

Parent Handbook

Joy Kids Learning Center



Welcome to Joy Kids Learning Center

Dear Parents,

We are delighted to welcome you and your child to Joy Kids Learning Center. Our preschool is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

At Joy Kids Learning Center, we emphasize a play-based, child-centered approach that fosters both intellectual and emotional development. Our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures each child's unique potential.

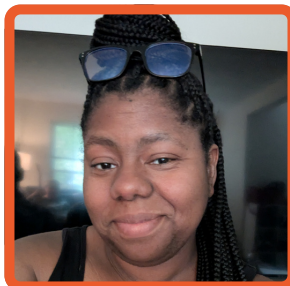
This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

Warm regards,



Ashley Bailey
Head Director



Miranda Harper
Education Director



Kenneth Graham
Owner



Goals, Mission, and Philosophy



Philosophy

Joy Kids Learning Center is excited to offer an educational program for children of all abilities, languages, and cultures. Our program utilizes developmentally appropriate practices that enhance the social, emotional, physical, and intellectual development of each child. Joy Kids Learning Center believes in open communication between teachers, students, administration, and parents is critical to the overall success of the children, the family unit, and the Learning Center. Parents/guardians are encouraged to be actively involved in their child's education through volunteering at the center and participating in special events. The educated, certified teachers strive to create a fun, safe, respectful, and faith based environment with both child initiated and teacher directed activities. The lesson and activities reflect the children's interests, as well as their primary language and culture. Joy Kids Learning Center encourages and provides opportunities for staff development in ECE. We strive to keep our staff current on the latest research and best practices in Early Childhood Education.

Our Mission

The Mission of Joy Kids Learning Center is to provide a Christian learning and developmental experience for young children.

Our Goals

The goal of Joy Kids Learning Center is to provide a safe, loving environment in which faith based child care services can be provided to children from the ages of two to ten years old for the Edgewater community. Children not potty trained will be admitted.

Educational Philosophy

We believe that children learn best through play, exploration, and guided discovery. Teachers utilize the State approved curriculum, The Creative Curriculum, which is designed to support whole-child development by integrating the following approaches:

Whole-Child

- Boost kindergarten readiness with alignment to Maryland early learning priorities.
- Help each child to grow individually with confidence.
- Create classrooms full of possibilities.

Hands-On Exploration

- Provides sensory experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

Family Partnership

- Creates strong family connections.
- Two-way communication via Procure App.
- Encourages open communication and collaboration between families and teachers.

Play-Based

- Children develop critical-thinking and problem solving skills.
- Increase knowledge across all domains.
- Children progress toward achieving their full potential.

Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

Physical Fitness

- Active play throughout the day.
- ½ hour outside in the morning and afternoon (minimum).
- Teachers include dancing and games in their lessons.



Enrollment



At Joy Kids Learning Center, we embrace the uniqueness of every child while nurturing essential developmental skills.

In order to receive the most benefit from the program, children should arrive no later than 9:30AM.

Children enrolled Monday through Friday are considered full-time. Children enrolled two or three days a week are considered part time.

Our school year runs from August to June. Re-registration will occur each year in February.

Enrollment is granted without discrimination in regards to: sex, race, skin, color, culture, religion, sexual orientation, gender expression, military status or political preference.

Children enrolled in or before and after care program that attend Edgewater or Central Elementary Schools can follow the same schedules (part/full time).

Children who are not potty trained are admitted. Regardless of stage, we assist with potty training, except with school age children. Children in diapers or pull ups should arrive in a dry diaper.

Summer enrollment is separate from the school year. Registration for summer enrollment will occur in January. Current families must enroll 2 days during summer to hold a fall spot.

Inclusion Policy

At Joy Kids Learning Center, we are committed to creating a welcoming, inclusive community where every child and family feels valued, respected, and celebrated. We do not discriminate on the basis of race, color, ethnicity, national origin, religion, family structure, gender, gender identity, gender expression, sexual orientation, marital status, age, ability, or socioeconomic background.

At Joy Kids, inclusion means more than acceptance—it means belonging. We are intentional in creating an environment where differences are honored, voices are heard, and every child and family is welcomed not just as participants, but as an important part of our community.

