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*Children of  
Joy!  
Preschool*

**2008-2009**

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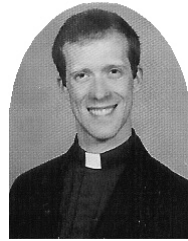
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*A Ministry of Spirit of Joy!  
Lutheran Church*

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[Welcome to Children of Joy!](#)  
A Ministry of Spirit of Joy! Lutheran Church



Dear Fellow Parents,

I want to take this opportunity to introduce myself as Senior Pastor of Spirit of Joy! Lutheran Church, as well as a parent of two growing children who knows well the challenges and joys of raising them.

I am originally from a small town in upstate New York. I am the oldest of four children who truly appreciated the family dynamics of multiple siblings. I grew up in a place where family values meant watching out for your neighbor's children, as well as your own children, and providing a safe environment in which to grow and learn as a community. It is my desire as the pastor in this community to provide the same safe and nurturing environment for your children as well. I believe that God calls the community to task when it comes to raising the future leaders and disciples of Jesus.

I am more than aware of the stresses of daily family life, and I pledge my best efforts at assisting the entire family of our COJ! community to resource and support healthy relationships and self-esteem.

I will be around and involved in the COJ! Program. I look forward to working with the staff and your children, and getting to know you as well! Please, feel free to speak with me at any time about spiritual and family issues, or if you just want to talk about life in general.

May the peace of Jesus Christ rest in your heart, and bless our school year!

In Christian Love,

Pastor Eric Klimpel

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## Pesticides

Pesticides are applied quarterly after school hours. There are no pesticides applied while the children are in attendance.

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## What is Spirit of Joy! Lutheran Church?

As a ministry of this church, we at Children of Joy! want you to know about us as a part of a spiritual community, and what you can expect from us in service to your children as they learn and grow in the context of this faith community.

### First, we are a part of the Evangelical Lutheran Church in America:

- A church body made up of over 5 million members in 10,000 congregations throughout the United States.

### Second, we hold to the following tenets of the Christian faith:

- God is Triune. God has revealed to his people through Holy Scriptures and the witness of the Holy Spirit that God exists as Father, Son, and Holy Spirit—one God fully present and always present in three persons who are united by love and always giving.
- Jesus is God's Son, sent by God to be human like us, both truly God and truly human. He was crucified and died for our sins, was buried, and on the third day, he rose as Lord and Savior. Christ Jesus lives today wherever there are people who faithfully believe in him and wherever the Good News is preached and the Holy Sacraments administered (*baptism and the Lord's Supper*).
- The church is formed by the Holy Spirit and made up of those who have been baptized and thus received Christ as the Son of God and Savior of the world. Its members are all sinners in need of God's grace. It has no claim on human perfection, but exists only for the hearing and doing of God's Word of love.

### Third, we are Lutheran in our Christian understanding:

- We are saved by the grace of God alone—not by anything we do.
- Our salvation is through faith alone—we only need to believe that our sins are forgiven for Christ's sake, who died to redeem us.
- The Bible is the only norm of doctrine and life—the only true standard by which teaching and doctrines are to be judged.
- We are a priesthood of all believers who are called, gathered, equipped and set apart to live out the love of God in Jesus Christ for all people.

### Fourth, we are the community of Christ as Spirit of Joy! Lutheran:

- We are committed to growing a community of faith to make the love of Christ known.
- We believe in faith formation through a strong Christian education program for all ages, and a strong youth and family emphasis.
- We welcome all people to experience the love of Christ and believe that everyone had something to offer.
- We develop partnerships with people of faith in our community and around the world.

If you have any questions about our ministry, or our Christian identity here at SOJ!, then please contact Pastor Eric, or our website [www.sojoy.org](http://www.sojoy.org).

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Dear Parents,

Welcome to Children of Joy! Preschool. Children of Joy! Preschool began with a commitment to make the love of Christ known through a nurturing early childhood program. You will see this commitment today as you watch preschool children engaged in building block towers, toddlers surrounded by loving hands helping them establish bonds of trust, skilled teachers facilitating social skills, and children actively participating in art, dramatic play, language, chapel and music activities in a hands-on environment.

