



Parent Handbook

Kids Day Out Preschool Kindergarten

2026-2027

6002Knickerbocker rd
San Angelo, Tx 76904
joyschool@gmbc.org



GLEN MEADOWS
BAPTIST CHURCH

TABLE OF CONTENTS

Welcome	3
Statement of Faith and Doctrine	3
School Contact Information and Hours.....	5
Our Program	6
Our Curriculum.....	7
Our Staff	7
Joy School Policies and Procedures	7
Health and Safety	10
Guidance and Discipline Policy	12
Additional Information	14
Emergency Procedures	17
Suspected Child Abuse or Neglect Procedures	18

WELCOME

We welcome you and your family to Glen Meadows Baptist Church JOY School and look forward to supporting you in your role as parents. We hope that you will find JOY School to be a wonderful place that continues to strengthen your relationship with your child and your child's relationship with the Lord.

At JOY School, children learn academic skills, social skills, communication, and character development. They enjoy sensory play, develop gross motor skills on the playground and fine motor skills in the classroom, and participate in music class and Chapel. Your child will learn through STEAM enriched activities. STEAM is an acronym for Science, Technology, Engineering, Art, and Math. Our staff have access to hundreds of STEAM bins to use in their classrooms to help make learning more fun!

Most importantly, we strive to help the children know how much God loves them and how he created each of them special and unique. Bible stories are taught daily, bible verses are read and posted in all classrooms, and scripture memorization is a focus in the Junior Kindergarten and Kindergarten classrooms.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your children's teachers or to the Director.

STATEMENT OF FAITH AND DOCTRINE

JOY School is a ministry of Glen Meadows Baptist Church. We affirm that the Bible is our sole authority for spiritual instruction. We believe that all scripture is inspired by God and is profitable for teaching, rebuking, correcting, and training in righteousness. We reject any teaching, tradition, and/or practice that conflict with the Word of God. As a part of Glen Meadows Baptist Church, JOY School abides by the most current version of the “Glen Meadows Baptist Church Constitution and Bylaws”.

The “2000 Baptist Faith & Message”, in its entirety, has been adopted by Glen Meadows Baptist Church as its Statement of Faith and expresses our core beliefs. It does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe.

For purposes of Glen Meadows Baptist Church, Inc.’s, faith, doctrine, practice, policy, and discipline, the Senior Pastor and Deacon Body are the church’s final interpretive authority on the Bible’s meaning and application.

Copies of the “Glen Meadows Baptist Church Constitution and Bylaws” and the “2000 Baptist Faith & Message” are available by request in the JOY School Office and in the Church office.

SCHOOL CONTACT INFORMATION AND HOURS

6002 Knickerbocker Rd.

San Angelo, TX. 76904

(325) 947-1638

joyschool@gmbc.org

Liz Waddell, Director

School Hours

Kids Day Out (KDO)

12 months - 2 years

Monday - Thursday 8:30 a.m. - 1:15 p.m.

Monday -Friday 2 years 8:30 a.m. - 1:15 p.m.

Preschool 3-year-old & Pre-Kindergarten 4-year-old

Monday - Friday 8:30 a.m. - 1:15p.m.

Kindergarten

Monday - Friday 8:30 a.m. - 1:15 p.m.

OUR PROGRAM

JOY School is not only a fun place to play, but we are also an educational program designed to teach and develop the educational, spiritual, developmental, and social skills every child needs! Our program includes:

ACADEMICS

Children are taught age-appropriate skills from our baby room to kindergarten. Frog Street and Gospel Light Bible curriculum is used in our KDO classes. Our infant teachers work with each child based on their individual skills and development in a fun, loving environment. Toddlers work on sharing, helping, and caring for each other, as well as letter and number identification and prewriting skills to prepare them for Preschool. The Preschool, Junior Kindergarten, and Kindergarten classes use the Abeka curriculum supplemented with additional materials and activities.

ART & MUSIC

Children work with paints, crayons, scissors, glue, play dough, and other materials in creative ways. Through art, children learn and practice fine motor skills, language development, problem-solving skills, visual-spatial skills, and creativity. Children also go to music class every day.

