



*Joyful Noise Christian Childcare*

*508 Franklin St., Grand Haven, MI 49417*

*(616) 847-6600*

[www.JoyfulNoiseKids.com](http://www.JoyfulNoiseKids.com)

# Parent Handbook



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[www.fpg.org](http://www.fpg.org)

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*Please note that detailed information regarding all center policies can be accessed at:*

<http://www.JoyfulNoiseKids.com/pdfs/CenterPolicies.pdf>

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## Introduction

The First Presbyterian Church of Grand Haven offers the Joyful Noise Childcare as a safe, loving program to serve the needs of working parents and their children in our community. Our hours are 6:00 a.m. - 6:00 p.m. Monday through Friday. We provide a full day of fun in a safe, healthy environment, beginning with our preschool curriculum in the morning and continuing with extended care activities throughout the afternoon. This includes naptime, outdoor play, walks and nature activities. Breakfast, lunch and snacks are also provided and included in our tuition rates, as is our music program. First Presbyterian Church runs a childcare program staffed and directed by adults that believe in children and possess a Christian attitude and work ethic. Our philosophy, purpose and objectives are summarized in our mission statement:

*In a Christian environment, Joyful Noise Christian Childcare seeks to stimulate the growth of children in these five areas of childhood development:*

**Spiritually**, to foster the development of Christian values by experiencing God's love in bible stories, prayer and music;

**Socially**, to facilitate the development of relationships characterized by caring, sharing and trust;

**Emotionally**, to encourage a positive self-image, a recognition of feelings and the learning of self-control;

**Intellectually**, to stimulate growth and critical thinking in all age-appropriate academic subjects, maintaining a non-competitive, fun-filled setting ;

**Physically**, to promote healthy eating and exercise habits, and to enhance the learning of age appropriate developmental tasks and self-care.

## Business Hours and Emergency Closing Procedures

Joyful Noise Childcare is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. We observe religious holidays and some national holidays such as Labor Day. Closing dates are always indicated on our Event Calendar on our website at <http://www.JoyfulNoiseKids.com>. You will also be reminded about them in advance. **As a general rule, our center remains open when schools close due to in-service days, vacations or inclement weather.** In the event that a closing takes place, local news will be notified and parents will be emailed.

Please feel free to call our office to double check or answer any question you may have, and know that in the event that any closing takes place, you will be informed in a manner as timely as possible.

## Enrollment and Tuition

Joyful Noise enrolls children age eight weeks old up to ten years old. Children are grouped in separate classrooms according to age.

<b>Nursery/Infant</b>	\$203.00 per full time week, \$46.00 per day
<b>Toddler/Twos</b>	\$193.00 per full time week, \$44.00 per day
<b>Threes and Fours</b>	\$168.00 per full time week, \$39.00 per day
<b>School Age</b>	\$152.50 per full time week, \$35.50 per day, \$6.00 per hour

**A \$40.00 non-refundable registration fee** is required at the time of enrollment.

Multiple child discounts of ten dollars per week is applicable to full time children only (\$10.00 off 2nd full time child, \$20 off 3rd full time child). Full time is five full days per week. Includes meals and special programs like music, etc.

## Program Licensing & Staff

Joyful Noise is licensed by the state of Michigan Department of Human Services, Office of Children and Adult Care Licensing. The state has detailed regulations governing staff qualifications, number of children per staff member, number of square feet of play space per child, discipline, equipment, nutrition, health records, emergency medical care, and fire safety. The Joyful Noise Childcare Program meets or exceeds each of the State's requirements and is insured.

The childcare staff consists of adults with degrees in early childhood education and child development, and/or years of preschool/daycare program experience.

More information can be acquired about our daycare staff from the main page at our website, [www.JoyfulNoiseKids.com](http://www.JoyfulNoiseKids.com)

## Curriculum/Daily Program

Each day offers your child a variety of appropriate developmental activities to stimulate an inquisitive mind, build self-esteem, compassion for others and a positive attitude toward learning.

**Activities include, but are not limited to:**

*Large motor and creative movement activities*

*Bible stories*

*Music, combined with storytelling*

*Mealtime prayer*

*Arts and crafts*

*Field trips*

*Group projects organized around a topic or concept*

*Celebration of holidays and seasonal events*

*Older children also have access to computer time*

## Admission and Withdrawal

To enroll at Joyful Noise, parents must first complete an enrollment application. Once availability is determined, the forty dollar registration fee may be submitted along with all other necessary registration forms. Considerations for admission are based on date of enrollment and availability in the appropriate classroom.

Children must have immunizations up to date in order to register and attend classes. Parents must have the child's physician complete the health appraisal form and submit it within two weeks of the first day of class.

Parents must notify the Childcare Director two weeks before withdrawing a child from the program. A two-week tuition fee will be applied to the final bill. This charge applies whether or not the child attends after the notification of withdrawal.

The director and teacher reserve the right to deny or terminate enrollment to any child if it becomes apparent that a child's needs are not consistent with the childcare program. Termination could result if a child engages in behavior that presents a risk of harm to self or others. This includes biting, aggressive or disruptive behavior.