We believe that each child is a sacred gift and individually unique.

Joy Kids Learning Center acknowledges and respects the priorities each family has for their child.

The Teachers at Joy Kids Learning Center use developmentally appropriate practices and consider the individual needs of all children when planning.

Schedules, routines and activities are flexible. We work with therapists, special educators and other professionals to integrate individual accommodations and strategies into the classroom and activities.

We proudly embrace and support all family types, including single-parent households, blended families, adoptive and foster families, LGBTQ+ families, multigenerational households, and families of all cultural and linguistic backgrounds. We believe that diversity enriches our community and strengthens the experiences of every child in our care.

We work in partnership with each family and other professionals involved with the child to provide the support each child needs to reach their full potential.

Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success.

Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children.

Training and support is provided to ensure that all staff is comfortable, confident and competent to meet the developmental and educational needs of all children at Joy Kids.

Behavioral Practices

We take steps to build positive relationships with children and families in or program.

We greet all children and families as they arrive each day, we keep a line of communication open with families through casual conversation, Parent-Teacher Conferences, emails, and the Procure app.

We also host family activities like field trips, classroom visits, Christmas program, and Pre-K graduation.

We utilize a variety of strategies to encourage positive behaviors.

We include clearly stated rules, model positive behavior and ways to express feelings and emotions, support reflection and problem solving.

We encourage compromise between children.

We redirect children toward positive behaviors.

Visual cues (pictures) are posted with the rules and expectations.

Please read our complete Positive Behavioral Practices Policy attached at the end of this handbook.



Emergency Preparedness Plan

Joy Kids Learning Center will strive to keep your child safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care.

Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

Shelter-in-place: Used during severe weather or unsafe outdoor conditions. Children remain indoors, and the center may be secured. Parents will be notified if early pickup is needed.

Emergency parent contact: We will call, text, and/or email families, post a notice on the door, and alert local media. Updates will also be available on our website and Facebook page. Depending on distance, children will walk or be transported to an alternate site.

In the event of a pandemic Joy Kids Learning Center will follow the rules and guidance directed to us by our local and State government and the Maryland State Department of Education. For more information on these policies and procedures please ask the center director.

Evacuation: If the center is unsafe, children will be moved to a predetermined alternate site. Each center has agreements with two local locations (Edgewater Elementary & Joy Reigns Lutheran Church). Contact the Center Director for details.

Emergency ends/reuniting with children – When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

If you have questions regarding this information, talk with the center director or your child's teacher.



Hours and Days of Operation



At Joy Kids Learning Center, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

Hours and Days of Operation

Joy Kids Learning Center is open from 7:00AM—6:00PM, Monday through Friday. The center is open year round. Our school will be closed for the major holidays listed below. Payment is required for these holidays. We are required to follow strict child-staff ratios; therefore, we are unable to switch your child's day of attendance in the event of a holiday.

Joy Kids will close for several staff development days. These days are listed below:

New Years Day * Martin Luther Jr. King Day
President's Day * Good Friday & Easter Monday
Memorial Day * Independence Day (July 4)
Labor Day * Thanksgiving (Day of and Day after)
Christmas Eve * Christmas Day
New Year's Eve * Juneteenth (June 19th)

Professional Development/ Training Conference

Friday before Presidents Day (February)
First Friday in May * Thursday & Friday before school year
(August)

Arrival and Departure

Upon arrival and departure you are required to sign your child in and out each day. The Maryland State department of Education (MSDE) requires that we keep accurate attendance records each day in case of an emergency evacuation. If someone other than you will be picking up your child from Joy Kids, please notify the Directors in writing via email. We will not release your child to anyone not listed on your child's emergency contact form. Be sure the person picking up your child has a picture ID with them. Children in diapers and pull-ups must arrive at school in a dry diaper or pull-up.

