JOYFUL JOURNEY

PRESCHOOL

Learning through play. Growing in faith. Journeying together.

PARENT HANDBOOK

CONNECT • LEARN • GROW • BELONG

A safe, nurturing environment where children learn, grow, and are loved as they journey with Jesus.

Train up a child in the way he should go;
even when he is old he will not depart from it.
PROVERBS 22:6

joyfuljourneypreschool.com | director@joyfuljourneypreschool.com | Joyful Journey Preschool

Joyful Journey Preschool

Parent Handbook 2026–2027

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Joyful Journey Preschool Parent Handbook 2026-2027

Mission: Joyful Journey Preschool was started as a ministry of Monument Presbyterian Church, created to provide Christian developmentally appropriate learning experiences for young children ages 2.5 to 6 years old and their families.

1. Starting School & Attendance

Following enrollment at Joyful Journey Preschool, a meet and greet is scheduled to acquaint the child and family with the staff and classroom. Each child and his/her family will be treated as individuals. Preschool staff will work to alleviate apprehensions that go along with a new experience and allow for a smooth transition into preschool.

PLEASE SEND QUESTIONS REGARDING ADMISSION/ENROLLMENT TO:
director@joyfuljourneypreschool.com

The following items are required of parents prior to the first day of school.
Please complete them following the instructions listed in Brightwheel:

1. Read this Parent Handbook in its entirety and sign the acknowledgment
2. Read the Overview of JJP's Disaster & Emergency Policies and Procedures in its entirety and sign the acknowledgment
3. Complete all sections within the Joyful Journey Admissions Packet
4. Complete a General Health Appraisal Form, signed by the child's doctor (new students have 30 days from their start date to provide this document)
    a. *During the school year, please notify us of any changes in your child's Medical Health History. Children's records are confidential and will be kept in a secured filing cabinet.*
5. If coming from out of state, provide a Certificate of Immunization, signed by the child's doctor.
    a. *During the school year, please notify us of any changes in your child's Immunization records. Children's records are confidential and will be kept in a secured filing cabinet.*
6. If needed, complete an Allergy Care Plan, signed by the child's doctor

Please note: Licensing requires that all information, such as contact phone number, home phone number and address, place of employment & phone number be updated as needed. Staff will need to be able to contact parents/caregivers at all times.

Regular attendance is encouraged based on our belief that success is closely related to full participation in the preschool program. Full participation includes children's presence during the entire class time whenever possible so children can learn about the "beginning" and "end" of a school day. Each child is an important member of the class and will be missed when absent! Attendance is taken daily.

A two-week written notice is required to withdraw your child from preschool. Please give the written notice to your child's teacher. A child can be asked to leave if the safety of the other children is at risk.

2. Preparing Your Child for Preschool

We encourage families to attend the scheduled Meet & Greet with your child. This helps your child adjust to a new setting and makes the transition easier on the first day of preschool.

3. First Day of Preschool

1. Paperwork: Please check to be sure all listed paperwork has been turned in.
2. Thank you in advance for bringing your child in "play clothes" for school and sending an extra set! "Children's work" can be messy or dirty! Remember we do go outdoors daily, so please provide sturdy, protective shoes, and dress appropriately for the weather! Thanks!
3. Each child has a cubby for personal use while in school. Please keep personal items at home, including toys and money. If your child needs a transitional item, a teacher will encourage your child to keep it in his/her cubby. We cannot be responsible for the well-being of your child's personal items. Daily your child will need to bring a backpack with a change of extra clothes and flip top water bottle. Please label all items! For snack/lunch info see below.

4. Communication

All communication is handled through Brightwheel. You **must download the Brightwheel app** to receive messages, notifications, and alerts from JJP. We do not communicate through email or text messaging.

Each classroom has a phone that you may call directly to reach the classroom. However, **Brightwheel is the best and most efficient way to communicate with JJP** and is the primary method we use for all important updates and communication.