We look forward to getting to know your child and you. We believe that an essential element of a quality early childhood environment is a mutually supportive relationship between parents and staff. By sharing the joys and challenges of the growth process, we believe we can optimally support each child's development.

As director of Children of Joy! Preschool, I am proud to invite you to explore our program. At COJ! children are given the freedom to be creative while learning vital social, spiritual, and cognitive principles, which will help them meet their exciting future endeavors.

Margie Akers, Director  
Children of Joy! Preschool

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***Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith." Reports and information are located at:***

***www.tdprs.state.tx.us.***

**DO NOT LEAVE ANY CHILD UNATTENDED IN A CAR; IT IS AGAINST THE LAW!!!**

### Animals

Animals are always a source of joy for the children as well as a wonderful learning tool for behavior and environment studies. The teacher will notify parents if any type of animal is going to be part of the classroom setting. If parents would like to share a pet from home, notification must be made to the teacher for approval. Texas Health and Safety Code, Chapter 826 states that certification of current vaccinations must be presented to the Director prior to the animals visit to the school. Children must have NO contact with chickens, ducks, snakes, lizards, frogs and/or toads.

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## Security/Safety

We are as concerned for the safety of your children as much as you are and will take every precaution to ensure this. Therefore, the door on the parking lot entrance will be locked from 9:30 am to 1:30 pm. If you need to enter during these times, the main entrance door by the church reception office will remain unlocked. All persons visiting the school should sign in at the Directors office. If you need to pick your child up early, please come by the Directors office to sign him/her out.

Some of the things the staff will help the children learn are; how to use the play equipment safely, walking while in the building, how to enter/leave a car, stranger safety, fire safety drills, and inclement weather drills. Fire drills will be conducted monthly and inclement weather drill as well as relocation preparation drills will be performed twice yearly. In the event that the facility has to be evacuated, the children will be taken to Barbra Bush Elementary located at 7420 Crownridge Dr.

As a licensed early childhood facility, Texas law requires us to post the following announcement:  
***"Reporting Abuse and Neglect: Texas law requires caregivers to report suspected child abuse or neglect to the Texas***

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## Table of Contents

Mission	7
Philosophy	8
Curriculum	8
Goals	9
Programs	11
Licenses	12
Admission	13
Tuition and Fees	13
School Closings	15
Arrival and Dismissal	16
General Guidelines and Policies	17
Medical Concerns	17
Immunizations	17
Illness	18
Medication	19
Accident/Injury	20
Vision/Hearing Screenings	20
Lunch and Snacks	20
Rest Time	22
Birthdays and Holidays	23
Discipline and Guidance	24
Conferences	25
Parent Communication	26
Problem Resolution	26

---

School visits	27
Parent Involvement	28
What to bring to School	29
Books and Toys	29
Backpacks	29
Clothing and Toilet Training	30
Release Policies	31
Pick-up and Drop-off	31
Security/Safety	32
Animals	33
Pesticides	34

## Release Policies

Children can be released only to persons listed as authorized on the enrollment form filed in the pre-school office. Any change in drop-off or pick-up must be accompanied by a signed note from a parent. Persons who pick up children will be asked to show a picture I.D. to verify their identity. Any last-minute changes in pick-up arrangements done by telephone must be authorized by the preschool office staff.

## Pick-up and Drop-off

Classrooms open at 9:00 a.m. Due to licensing standards, teachers are not able to accept children until 9:00 a.m. Parents may walk their child into the classroom and sign them in or they may use carline which will begin at 9:00 a.m. Due to the size of our classrooms and the flow of the classroom, please make the drop off of your child a short routine. It is easier for your child to adjust to the classroom with a regular routine.

Pick-up in the afternoon can be done by coming into the building or by carline. Carline usually starts at approximately 1:55 p.m. Please be prompt in picking up your child. Late fees described earlier will be assessed. The teachers still need to clean up and prepare for the next day.

## Clothing and Toilet Training

Children should be dressed comfortably for messy, active play. For safety purposes, it is necessary that your child wear athletic-type shoes. Children will be playing outside daily; therefore, closed-toe athletic-type shoes would be the most appropriate. All outdoor clothing must be clearly marked with the child's name. The school is not responsible for lost or damaged clothing.

