

Early Childhood Education at Second Presbyterian

2018-2019 Handbook

Admission Policy

Children must be 1 to 5 years of age. Children must be 12 months to attend Parent's Morning Out, 2 years old by October 1st to attend the 2-3 year old classroom, and 3 years old and toilet trained by August 1st to attend the 3-5 year old classroom. A current copy of your child's immunization record is required. Positions are open to Church members and the community.

School Calendar

Ecumenical Preschool and Parent's Morning Out (PMO) will operate from August 20 to May 24. We will follow the Fayette County School calendar in response to holidays and snow days. We will send home a calendar the first week of school.

Fees

A non-refundable yearly registration fee of \$100 dollars is required upon enrollment. Tuition is due the first school day of each month. A \$10 late fee will be assessed after the 10th or the Monday following if the 10th falls on a weekend. No deductions will be made for absences. Two weeks' notice is required if a child leaves the program for any reason. Tuition is paid for 9 months, September-May. Tuition is as follows:

1 day/week=	\$900 per program year (monthly payments of \$100 month)
2 days/week =	\$1350 per program year (monthly payments of \$150 month)
3 days/week =	\$1800 per year (monthly payments of \$200 month)
4 days/week=	\$2205 per year (monthly payments of \$245 month)
5 days/week =	\$2520 per year (monthly payments of \$280 month)

Each additional sibling enrolled will receive a 10% discount on fees and tuition.

If siblings are in Ecumenical Preschool and Parent's Morning Out, each child will get a 5% discount on fees and tuition.

Ecumenical Preschool's Materials fee is \$100 (to be collected the first week of school).

Scholarships may be available based on a family's particular needs. Contact the Director for information on applying for a scholarship.

Arrival/Departure

Ecumenical Preschool and Parent's Morning Out are open Monday - Friday 9:00am – 12:00pm

Children must be signed in each morning.

Dismissal time is 12:00pm Monday – Friday. All people allowed to pick up your child must be listed on the emergency card, with Drivers' License information. Identification will be required to pick up children, NO EXCEPTIONS.

Children are expected to be picked up on time by an authorized parent or adult. Children must be signed out daily. First late pick-up will receive a warning with our policy clearly stated. There is a fine of \$1 every minute after 12:00pm.

Snack

Please make sure that your child has eaten breakfast before they arrive at school. Please do not bring their breakfast with them as it is difficult for young children to understand why some of their friends have a “snack” while they do not. Please inform us if your child has any allergies. Parents will send in the child's morning snack along in their bag. Please make sure that all items are labeled and are in a brown paper bag. Parents may send a juice box or the preschool will provide water.

Birthdays

Birthdays will be celebrated in class, however, due to food allergies, special birthday snacks are not allowed to be brought in. Parents are welcome to bring in special decorations or napkins for snack time. This should be pre-arranged with the teachers. Birthday invitations may be passed out at school only if all classmates are invited, or all members of the same sex are invited.

Curriculum for Ecumenical Preschool

At Ecumenical Preschool, teachers include lessons in art, music, physical education, science, and other cultures. Students learn a letter and number each week. They learn to recognize all 26 letters, start becoming familiar with the sounds each letter makes, and practice writing each letter. Students play and learn during learning and free choice centers which include dramatic play, sensory table, fine motor activities, and art. The teachers encourage independence and confidence, and teach students to treat others with respect and dignity.

Religion

Because Ecumenical Preschool and Parent's Morning Out are Christian programs, we will focus on broad Christian values and lessons such as kindness, honesty and love. As a parent, you are the most important and influential teacher for your child in regard to your family's specific religious beliefs.

Attendance

If you know in advance that your child will be absent, please inform the teacher. If your child will arrive late or leave early (i.e. Medical appt.) please alert staff to the change in schedule so we can accommodate your child and ease the transition. If your child wakes up and is sick, we ask that you do not send him/her to school to minimize the spread of illness. No makeup days will be allowed for missing school because of illness.

Car Line

For the safety of the students, Ecumenical Preschool will operate with a car line for morning, afternoon, and extended day arrival and pick up. Detailed instructions for car line will be sent to each family before the first day of school. Each child will have an assigned number that coincides with a tag for their car. Please notify the Director if you need more than one car tag (for grandparents, sitters, etc.).

Walkers:

Walkers in Ecumenical and PMO classrooms may greet teachers at the Ransom door entrance.