5. Programs, Tuition, Fees, and Payment Policies

Preschool 2.5-4 YO

Robins (am)

M/W/F 8:30-11:30 $295/mo
T/Th 8:30-11:30 $210/mo
M-F 8:30-11:30 $380/mo
2 full days (M/W or T/Th)
8:30-3:30 $300/mo
2 Full days (M/W) 8:30-3:30
+Fridays 8:30-11:30 $420/mo
M-Th 8:30-3:30
+Fridays 8:30-11:30 $600/mo

Robins (pm)

M/W 12:30-3:30 $210/mo
T/Th 12:30-3:30 $210/mo
M-Th 12:30-3:30 $340/mo

Pre-Kindergarten (UPK) 4-5 YO

Chickadees am/pm

M-F 8:30-11:30 $340/mo UPK $0
M-Th 12:30-3:30 +opt Fri 8:30-11:30
$340/mo UPK $0
M-Th 8:30-3:30 $540/mo
UPK $250/mo

Transitional Kindergarten / UPK 4-6 YO

Eagles

M-Th 8:30-3:30 $540/mo
UPK $250/mo

Registration Fee: $100 annually and is nonrefundable.

Supply Fee: At the beginning of the school year, or upon enrollment at Joyful Journey Preschool, each child will be charged a one-time supply fee of $100 for Robins, Bluebirds, Chickadees programs and $120 for Eagles program. This fee helps cover the cost of classroom supplies, educational materials, and curriculum-related needs throughout the school year.

Monthly Tuition: First tuition payment is August 1st. The last tuition payment is May 1st. The tuition varies by your child's class schedule and remains the same amount for the school year. You will receive a tuition agreement the first week of school stating your child's tuition rate. Monthly payments are due on the first of each month.

Method of Payment: Brightwheel Automatic Payments, Cash, Check, or Money Order. Parents will be expected to pay the bank fee for any returned checks.

Since our preschool is run on a non-profit basis, your prompt payment is essential to our operation. If a late payment is unavoidable, there is a grace period of 5 working days. **On the 6th day, a $20.00 late fee will be charged.** Special circumstances may be taken into consideration at the discretion of the board. After 45 days (2 unpaid tuition payments + 2 late fees), any student with unpaid tuition, late fees, and other charges will not be allowed to return to JJP. His or her spot will be filled with a student from the waiting list. Any family with outstanding fees who wishes to stay enrolled at JJP must pay all outstanding tuition, late fees, and other charges, as well as tuition for the coming month. All unpaid tuition, late fees and other charges must be paid prior to registration. The Executive Director will take all the reasonable steps to satisfy this policy, with no further direction needed from the board.

Scholarships

To be considered for reduced tuition, please send an email stating your need to director@joyfuljourneypreschool.com. The JJP board will review and approve requests on a rolling basis.

6. JJP's Beliefs and Values

We believe children learn:

- through play and by being actively engaged with people, activities and materials that are appropriate to their level of development and interest
- when expectations are high but realistic
- when they are supported and appreciated as individuals
- in meaningful, predictable, and purposeful ways
- when supported and encouraged by their families
- when educators who are highly qualified provide positive structure and guidance
- when school and families work in partnership
- that play is children's work
- that the child's family is their first teacher

We value:

- Providing staff with support and training so that they can do their jobs

effectively
- Teamwork
- Honesty
- Innovative thinking
- Being Conscientious
- Humor
- A positive attitude
- Flexibility
- Appreciation for the ages and stages of each individual child/family
- Understanding another's point of view
- Being included and understood
- Highly knowledgeable and skilled staff

Any information that is sent home in folders from other sources is strictly for you to read and form your own opinions. This information does not represent the beliefs and values of Joyful Journey Preschool. The beliefs and values of Joyful Journey Preschool are listed here.

7. Our Curriculum

Overview

We focus on Christian Education and the use of research-based and highly-regarded formal curriculum program(s) based on the child's classroom. Our teachers are all trained in early childhood education and most have many years of experience delivering these curriculum programs to children. School days are spent learning through various hands-on activities and exploration. Indoor and outdoor play, large and small group interactions, and activity centers are all in our daily routine.

