



# Parent Handbook

Updated November 2023

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### Statement of Educational Purpose

The Plainfield Christian Church Preschool (PCC Preschool) is an outreach ministry of Plainfield Christian Church (PCC). Our educational purpose is to provide a Christ-centered atmosphere where children will know that God loves them and experience a variety of opportunities that will develop a firm foundation for future learning. We believe in working with the total child, encouraging development of his or her potential in the areas of spiritual, emotional, social, intellectual, physical, and creative growth.

### Admission Policy

The PCC Preschool admits students of any race, color and national or ethnic origin, and it is impartial in its administrative and educational policies with respect to these characteristics.

All students enrolled in our Pre-Kindergarten and Preschool programs must be potty-trained and **completely** independent in the restroom (no pull-ups allowed). All students must attain the appropriate age for his/her class prior to attendance in that class.

An online application for enrollment, along with the registration fee must be submitted to the Preschool Director according to the timeline published. Acceptance of students will be based on space availability. After a program fills, applicants will be placed on a waiting list in the event an opening arises.

The PCC Preschool strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The Preschool has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

### Arrival Policy

Door #5 to the children's center will unlock from 9:00-9:15 each school day morning. Please escort your student to his/her classroom. Your student will be met at the classroom door by his/her teacher. Parents may not enter the classroom. Please exit the building using door #5.

Should you arrive after the doors have locked for the day, send a message, using ClassDojo, to the Preschool Director or your student's teacher.

### Attendance/Withdrawal

Students are required to attend the class for which they are registered and will be charged whether they are in attendance or not. However, if you know your student will be absent, please contact your teacher, via ClassDojo, to let her know of the absence.

Should you need to withdraw your student from our preschool, please contact the Preschool Director. **In addition, any tuition outstanding will become due immediately.**

Once a student is withdrawn, he/she must reapply to return to class, acceptance of the reapplication will be subject to the availability of space for the program.

### Birthdays

Birthdays are a very special day in the life of Preschool children, especially when he/she has had only 3 or 4 of them! Therefore, each student will be allowed to celebrate his/her birthday in class based upon a schedule provided by the classroom teacher (which will include summer birthdays). Although each teacher may choose her own method of celebrating, the following guidelines should be used:

**Treats:** In line with our snack policy, we ask that you keep in mind nutritional value when providing a birthday snack. Be creative and allow your student to participate in the decision. Children are very proud of themselves when they bring in healthy treats for their classmates. The Preschool will provide the students with water to drink. ***We ask that students do not bring cupcakes as a birthday treat.***

If your snack requires plates, napkins, cups, spoons or forks, please provide these items as well.

**Party Invitations:** We are very happy to distribute party invitations for your student. However, we will only distribute invitations provided for the entire class. Individual invitations should be distributed outside the classroom setting.

### Chargeback Fees/Overdue Tuition:

All accounts are subject to a \$25 service fee for returned debit cards, credit cards or checks.

If tuition becomes 20 days in arrears, a student may be dismissed from the program.

### Classes and Hours

#### **Pre-Kindergarten Classes**

(age 4 by August 1)

Completely independent in the restroom

M,W,F 9 am—12 pm

#### **Preschool Classes**

(age 3 by August 1)

Completely independent in the restroom

M,W,F 9 am—12 pm

#### **Early Start**

2 Day Program (age 2 by May 1)

Mondays and Wednesdays 9:00am-12:00pm

1 Day Program (age 2 by August 1)

Fridays 9:00am-12:00pm

### Clothing

For preschool, it is best to have your student wear clothes that are casual and are easy to clean. We have a variety of activities that involve movement and messy materials, such as paint, sand and play dough. In addition, students should be prepared for the weather. In the winter, hats and gloves will be needed. In late spring and early fall, some students may require sunscreen, which should be applied prior to coming to school. It is the parent's responsibility to make sure each student will be comfortable while enjoying activities at the PCC Preschool.

### Communication Methods

We love to keep our families informed. We communicate using 2 main methods of communication:

**Email:** We use email quite frequently to provide reminders and information, therefore please make sure you have a current email address on file with the Preschool Office at all times.