BIBLE

Children participate in age-appropriate Bible stories, Bible crafts, songs, and memorizing scripture. They learn how much Jesus loves them and how to treat others with love.

CHAPEL

We have chapel every Wednesday. Our chapel singing is led by our JOY School music teacher followed by a Bible lesson led by the staff of Glen Meadows.

CENTERS

This is a time of child-led play using our classroom centers set up by the teachers. Centers may include art, dramatic play, blocks, home living, building, and others. This self-directed time allows children to practice goal setting and trial-and-error testing. It stimulates the learning process through pretend play and is an opportunity to learn how to share and cooperate with others.

PHYSICAL ACTIVITY

Physical activity is an important part of any day! It helps build both large and small gross motor skills and promote a healthy lifestyle. We have three age-appropriate playgrounds located at our facility that we use daily for outdoor physical activity. Our KDO children, 12 months - 2years, have two recess times scheduled each day, once in the morning, for 30-minutes and then again in the afternoon for 20-minutes. Preschool - Kindergarten has one 20-minute recess scheduled each day. They also get plenty of structured physical activity throughout the day in addition to recess. One great example is a 15-minute structured music class. During inclement weather recess is moved indoors.

STEAM

STEAM is an acronym for Science, Technology, Engineering, Art, and Math. STEAM helps to prepare children for successful futures by exposing them to different activities to develop their critical thinking. Not only does STEAM create a basic framework to think critically, but it contributes to problem-solving and creativity skills. Our teachers have access to hundreds of STEAM bins to utilize in their classrooms.

STORY TIME

Reading to children is the best way to develop a love of reading and to encourage beginning reading skills. Stories are introduced in a variety of ways such as reading Big Books, retelling stories using felt figures, and acting out stories. Children will learn early reading and critical thinking skills such as prediction, recall, and sequencing.

SPECIAL EVENTS

We have fun activities planned for the entire school year, Rodeo, Easter Egg Hunts, Dr. Seuss Week, and Paint Day, just to name a few! Look for emails through the Smartcare app. We also communicate through Facebook, Remind app and Instagram. We know birthdays are special events and we welcome parents to bring cupcakes, cookies, or other special treats on their child's birthday. Please let your child's teacher know ahead of time so they can alert you to any *food allergies* in the classroom.

OUR CURRICULUM

Kid's Day Out teachers use the Frog Street Curriculum and pull from a variety of sources to work on fine and gross motor skills, sharing, pretending, following directions, letter recognition, colors, shapes, rhyming, and so much more. Kid's Day Out uses the Gospel Light Bible Curriculum to teach God's word daily. Preschool and Kindergarten teachers use the Abeka curriculum as their basis for teaching academics and pull from a variety of sources and experiences to teach developmental, physical, and social skills. The Abeka Bible Curriculum is part of their daily lesson plans. Of course, all our teachers rely on the Bible to guide both themselves and the students.

OUR STAFF

JOY School staff are the heart of JOY School. They are highly motivated and dedicated early childhood professionals. All our staff meet or exceed the State of Texas Childcare Licensing requirements. Most of our Junior Kindergarten teachers and higher have earned at least a bachelor's degree in teaching or a CDA.

All our staff are trained in principles of child development, methods in early childhood programs, and guidance and discipline. Each year our staff members complete at least twenty-four hours of continuing education through professional conferences and in-service activities.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower them as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

JOY SCHOOL POLICIES AND PROCEDURES

OPERATIONAL HOURS

JOY School is open Monday through Friday from September to May.

Kid's Day Out 12 months-23 Months 8:30 a.m. to 1:15 Monday - Thursday

Kid's Day Out 2-Year-old 8:30 a.m. to 1:15 Monday - Friday

Preschool & Pre-Kindergarten 8:30 a.m. to 1:15 Monday - Friday

Kindergarten 8:30 a.m. to 1:15 Monday - Friday

CLOSURES / INCLEMENT WEATHER

JOY School begins the day after Labor Day and then follows the San Angelo Independent School District (SAISD) Calendar. The exception is the last week of school when JOY School is closed for teacher workdays.