All children should have a complete change of clothes in case of accidents. All children 3 years and older are encouraged to be toilet trained. Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc.). Please dress children who are not toilet trained in clothing that will easily accommodate diaper changing. Please send disposable diapers/pull-ups and a supply of wipes for the day.

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*Children of Joy! Preschool is a ministry of Spirit of Joy! Lutheran Church. The mission of the preschool is to make the love of Christ known through a nurturing early childhood program.*

*Children of Joy! Preschool is dedicated to providing a foundation for spiritual, physical, social, emotional and cognitive development for young children.*

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## Philosophy

Our educational philosophy is to help young children become lifelong, enthusiastic learners by providing rich, experiential activities in a nurturing Christian environment. This philosophy is based on a growing body of research that affirms that children learn most effectively through a concrete, play-oriented approach to early childhood education.

## Curriculum

Our literature based curriculum is guided by developmentally appropriate practices and integrates Christian principles. Child initiated and directed play, supported by knowledgeable teachers, is an essential part of the Children of Joy! program. The children enjoy a classroom setting rich with concrete exploration and involvement with adults and other children. Stimulating outdoor activities, creative opportunities, a schedule with alternating quiet and active play, and individual and cooperative play create an environment that meets the unique needs of all children. Individual teachers and teaching teams design their classroom and lesson plans based on the NAEYC's guidelines for developmentally appropriate practices.

## What to Bring to School

### Books and Toys

Books that a teacher can read to the class are always welcome; however, it is generally wise to help your child learn to leave his/her toys at home since preschool age children can have a difficult time sharing their toys. Based on this, we request that you NOT allow your child to bring toys to school. At no time will toy guns or war toys be allowed in any classroom.

### Backpacks

Each child should bring a large-sized backpack to school each day. Please make sure that the backpack is large enough to hold the daily communication folder, a change of clothing, and artwork that will be sent home. Part of our curriculum is to build self-independence where we encourage the children to carry their own things to carline in the afternoon, it is much easier if they can carry most of their things in one bag. Please check your child's backpack regularly for information and to ensure it remains free of any valuable belongings or small items which may pose a choking hazard.

## Parent Involvement

One of the key factors in the success of any church/school program is the involvement of interested, caring parents/volunteers. There are many opportunities for parents to be actively involved with the preschool. All parents are encouraged to be involved in our parent's group. This group will share ideas for improving and assisting the pre-school staff as well as providing a forum for educational parenting and family-life education programs. The group also will occasionally sponsor fundraising events when the preschool has special needs. We encourage our parents to volunteer their time as helpers at fundraising activities, special events, room parent, room parties and as "helping hands" when teachers need extra help cutting, gluing, or assembling special projects. **All volunteers must sign in/out in the Preschool office.** If you have any special skills/talents or your job is one you would like to share with the children (doctor, dentist etc.), please feel free to contact us for you to present to the children.

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## Goals of Children of Joy!

### Social/Emotional Goals

- To experience a sense of self-esteem
- To express feelings appropriately
- To exhibit a positive attitude toward learning
- To develop independence, express choices and solve problems
- To develop cooperative, pro-social behavior
- To learn to deal with social conflict
- To develop responsibility and self-regulation

### Cognitive Goals

- To acquire concepts and information about the world
- To expand logical thinking skills
- To expand verbal communication skills
- To develop language arts concepts and skills
- To develop math and science concepts and skills
- To foster discovery, exploration and curiosity

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### Physical Goals

- To enhance large motor skills
- To enhance fine motor skills
- To develop the use of all senses as modes of learning
- To promote healthy physical development

### Creative Goals

- To encourage development of creative thinking skills
- To use many different media to explore creativity in the arts

### Spiritual Goals

- To establish a loving Christian atmosphere
- To present Christian holidays, events and concepts in developmentally appropriate ways
- To strengthen character development through example and curricula
- To provide support for the whole family in their spiritual journey

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4. If the parent(s) still feel that the problem is unresolved, then the grievance can be submitted to the COJ! Preschool Team.