**ClassDojo:** We use the ClassDojo App to communicate daily classroom activities, school-wide events and messaging. Please download the ClassDojo app as soon as possible. You will receive an invitation, via email, to join our school. You must accept our invitation to participate. The ClassDojo app is free, there is no need to pay for the upgraded version.

### Curriculum-General Education

Our **Pre-Kindergarten** students are engaged three days a week in our play-based academic environment. Developmentally appropriate cognitive skills are nurtured at each student's individual readiness level. Students are exposed to meaningful language activities including letter and sound recognition and mathematics skills such as number recognition, beginning computation and sorting/patterning. Their authentic experiences will assist in meeting the Indiana Early Learning Standards. These standards ensure success in kindergarten and are set forth by the Indiana Department of Education.

Our Pre-Kindergarten students may also enroll in our optional **Magnified Mondays** program. This program meets Mondays from 12:00pm-2:00pm and provides students a glimpse of an all-day Kindergarten program through creative exploration and hands-on activities. Current pricing, scheduling and registration information may be found on our website at [www.pccpreschool.net](http://www.pccpreschool.net).

Our **Preschool** students explore many hands-on opportunities for cognitive, language, physical and social-emotional growth. This three morning a week program is structured to be creative and nurturing. Students establish close relationships with their teachers and develop skills for making new friends. The curriculum for this class follows the Indiana Early Learning Standards established by the Indiana Department of Education. At the Preschool level, these standards promote a love of literacy and reading and the development of fine motor skills necessary for beginning writing activities. Students in this program must be potty-trained and independent in the restroom.

Our **Early Start** program is loosely structured in a safe environment in which students enjoy many hands-on activities. The curriculum for this class follows the Indiana Early Learning Standards established by the Indiana Department of Education. At the Early Start level, these standards promote listening and speaking skills, transition skills, social development and engagement with others, and self-regulation skills. Reading, puzzles, simple crafts, songs, games, and circle time are part of the daily schedule and set the foundation for the more structured learning environments of our later programs.

*Note: The Indiana Early Learning Standards may be found at <https://media.doe.in.gov/news/2023-early-learning-standards-final-5-25-23.pdf>*

### Curriculum -Christian Education - Chapel Time

We hold chapel time for all students each Wednesday morning. During chapel time our students learn how to worship God by singing songs, learning Bible stories, memorizing scripture, and giving an offering to be sent to a Christian mission each semester. Learning is done through live story- telling, videos, books, music, and many other exciting methods of learning about God and His Word.

### Departure Policy

#### **Pre-Kindergarten Students:**

Pick up will occur on the sidewalk outside door #5. Please have your student's name card held up so our staff may easily see it and safely dismiss your student. Pick up is at 12:00. Please plan to arrive at our school no later than 11:55 to ensure your student is picked up in a timely manner.

#### **Preschool Students:**

Pick up will occur on the sidewalk outside door #3. Please have your student's name card held up so our staff may easily see it and safely dismiss your student. Pick up is at 12:00. Please plan to arrive at our school no later than 11:55 to ensure your student is picked up in a timely manner.

#### **Early Start Students:**

Pick up will occur in the Early Start classroom. Please enter through door #3, then proceed to the interior hallway door to enter the classroom area. Please have your student's name card held up when entering the door so our staff may ensure the safety of everyone in the building. Door #3 will unlock at 11:55am each school day. Please exit through door #3. Pick up is at 12:00. Please plan to arrive at our school no later than 11:55 to ensure your student is picked up in a timely manner.

### Discipline Policy

In teaching about God's Word and the world, we feel it is important that we help students learn the importance of behavior and self-control. We encourage our teachers to provide a pattern of discipline that will be consistent in all the classes. These are the five basic rules for classroom behavior:

1. Be a good listener
2. Raise your hand to talk
3. Follow directions
4. Be kind to everyone
5. Keep your hands and feet to yourself

We want to implant into the minds of our students that courtesy, good manners, and respect for others are a part of the Christian lifestyle. If there are specific behavior problems, they will be dealt with in the following manner:

1. Gentle, but firm warning that this behavior is not acceptable in the classroom.
2. Take the child apart from the group and explain why the behavior is unacceptable.
3. Remove the child from the situation or redirect him/her to another activity.
4. Remove the child from the room until he/she is ready to rejoin the group.