7:00AM-8:00AM

Arrival, breakfast, quiet centers

8:00AM- 8:15AM

Clean up - children move to separate classrooms

8:15AM - 8:30AM

Table top activities

8:30AM - 9:00AM

Gross Motor play outside (inside games, dancing for bad weather)

9:00AM - 9:15AM

Circle Time (whole group)

9:15AM - 9:45AM

Small groups (rotate at tables), centers, diapering

9:45AM - 10:00AM

Clean up, Tub time, Potty/wash hands

10:00AM - 10:15AM

Snack

10:15AM - 10:30AM

Preparation for outdoor play **cold/inclement weather - finger plays/songs

10:30AM - 11:00 AM

Gross motor play - outdoors as weather permits

11:00AM - 11:30 AM**Special Daily Activities:**

Monday - Music for Life classes

Tuesday - fun activities: art, dancing, etc.

Wednesday - Chapel, Bible story

Thursday - Spanish Class

Friday - fun activities; art, cooking, science

11:30AM- 11:45 AM

Wash hands, story time



Sample Daily AM Preschool Schedule*

* This is the schedule for one classroom. Schedules for other classes may vary.



11:45AM – 12:30PM

Lunch, potty, prep for nap time

12:30PM – 12:45PM

Books on cots

12:45PM – 3:00PM

Nap

3:00PM – 3:30PM

Bathroom/ snack

3:30PM – 4:00PM

Center Time

4:00PM – 5:00PM

Gross motor play outside weather permitting

5:00PM – 6:00PM

Table top games/ end of day

Sample Daily PM Preschool Schedule*

* This is the schedule for one classroom.
Schedules for other classes may vary.

Inclement Weather



In the event of inclement weather, we will make every attempt to open the center. In the event that Anne Arundel County Public Schools has a delayed opening, or is closed, Joy Kids Learning Center will leave a message on our answering machine, send out an e-mail and a message on the Procare app with instructions for the day and put the information on Facebook and our website. Check www.aacps.org for public school closing information. If Anne Arundel County government is closed, Joy Kids will NOT open.

Should inclement weather occur during business hours Joy Kids Learning Center will make every reasonable attempt to remain open. However, in the case of extremely dangerous road conditions or a statewide emergency it may be necessary for Joy Kids to close early. If we need to close early you will be notified to pick up your child as soon as possible. Keep all emergency contact information current so that we are able to immediately contact you.





Ways You Can Help

Dialogue

Parents play an important role in creating a smooth, supportive preschool experience. By communicating changes, following daily routines, and staying involved in your child's classroom, you help us provide the best care and consistency for every child.

- Please inform teachers of any changes before they happen. Changes at home often lead to changes in your child's behavior at school.
- Play clothes are recommended! Have all clothing marked with the child's name.
- All children need to be signed in and out every day by the person bringing or picking them up.
- Sippy cups are not allowed at Joy Kids. Please send a reusable water bottle.
- Please do not send a pacifier to school with your child.
- Parents are always welcome. Feel free to visit your child's class at any time. We encourage parents to volunteer.
- Family conferences are scheduled twice a year in November and April.
- Individual rest mats are furnished by the parents for rest time; these are sent home on Fridays.

Communication

Joy Kids Learning Center believes that open communication is essential in the relationship between the teachers and administration of Joy Kids and the families whose children attend our center. We use many different forms of communication. Teachers talk with parents/guardians at drop off and pick up. We have the pro care app that sends messages and pictures. We also use email, text alerts, hand written notes and conferences.



Connections

Back-to-School Night is an important opportunity to build a strong connection between families and teachers. It allows parents to learn about classroom routines, expectations, and how their child will grow throughout the year. By staying engaged and informed, parents and teachers can work together to provide the best possible preschool experience.

Joy Kids Learning Center will hold a Back-to-School night for all families and children moving from one class to another. This is an adult only event. The evening will be an opportunity to gather center information, ask questions, and meet your child's teachers. For participating you will be entered in a raffle..



Children are encouraged to keep personal toys at home to avoid loss, damage, or conflicts with peers. A special toy may be brought in for designated Show and Tell days, or a comfort stuffed animal may be brought for nap time. Teachers will communicate Show and Tell schedules in advance. Joy Kids Learning Center is not responsible for any personal items that are lost, damaged, or misplaced. If a toy or piece of a classroom game is accidentally taken home, we kindly ask that it be returned promptly.