Lunch Bunch

Lunch Bunch is an extended day option for children two years old and above. It is \$20.00 a day, and hours are from 12:00-2:00. A 10% sibling discount is offered on Lunch Bunch fees. Lunch Bunch will be offered every day Monday through Friday. All students must bring their own lunch. Lunch **MUST** be peanut and tree nut free. Parents may use Lunch Bunch as a regular part of their child's schedule or it may be used as a drop-in service.

Early Drop Off

Early drop off is offered at 8:00am every morning for a fee of \$10.00, and 8:30am for a fee of \$5.00. A 10% sibling discount is offered on early drop off fees. Please notify the director in advance if your child will be dropped off early.

Late Drop Off

If children arrive after 9:20am parents must park and use the Ransom door entrance where there is a doorbell that alerts the preschool. A teacher will greet the child at the door and walk them to their classroom

Health/Sickness

Please, DO NOT send your child to school if he/she has:

- Temperature above 99 degrees (fever free for 24 hours)
- Experienced vomiting or diarrhea within the last 24 hours.
- Pink eye (conjunctivitis) (until 24 hours after treatment has been given)
- Head Lice (until 24 hours after treatment has been given)
- Strep Throat (until 24 hours after treatment has been given and fever is gone)
- Chicken Pox until 6 days after onset and all sores have dried
- Signs of sickness; such as: unusual tiredness, irritability, persistent crying
- A rash with open lesions.

Teachers will contact parents in case of illness or injury at school. If your child receives a minor injury (scrape, bruise) at school, teachers will treat the injury and complete an accident report. A copy will be sent home with the child on the same day.

Medication

Because of the short length of our program, NO medication will be administered to any child. If your child requires medication, please administer PRIOR to coming to the program. In addition, sunscreen needs to be put on at home before school.

Clothing and possessions

Dress your child in play clothing and comfortable shoes suitable for indoor and/or outdoor play. Remember that children will get dirty and messy regardless of our efforts to keep them clean!! Tennis shoes are usually more comfortable for children than sandals. We will be going outside everyday unless it is below 35 degrees or is raining. Please mark ALL clothing, jackets, and share items with your child's name.

Each child will need to have one complete change of clothing (including underwear and socks) to be kept at school in case of "emergencies". Parent's Morning Out students and any students in the two-year-old room that are not toilet trained need to bring a stock of labeled diapers and wipes for daily use.

Toys should remain at home unless specifically asked for by the teacher for share time. Toy guns, knives, and "violent" action figures need to be left at home. Any toys that encourage rough/violent play will not be permitted in the classroom and will be stored in the child's cubby. Ecumenical Preschool and Parent's Morning Out are not responsible for any lost or stolen items.

Visitations

Our program has an open door policy. Parents/guardians are ALWAYS welcome to visit the classroom! Please notify the teacher a day in advance to make sure another parent isn't also visiting (we can get crowded quickly). Unfortunately, siblings or other children (of any age) may not visit as this can be very distracting for the children.

Please remember that the first 3 weeks of school is a big transition for everyone. We ask that you do not visit the classroom or stay with your child those weeks. **Children usually transition better with quick, confident goodbyes and comforting assurance and redirection from our wonderful, experienced staff. The extended presence of parents or grandparents during this transition time may be confusing for children and make the transition more difficult.**

Parent updates/Reports/Conferences

Communication between families and staff is a priority for our program. Newsletters and calendars will be provided to all families. Please make sure you keep your e-mail address current and let us know of any changes. Conferences with your child's teacher may be scheduled at anytime during the school year by emailing the lead teacher of your child's classroom.

Changes at Home

Changes at home do affect a child's behavior at school. Please share any information with us that will allow us to be more sensitive to your child's needs and/or mood. We want to make your child's time at school as fun and relaxing as possible.

Update Information

If there is a change in personal information, (address, phone number, e-mail) please notify the director immediately.

Inclement Weather

If Fayette County Public Schools is closed due to inclement weather, Ecumenical Preschool will be closed. If Fayette County is delayed 1-2 hours, the preschool will make the decision if we will be closed or not. We have a later start time compared to Fayette County and our preschool attendees do not rely on public bus transportation, so we will alert you ASAP with the decision to close the school or stay in session that day.

Questions/Concerns

Please contact the school director if you have questions or concerns regarding our program.

Director – Kate Owings

859-254-7768 (office)

epdirector@2preslex.org (email)