

Opportunity Day Preschool

2025-2026

Parent Handbook

Please keep this handbook

For future reference!



Parent Handbook Table of Contents

2025 – 2026

Hours of Operation _____	3
Our Philosophy _____	4
Child Guidance Policy _____	5
Teachers and Staff _____	6
Parent Communication _____	7
Arrival and Departure Routine _____	7
Absences _____	8
Parking _____	8
School Closings _____	8
Facebook _____	8
Quiet Time _____	9
Discipline _____	9
Orientation to our Program/Separation Anxiety _____	10
Health & Medication _____	11 & 12
Lunch _____	13
Snack Time _____	13
Potty Learning _____	13
Appropriate Dress for School _____	14
What to Bring _____	14
Safety for your Child _____	14
Social & Self-Help Goals _____	15
Preschool Program _____	16
School Year Schedule _____	17
Tuition and Fees, How to Pay _____	18

Opportunity Day Preschool

Speedway Christian Church
5110 W. 14th Street
Speedway, IN 46224
(317) 244-7656 ext. 15; www.speedwaychristian.org

Welcome to Opportunity Day Preschool! We strive to give your child a valuable learning experience in a Christian environment. We want this to be a pleasant experience for both you and your child. This handbook is provided to answer questions you may have about our program. Please feel free to contact me with any additional questions you may have.

Caroline Cork, Opportunity Day Director, 317-244-7656 ext. 15
ccork@speedwaychristian.org

Hours of Operation

We are open 9:00 AM – 2:30 PM Monday, Wednesday and Friday during the regular school year. All entry into and exit out of, Speedway Christian Church will be only through the 15th street parking lot entrance.

Drop off times: 9:00 a.m. – 9:15 a.m.

Speedway Christian Church doors open at 8:58 a.m.

Please make sure your child uses the restroom, or has a clean diaper/pullup, **BEFORE** coming to class. Walk your child to their classroom and follow the instructions for drop off for your child's classroom. Please do not allow your child to go to the restroom or walk the hallways alone. ***Opportunity Day staff is not responsible for your child until you have delivered them to their classroom.**

Pick up time: 2:30 p.m.

Speedway Christian Church doors open at 2:25 p.m.

Please go directly to your child's classroom and follow the pick-up procedures for that classroom. If someone other than the individuals listed on your Pick-Up Authorization form will be picking up your child, Opportunity Day must be notified prior to pick-up time. For the protection of the child, that person must show a valid ID when picking up your child. Opportunity Day will not let anyone pick-up your child without previous arrangements being made. Please call or email Opportunity Day if there is a change in pick-up.

A \$10.00 fee will be charged for anyone not picked up by 2:45 p.m.

An additional \$10 will be charged for every 10-minute increment thereafter.

Our Philosophy

We believe that all children grow and develop at their own pace. Our goal is to provide a safe learning environment where kids can simply be kids.

We feel play is an essential aspect of young children's lives. Play is essential to their well-being and development. Our program provides time for free play as children need these experiences. New concepts, skills and understandings come to children through play. Children's attention begins to lengthen when they play. During play children learn to communicate their thoughts, feelings and needs to others.

We balance play with many structured activities such as table time, circle time, art activities, music, lunch, clean up etc. We choose curriculum activities based on the needs of the children. We feel it is important to help each child succeed at his or her own level and adjust projects to meet and challenge their current level of development. Teachable moments provide learning opportunities on any given day.

We believe social skill and self-help skills are essential for each child to develop and we reinforce this through modeling responsibility, acceptance, caring, sharing and respect for all children and adults. We believe by truly listening and engaging in conversations with children provides numerous opportunities for the development of emotional, language and social skills as well as enhancement of self-esteem. We are sensitive to each child's social, emotional, intellectual and physical needs. We strive to meet their individual needs as well as the group's needs. We believe given these experiences, children will develop a positive self-esteem and love of learning that will follow them throughout their lives.