If SAISD has a delayed start, JOY School will close since we are a half-day program. JOY School will also follow SAISD directives on bad weather days.

Information on closures can be found on the SAISD website and Facebook page, the San Angelo news stations, and an email will be sent to families through our online Smartcare system.

In most circumstances, JOY School will follow the SAISD school calendar, however JOY School reserves the right to opt out of following the SAISD annual school calendar. If the decision is made to change our calendar, JOY School families will be notified via email through the Smartcare system.

AGES FOR ADMISSION

To be enrolled in JOY School, children must have reached the following ages by September 1st:

Unless otherwise noted by the director.

Kid's Day Out	12 months to 2 years old
Preschool	3 years old (must be potty trained)
Junior Kindergarten	4 years old
Kindergarten	5 years old

ENROLLMENT

Enrollment packets must be completed, and registration fees must be paid in order to enroll your child in JOY School. Please complete all sections and lines of the form. If something does not apply, please write N/A. We are also required to have complete and up-to-date immunization forms in your child's file and a health statement from your health care provider.

Children will be placed in the appropriate classroom based on their age as of September 1st and on the availability of the classroom space.

Enrollment will be on a "first come, first served" basis. An open enrollment date for current JOY School families will be held prior to opening enrollment to the public. However, once enrollment is opened to the public, the "first come, first served" policy will apply to everyone.

A waiting list for each class will be maintained when enrollment is full.

TUITION AND FEES

A one-time non-refundable registration/supply fee will be collected at the time of enrollment. Your registration/supply fee holds your child's spot in the class you choose at registration. This fee covers the purchase of curriculum, crayons, markers, glue, scissors, paper, and other supplies as well as fees associated with special events and field trips. Your child's school supplies will be purchased by the school and available for use in his/her classroom on the first day of school.

Tuition prices may increase year to year. Increases in tuition cover increases in curriculum costs, ensure that we can provide our teachers with cost-of-living increases, help us keep our classrooms and hallways in good repair, and allow us to update and replace toys and

materials in the classrooms. You may request a complete list of JOY School tuition prices at the school office.

Tuition is due on the 1st day of each month. We accept checks, cash, or credit cards. Payment may be dropped off at any of the student drop off locations. Monthly payments may be made through Smartcare and can be scheduled to be made each month automatically.

After 12:00 p.m. on the 5th day of the month your payment is considered late, and a \$10.00 late fee will be assessed. Additional \$10 fees will be assessed on the 10th, 15th, 20th, and 25th until the balance is paid in full. If tuition becomes 30 days delinquent, the student will be dismissed from JOY School.

Tuition covers your child's spot in the class, and therefore remains the same each month including holidays, closures, and absences.

If a child withdraws from the program, a 30-day written notice must be given to the Director or full payment of one month's tuition will be required.

If you are experiencing financial difficulty, you may email the school office to discuss possible options that may be available. - joyschool@gmbc.com

DROP-OFF PROCEDURES

School begins each morning at 8:30. The School doors will open at 8:20.

Drop off and pick up the children outside of the center at designated locations for each age group.

- The KDO drop off location is at the GMBC Children's entrance (D-Town)
- M-F 2's, Preschool 3-year classes and Kindergarten will be dropped off at the Playground along the front of the school.
- The Pre-Kindergarten 4-year-old classes will be dropped off at the main entrance of the school.

*If you have multiple children enrolled with us, you may drop all your children off at the youngest child's entrance.

We will have hand sanitizer at each station for you to sanitize your child's hands each day along with a JOY School employee that will walk your child to class/teacher each day. The KDO children who enter at the children's entrance will not have hand sanitizer applied but will have their hands washed as they enter their classroom.

Please help keep our children and staff healthy and do not send your child to school if has been sick in the last **24 hours**. Please see the illness section for more details on the sick policy.

