

# Redeemer



# Preschool

## Parent Handbook 2017-2018

## **ENROLLMENT**

To enroll into our preschool program your child must be 3 by July 31st to start at the beginning of Fall Semester, or age 3 by October 31st to start in the Spring Semester. They also must be fully potty-trained. A child must be 4 years of age by July 31<sup>st</sup> for the pre-kindergarten class. We will need a birth certificate and up to date immunization record before your child may attend classes.

## **TUITION POLICY**

The tuition is calculated at a yearly rate, for your convenience, and broken down into 10 monthly payments. There is no vacation time available.

Beginning September 1, 2017 we will be using automatic withdrawal for Tuition payments, through a checking account. A form to set up this payment method will be available at our Orientation. The withdrawal will appear in your account as Withdrawal Redeemer Luthera-SIG ON FILE. It will occur between the 1<sup>st</sup> and 7<sup>th</sup> of the month. Your August payment will need to be made via check. Should you choose to pay by check after September 1, 2017, there will be a \$5 processing fee.

Tuition is due the 1<sup>st</sup> of each month. Please make checks payable to "Redeemer Nixa Preschool" and write your child's name/preschool in the memo line. Teachers may not accept any tuition payments. Please deposit the payment in the tuition mailbox found outside the Preschool classroom.

Accounts will be considered past due on the 8<sup>th</sup> of the month, and a \$25.00 Late Fee will be charged. If tuition is not up to date by the 10<sup>th</sup> of the following month, and arrangements are not made, the student will be unable to attend classes. Past due notices will be sent on the 15<sup>th</sup> of the month. Please contact the coordinator with any special payment arrangements.

There is a one-time, yearly, non-refundable registration fee of \$70.00 due at the time of enrollment.

There is a one-time, yearly, supply Fee of \$35.00 due by the 1<sup>st</sup> day of school.

There is a \$35.00 fee for returned checks.

## **WITHDRAWALS**

Written notice must be provided to Redeemer Nixa Preschool at least 30 days prior to withdrawal. If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

## **HOURS OF OPERATION**

All classes begin at 8:15 am. Morning program ends at 12:30 pm. Full day program ends at 3:00 pm. Classroom doors will be open at 8:00 am. We do offer before and after school care:

Mornings: 7-8am

Evenings: 3-6pm

- 5-day kids: \$150 evening(monthly), morning \$60(monthly)
- 3-day kids: \$108 evening(monthly), morning \$36(monthly)
- 2-day kids: \$72 evening(monthly), morning \$24(monthly)

Parents must give a 30- day notice if they wish to enroll their child in this program and/or give a 30 day notice if they are currently enrolled, and do not wish to continue.

## **EMERGENCY SCHOOL CLOSING**

Redeemer Nixa Preschool will follow the decision made by the Nixa Public School District regarding SCHOOL CLOSING due to snow or other emergency weather situations. Regarding late starts or early release due to snow or other emergency situations, it will be to the discretion of the preschool coordinator. Parents are welcome to use their discretion as whether it is safe to transport their children to school that day. The name "Redeemer Nixa Preschool" will be listed on local radio and television stations and websites. Every effort will be made to provide this information as soon as possible.

An email will also be sent to registered email addresses and the coordinator will post a closing notice on our Facebook page. We will follow the Nixa Public School District regarding the making up of snow days.

## **BEFORE AND AFTER SCHOOL CARE**

Morning care will begin at 7:00 am in the family room. Evening care is available 3:00 pm-6:00 pm, Monday-Friday and will be held in the classrooms

Mornings: 7-8am

Evenings: 3-6pm

- 5-day kids: \$150 evening(monthly), morning \$60(monthly)
- 3-day kids: \$108 evening(monthly), morning \$36(monthly)
- 2-day kids: \$72 evening(monthly), morning \$24(monthly)

Parents must give a 30- day notice if they wish to enroll their child in this program and/or give a 30 day notice if they are currently enrolled, and do not wish to continue.

To properly staff after school care, we will ask each family to provide a monthly schedule of when their child will be attending at the beginning of each month. You will be charged for the time you provided, whether your child attends or not. Unexpected circumstances do arise, so if you need to add a day or time to your days, this fee will be added to the next month's tuition statement.

# **DROP-OFF and PICK-UP**

## **Early Drop-Off (Prior to 8:00 am)**

All children attending before school care between 7:00 & 8:00 will need to be dropped off in the family room.

At 8:00 children will be escorted to their preschool classrooms by a staff member.