Child Guidance Policy

Our child guidance policy is designed to help children become independent and caring by learning self-control, decision-making skills and responsibility for their own actions. We believe that children should be treated with the same respect that we, as adults, wish to be treated. Our goals are to help children develop positive self-esteem, respect for themselves and the rights of others and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving discipline when necessary.

We use the following guidelines and techniques to help children develop self-discipline and reduce problems before they start:

- A learning environment that promotes consistent routines and well-defined expectations.
- Use of praise through kind words and actions (hugs, smiles) to reinforce desirable behaviors.
- Redirection to another activity when a child displays undesirable behaviors.
- If a child caused physical or emotional harm to others, the child will be removed from the situation for a brief time to calm down.
- Time is provided to talk with the teacher about how the child is feeling and alternative, appropriate behaviors at a time when the child has calmed down.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We will provide parents with feedback about their children (both positive and negative, if necessary). If you desire help in dealing with a specific behavior or issue, please discuss it with us. Parent support is important for success.

Opportunity Day Teachers and Staff

Director

Caroline Cork

1-year-old classroom Room 202B

Hannah McDonald

Amber Chaplin

2-year-old classroom: Room 101B

Erin McNulty

Michelle Hines

2-year-old classroom: Room 102

Mary Hendricks

3-year-old classroom: Room 201B

Michelle Sears

Heather Sturgeon

3-year-old classroom: Room 202

Amanda Dine

4-year-old classroom: Room 204

Stacey Williams

4-year-old classroom: Room 206

Tressa Clinkenbeard

Laura Martinez

School Photographer/Support Staff

Kris Jones

Parent Communication

Opportunity Day uses Class Dojo to communicate with families, teachers and staff. During the first week of school, you will be sent an invitation via email to join your child's Class Dojo account. Please accept this invitation and download the Class Dojo app on your mobile device. We **ONLY** use the **FREE** version of this app.

Please do not pay for anything when downloading. See Caroline if you have problems/questions.

Because your child's teachers have limited use of their phones during school hours, please only contact them through Class Dojo. If you have an emergency, you may contact Caroline at 317.244.7656, ext. 15 or ccork@speedwaychristian.org. We also ask that you leave any off hours messages on Class Dojo as well. Please do not contact your child's teachers via text outside of school hours.

Please feel free to contact Caroline if you have questions, comments or issues you would like to discuss. If you need time to speak with your child's teacher, please reach out to schedule time with the teacher before or after school.

Arrival and Departure Routine

All children must be accompanied by a parent or other authorized adult. No child should be left to go to the restroom or walk the hallways without their authorized adult. ***Opportunity Day staff is not responsible for your child until you have delivered them to their classroom.**

ARRIVAL: 9:00 a.m. – 9:15 a.m. (doors open at 8:58 a.m.)

DEPARTURE: 2:30 p.m. (doors open at 2:25 p.m.)

If someone other than the individuals listed on your Pick-Up Authorization form will be picking up your child, Opportunity Day must be notified prior to pick-up time. For the protection of the child, that person must show a valid ID when picking up your child. Opportunity Day will not let anyone pick-up your child without previous arrangements being made. Please call or email Opportunity Day if there is a change in pick-up.

A \$10.00 fee will be charged for anyone not picked up by 2:45 p.m.

An additional \$10 will be charged for every 10-minute increment thereafter.

Your child's teachers will determine the arrival and departure procedures for the classroom. This information will be outlined in our Open House prior to the first day of school. Feel free to check with your teachers with any questions you have. If you need to speak with your child's teacher, please reach out ahead of time. We will be happy to arrange a time that works for you to meet.

Absences

If your child is going to be arriving late or will be absent, please call (317-244-7656 ext. 15), email (ccork@speedwaychristian.org) or send a Class Dojo by 9AM so we can plan our day and won't be waiting for your child to arrive.