Messaging

Joy Kids Learning Center values open communication as a vital part of the partnership between our teachers, administration, and families. We use a variety of methods to stay connected, including conversations at drop-off and pick-up, the Procure app for messages and photos, as well as email, text alerts, handwritten notes, and scheduled conferences.

Enrichment

Sharing insights between parents and teachers strengthens communication, supports meaningful enrichment, and ensures a consistent approach between home and school. At Joy Kids, we also love celebrating birthdays—these joyful moments serve as enriching experiences that build confidence, foster a sense of belonging, and develop important social skills.

At Joy Kids Learning Center we love celebrating birthdays! Families can inquire about your child's birthday celebration with the teacher. Families who wish to provide a small, special, store bought snack time treat may do so, but must make advanced arrangements with the classroom teacher. Joy Kids discourages families from distributing birthday invitations to private birthday parties via the school unless the entire class is invited.



We complete regular assessments in class, using samples of each child's work to track their progress. These assessments align with our curriculum and age-appropriate developmental milestones, evaluating skills such as fine motor development, math concepts, literacy, and recognition. Each assignment provides valuable insight into the specific skills your child is developing. Parent/teacher conferences are held in November and April.

Field Trips

We plan a variety of in-house and off-site field trips throughout the year and rely on parent volunteers to help make them possible. Transportation is not provided, so parents will be asked to drive and chaperone for off-site trips. A completed permission slip is required for each child to attend. Children in the two-year-old program must have a chaperone for all field trips, while school-age children may ride the van and do not require a chaperone.

Community

Meals in preschool provide essential nutrition that supports children's growth, energy, and focus throughout the day. As part of our classroom community, sharing meals with peers fosters connection and belonging while teaching important social skills such as taking turns, using polite manners, and engaging in conversation. These shared mealtime experiences help children develop healthy habits and strengthen their sense of community within the classroom.

Milk and water are provided at Joy Kids for all snacks & meals. There is no need to send a drink unless your child is on a special diet.

Breakfast will be served to the children who arrive prior to 8:15am. A mid-morning snack is also served by our staff. Both meals consists of choices recommended by the United States Department of Agriculture (USDA) and follow the Maryland State Department of Education (MSDE) guidelines. Fresh or frozen fruit and/or vegetables are served at least twice a week for snack. Fresh or frozen fruit is available daily for breakfast.



SPECIAL DIET:

If your child has any food allergies, written instructions from your physician must be kept on file at the center.

Please also inform us of any dietary restrictions related to religious beliefs. With your permission, your child will be included on a posted allergy list to help ensure all staff are informed and able to provide a safe environment.

Joy Kids is Peanut Free

Parents are responsible for sending a lunch for their child in a small, labeled lunchbox, along with enough food for an afternoon snack. Please include at least one serving of fresh or frozen fruits or vegetables each day, and ensure all items are ready to eat (e.g., fruits peeled and sliced). Children will be encouraged to eat their main meal, such as a sandwich, and their fruit or vegetable before enjoying any snack items. Utensils are provided, and staff will warm food as needed.

For safety, please avoid sending foods that pose a choking risk, as well as candy, juice, or soda. School-age children should also bring a snack, which will be served after school. Joy Kids Learning Center may supplement meals as needed to help ensure children receive proper nutrition.



Tuition & Fees

Tuition

All fees (registration, security deposit and class fees) are non-refundable. Unless discussed with a director and/or owner regarding certain circumstances. As stated above your security deposit will be used for the last week of care.

Tuition Rates

Tuition Based on Age	Weekly Tuition Due by close of business Monday for the upcoming week		
Weekly (2 yr)	\$380	- Accounts may not be more than 2 weeks past due - Parents are responsible for payment of tuition for the first three (3) days of an inclement weather incident (calendar year). Should Joy Kids close for more than three (3) days, per incident and calendar year, parents will not be charged tuition for those additional days. - When a child is picked up past 6:00PM, parents will be charged \$2.00 per minute.	
Daily (2 yr)	\$89		
Weekly (3-5 yr)	\$340		
Daily (3-5 yr)	\$81		
Weekly (5-10yr) Before/After Care	\$160 Edgewater r Elementa ry	\$165 Central Elementary	Joy Kids Learning Center reserves the right to increase.
Daily (5-10 yr) Before/After Care	\$40 Edgewater r Elementa ry	\$41 Central Elementary.	