Faith-Based Learning – All Classes

JJP's Children's Ministry includes interactive Bible lessons, utilizing sensory learning and active play to create an engaging and memorable experience. Our weekly gatherings in the Church feature a collective reading of a Bible story and singing. Afterwards, children are dismissed to their individual classrooms for craft time, Bible verse recitation and singing, all tied to the story.

Creative Curriculum® - All Classes This curriculum empowers children through play-based, hands-on investigations that naturally integrate language, literacy, and mathematics throughout the day. Grounded in research-based early childhood practices, it emphasizes project-based learning to foster confidence, creativity, critical thinking, and a lifelong love of learning. We provide a stimulating and enriching environment through both whole-group and small-group learning experiences that encourage cooperation, communication, and active engagement. The program focuses on building self-esteem while teaching children respect and responsibility for

themselves, others, the classroom, and shared spaces. As children grow, they are supported in developing independence, self-regulation, and advanced problem-solving skills. Designed for children from infancy through kindergarten, the curriculum nurtures growth in four key developmental areas: social-emotional, physical, cognitive, and

language development. Learning is organized around 11 interest areas that inspire exploration, discovery, creativity, and meaningful hands-on experiences, allowing children to learn through play while developing the skills needed for future success.

Teacher Strategies Gold® - Pre-Kindergarten & Transitional Kindergarten
Provides observational assessment tools and family engagement solutions for Early Education.

Heggerty® - All classes
These fast, fun, and effective, 10-minute daily lessons deliver age-appropriate instruction in critical phonemic awareness and early literacy skills. Using Heggerty® in our preschool class allows for a strong foundation and continuity across our classes.

FUNdations® - Pre-Kindergarten & Transitional Kindergarten

FUNdations is an age-appropriate approach to reading, spelling, and handwriting.

STEM Program - Transitional Kindergarten
Afternoons are filled with activities that stimulate their minds and nurture their natural talents and abilities while also providing life-long skills. This program is designed to incorporate an abundance of hands-on activities that will encourage the children to be creative. We focus on one “skill” per month (i.e. woodworking, sewing, botany, animal classification, engineering, music appreciation etc) . This gives the child the opportunity to really grasp and understand what they are learning about.

Learning Experiences

Children learn by interacting with materials, ideas, and people. Your child will participate in a variety of activities such as:

1. Exposure to Christian beliefs and values
2. Learning to interact with peers in taking turns, playing with others, building friendships, and sharing.
3. Using a variety of art materials for tactile experiences and exploration
4. Developing an appreciation for books and reading, including Bible Studies
5. Increasing fine motor skills, gross motor skills, and hand-eye coordination
6. Mathematical thinking
7. Music and science materials
8. Field trips to points of interest in the community
9. School-wide activities and special events, including families

8. UPK Policies

Healthy Development & Child Screenings
To support your child's healthy development, JJP offers voluntary developmental screening services. Please speak to the director, Ali Gross or email director@joyfuljourneypreschool for information on obtaining any of the following:

- Developmental or Health Screenings

- Vision, Hearing, or Dental Screenings
- Social-emotional, Cognitive, or Language Screenings
- Mental Health or Special Education Referrals
- Translation Services

Family and Community Engagement
We believe you are your child's first and most important teacher. Our program is committed to partnering with you in the following ways:

- **Language Support:** We provide opportunities to utilize interpreters or other language resources as needed to ensure clear communication.
- **Cultural Sharing:** We invite and encourage you to share your home's cultural and social practices within our classroom community.
- **Goal Setting:** We will partner with you to set individual learning and development goals for your child.
- **Program Decision-Making:** We offer opportunities for families and community partners to engage in our program's operational decision-making processes.
- **Transitions:** We will actively involve you in your child's transitions between classrooms or when moving to a new school.
- **Feedback:** We value your perspective and provide opportunities for you to give feedback on the quality of program-family and program-staff interactions.

Annual CDEC Family Survey
Each spring, the Colorado Department of Early Childhood (CDEC) conducts an annual family survey. You will be notified of the opportunity to participate and share your experiences regarding your meaningful and culturally appropriate involvement in our program, as well as the healthy development supports provided.