Parking

The parking lot can be accessed from 15th Street & Winton Avenue. Parking is also available on Winton Ave. Please do not let your children walk and/or run through the parking lot unattended.

School Closings

School closings (due to inclement weather) will be announced and posted on our Opportunity Day Preschool Facebook page, Class Dojo and WTHR, Channel 13 (we will be listed as Opportunity Day Preschool). Please note, if Speedway Schools close, Opportunity Day will close. If Speedway schools are on a two hour delay, Opportunity Day will operate on a one hour delay. Classes will begin at 10:00 a.m. (Doors will open at 9:58 a.m.) (There is no monetary credit given for missed days due to bad weather.)

If the preschool closes for any other reason, parents will be notified via the Opportunity Day Facebook page, Class Dojo, and when appropriate, Channel 13 as stated above.

Facebook

Opportunity Day has a Facebook page listed as "Opportunity Day Preschool" which includes information and pictures of day to day activities, provides parents with information such as school closings, and important reminders. Parents and families are encouraged to be a part of this social media.



Quiet Time

This is the time of day before pick-up when it is time to slow down and just be quiet. The younger children normally fall asleep during quiet time, but older children sometimes do not. However, this is a time when the children are expected to be quiet and rest. After a full structured day, this quiet time is essential.

Your child may bring a book, special stuffed toys (quiet toys only), a blanket, and a small pillow for quiet time. These items must be in a bag or backpack (clearly labeled on the outside) that is separate from their lunch.

We ask that all backpacks and bags be left at Opportunity Day during the week. Please pack enough clothes for “extras” for the days the child will be attending during that week. The bags will be taken home on the child’s last day of the week, and items should be washed at home before returning to school the next week. (Please speak to your classroom teachers for any items that **MUST** be taken home each day.) Please put your child’s name on **ALL** items including extra clothes, diapers, bags, lunchboxes, drink bottles, etc.

Parents: Please disinfect, wipe out, and clean lunchboxes each day.

Discipline

Our goal is to treat each other with respect and kindness. These are basic skills used in everyday living. A “time out” chair is used should a child become disruptive enough to interfere with class learning and activities. If a child is continually disruptive, he/she will go to the director’s office. If this behavior continues, Opportunity Day reserves the right to contact the parents and have the child taken home for the rest of the day. If the behavior continues over the course of several days, the director will communicate with parents to instigate a behavior plan.

Orientation to our Program/Separation Anxiety

Starting in a new setting is an exciting experience for a young child, however it can also be a difficult one initially. Even children who are very excited about “starting school” may suddenly realize that you are not going to be there. The apprehension that accompanies that realization is a normal reaction. We would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come to our open house on Monday, August 11 from 6-7 p.m. This will give them an opportunity to see their classroom, meet their teachers and some classmates.
- Learn the names of your child’s play mates and the teachers who will be caring for them.
- Go to our Facebook page, look at the pictures with your child. It will help your child become more familiar with the classroom before attending.
- In their first days, use our Facebook pictures as a conversation starter with your child. What do you think you would like to do there? What did you play with today? Did you like the ____? etc.
- Actively listen to your child as (s)he talks about their day. This will give insight to help the next day. If you know they like the blocks, that might be a great direction to get them thinking about the next morning.
- Establish a “goodbye routine” and even practice it at home when leaving your child with a grandparent or spouse who typically doesn’t drop off. Try for example a special phrase like see you later alligator, one hug and two kisses. Try not to get trapped in the “one more hug, kiss etc.” Kids are amazing at this game! Unfortunately, it usually just makes a tough goodbye, tough for an even longer period of time.
- Figure out what works best for your child. For most children a quick departure is best. It doesn’t prolong what they are dreading (you are leaving). Usually by the time parents have pulled out of the parking lot, a crying child has stopped and is involved in playing.

Health & Medication

Your child's health is important to all of us. Please inform us of any special health precautions, medications or other concerns you may have about your child.