Charges

- **Registration:** A non-refundable registration fee of \$150, \$175 for two or more children, is due upon registration for new families.
- **Registration (Currently Families):** \$75, \$100 for two or more children upon annual registration.
- **Security Deposit:** One week's tuition. This will be held and used for your child's last week at Joy Kids. This is due before your child begins first day.
- **Class Fee:** \$165 due annually upon registration for preschool and prek children.
- **School Age Summer Program:** must be enrolled for at least 2 days per week for summer to hold spot for fall.
- **Sibling Discount:** families with 2 or more children enrolled full-time will receive a 10% discount to lowest tuition.
- **Joy Reigns Lutheran Church Members:** 5% for active members.
- **Late Payment:** payments past close of business Monday subject to \$50 fee.
- **Returned/Declined:** subject to \$75 fee
- **Termination of Services:** upon receipt of a two (2) week written notice your security deposit may be applied towards your last week of service. Without proper notice your security deposit is forfeited.
- **Prek Last Week of Care:** Pre-K children's final week of care will be the last day of the summer program, with the prepaid security deposit applied to that week. The following week begins the first week of school for Joy Kids and AACPS. Children may not remain in care unless they are enrolled in our school-age program for the new school year.



Referrals & Scholarships

Tuition is essential to providing a high-quality preschool experience. It directly supports the salaries of our teachers and assistants, ensuring your child is cared for by dedicated, qualified professionals. Tuition also covers the daily operating costs that keep the center running smoothly, from supplies to facility expenses. Your investment allows us to maintain a safe, nurturing, and enriching environment for every child.

Referrals

We love it when you refer your friends, family and coworkers to Joy Kids Learning Center! Thank you! When a new family registers their child, and lets us know you referred them, you will receive \$50 off your next weeks tuition!



Scholarship & Subsidy

If a family has a scholarship upon registering they will need to present the director with signed scholarships to be filled out and sent to MSDE for processing. You will be financially responsible for full tuition rates until your subsidy is approved and MSDE sends their first payment on your behalf. The director will email you upon receipt of payment from the state and calculate your intended co-payments for each month.



Health & Wellness Policies



At Joy Kids Learning Center, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Illness & Communicable Diseases

The Department of Health requires that certain communicable diseases be reported within 24-hours so that control measures, if needed can implemented. Parents and staff are encouraged to notify the school within 24 hours if a child or family member has developed a known or suspected communicable disease.

Full list of reportable diseases is available at www.aahhealth.org.

Examples of reportable diseases:

- Chickenpox
- Ear or throat infection (strep)
- Measles
- Mumps
- Rubella (German Measles)
- diagnosed by a physician and has been on antibiotics for 24 hours.
- Whooping cough
- Fifth disease
- Tuberculosis
- Hepatitis A
- Lyme disease
- Covid-19
- Shigellosis

Illness Policy

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea (in the past 24 hours).
- Unexplained rash, pink eye (conjunctivitis), or contagious illness like Impetigo or ringworm (children can return 24 hours after their first dose of medication)
- Persistent cough, difficulty breathing, or flu-like symptoms.





Medication Policy – Prescription

Should your child require prescription medication while at Joy Kids Learning Center, the state requires a medication order form (available on our website), be completed and signed by the parent and physician.

All medication will be stored in a locked, clearly labeled container within the classroom. Parents must provide the medication along with the required forms and submit them directly to the director.

All medication must remain in the original container and must be accompanied by the RX. The RX must have the child's full name, date(s) to be given, dosage amount, and any other specific directions. This procedure includes all prescription medication. School age children are not excluded from this policy. If a school age child has asthma or allergies we must have their needed medication on site or travel back and forth with the child if they have permission by parent to self medicate.

Allergies & Asthma

If your child has asthma or allergies, an asthma or allergy action plan must be completed and reviewed and signed by your physician.



Non-Prescription

Non-prescription medications must be accompanied by a medication order form filled out and signed by the physician and must be in it's original container.

Immunizations that are exempt for religious objection must be in writing from the parent.

The Blood Lead Testing Certificate is for all children including school age children in our care. This form must be signed by a licensed physician.