## Arrival & Dismissal/Authorization

For your child's comfort and safety, your child must be escorted into the classroom by an adult, and not dropped off at any other place inside or outside the church building. Children will be released only to a specified adult.

If a person other than the parent(s) listed on the child information card is to pick your child up, the person must be listed on the child information card; a parent listed on the child information card must write and deliver a note to the staff before dismissal (i.e., when the parent drops the child off at the beginning of the class) and the person picking up the child must show identification.

## Visitors

Parents are welcome to visit any time. All visitors must stop at the childcare office and notify the Director upon arrival and departure. For everyone's protection, visitors are not allowed to participate in any activities without a staff member present.

## Dress

Please keep in mind that children need to be able to move freely about during their day in childcare. Please dress them comfortably and according to the weather. Layering is best so that staff can add or remove layers when needed. All children must have a full change of clothing on hand at the childcare center. Comfortable walking shoes are also recommended. **NO sandals or dress shoes PLEASE.**

We encourage self-help skills. We believe that children feel a sense of accomplishment when they can do things on their own. Therefore, please send them in pants they can get on and off easily by themselves for toileting purposes. Parents of infants and toddlers are required to bring their own disposable diapers and periodically contribute wipes. Vinyl gloves will be supplied.

## Health/Nutrition

Please refer to our Program Policies which outlines our sickness and illness policy in detail at:

<http://www.JoyfulNoiseKids.com/pdfs/CenterPolicies.pdf>

**Joyful Noise is a peanut and latex free center. Please do not send your child with any outside foods containing peanut oils or products.**

Parents or the center will supply formula/breast milk prepared in bottles from home, and baby food for children not yet eating table food; a refrigerator is available in the nursery. Parents will label all bottles and food jars with the child's name and date before bringing to the center. Parents may prepare center formula upon arrival. Joyful Noise employees may not prepare infant formulas. Any unused bottles are required to be taken home at the end of the day.

Joyful Noise will supply all baby spoons, sippy cups, bibs and crib sheets because of sanitation requirements. Per State of Michigan licensing requirements, infants through eleven months may not nap with blankets in cribs. Parents may choose to send a sleep sack.

Joyful Noise will supply breakfast, lunch and snacks for all children eating table food. All meals will be healthy and nutritious. A weekly menu will be posted.

The State of Michigan requires all children in childcare for over four hours to have a rest period. Parents will supply the center with a small blanket, small sheet, and other nap items the child requires. These items will be taken home to be washed every week on the child's last day of attendance and brought back the following week.

## Discipline Policy

Under NO circumstances are children at Joyful Noise disciplined with corporal punishment (physical), verbal abuse, humiliation or withholding of food or toys. At Joyful Noise, our discipline philosophy is one that combines modeling appropriate behavior along with the techniques used in the "Conscious Discipline" method (Dr. Becky Bailey, [www.LovingGuidance.com](http://www.LovingGuidance.com)). All childcare staff use disciplinary and guidance tools that promote an idea of patience and self-control, such as:

- Redirection and tools from the "Conscious Discipline" model
- Clear expectations that are communicated to children in an age-appropriate way
- Positive guidance (Replacing the negative behavior with a positive direction, such as "Put your feet on the floor" rather than "Don't run!")
- Thoughtful consideration about origins of negative behavior and methodical planning and strategy implementation to encourage desired behavior
- Consistency in methodology and consequences
- Self-evaluation as a teacher (understanding the teacher and classroom's role in the appearance of an undesired behavior and what steps may be taken to address the issue)
- Careful assessment and recordkeeping of extreme or ongoing behavioral problems

***For specific ages and developmental goals, please visit our classroom section at [www.JoyfulNoiseKids.com/classrooms](http://www.JoyfulNoiseKids.com/classrooms)***

## Website and Networking Information

The Joyful Noise website is located at [www.JoyfulNoiseKids.com](http://www.JoyfulNoiseKids.com). You can also find us at [www.Facebook.com/JoyfulNoiseChildcare](https://www.Facebook.com/JoyfulNoiseChildcare). We do not share photos or personal information on our Facebook page.

At Joyful Noise, we are dedicated to providing you with the most dynamic and inclusive online experience possible. We have many resources for you to enjoy at our website, including:

- Printable forms, handbooks, parent contracts and digital versions of many necessary forms at our school
- Virtual tours and online photo galleries (password protected for your child's safety)
- Publication of procedures, policies and school information
- An online calendar and up to date front page news
- Fundraising and event Information
- Donation opportunities and more

Upon enrollment at Joyful Noise, we collect primary email addresses from all parents/guardians so that we may keep online communication open. Joyful Noise will never share your email address or abuse it in any way. Time-sensitive information will always be communicated to you via home or cell phone, and information may be sent in your child's cubbie as well. Ways in which we will communicate with you online include:

- Emails regarding your tuition or account (statements are only printed by request)
- Important notifications about potential closings, schedule changes, fundraising and other events
- Information regarding your child

**Joyful Noise checks emails frequently throughout the day and responds in a timely manner, but all emergency contact must be communicated through our phone line at (616) 847-6600.**