The cut off time to drop your child off at school is 8:45 AM unless you have a doctor's note. The school doors are locked until pick up time to maintain the safety and security of the school.

Experience with preschoolers has shown that one way to make drop-off time less traumatic for a child is to discuss your leaving and returning with your child, followed by a quick hug and goodbye instead of a lingering or repeated farewell. Our staff is experienced in helping children work through this time and typically we find that they are happy and

playing very soon after drop-off. We will contact you if your child remains upset. Most of us are moms too and we certainly sympathize with how difficult this can be.

PICK UP PROCEDURES

Doors open for pick up at 1:05 for the 1:15 release. Children will be picked up at the same designated areas as the drop off location. **Students must be signed out of the center by individuals that are on their authorized pick-up list. Make sure to have your ID ready and available to be checked during pick up.**

If you need to update your authorized pickup list, please email, or call the JOY School office.

If you need to pick your child up early from school, please let us know that morning when you are dropping your child off and what time you will be arriving to pick them up.

NO Early pick up after 12:30.

If you are experiencing a family emergency, please call the school office.

Please note that late drop off and early pick up is highly discouraged. JOY School is a preschool and as such we have curriculum and schedules in every classroom. Arriving late and leaving early causes your child to miss important instruction time and is disruptive to the classroom setting.

Please note a late fee may be added to your account for a late pick up. The late fee is \$5 for the first 5 minutes and \$2 a minute afterwards and begins at 1:20.

POTTY TRAINING

If you are in the process of potty training your child at home, we would like to provide your child with the consistency in routine necessary for that training to work! We can begin helping when your child can pull his or her pants down and back up independently and can consistently communicate to an adult that they need to use the restroom. At that time, please communicate with your child's teacher to discuss readiness and develop a plan.

Children are required to be fully potty trained by the time they begin the Preschool 3-year-old class. This means that they recognize and communicate the need to go and can pull down clothing, clean themselves, and pull up and fasten their clothing, independently. Children in preschool classrooms should not come to school in pull-ups or diapers.

RESTROOMS

We have a family restroom available at the end of the Preschool hallway next to room 114. GMBC also has restrooms available to use.

The children's restrooms, including those in the classrooms and the hallway across from music, are for children only. Adults may not enter those restrooms. If you anticipate your child needing assistance in the restroom, please use the family restroom.

HEALTH AND SAFETY

The school doors are locked throughout the day until pick up time to maintain the safety and security of the school. If you have a child enrolled in JOY School and you need to enter the building, upon arriving at the main entrance, please call the school for assistance.

Teachers and staff are trained in First Aid and CPR. Classrooms and toys are disinfected with a mild commercial disinfectant. Our school is disinfected regularly using a sanitizing fogger. Children's and teachers' hands are washed with soap and running water often throughout the day. Hand sanitizer is available in classrooms and in most common areas where hand washing is not available.

HEARING AND VISION SCREENING

A vision screening test will be given to children enrolled in our Preschool 3's – Kindergarten classes. A hearing screening will be given to children enrolled in Pre-K 4' -Kindergarten. You will be notified if the results show a need for your child to be seen by a physician.

IMMUNIZATIONS

Each child must be up to date with all immunizations. JOY School follows the Texas Minimum State Vaccine Requirement Schedule for Child-Care Facilities. A copy of your child's immunization record and health statement from their physician is required for their JOY School file and must always be kept up to date.

If you choose to have your child exempt from immunizations, we must have an exemption on file before the child can attend school.

ILLNESS

Please do not send your child to school within 24 hours of he/she not feeling well or has had the following:

- ❖ Oral fever over 100 degrees
- ❖ Lethargy
- ❖ 2 or more vomiting or diarrhea episodes in 24 hours
- ❖ Rash with fever
- ❖ Mouth sores with drooling
- ❖ A communicable disease diagnosed by a healthcare professional

Should your child become ill or exhibit any of the above symptoms during the day, we will notify you and provide care until you can make arrangements to pick up your child. Children should be picked up within 30 minutes.