Technology Use Policy

Joy Kids Learning Center, LLC, is excited to provide supervised access to tablets for our students. We are committed to helping educate our students on the proper use of technology. The following policy provides guidelines for use of this technology while at Joy Kids Learning Center.



Usage

The iPad is used in the classroom as a supplement to the curriculum and current learning themes. Students may only access websites approved by the owners/directors, with all other content restricted for safety. It may be used to explore topics related to classroom units (such as learning about animals), engage in educational games, or listen to music and stories connected to the theme. Use is limited to 10–15 minutes per day and no more than three days per week.

Joy Kids Learning Center does not use television as part of daily programming. On occasion, children may participate in a special movie day. All movies are rated G or PG, and parents/guardians will be notified in advance and asked to provide permission before viewing.

Photos/Videos

Students are not permitted to take pictures or videos without teacher permission.

Apps

Preloaded apps may not be deleted. Children may not purchase new apps.



Web Access

Joy Kids Learning Center provides children (supervised) access to the internet. Children are not permitted to web browse.

Security

- The iPad settings have been set to only allow children to go to appropriate websites. The following approved websites are allowed:
 - Discover Kid, Disney, HowStuffWorks, National Geographic – Kids, PBS Kids, Scholastic.com, Smithsonian Institution, Time for Kids, Yahoo! Kids, Investigator Club.
- This list may change as needed. Joy Kids Learning Center will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.



Violations of this Acceptable Use Policy will have disciplinary repercussions including but not limited to: suspension of network, technology, iPad or computer privileges.

Joy Kids Learning Center reserves the right to revise, add, delete and extend the policies and procedures pertaining to the iPad and its use at any time.

Positive
Vibes
Only



Positive Behavioral Practices Policy

At Joy Kids Learning Center we take many steps to build positive relationships with the children and families in our program. For example, we greet all children and families as they arrive each day, we keep a line of communication open with families by using casual conversation, conferences, emails and our app and we host family activities like field trips, a Thanksgiving Feast and a Christmas program.



It is important that the children are a part of the process for developing the rules and expectations in each classroom. Teachers incorporate rules & expectations into their lessons at the start of each school year, so that the children develop their classroom's list of rules. Additionally, the rules & expectations are reviewed, discussed, and sometimes modified with the children on an ongoing basis, daily in some classes and weekly at a minimum. We use a variety of strategies to encourage children's positive behaviors and help them avoid negative behavior such as clearly stating the rules and expectations, modeling positive & effective ways to express their feelings and emotions, supporting reflection, problem solving & negotiation between children and redirecting children toward positive behavior.

Providing Choices

The children have multiple opportunities to make choices on their own throughout the day. There are several blocks of time throughout the day that are "child guided play" times, when children go to the center or activity that interests them. Outside on the playground the children choose where and what they play.

We offer children choices to encourage positive behaviors. Offering a child two "good" choices helps them to learn to choose a positive behavior over a negative one. For example, a child may be having difficulty choosing a center to play in or the one she wants to play in is full. Saying to her "this center is full, but you can play with playdoh at the table or you can play in Home Living" helps her make a positive choice.

Redirection is an essential tool in a child's play because it gently guides behavior without discouraging curiosity or independence. By shifting a child's focus toward a more appropriate activity, educators can support emotional regulation and positive decision-making. This approach helps children learn boundaries while still feeling safe, respected, and engaged in their environment.

Redirection



At Joy Kids Learning Center we use verbal redirection to guide children to more appropriate activities or choices. A teacher may say to a child "I see that center is full. Let's find another center where there is space for another friend." Teachers use "When-then" and "first-then" to help redirect children having difficulty finishing a required task before moving on to their choice of activity. An example would be to say, "first you put on your shoes, then you can choose a center to play in".

We use physical redirection mostly with the younger children who more frequently need a gentle touch to interrupt the negative behavior. A two-year-old may be trying to pull a toy out of another child's hands. A teacher would touch the child on their shoulder and then take their hands and lead them away to a different toy or activity while saying "we share our toys at school. Joey is having a turn and when he is done it can be your turn. Let's play with crayons while you wait". We use redirection with attention to help all the children recognize a positive behavior and encourage them to choose the positive behavior. A teacher might say "I like the way Sabrina and DeShawn are sitting on the rug ready for story time."

