will be filed and the parents notified on the same day as the occurrence.

Reporting Licensing Violations

Administrators, staff, volunteers and parents are required to report all cases of suspected licensing violations to the Department of Human Services in Augusta (207) 287-9300.

In compliance with the Mandated Reporting Law, the person filing the report will call the Licensing Bureau and write a written report within 48 hours. The report will be filed with the school and with the state.

Financial Policy

Tuition

Tuition is due the first class day of each month, beginning August 1st. There will be a \$20.00 fee charged for checks received 5 days after due date and for returned checks. After two of such, your payments will be required as an automatic withdrawal from your account. Fee for insufficient funds will be \$50.00

Fees

There is a \$200.00 registration fee (\$500.00 for kindergarten K5 and K4 with five full days) due with the application to reserve your spot for the coming school year. This is applied toward your tuition but is non-refundable.

Payment Options

1. Monthly payments due on the first class day of each month.
2. Half due by September 15th and the other half due by January 15th.
3. Total due by September 15th.

A Joyful Noise Preschool

Preschool Student Application

Name _____ **Today's Date** _____

Date of Birth _____ Current Age _____ Male Female

For which program are you applying?

____ 2 Half-day ____ 2 Full-day ____ 3 Half-day ____ 3 Full-day ____ 5 Half ____ 5 Full

Address _____

City _____ State _____ Zip _____

Email _____

Home Phone _____

Mother's Cell _____ Father's Cell _____

Is your child a U.S. citizen? Yes No Date of Entry _____

If no, give I-95, Passport or Immigration Number _____

Family Information

With whom does the child reside? _____

Are there special custody provisions? Y / N If so, please provide documentation.

Mother's Name _____

Place of employment _____ Work phone _____

Father's Name _____

Place of employment _____ Work phone _____

Church affiliation _____ Do you attend regularly? Y / N

Is your child currently involved in any special programs or receiving any special services from the school district? Y / N

From a private source? _____

Physical therapy Speech therapy Other _____

Please list any other pertinent information about your child that would be helpful to know in the admission process.

Please answer the following questions:

Does your child have any medical allergies or symptoms about which we should know? If yes, please explain.

Does your child have any behavioral problems? If yes, please explain.

Does your child have any speech problems or delays and, if so, are they being monitored?

Please complete the following questions using 1 for *never* and 6 for *always*:

- | | | | | | | | |
|----|---|---|---|---|---|---|---|
| 1. | Our child dresses himself or herself. | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. | Our child uses the bathroom unassisted. | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. | Our child articulates his/her needs. | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. | Our child frequently has opportunity to play with other children. | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. | Our child plays well alone. | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. | Our child initiates and completes self-selected tasks. | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. | Our child completes tasks as directed. | 1 | 2 | 3 | 4 | 5 | 6 |

My child can follow _____-step directions.

My child shows on average a _____-minute attention span when doing self-selected activities.

My child shows on average a _____-minute attention span when doing activities that are directed.

My child displays an interest in developing ability to (please circle all that apply):

cut draw color write read count name numbers name letters hold pencil with fingers

My child can identify:

circle triangle square rectangle diamond

My child can:

run jump skip hop hop on one-foot

What are you seeking from a Christian preschool program?

What is your greatest concern about your child attending preschool?

How will your child respond when asked to behave in a more positive manner?

Has your child experienced any significant separation anxiety in the past?

Does your child seem happy about the thought of coming to school?

What would you like us to know about your child that will be helpful in the school setting?

Describe your child's general personality and how you encourage positive behavior at home.

Is there something specific you would like to see us help your child with at preschool?

Children need to be toileting independently before entering school. In case of an accident, do you wish to be contacted?

Siblings (please list all siblings and indicate with a check if siblings are seeking enrollment)

Name: _____ Age _____ Enrolling _____

Name: _____ Age _____ Enrolling _____

Name: _____ Age _____ Enrolling _____

Name: _____ Age _____ Enrolling _____

I give my consent to allow A Joyful Noise Preschool to use photography including my child's picture for publication (i.e. our website, our brochure, newspaper article).

Signature of parent / guardian

Date

I give my consent to include my address, phone numbers and email address in a class list to be given to each family in my child's class.

Signature of parent / guardian

Date

The information provided on this application is accurate and true. I have also read the Policy Manual for *A Joyful Noise Preschool* and agree to abide by its policies during the duration of my child's time as a student there.

Signature of parent / guardian

Date

A Joyful Noise Preschool
Student Health Form and Emergency Card

Today's Date: _____

Child _____ **Date of birth** ____/____/____
Name

Mother _____
Name Address Phone

Father _____
Name Address Phone

Physician _____
Name Address Phone

Dentist _____
Name Address Phone

Pharmacy _____
Name Address Phone

Date of last physical _____

Allergies:

Any **medical condition** or **special needs** we should know about:

Please name **two emergency contacts** who will assume temporary care of your child if you cannot be reached:

1. _____
Name Relationship to child Phone

2. _____
Name Relationship to child Phone

Name any persons who are permitted to pick up your child other than you.

1. _____

2. _____

3. _____

IN AN EMERGENCY, if the school is unable to reach me, I hereby give consent for medical (or dental) treatment to be given to my child. If the doctor named above cannot be reached, please take my child to the nearest hospital, by ambulance if necessary, for treatment.

Signature of parent or guardian _____ Date _____

Please attach copy of current immunization records