Parents will be notified of exposure to diagnosed cases of communicable diseases as defined by the Texas Department of State Health Services. If your child contracts a diagnosed communicable disease, please contact the Director so we can notify the parents of exposed children.

If your child has lice, please notify the school as soon as possible. In order to prevent the spread of lice to other children and staff, children will not be able to return to care until there are no visible lice or nits.

If your child has a staph or MRSA infection, it must be covered by a dry bandage at all times until it is completely healed. If it cannot be covered by a bandage, the child will not be able to return to care until it is healed.

JOY School reserves the right to require a doctor's note for any open sore, wound, or illness. Even with a doctor's note, the ability to return to care is always at the discretion of the Director.

MEDICATION

Please schedule your child's medication to be taken at home. JOY School will only dispense medication in emergencies. All medication must be dropped off in the JOY School office and a medication form must be completed. Please bring the medication in the original container labeled with the name of the child, the dose, specific times of administration or symptoms necessitating administration, and specifically how it is to be administered. Only the Director or a person appointed by the Director will administer medication.

SUNSCREEN AND INSECT REPELLENT

We encourage you to apply sunscreen to your child before school. JOY School staff do not apply sunscreen or insect repellent to children's skin.

ALLERGIES

Allergies should be listed on your child's enrollment form. It is suggested that you discuss your child's allergies with the teacher as well. A snack menu will be emailed. If your child is allergic to an item on the snack menu, you are welcome to bring an alternative snack that day.

If your child has an allergy that was diagnosed by a medical professional, please speak with the JOY School Director or the Assistant Director to discuss severity and possible accommodations. A Food Allergy Emergency Form must be completed by you and your child's physician.

BREAST FEEDING

Mothers do have the right to breastfeed or provide breast milk for their child while in our care. We will provide reasonable accommodation for any mother who wishes to do so.

GUIDANCE AND DISCIPLINE POLICIES

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and consistency.

Our positive discipline approach begins with redirection. We will talk to children about their choices and help them learn appropriate behaviors and language to meet their needs. Older children will be taught problem-solving skills when they experience difficulty.

Teachers may use time out as a last resort. Time out will be no longer than one minute per year of the age of the child. After time out, the teacher will talk to the child about what happened and help them learn what they can do differently next time they are in a similar situation.

Discipline will be:

1. Individualized and consistent for each child

2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Teachers and staff will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited at JOY School:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If a child injures another person, an incident report will be completed for the parent's or guardian's signature. If a problem persists, the Director will contact the parents and work with them to design and implement a more detailed discipline plan to resolve the situation.

If a child exhibits a pattern of behaviors that are dangerous to themselves or others, that are disruptive to the classroom so that the teacher cannot teach and/or the other children cannot learn, or that create an environment that does not feel safe, the Director will contact the parents and work with them to implement a more detailed discipline plan to resolve the situation. If the situation cannot be resolved and the behavior continues after the plan has been implemented, the child may be withdrawn from school.

We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with the JOY School staff in helping the child practice self-discipline in the classroom.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the JOY School staff informed of matters that may be affecting your child's behavior. In this way, we can offer support when they are at our school. Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect, communication, and support.

BITING POLICY

As we know, biting is a common occurrence among children ages 2 and under who do not have language to express their feelings. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention-getting, being overly tired or simply just trying to get a reaction from someone.

Even though biting is a perfectly normal stage of development during childhood, specifically for children ages 2 and under, it is required by the Department of Family and Protective Services Child Care Licensing Division that JOY School maintain a safe and healthy environment for all children in care.

If biting occurs, the bitten area will be washed with soap and water and the child will be comforted by their teacher. The teacher will then discuss the incident with the child who bit and follow our discipline policy as stated above. An incident report will be completed for both children involved. Parents or guardians will be asked to sign the incident report at pick-up.

If a specific biting incident continuously occurs, the following procedures will take place...

- If your child bites 2 times (if the skin on the other person is not broken) during any one day, then your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite, then the child will be sent home for the remainder of that day.
- If the biting continues, the Director will contact the parents and work with them to design and implement a more detailed plan to resolve the situation.
- If the biting continues after the detailed plan is implemented, or the biting is adding undue stress on the other children and/or the environment, it may become necessary to dismiss your child from JOY School. This is not something that we like to do and please know that this would be the last resort.