Authorization for medical treatment must be completed and signed by a parent and be kept on file for each child enrolled in our program. Please see your child's teacher(s) or Caroline to fill out **the Medication Authorization Form** for all medications/treatments administered during the school day.

Staff are trained in CPR and first aid.

Illness: Parental cooperation is necessary to promote a healthy environment for all the children attending our program. Please do not send your child to preschool if they show signs of illness in the morning. Your child may attend if they have regular cold symptoms, mild coughing or runny nose if they are able to participate in ALL childcare activities.

Parents need to have an alternative plan for illness of their child(ren) arranged in advance. When we call to inform you that your child is sick and needs to be picked up, we expect you or someone to pick up your child asap.

Sick children (fever at or over 100.4 and/or diarrhea, vomiting) should remain at home with a parent or caregiver. **Children that have had a fever may return to school 24 hours after the fever has subsided WITHOUT medication. Children that have been vomiting or have had diarrhea may return to school when they have gone 24 hours without vomiting or diarrhea. Please contact Caroline Cork, Director, at 317.244.7656, ext. 15, if your child is sick. If you contact your child's teacher directly, please also contact Caroline.**

Opportunity Day reserves the right to require that children wait 48 hours after a fever has subsided **WITHOUT** medication as necessary. **All parents will be notified if this policy changes due to excessive illness at Opportunity Day.**

- A child will be excluded from care if he or she displays any of the following symptoms:
 - an illness that prevents the child from participating in program activities or resting comfortably during rest time
 - an illness that results in greater care need than the Preschool staff can provide without compromising the health and safety of other children
 - fever of 101 degrees or higher, until child has been without fever for 24 hours **without** medication
 - unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of serious illness
 - persistent diarrhea **(3 or more occurrences in 1 day)**

health & medication continued

- vomiting, until maintaining a 24-hour period without vomiting
- mouth sores, unless the child's physician states that the child is non-infectious
- rash with a fever or behavior change, until the child's physician has determined that the illness is in a non-communicable disease
- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids), until examined by a physician and approved for readmission with or without treatment
- tuberculosis, until the child is non-infectious
- impetigo, until 24 hours after treatment has started
- head lice, until free of all nits or scabies and free of all mites
- strep infection, until 24 hours after treatment has started and the child has been without fever for 24 hours
- chicken pox, until the last blister has healed over
- ***The Preschool Director will make the final decision concerning the inclusion or exclusion of the child due to illness.***

To reduce the risk of children passing infectious diseases throughout the preschool, and if a child shows signs of a spreadable illnesses (such as the illnesses listed above but not limited to those), the parents will be contacted and asked to have the child's doctor evaluate the symptoms before the child returns to Opportunity Day. Your understanding and cooperation is appreciated.

Medication: Staff will dispense either prescription or non-prescription medication under the following conditions:

- Medication is in the original container which is labeled with the child's name.
- An authorization to administer medication has been signed (Medication Authorization Form). All medications MUST accompany the Medication Authorization Form and MUST be given to the teacher. NO medication should be kept in the child's backpack or lunchbox.
- ***The Preschool Director will make the final decision concerning the administration of medication to the child.***

Lunch and Snack Time

Lunch

Lunch is brought to school from home. We encourage parents to send healthy lunches, easy to maneuver and easy to open foods, finger foods, and foods that allow independent eating.

Bibs for the younger children are helpful. No bottles or baby food. Even in our 1's class, children must be able to feed themselves. Please send sippy cups for the 1-year old's and drink bottles for the older children. **No juice boxes, please.**

All lunch boxes and drink containers **MUST** be labeled clearly on the outside of the container. **All drinks must be included in the lunchbox.** (Either inside the lunch box, in a pocket, or attached to the outside of the lunch box.)

PLEASE MAKE SURE YOUR CHILD'S NAME IS CLEARLY VISIBLE ON THEIR LUNCH BOX AND DRINK CONTAINER.