Reflection & Problem Solving

Joy Kids Learning Center staff encourage children to solve problems together and/or with adult help. At the lunch table it is not unusual to see one child helping another to open the packaging on their food. Often children need a little encouragement and/or modeling from adults to move to the next step in problem solving. We help children to use reflection as a way to solve problems and resolve conflicts. Teachers in our classrooms guide and support children in learning to solve problems by asking them to stop and state what the problem is, discuss how they think it can be fixed or what are possible solutions and invite other children to help solve the problem with them.

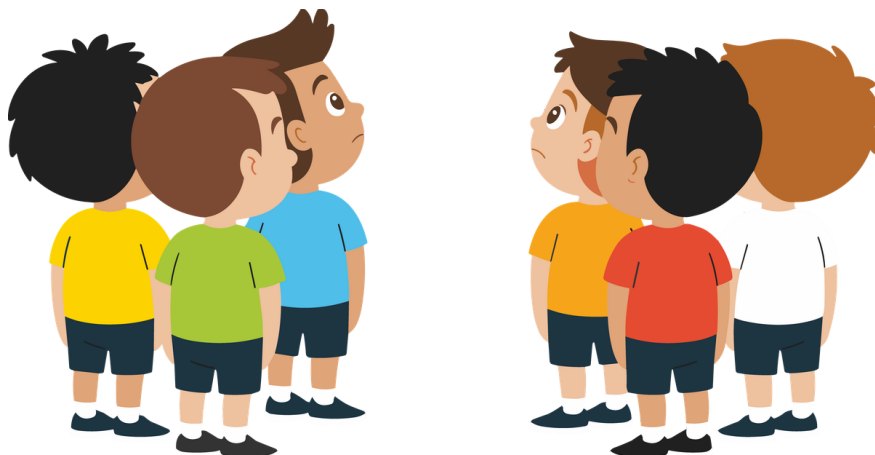
The teacher will continue to guide the child to try the solution they choose and then check back with the child to see if their solution worked.

At Joy Kids Learning Center we establish boundaries & rules to reassure that young children are safe and have order and stability while allowing and encouraging creativity and exploration. Each classroom creates their own list of positive rules at the start of the school year. Positive rules reflect what the children may do in the classroom.

Clear Rules & Expectations

Having a list of positive rules supports the children in making positive choices, e.g. "I take turns, or I use walking feet." Our program's rules and expectations for positive behavior are supported and reinforced in the following ways:

- Rules are written clearly using positive language, e.g. "we share our toys."
- Visual cues (pictures) are posted with the rules.
- Limited number of rules. Younger classes have fewer rules.
- Staff model and reinforce rules consistently.
- Rules are reviewed and discussed with the children regularly.



Access & Group Size

Joy Kids Learning Center has established the following policies and procedures for entrance to and from the playground.



Access Gates

Parking lot barriers (located on either side of the building) must remain closed at all times while children are on the playground. Children may not enter or exit the playground area unless both barriers are securely closed.

Classroom Ratios

Classes must always remain in proper staff-to-child ratios when transitioning to and from the playground. If opening or closing the gates causes a disruption to ratios, the School-Age Teacher, Head Director, or Education Director is responsible for managing the gates.

Vehicle Restrictions

No vehicles may park in, drive through, or otherwise access the area between the gates while children are on the playground. This area is to remain clear at all times during outdoor play to ensure child safety.

Staff Responsibilities

All staff are responsible for maintaining vigilance during transitions and ensuring this policy is strictly followed. Staff must communicate and coordinate as needed to ensure safety and ratios are maintained at all times.

Non-Compliance

Staff who fail to comply with this policy will be subject to disciplinary action, up to and including termination.

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of
_____, have read and reviewed the Joy Kids Learning Center Parent Handbook for the 2026 school year. I acknowledge and agree to the following:

- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Parent/Guardian Signature _____

Parent/Guardian Name: _____

Date: _____

Joy Kids Learning Center

Come discover the joy of learning!

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info@joykidslearning.com

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