SPECIAL NEEDS

At JOY School, we love all children, and we want to help each one become successful in school and in life. We are happy to help children with individual and classroom tools such as picture schedules, weighted vests, etc.

There are some needs, however, that may be beyond our scope of ability. The ratios in our classroom must be maintained and therefore we are not equipped to provide one-on-one services. We are happy to include children who are able to be successful in a classroom setting within our ratios, including but not limited to: following the classroom rules, attending for age-appropriate lengths of time, and transitioning in an age-appropriate manner.

We work hard to maintain a safe and healthy environment for all children at JOY School. Any child who exhibits self-injurious behaviors or who is a danger to him/herself, or others is considered to be a child who needs one on one services.

If you have a child with special needs, please contact the JOY School Director to discuss appropriate placement for your child and to work together to develop a plan to help your child succeed. It is helpful for us to have copies of any IEPs, FSPs, therapy goals, and any other individualized plan so that we can assess our ability to give your child the support he or she needs.

SUSPENSION AND EXPULSION

We love your children and want to see every child succeed at JOY School! However, there are times when a child may have to be withdrawn from enrollment at the request of the JOY School Director. Typically, this would be the result of a health or safety concern. Some examples of reasons a child may be asked to leave JOY School include non-payment, injury to self or others, and unresolved behavioral issues. We will do our best to work with the family to resolve any issues before considering a suspension or expulsion. Please know that suspension or expulsion from school is a last resort.

ADDITIONAL INFORMATION

PARENT INVOLVEMENT

Your family is part of our JOY School family, and we love to see your smiling faces. We feel blessed when parents volunteer to help with special events and projects. We will notify you of volunteer opportunities as they arise.

DONATIONS

Your registration fee pays for all your child's school supplies and activity fees. However, we know that some parents like to volunteer their time and/or donate items to our school and we certainly appreciate it! We may occasionally ask for donations such as candy for Easter or Trunk or Treat, clothes, books, etc. Please know that we do not expect your donation and do not want you to feel obligated to give.

COMMUNICATION

You can sign up to receive text reminders and information from JOY School by texting the word @joyschool to 81010. Follow us on Instagram @ GMJOYSCHOOL, and Facebook. We communicate via email through the Smartcare system as well.

TOYS

Toys are provided in each classroom. For hygiene reasons, and to avoid unnecessary disruptions, please leave personal toys at home. Your child may be asked to bring a toy for special occasions such as show-and-tell, PJ Day, and other classroom events. In those cases, please remember that the toy may be shared with other students and could be carried to other rooms. Labeling toys and personal items is always a good idea. We cannot be responsible for lost or broken toys.

DRESS CODE

Please send your child in comfortable clothing appropriate for the weather. We go outside, play hard, and do some messy craft activities so please do not send your child in anything that cannot get dirty.

Clothing that children can manage easily (i.e., button/unbutton, zip/unzip) promotes independence and self-confidence.

Comfortable shoes that are closed-toe/closed-heel are preferred since the playgrounds have mulch that can get inside shoes and cause discomfort and pain to little feet. Please make sure girls wear bloomers or shorts under dresses and that boys wear appropriate under garments as well.

School shirts are to be worn on *Group Class Pictures Days*. JOY School provides one school shirt. Additional school shirts may be purchased through the school office. If your child does not wear their school shirt to school on Group Picture Day we will provide an additional one and a \$15 charge will be applied to your account.

BIRTHDAYS AND PARTIES

We recognize that birthdays are a special occasion for children. You are welcome to celebrate this time with your child by bringing a simple store-bought treat such as cookies and juice to be shared with classmates. Please make arrangements with the teacher prior to this special day. Many children have food allergies, and it is important for you to know this prior to bringing food for parties.