Parent/Teacher Conference
Parent/Teacher Conferences will occur two times a year (fall and spring). The teachers will update parent-guardians on the child's progress in all areas of development. Parents-guardians are part of their child's goals for the school year. An assessment will be completed on each child to be shared with parent-guardians.

9. Building Access and Arrival/Dismissal Times

For the safety and security of all children and staff, all exterior doors remain locked at all times. Staff will be stationed at their assigned building entrances during designated arrival and dismissal times:

- **Morning Classes:** 8:25 a.m. and 11:30 a.m.
- **Afternoon Classes:** 12:30 p.m. and 3:30 p.m.
- **All-Day Programs:** 8:25 a.m. and 3:30 p.m.

If you arrive after your child's scheduled arrival time, please ring the white doorbell located at the entrance. A staff member will assist you and allow entry into the building as soon as possible. We kindly ask families to adhere to these scheduled times. Staff

use the time before and after class to prepare the classroom environment and complete other program responsibilities. Thank you for helping us maintain a safe and organized school day for everyone. Parents/caregivers or authorized individuals must sign children in and out daily. We utilize Brightwheel to facilitate this process. Each parent, guardian, or approved pick-up person must create a Brightwheel account and have their own code for checking students in/out on the classroom tablet or via the Brightwheel app on their personal devices. Parents must notify staff if someone other than those named on the permission sheet will be picking up your child. Identification will be checked. Unauthorized individuals may not pick up a child. If an attempt is made by an unauthorized individual to pick up a child, the parent/caregiver must be contacted first. If staff is unable to make that contact, the Mesa County Department of Social Services will be contacted.

10. Late Pick Up Policy

Parents/caregivers will be charged $1.00 per minute beginning with the 6th minute after dismissal time to your Brightwheel account. Please call us if you're running late.

11. Field Trips

Field trips will be planned throughout the year. JJP does not transport children and parents are responsible for transporting their child to the field trip location. If your child arrives at preschool after the class has left for a field trip, check the note posted on the preschool room door. Parents may coordinate directly with other parents for carpooling etc. at their own discretion, please be sure you are an approved pick-up person or have written permission from the child's parent you are transporting. JJP staff will do overall supervision on field trips. Parents are primarily responsible for their child's (or any child they have transported) health and well-being. JJP staff will be responsible for first aid supplies and emergency contact forms.

12. Outdoor Time

Children need plenty of opportunities to use their large muscles and stay active throughout the day. For every three hours of school, children will receive at least 30 minutes of outdoor recess time. Please remember to send your child with appropriate clothing for all types of weather. If weather conditions are too severe for outdoor play, large muscle activities will be provided indoors to ensure children continue to stay active and engaged.

13. Snow Days

We will observe snow days as taken by MCVSD #51. If District 51 is closed for weather, we will also be closed. We will not make up missed days or offer tuition credit. You will get notification through Brightwheel.

14. Sun Protection

To assure that your child is protected from the Colorado sun, the teachers will apply sunscreen before every outdoor recess. Parents are required to sign a permission slip that allows the teachers to apply the sunscreen. If you opt not to have it applied you have that option on the permission slip as well as the choice to provide your own sunscreen for application at school.

15. Toilet Etiquette

If your child needs to be changed at school, the teacher in charge will follow the Universal Precautions Diaper Changing Instructions posted near the changing table in the children's bathroom. While we prefer our preschoolers to be able to use the toilet independently, we know they may not be, especially at the beginning of the year. If your child is struggling with toilet-learning, we are willing to work closely with *you* in implementing a home/school plan.