Snack Time

Each classroom will have snack time each day. You are welcome to donate snacks such as goldfish crackers, small cookies, crackers, and cereal for snack time. If you would like to send in special treats, please sign up on the sheet provided by your teachers. We ask that you try to avoid chocolate and nuts as they are the most common for allergic reactions.

Potty Learning

We believe that potty learning is different for each child and each child will exhibit signs of readiness at different ages. Because of this, we do not require your child to be trained before starting preschool. We will be glad to **support** your potty-training efforts with the understanding that it will only work if we work together. When your child is showing signs of readiness, you must work with your child at home and we'll work with them here. Children should have some consistent success at home before we start with them at school/childcare. This typically means several days with only one accident and interest in staying dry.

Appropriate Dress for Preschool

Casual clothing is strongly recommended. Your child should be dressed for play; children do get dirty when they are actively involved in play. We feel letting them learn through explorations is much more important than keeping their clothes spotless. Please send your child in clothing that is easy to manage. Your child wants to learn to care for him/herself, and to be independent. Please do not send your child with a belts, suspenders or overalls or onesies. Please ensure that shoes are easy for your child to manage and get back on their own feet. (For the younger children, please make sure the shoes you are sending your child to school in are easy for the teachers to manage.)

What to Bring, Backpacks

We ask that all backpacks and bags be left at Opportunity Day during the week. Please pack enough clothes for “extras” for the days the child will be attending during that week. The bags will be taken home on the child’s last day of the week, and items should be washed at home before returning to school the next week. (Please speak to your classroom teachers for any items that **MUST** be taken home each day.) Please put your child’s name on **ALL** items including extra clothes, diapers, bags, lunchboxes, drink bottles, etc.

Parents: Please disinfect, wipe out, and clean lunchboxes each day.

Safety for your Child

- No child will be released to any person not listed on the child’s enrollment form without prior approval for the child’s parents.
- Only the 15th street entrance to Speedway Christian Church will be used during school hours. All doors are monitored during arrival and departure. The doors will be secured at 9:15 a.m. Any arrival after 9:15 a.m. must buzz at the 15th street entrance and notify staff that you are there. Doors are locked at the close of the day at 2:45 p.m.
- When someone other than normal pick up person comes to pick up a child, prior permission from parent is required. ID will be required.
- Playground and classroom equipment is cleaned and inspected regularly.
- Children and staff use proper hand washing procedures before and after each meal, toileting, diapering, etc.
- We are a family of nonsmokers and no smoking is permitted in any children’s areas including the classroom, playground, and parking lot. (This includes cigarettes, vaping and marijuana.)
- Fire and tornado drills are held. Church staff participates in these drills.
- Staff are mandated reporters of suspicion of child abuse or neglect.

Social & Self-Help Goals

We feel social and self-help skills are as important as academics. Each program has different expectations for children, so we wanted to outline some of the goals and skills children in our program will be working on. We **DO NOT** expect your child to come in our program knowing how to meet these expectations. It is a growing and learning process. The goals we have for the children in our care are all in place for a reason. They may be for health and safety reasons or developing self-help skills they will need for kindergarten and beyond, or social skills they need to navigate through life.

General Manners and Expectations:

- Children will learn to say please and thank you regularly.
- Children will learn to say excuse me when appropriate.
- Children will learn to share and take turns as developmentally appropriate. (Preschoolers will not be able to do this at all times – this is a goal to work towards.)
- We do not allow children to exclude anyone who wants to play with them. (they can have alone time, but we try to eliminate the “I only want to play with _____”)
- Children are expected to help clean up the classroom at clean up times. We also encourage children to get in the habit of putting things away when they are done playing with it.
- Children are expected to use a gentle touch, we discourage rough play and pretend guns.
- Children are expected to be respectful of their teachers and other children.
- Children are expected to take care of their own things. They put their things away in their cubbies. They put papers in their folders. Clean up their own messes (when age appropriate).