### School Visits

COJ! staff will assist the children in their adjustment to their new school and friends. Both children and parents can become acquainted with the new classroom and environment and establish a rapport with new teachers through:

- (1) being contacted by your child's teacher in the weeks before school begins by note or phone call,
- (2) attending classroom visits to meet the teacher at school before school begins, and
- (3) having a gradual entry process by which children attend for shorter periods of the school day to gradually ease into the classroom routine.

Parents are welcome to visit the school at any time. For toddler and two-year-old classes, visits are usually more successful after children have fully acclimated to the new classroom and teachers.

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## Parent Communication

Your child's backpack is our line of communication. You will receive notes from your child's teacher and the COJ! office throughout the year. Please check the backpack DAILY for this communication. Communication between the teacher, parent and Director is very important. Please let us know of any unusual/special event or changes in your child's life. All information shared is confidential.

## Problem Resolution

If the parent feels there is a situation causing concern between the teacher and child, teacher and parent, or Director and parent, the following procedure should be used.

1. Parent(s) should schedule a conference with the teacher/director to address the concern.
2. If parent(s) feel the situation is still unresolved, they should inform the teacher that they are filing a written grievance and ask the Director for a grievance form.
3. The Director will accept the grievance form, review it, and then schedule a conference with the parent(s) and the teacher.

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## Programs

Children of Joy! ("COJ!") offers classes for children ages 18 months through 5 years. All classes are from 9:00 am until 2:00 pm.

- Toddlers: 18-24 month-old children. One day (Friday) classes are available for this age group.
- Twos: 2 years old by September 1st. Two-day class options are available.
- Threes: 3 years old by September 1st. Two- and three-day classes are available for this age group.
- Pre-K: 4 years old by September 1st. We offer two-, three-, and four-day class options.
- Transition: 5 years old by September 1st or turning five in September or October. A four-day class option is available.

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## Licenses

Children of Joy! Preschool is licensed by the Texas Department of Protective and Regulatory Services and abides by the Minimum Standards for Licensed Child-Care Centers.

Parents are invited to review and discuss with the director any questions or concerns about policies and procedures of the preschool. Parents are welcome to visit the preschool any time during the hours of operation to observe their child, the preschool's operation, and program activities. They may also review a copy of minimum standards and the preschool's most recent Licensing inspection report. The following contact information is provided to assist parents:

- Local Licensing Office: (936) 525-2187,
- DFPS website: [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care)
- Child Abuse Hotline: 1-800-525-5400.

of any child and no child shall ever receive corporal punishment. If difficult behavior occurs where the child does not respond to routine guidance methods such as redirection or in a situation where a child is hurting himself or another child, a brief supervised separation from the group may be used either in the classroom or in the director's office. Should further guidance be necessary, parents may be asked to pick up their child from school. If a child does not handle the normal routine, structure, and rules of the classroom well with the normal discipline, the director reserves the right to counsel with parents and possibly remove the child.

## Conferences and School Visits

### Conferences

Parents of all children will be asked to attend at least one scheduled parent conference during the school year. Formal discussion of your child's progress may be requested at any time during the year that is convenient for both parent and teacher. **It is our policy not to discuss concerns about children at the classroom door in front of the children or in front of other parents.** Teachers will send notes home, make phone calls or schedule a time to talk with you privately.

## Holidays

Appropriate traditional holidays will be recognized. Parents will be invited to participate in the celebrations by bringing special refreshments, reading a holiday story or doing a special holiday activity with the class. Consult with your child's teacher on specific holiday celebration information. We do ask that parents make other arrangements for younger siblings on party days.

## Discipline and Guidance

Discipline is teaching a child appropriate behavior. Discipline and guidance shall be consistent and based on each child's individual needs and developmental level of understanding. Teachers work toward promoting positive self-esteem, self-discipline, self control, and acceptable behavior. Children are redirected to other activities, encouraged to use words, and given choices. Teachers try to use natural consequences and help children learn problem-solving skills. Learning appropriate behavior is a large part of gaining social skills during the preschool years.