16. Snacks

We believe a well-balanced, healthy diet plays a major role in your child's development. We encourage you to send in fresh fruit and vegetables and limit snacks that contain high amounts of sugar. Please provide a snack from 2 food groups such as and not limited to; apple slices and string cheese, peanut butter crackers, yogurt with fresh fruit, carrots and meat sticks etc. A list of healthy snack ideas is available upon request. Teachers will encourage healthy eating habits and help develop communication skills by actively eating and engaging with your child. At no point will a child be forced to eat. Snack-time is an integral part of our classroom life. Children have opportunities to talk with each other, be social, learn manners, and develop independence in serving themselves and others. Since we are licensed, homemade snacks to be shared with the class are discouraged except for special occasions. Information regarding class allergies will be communicated. If your child has a specific diet or allergy, please let us know in writing. To adhere to licensing requirements and ensure each child receives the proper nutrition while in our care, JJP will supplement any missing meal components if need be. If snacks do not meet the required proper nutrition and/or are forgotten multiple times a month, JJP will charge the family via their Brightwheel account.

Pre-K AM/PM and Preschool PM:
Parents are asked to provide a nutritious snack for their child's class on a rotational basis. A snack calendar will be sent home at the beginning of each month. Please put it in a safe place for future reference.

TK and Preschool AM:
Snacks are provided by the family for their individual child only. TK students will need to bring a morning **and** afternoon snack.

17. Lunch

All day Pre-Kindergarten, All day Preschool and TK:
Lunch is provided by the family for their individual child. Meals need to be sent to school in a lunch box with an ice pack labeled with the child's name due to limited fridge space. Classrooms are equipped with microwaves to allow more meal options. To adhere to licensing requirements and ensure each child receives the proper nutrition while in our care, JJP will supplement any missing meal components if need be. If lunches do not meet the required proper nutrition and/or are forgotten multiple times a month, JJP will charge the family via their Brightwheel account.

18. Discipline

When needed, disciplinary practices are developmentally appropriate, and foster mutual respect. These include explanation, modeling, redirection, and logical and natural

consequences. Teachers will be firm and kind. Difficult behavioral issues will be addressed through conferences with parents/caregivers as well as repeated Intervention with the child.

19. Nap and Rest Time

Children who are at JJP from 8:30-3:30 are required to have a minimum of 30 minutes of rest time in a calm and conducive atmosphere. JJP provides a mat, sheet and blanket that is washed every week.

20. Babysitting/Nannying by JJP Staff

JJP does not endorse nor ban outside employment (e.g. babysitting, nanny, other employment) with/for the parents or students of JJP; however, JJP is not responsible for any actions or issues related to or occurring during the outside employment. All outside employment should occur during the employee's personal time and outside the JJP facilities.

21. Health

To safeguard the health of all the children to the best of our ability, we ask that you comply with the following rules. Please do not send your child to school if he/she displays any one of the following symptoms:

- Temperature of 100 degrees Fahrenheit *or* above
- Repeated diarrhea or vomiting
- Painful or discharging eyes or ears
- New nasal discharge or sneezing other than allergy
- Undiagnosed rash

If your child becomes ill, injured, or develops any of the symptoms listed above, parents, guardians/emergency contacts will be contacted to pick up the child within a minute period. Please watch your child for signs of communicable disease, especially if you know he/she has been exposed. Should your child develop a communicable disease, please notify staff so that we may notify the other parents.

Children must be symptom-free for at least 24 hours before returning to school. This includes being free of fever, vomiting, diarrhea, or any other symptoms that may indicate a contagious illness. If medication was used to reduce symptoms (such as fever-reducing medication), the 24-hour symptom-free period begins after the medication is no longer needed. Joyful Journey Preschool is NOT a nut-free campus. We will work with parents of children with nuts or other allergies. Joyful Journey Preschool accepts children who are immunized, and we also accept non- immunized children. Please make sure that after your child gets their folder to give to their teacher that their backpack is zipped shut all the way and do not put any toxic items in their backpacks that a child could find.

22. Medication

Staff members may not administer any medication, whether prescription or over the counter, without the written consent of the child's doctor and parents. If the occasion

arises in which your child must be medicated while at school, the medication must be in its original container with the original label. The prescription label must Include date, physician's name, child's name, and directions for dosage. Only designated staff members who hold current medication certification will be able to administer medication. Records are kept on all medication administered. All medication is properly stored out of the reach of the children.