Table Manners:

- Children are expected to remain seated during lunch. They will be expected to remain seated at their table until the teachers indicate that lunch time is over.
- Children will be expected to keep a normal “inside voice” during lunch time.
- Children will not share food with others.
- Children will be asked to eat their “healthy food” before enjoying the sweet treat if parents provide one.
- Each class has a limited time for lunch. Children will be encouraged to focus on eating their lunch while enjoying their time with their peers. Approximately 30 minutes is allotted for lunch in each class.
- Children will be taught how to clean up after themselves when done. They will throw away their trash, put containers back into lunch boxes and close lunch boxes as directed. (Each class will work on these skills as age appropriate.)

Preschool Program

Listed below are just some of the skills that we work on each day.

Each classroom approaches the learning of these skills in an age appropriate way.

Social Skills- (manners, kindness, playing cooperatively, taking turns, compassion, respect, handling emotions).

Self-help skills- (washing hands, handling bathroom needs, cleaning up toys, taking care of their possessions)

Gross Motors Skills- (climbing, running, hopping, jumping, balancing, catching and throwing balls)

Fine Motor skills- (puzzles, Lego's, blocks, manipulative toys, lacing beads, drawing, coloring, writing, cutting (3's and above), play dough.)

Math Skills (counting, patterns, simple addition and subtraction, one to one correspondence. We use a wide variety of manipulative activities and incorporate math during our daily activities and circle time.)

Literature-based Activities (circle time, stories, charts, finger plays, songs.)

Letter and Number Explorations (activities including letter books, fun tactile activities, games, and a rich print environment.)

Handwriting (handwriting program teaches proper letter formation from the start, yet in fun, easy ways designed for preschoolers to develop good fine motor skills)

Computers/Tablets Opportunity Day does not use computers/tables during our day. Please refrain from bringing them into the classrooms.

Science (hands on explorations about our environment, animals, and nature)

Social studies (learning about our community)

School Year Schedule

Open House/Parent Information Night	Monday, August 11, 6-7 pm
First day of school	August 18
Labor Day (no school)	September 1
Fall Break (no school)	October 13 - 17
Thanksgiving Break (no school)	November 24 - 28
Last day before break	December 19
Winter Break (no school)	December 22 – January 6
Return to school from break	January 7
Martin Luther King, Jr. Day (no school)	January 19
Presidents Day (no school)	February 16
Spring Break (no school)	March 23 – March 27
Return to school from break	March 30
Last day of school	May 15

Tuition and Fees

How and when should you pay your child's tuition at Opportunity Day?

Fees are due the first school day of the month (September - May). A one-day grace period will be given from the first day of the month that your child attends class until their next scheduled day of attendance. An additional late fee of \$5.00 per day will be charged if the monthly fees are paid after the given grace period.

We have 3 convenient ways for you to pay your child's tuition!

1. **Cash** – Please put your payment in an envelope with your child's name on the outside and drop it in the pink piggy bank outside of Miss Caroline's office. You may also leave your payment in the collection box provided when you exit the building. **(Please DO NOT put payments in your child's backpack or lunch box without letting the teachers know!)**
2. **Check** – Make the check out to **Speedway Christian Church** in the amount required for your child. Drop the check in the pink piggy bank outside of Miss Caroline's office. You may also leave your payment in the collection box provided when you exit the building. **(Please DO NOT put payments in your child's backpack or lunch box without letting the teachers know!)**
3. **Pay electronically** - through Chase QuickPay with Zelle. Use Miss Caroline's email address to send the payment directly to Opportunity Day each month. (ccork@speedwaychristian.org).

Fee Rates:

1 day a week = \$100 per month
2 days a week = \$200 per month
3 days a week = \$265 per month

(Please DO NOT put payments in your child's backpack or lunch box without letting the teachers know!)