There will be no cruel, harsh or unusual treatment

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## Admission

Children of Joy! does not discriminate against a child because of race, color, sex, national origin or creed. Children are placed in classes based on their age as of September 1st of the current school year. Before a child's first day of attendance, the following must be on file with the preschool office:

- Registration form,
- Enrollment form,
- Health statement and immunization records,
- Statement of allergies.

## Tuition and Fees

Tuition is due and payable on the FIRST day of each month. If tuition has not been received by the 10th day of the month, a \$10 late fee will be charged. If tuition has not been paid by the 25th day of the month, the preschool reserves the right to drop a student from the rolls. Please feel free to discuss with the director of the preschool any problems encountered with payment of fees. Refer to the parent information packet for a current class and fee schedule.

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Please do not ask teachers to be responsible for handling tuition checks. Checks may be brought to the office or mailed to the preschool. Checks should be made payable to:

**Children of Joy! Preschool  
7550 Crownridge Dr.  
The Woodlands, TX 77382**

Children of Joy! is a non-profit program striving to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant which prevents credits or discounts for absences due to illness, inclement weather or family vacations.

#### Registration Fee

A registration fee is due at the time of registration and is non-refundable.

#### Supply Fees

A supply fee is collected twice yearly, in July and again in January to help defray the costs of consumable supplies (crayons, paint, paper, etc.) used.

## Birthdays and Holidays

### Birthdays

Since birthdays are such an important day in a child's life, teachers will provide recognition in an appropriate way. Please consult with your child's teacher about anything special you might wish to provide that day. A list of suggested snacks for special birthday celebrations will be provided. We ask that any snacks sent for the class be nutritious. For those children whose birthdays fall during the summer months, it is suggested that you help your child choose a day during the school year when he/she would like to celebrate a special "substitute birthday". If birthday party invitations are distributed at the preschool, an invitation must go to every child in the class. We do ask that birthday recognition not interfere with the regular preschool day. It is appropriate to send a special snack to recognize your child's special day; however, we cannot incorporate birthday parties, treat bags, etc. into the preschool day.

## Snacks

A midmorning snack will be served to the children. Snack menus will be made available to parents each month. Teachers will, periodically, plan special cooking activities that will be used at snack time. The preschool will not provide any peanut products at snack time.

Star-of-the-Week is a special snack activity that is incorporated into each classroom. This is an opportunity for parents and their child to plan a special snack to share with their class three times during the year.

## Rest Time

According to state minimum standards, children in care for five or more hours are to be provided a rest time. Children in all regular preschool classes are provided a rest time following lunch. Rest time is modified accordingly for the different age groups. Nap mats are to be provided by parents. The mats are to be laundered regularly. All nap mats must have the child's name and the top and bottom clearly marked on the mat.

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## Cancellation of Enrollment

Some children are not ready for group activities at an early age. If, in the judgment of the preschool staff, a child shows by his/her participation or development that he/she is not ready for this type of activity, the school reserves the right to request cancellation of the enrollment. In this event, any unused tuition would be refunded. If, for other reasons, a child is withdrawn by the parents the school requires two weeks written notice.

## School Closings

### Inclement Weather

Any day Conroe ISD is closed due to bad weather, Children of Joy! Preschool will also be closed. Parents will be contacted to pick up their child if unsafe conditions arise and children are already in school. There will be no tuition or schedule adjustment due to inclement weather.

### Vacation

The school will observe the holiday schedule of CISD. Refer to the parent information packet for a current CISD school calendar.

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## Arrival and Dismissal Procedures

### Carline

Children of Joy! offers a carline for arrival and dismissal. Parents are also welcome to escort their child into the classroom. As required by licensing regulations, sign-in and sign-out logs will be maintained to account for the arrival and departure of each child. Please be prompt in your arrival and departure. Additional fee's may be assessed for late pick-up. If, in an emergency, you will not be on time, please notify the preschool office. A relative or trusted friend, whose name must be on file in the office, may pick up your child following notification by the parent. Children may NOT be in the classroom prior to 9:00. Parents are considered late after 2:10pm. A late pick up fee of \$1 per minute with a minimum of \$10 will be assessed.