In addition, each classroom teacher may set up, at her discretion, various other reward and disciplinary systems to ensure proper behavior in her class. ***It is the parents' responsibility to respond to a teacher's request for behavior modification of a student. Parents are required to cooperate with and support the classroom teachers with any behavior issues that may arise.***

Chronic misbehavior will be reported to parents and if it becomes severe, could result in the child being dismissed from the PCC Preschool program.

#### Food Allergies

***Should your child have food allergies, please notify the Preschool Director and your student's teacher at the beginning of the school year so that proper arrangements may be made for snack time.***

#### Illness

We want to provide a healthy environment for our students; therefore, we ask that students be kept home if any of the following symptoms are noticed within 24 hours prior to the start of school:

- Vomiting, Fever, Diarrhea
- Discharge in or around eyes
- Any communicable disease
- Green or yellow running nose
- Excessive coughing
- Questionable rash

If a student becomes ill while at school, parents will be notified and asked to pick up the student as soon as possible.

If a student is being treated with an antibiotic, he/she should have received treatment



for at least 24 hours before coming to class. Please note that, unless a compelling medical condition exists, the Preschool staff will not administer medication to students.

Each classroom is equipped with a first aid kit, and all Preschool staff are certified in CPR and have received basic first aid training.

#### *Late Departure Fees:*

Students are expected to be picked up promptly at the end of the school day. Late departure fees will be charged when students are not picked up in a timely manner. The first offense will result in a written warning, the second offense will result in a **\$25 late fee**. Upon the third offense, the student may be withdrawn from the program.

#### *Make-Up Days*

**Should the preschool miss a day of school for any reason, that day will NOT be made up.**

#### *Parent Teacher Conferences/Student Assessments*

Parent Teacher conferences will be offered twice a year (November and April) for our Pre-Kindergarten and Preschool students to give you and your student's teacher an opportunity to discuss your student's progress and address any concerns that you may have. Written student assessments will be sent home in November and April with the option to have an in-person or phone conference to discuss your student's progress. However, feel free to contact your student's teacher at any time with any questions or concerns.

#### *Pick Up Policy*

Only parents and those individuals listed on your student's authorized pick-up list will be allowed to pick up your student. You must contact the Preschool Director prior to the end of the school day to obtain clearance for an unauthorized individual to pick up your student. In addition, a photo identification must be shown to a PCC Preschool staff member prior to the student being released. Under no circumstances will a student be released unless positive identification of the person picking up the student is ascertained.

### Restroom Policy

Students enrolled in the Preschool and Pre-Kindergarten programs must be fully independent in the restroom. This requires a student to recognize the need to use the restroom, enter a restroom with no adult assistance or supervision, take care of his/her business, wash hands, and leave the restroom. Should an accident occur, a student will be given a change of clothes and will be expected to take care of him/herself. A written incident report will be sent home. Upon a third occurrence of an accident, the student may be dismissed from the program.

### Security

For the safety and security of our students and staff, all children's center doors will be locked from 9:15am to the end of the school day, please exit the center prior to this time. Should you need to enter the school during school hours, send a message, using ClassDojo, to the Preschool Director or your student's teacher.

We have a camera security system installed in each preschool classroom, preschool office, and the hallway to further enhance the protection of our students and staff.

### Severe Weather

In case of severe weather, we will follow the Plainfield Community School Corporation's closing policy. When Plainfield Schools are on a delay, the PCC Preschool will be closed. In addition, we reserve the right to allow the Plainfield Christian Church Executive Administrator to close our Preschool based upon our building/parking lot/sidewalk conditions. The Preschool closing will also be posted on local news stations WRTV 6, WTHR 13, FOX 59 and WISH 8

### Snacks

The PCC Preschool believes in promoting healthy food choices, with good nutritional value, for students. The Preschool will provide each student with a healthy snack mid-morning, along with water to drink. Snacks will be chosen that are free of nuts.

### Use of Pictures and Videos

As part of our communication with families, we often use pictures and/or videos of our students in various activities and share them via Facebook, ClassDojo and Email. By enrolling your child in our program, you give us the consent to use these photos. If you would like to opt out of your child appearing in our photos, please contact the Preschool Office, in writing, of your preference.