## **8:00 AM Drop-Off**

Children have the option of being dropped off in carline or being walked into their classrooms. Families who wish to walk their children into their classrooms may use the north entrance. Please, do not leave any siblings under the age of 8 unattended in your vehicle.

Carline will be offered for morning drop-off from 8:00 until 8:15 on the east side of the building under the awning. A Redeemer Nixa Preschool staff member will be there to assist your children to his/her classroom.

## **Pick-Up at 12:30 and 3:00**

Car line will be offered for both preschool pick-ups at 12:30 and 3:00 on the east side of the building under the awning. During carline your child's teacher will bring your child to your vehicle. Parents will be provided with a name card to display in vehicles for identification. Please hang the card from your rearview mirror. **If someone other than a parent is picking up your child in the car line, that person must be on the authorized pick-up list.**

Pick up after 3:00 will be walk-in only, using the north entrance.

## RELEASE OF CHILDREN

We consider your child's safety to be of the utmost importance. Redeemer Nixa Preschool maintains a set of safety procedures designed to ensure that your child is released only to the proper individuals, chosen by you.

Your child's enrollment form includes a list of individuals who are permitted to pick up your child from school. Any person you authorize to pick up your child must present a valid driver's license or picture ID before your child will be released to them.

Only listed persons on your form will be allowed to pick up your child, unless the teacher is given prior written notice.

If custody and/or guardianship arrangements prevent one or both parents from picking up a child, please discuss your situation with the coordinator so that appropriate paperwork will be on file to allow staff to honor those arrangements. Without appropriate paperwork stating otherwise, we are required to release children to their parents.

**Children will NOT be released to anyone without WRITTEN authorization.**

## SECURITY SYSTEM

### Key Fob Requirements

Safety is an important element of our learning environment. Parents **MUST** have an activated key fob in order to enter the preschool. There is one entry point located at the rear of the building on the north side. Each child upon enrolling will receive one key fob. There is a \$10.00 cost for each additional key fob requested.

## **ATTENDANCE**

Regular attendance will make your child aware that school is not something that is a matter of choice. It is assumed that when you register your child, it is for the full school year. Classroom schedules begin at 8:15 am. Continual tardiness and absences interrupt the learning process and can cause a child to fall behind in their learning. It can also impact learning opportunities of the other students in the class.

We understand that there are times when your child may be unable to come to school. Please let us know if your child will be gone or late.

**417.725.4288**

**Preschool Coordinator- ext. 412**

**Preschool Room- ext. 415**

**Pre-K Room- ext. 416**

No trading days: for example if you pay for M/W/F and out of town Mon you may not come on Tuesday to make up for it.

## **ILLNESS**

If a child appears ill, the teacher will question the child regarding symptoms and take the child's temperature. A parent may be notified to help make a decision whether to send the child home if the temperature is below 100 degrees. Please have emergency phone numbers on file in the preschool office. Children will be required to leave with a fever of 100 degrees, vomiting, or two instances of diarrhea. The child will be cared for until pick up can be made. If a child is not picked up within 30 minutes of the call to the parents, emergency contacts will be notified so the child can receive the proper care.

When your child is sick, he/she must be **free** of a temperature for at least 24hours. And have no vomiting and/or diarrhea within 24hours.

Notice of any communicable diseases will be posted at the north entrance of the school. Please check the message board on a daily basis.

When your child will not be attending due to illness, please call the school to inform us.

**417.725.4288**

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We ask that you describe the symptoms briefly so we may keep an eye out for similar symptoms in all the children and teachers. If in doubt, please err on the side of caution and keep your child at home. We know you would not want your child exposed to germs unnecessarily and ask that you would take the same precaution.

# WHAT TO BRING

## Dress

Children are encouraged to dress appropriately for the weather and preschool activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents/guardians provide appropriate clothing for rainy days, and winter coat, hat, and mittens for cold, snowy days. Children may go outside for recess if it is at least 32 degrees with wind chill.

Washable, comfortable play clothing should be worn at all times. We will be very active in our learning and play and often get messy at preschool. Tennis shoes are best for the playground, preferably Velcro. **No flip-flops please.** Crocs, open-toe shoes and sandals are discouraged. If shoes are found to be inappropriate for play on the RNP equipment, your child will not be allowed to play on that particular equipment. Easy on and off bottoms are suggested to prevent toileting accidents. Belts, overalls and suspenders are discouraged.

## Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit (pants, shirt, underwear, socks) which should remain in the child's cubby.