If you send invitations to school with your child, please consider inviting all of the girls or all of the boys or all students in the class. If you do not wish to invite that many children, we ask that you pass out your invitations outside of school.

MEALS AND SNACKS

JOY School provides a morning snack. Children should bring lunch to school with them. Please send food in a container labeled with your child's name. JOY School is not responsible for the nutritional value of the meal provided by the parent or guardian.

Parents and teachers are not permitted to provide meals for children other than their own. The exception is food brought for a class party (or birthday party) and this food should meet the needs of children with special diets. We are happy to speak with you about special diets and allergies and how we can work together to ensure the food served is safe for everyone.

The weekly menu will be emailed through SMARTCARE. If your child has an allergy to or does not like something that is scheduled to be served, please feel free to send a snack to school with your child. Please communicate with us at drop off or send an email to the office, so that we know your child needs to have their snack from home. If you choose to provide your child's snack from home, JOY School is not responsible for its nutritional value.

Teachers have many students to assist at lunch time so easy-to-open containers and meals that students can open and/or assemble themselves are appreciated. Please remember that we do not have refrigerators or microwaves in our classrooms. Children 2-years-old and younger should have their food pre-cut into safe, bite-sized pieces.

We will encourage children to eat their food; however, we cannot force children to eat. If your child has a recurring eating problem, we will let you know.

JOY School serves water with snacks and has water available for the children throughout the day. We will sometimes provide food for special occasions, and this may include a special drink such as juice or lemonade.

PARENT CONFERENCES

Please feel free to call or email the office to make an appointment with your child's teacher. Please avoid conferences during pick up / drop off time. Such unscheduled sessions can be overheard by little ears, and they take staff members' attention away from other families needing to pick up / drop off. You may also call the office or email to request a meeting or phone conference to be scheduled with the school Director.

CUSTODY SITUATIONS

In cases of custodial situations, the custodial parent must be the parent to complete the Enrollment Forms. Copies of valid court orders signed by a judge regarding custody, visitation, and divorce documents must be on file in cases where the non-custodial parent is not allowed to pick up the child.

JOY School must allow both parents to visit, get information about, and pick up their own children unless we are provided with legal documentation ordering otherwise.

BABYSITTING POLICY

Glen Meadows Baptist Church, including JOY School, does not endorse or recommend its teachers or staff as babysitters / caretakers / nannies. If you choose to hire JOY School employees for any reason outside of JOY School's normal operation, you understand that JOY School does not endorse the actions of those employees and will not be held liable for them. Further, you consent to hold Glen Meadows Baptist Church and its employees harmless for any harm that your child and family may experience while under the care of the employee you hired.

GRIEVANCE PROCEDURES

We strive to make JOY School a positive experience for the students, parents, and our staff. If, however, you have a grievance please contact the JOY School Director to schedule a meeting to discuss the issue. If the Director's decision is still unsatisfactory, you may contact Mrs. Pam Detwiler via email at pam@gmbc.org. To file a complaint against the operation to the local Child Care Licensing office call 432-684-3299.

EMERGENCY PROCEDURES

JOY School holds natural disaster drills and volatile persons drills four times per school year, in addition to our monthly fire drills. In the event of an emergency evacuation away from the premises, the Director will notify parents and coordinate necessary provisions for the transportation and continued care of the children until a parent, guardian, or an authorized individual picks up the child.

Our emergency evacuation location is the parking lot across the street where Glen Meadows Baptist Church Lakehouse was. It is located across the street from JOY School at 2053 American Legion Road, San Angelo, Texas 76904. If that location is compromised we will head to the YMCA Preschool at 2833 College Hills.

MEDICAL EMERGENCY

1. First Aid Kits are located in each classroom and teachers are required to carry one during recess. A first aid kit is also located in the office.
2. Whenever a child is seriously hurt or sick, the child will be brought to the office.
3. In a true emergency we will call 911.