### Release Policies

Children can be released only to persons listed as authorized on the enrollment form filed in the preschool office. Any change in drop-off or pick-up must be accompanied by a signed note from a par-

properly bagged and placed in appropriate containers. A cold pack, marked with the child's name needs to be put in each child's lunch box if perishable foods are included. It is the parent's responsibility to package the child's lunch to prevent spoilage.

### Lunch

Prepare a simple lunch with foods that your child can eat easily. Food cut into bite-size pieces is most appropriate. Some favorite foods may be cheese, bread, fresh vegetable sticks, fresh fruits and juices, raisins and sandwiches. We encourage parents to send a wide variety of foods. All children will be encouraged, but not forced to eat. Candy and carbonated beverages should not be included in lunches. For toddler and two-year-old classes, we request that lunches be sent in one divided container. All children will be encouraged to be as self-sufficient at lunch time as possible. If there is a food allergy in a classroom (i.e. peanut), we will ask that parents not pack any peanut products in their child's lunch.

**Due to allergies, we are a nut free school. No nut or nut products are allowed!**

### Accidents/Injury

In case of an accident, a parent or other designated persons will be notified. If such persons are unavailable to come and care for the child, the child will be taken to the doctor or hospital specified by the parent on the medical form. For this reason, it is imperative that the school have the necessary information and authorization for medical care for each child enrolled. Accident reports are filed in the preschool office and parents are notified of any serious injury.

### Vision and Hearing Screening

Vision and hearing screenings will be conducted for four- and five-year-olds, as required by state law. Parents will be notified as to when the screenings will occur. A minimal fee will be charged, or parents may have the screenings administered by a personal physician. If your physician completes the screenings we **must** have a **copy of the results** in your child's permanent file.

### Lunch and Snacks

A **lunch and non-carbonated** beverage should be sent from home each day. Parents are responsible for seeing that foods needing refrigeration are

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# General

## Guidelines and Policies

### Medical Concerns

#### Medical Records

A written statement from a health-care professional who has examined the child within the past year, immunization record, and authorization to obtain emergency medical care statement **must** be on file prior to the child's first day of attendance. A written notice of allergies, physical problems or special limitations regarding the child must be provided by the parent to the Director at the time of enrollment and as new conditions arise. These records are kept on file at the preschool and must be updated as your child receives immunizations.

#### **Age Group**

#### **Immunizations Completed**

**18-24 months.** 3 doses OPV, 4 doses DPT/DtaP, 4 doses HIB, 4 doses Hep B, 1dose MMR, 1 dose Varicella, 1 dose Hep A (24 months), 4 doses pneumococcal.

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2 years Above plus—1st Hep A (min. of 2 years old), (2nd dose due in 6-18 mos.)

4 -years Above plus—2nd MMR, 2nd Hep A.

### Illness

If, in the opinion of the teacher or Director, a child becomes ill at school, parents will be notified and will need to make arrangements to pick the child up. The preschool does not have a nurse or a sick room and cannot keep an ill child. All communicable diseases **must** be reported to the director. The Texas Dept. of Health requires we maintain this information and in some cases, report diseases directly to them.

An ill child will not be admitted to school if one or more of the following exist:

- The illness prevents the child from participating comfortably in the facility's activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- Any of the following: vomiting, diarrhea, an undiagnosed rash, or fever of 100 degrees or higher. State licensing regulations also require that a child be sent home if any of these symptoms develop during the school day.

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Children should be free of fever at least 24 hours, without the aid of medication, before returning to school. In cases of a communicable disease being suspected in the classroom (chicken pox, etc.), parents will be notified in writing or by phone. In return, we request that you report to the school when your child has been exposed or diagnosed with a particular infection or disease. Parents may be required to obtain a physician's statement certifying that the child is well before returning to school following absence due to contagious illness.

### Medication

If you give your child any medication before coming to school, please inform your child's teacher. Medicine often affects the way your child responds in class. The preschool will not administer medication to a child during the school day. If parents find it necessary for their child to receive medication during the school day, they may come to the school to administer such medication. If your child requires daily medications/ epi pens, please see the director.