## Backpack

At Redeemer Nixa Preschool we encourage children to be independent. Therefore, we strongly recommend a backpack (large enough to hold a standard-size pocket folder) be brought daily. The backpack should be easy for your child to manage when putting away his/her own things (lunch box, art, treasures, communication folder). Please clearly label the backpack with your child's name and be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

## Nap/Rest Time

If your child stays for full days, he/she will need to bring bedding from home. A small blanket and travel-size pillow will allow your child to rest comfortably on his/her cot. Children may have one comfort item, such as a stuffed animal, that will remain in their cubbies until nap/rest time. All nap items are to remain at school for the school week and will be sent home on Friday to be laundered.

## COMMUNICATION WITH PARENTS

Communication between home and school is a priority. The following methods will be implemented:

- **Monthly Newsletter:** The lead teacher will develop a monthly newsletter that will be sent home at the beginning of the month. It will contain information about themes, activities and church events. Please make every effort to read the newsletter,
- **Weekly Reports:** Weekly newsletters will be sent to inform parents of classroom activities and events of the week.
- **Daily Notes:** Notes will occasionally be sent home, if necessary (a need to change clothing, missing items such as a nap blanket, a cut or scrape that needed first-aid).
- **Parent-Teacher Conferences:** Conferences will be held twice a year, once in the fall and again in the spring. The child's development will be assessed, and we will offer you the chance to raise any concerns you may have. Teachers will be available for special conferences as the need arises.

## **DISCIPLINE POLICY**

Our policy is one of positive reinforcement that seeks to reward desirable behavior in the classroom. It is imperative that each child understands what is expected. We believe that it is best to prevent child behavioral problems before they occur by setting these expectations and providing positive reinforcement as children meet them.

Appropriate child discipline is a responsibility shared by school staff and parents working together. Our ultimate goal is for the child to become self-disciplined.

Should a child's behavior become disruptive (such as prolonged crying, destruction of school property, or attempts to injure other children), the teacher will first counsel with the child. The teacher may also try any of the following:

- Implement an in-class tactic such as redirection or verbalization of the misunderstanding
- Provide the child with time away from the group
- Request a parent-teacher conference

Should a child's disruptive behavior become chronic, the school may follow these steps:

- Ask the family to meet to set up a behavior plan at home and at school
- Arrange a meeting for parents, teachers, and other staff as needed to determine appropriate behavioral support

If the child's behavior continues, we will determine together whether participation in the program can continue. We will consider what is in the child's best interest and also the interests of other students.

Redeemer Nixa Preschool reserves the right to require the immediate withdrawal of a child in extreme circumstances. No tuition will be refunded.

## **WEEKLY CHAPEL**

Chapel is held every Tuesday and Wednesday at 10:45 am. Pastor Parvey, special guests, and teachers will take turns leading chapel. Parents are invited to join us in worship anytime.

## **SNACKS AND LUNCH**

Children will bring their own healthy lunches from home. Lunches should include a drink. Please send all lunches **in an insulated lunch bag with a cold pack**. We are not equipped to refrigerate lunches or microwave meals. There will be no sharing or trading of food. Teachers will sit with the children and eat their lunches together to model table manners and supervise students. Please consider what your child is able to open on his/her own, without assistance to ensure all children and teachers are able to successfully participate in lunch.

Snacks will be provided by the school. Snacks will be served two times a day, once in the morning and once in the afternoon. Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy on their birthday. However, these treats must be “store bought.”

### **Food Allergies**

**If your child has any food allergies, please be sure this information is included on his/her enrollment form. We will do our best to accommodate allergies as possible, but it may be necessary to provide individual snacks if your child has extensive or severe allergies.**

## **SCHOOL SUPPLIES**

There is a Supply Fee of \$ 35.00 for the entire school year.

Toys, dolls and stuffed animals should be left at home unless they are required for a special event or topic.

## **VISITORS AND VOLUNTEERS**

Parents are encouraged to visit a classroom to observe their child at work. If at all possible, please give the teacher advance notice of your visit. Volunteers are always welcome to read to children or help with snack, etc. Volunteers must undergo a background check.

## **INVITATION**

Birthday Invitations must go out to all students in the classroom not just a few.

**CONSENT FORM**  
**2017-2018 School Year**

I have read and understood the Redeemer Nixa Preschool parent handbook and agree to its terms and conditions. I will follow these guidelines to the best of my ability.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I give permission for images of my child \_\_\_\_\_ to be used in promotional materials and in electronic media including the school's website and Facebook page.

I do not give permission for my child's images to be used.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date