FIRE EMERGENCY

1. Fire Extinguishers are located throughout the school.
2. In the event of a fire, or other disasters necessitating the need to evacuate, we will quickly move the children away from the disaster area and to the nearest outside exit.
3. Students and teachers will evacuate following Our Fire Evacuation Plan and assemble in the parking lot east of the playground.
4. Office staff will call 911 and check the building to make sure everyone has evacuated.
5. Teachers will take an immediate name-to-face attendance from the sign in sheet.
6. Parents will be notified as soon as possible.

WEATHER EMERGENCY

1. In the event of severe weather, such as a tornado, children and teachers will take shelter in the hallways.
2. A Weather emergency will be determined by local weather, SAISD, and the Nixle alerts.
3. Teachers will take attendance and do an immediate name-to-face attendance from their sign in sheet. They will make every attempt to keep children calm and still during the storm.
4. The Director will initiate an immediate search of the school.
5. Once the all-clear sign has been given, the Director and church staff members will check the facility for damages then resume class as usual.

INTRUDER EMERGENCY

In the event that JOY School has an intruder/volatile person in the building, the Director will attempt to calm the person and keep them as far away as possible from the area where children are located. The nearest staff members will call 911. Office staff will alert the teachers as quickly as is safely possible and teachers will lock their classroom doors and keep children as far from doors and windows as possible. Teachers will keep the children calm, quiet, and hidden until an all-clear signal is given.

SECURITY CAMERAS

The safety of our students and staff is our first priority. We have cameras located throughout the building that are recording video while school is in session. The video is for the school administrators to observe the classroom environment as needed and for the purpose of reviewing incidents and accidents.

Parents have the right to observe recordings of an alleged incident of abuse or neglect involving the parent's child as long as the video recordings of the alleged incident are available; Parents are not allowed to retain any portion of the video depicting a child who is not the parent's child; JOY School must notify in writing the parent of any other child captured in the video recording, before allowing a parent to inspect the video recording.

SUSPECTED CHILD ABUSE AND OR NEGLECT **PROCEDURES & POLICIES**

The school will report to Social Services any suspected child abuse and/or neglect and will use the following procedures and policies for reporting suspected child abuse and/or neglect:

PROCEDURES

1. Observe the child for any unusual marks, bruises, bites, or signs of abuse or neglect.
2. Notify the Director immediately of any questionable abuse/neglect.
3. The Director may call the parents for further clarification.
4. Document any signs of abuse/neglect and parental response.

POLICIES

1. Teachers and/or the Director will record detailed notations, including dates, times, a description of the incident, conversations with parents and the child, and/or observations of possible signs of child abuse/neglect.
2. In case of suspected abuse/neglect the Director or staff will notify the authorities. All suspected cases of child abuse/neglect will be reported to the proper authorities.
3. The Director will report to the State Licensing Authority.

MISSING CHILD PROCEDURES

1. Notify the JOY School Director immediately when a child is missing.
2. The school will be searched for the missing child while ensuring all other children are being supervised within the ratio.
3. The Director will notify the parent(s) if the child is not located.
4. The Director will notify the police and give them a complete description of the missing child.
5. Detailed notes regarding the incident will be taken and kept in a secure location in the office.
6. The Director will notify the State Child Care Licensing Authority by phone of any incident involving a lost or missing child.

Parents Rights

There will be no retaliation from school staff for any parent exercising their parent's rights.

GANG FREE ZONE

We are required to notify you that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

SMOKE FREE ZONE

Our premises, including the parking lot, is a smoke free zone during school operating hours. This includes cigarettes, vaporizers, e-cigarettes, etc. Please refrain from smoking on the premises.

UPON REQUEST

If you would like information about our HHSC inspection reports regarding the operation, Information regarding how to access the operation's compliance history online, or to review a copy of the Minimum Standards, please let us know by calling or emailing the school office.

Important Contact Information

Local Child Care Licensing Office 432-684-3299

622 S. Oakes

Suite E San Angelo, TX 76903

Child Abuse Hotline 1-800-252-5400

Texas Department of Protective and Regulatory Services www.tdprs.state.tx.us/child_care

6002 Knickerbocker Road, San Angelo, TX 76904

Email joyschool@gmbc.org

Office (325)-947-1638