23. Emergency Procedures

Joyful Journey staff and board are trained using the “I Love U Guys” Foundation’s emergency response recommendations. We utilize the Standard Response Protocol (SRP) in any emergency and take all complaints of illness, injury, or safety seriously. We will reassure your child and remain calm during an emergency. More information on our emergency procedures and the SRP can be found in the Disaster and Emergency Policy provided to parents and posted inside each classroom. More information on the I Love U Guys Foundation can be found at www.iloveuguys.org. If it is a serious Injury or Illness, we will call paramedics first, then parents and the child’s physician, if necessary. A complete Incident Report will be given to the parents and kept on file. If a child needs to see a physician, an accident/illness report will be shared. If a parent or guardian cannot be contacted, other numbers on the emergency card will be called. As a last resort, the police will be called to help locate the parents.

24. Safety

Children's safety is a high priority. Our room arrangement and routine, as well as our play materials and Interest areas, are all set up with safety in mind. Additionally, we implement other security measures such as controlled access locks and security cameras to protect the staff and children while on campus at JJP. We want our children, staff, and parents to be safe from physical, social, and emotional harm. Any concerns or issues should be discussed with the JJP Director or Board President. Behavior that puts the physical, social, or emotional wellbeing of our children, staff, or parents at risk will be addressed promptly by our Director and/or Board and may result in termination of enrollment or other actions, solely at the Board’s discretion. Our class rules are posted in our classroom. These are: We keep ourselves safe; We keep our friends safe; We keep our things safe. Most misbehavior violates one of these rules.
To ensure the safety of all children, staff will check Brightwheel’s sign in/out records periodically throughout the day to ensure that all children are signed out at the end of each class session. At the end of the workday, staff will walk through the entire building Including restrooms and other classrooms before exiting the building, to assure no child remains in the building. Visitors to the preschool must sign-in each visit and include their name, address, and purpose of the visit. Identification will be checked if the visitor is a stranger to the staff. The director or any other staff member who has reasonable cause must, by law, report to the local Child Protection Agency any suspicion of child abuse, neglect, or endangerment of which they become aware. The telephone number is (970) 242-1211 or 911.

25. Weapons Policy

Children may not bring weapons or items that could be used as weapons to school at any time. This includes, but is not limited to, firearms, knives, ammunition, explosive

devices, realistic toy weapons, or any object that may pose a safety risk to others. If a weapon or potentially dangerous item is brought to school, it will be immediately secured by staff, and the child's parent or guardian will be contacted. Depending on the nature of the item and the circumstances involved, additional action may be taken in accordance with licensing regulations, school policies, and local laws. Parents are encouraged to regularly check backpacks, pockets, and personal belongings before arriving at school to help ensure that prohibited items are not brought onto school property. We appreciate your partnership in maintaining a safe and secure learning environment for all children.

26. Safety Drills

Safety drills are conducted regularly in accordance with licensing requirements to help children and staff become familiar with safe and efficient evacuation procedures. Evacuation plans are posted in each classroom for easy reference, and children's emergency information is taken along during all drills. Fire Drills are conducted monthly, tornado drills are conducted once a month March - October and shelter in place quarterly. In the event of an actual emergency, parents will be notified through Brightwheel. Our goal is to ensure the safety of all children while maintaining clear and timely communication with families.

27. Services Offered for Children with Special Needs in Compliance with The Americans with Disabilities Act

Joyful Journey Preschool will make "readily achievable accommodations" for all children with special needs. "Readily achievable" is defined as being “able to accomplish easily and without much difficulty or expense."

28. Licensing Complaints

Parents or others who wish to file a complaint concerning a suspected licensing violation may do so at the following address:

Division of Child Care
Colorado Department of Human services
1575 Sherman Street-1st Floor
Denver, Colorado 80203-1714
(800) 799-5876

Please visit our website joyfuljourneypreschool.com for family resources that are readily available.

Please sign on the next page and return to school

Parent Acknowledgement of all information contained in the Parent Handbook.

I, _____, parent or legal guardian of _____, have thoroughly read the Parent Policy Handbook. I agree to comply with the policies as detailed in the handbook. Failure to comply with these policies may result in termination of my child's enrollment.

_____ _____

(Parent/Legal Guardian Signature) Date