

**Director**

**Southeastern Preschool  
Parent Handbook  
2017-2018**



**growing  
children's hearts  
toward God**

**Mrs. Wright**

**Mrs. Cain**

**6500 Southeastern Ave.**

**Phone: (317) 352-9298**

**Tuition:** Tuition is based on an annual fee and is divided into 10 equal monthly payments for your convenience. Tuition will be as follows:

Days Per Week	Annual / Infant	Monthly / Infant
5	\$ 6,200 / \$ 8,000	\$ 620 / \$ 800
4	5022/ 6,480	502 / 648
3	3,875 / 5,000	388 / 500
2	2,604 / n/a	261 / n/a

The tuition payment is based on the number of days you register for and not on the number of days your child is in attendance.

**Checks are to be made payable to Southeastern Preschool.**

**Late Fee & Pmt. Policy:** The current month’s tuition and previous month’s childcare charges and misc. charges (if any) are due **in full** by the **5th** of each month, beginning Aug. 5th—May 5th.

A late fee of \$25.00 will be charged to your account if pmt. is not received by the 10th. Your child will not be allowed to return to class if pmt. is not received by the 20th. Your child’s enrollment will be terminated if pmt. is not received by the 30th.

**Preparing your child:** Your child’s first days of school should be a wonderful experience. Your words and actions can make a great difference in how your child accepts new surroundings. You may help to prepare your child by speaking of school as a pleasant, joyful event and by stressing the new experiences he/she will have.

We suggest that you place your child in the hands of the teacher, assure him/her that you will return and then leave promptly. Experience has taught us that when your child realizes that you are not available, he/she will accept the teacher’s guidance more readily and join the other children for a day of fun. Your child’s teacher will make a home visit the week before school starts to meet you and introduce herself to your child.

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**Lunches:** Parents of 3’s—Pre-K. are welcome to eat lunch any day with your child. However, we request that you eat the scheduled school lunch provided and do not bring in outside food (ie McDonald’s, pizza, etc.). A nutritionally balanced lunch, including milk, is provided each day and is included in the tuition cost. However, if your child does not want the main entrée, you may provide another entrée only to replace the entrée. If refrigeration is necessary, please store in the middle door of the silver refrigerator in the kitchen.

**Field Trips:** The pre-K teachers will plan class field trips to acquaint the children with interesting people, places and events. Permission slips and notes will be sent home from your child’s teacher to inform parents about the field trip and give any special instructions. All away field trip costs will be the responsibility of the parents and must be paid **in cash**. In house show fees will be added to your account.

**Conferences:** Infants thru Pre-K parent conferences may be scheduled throughout the year, if needed.

**Evaluations:** Pre-K students will receive mid & end of year evaluations. 2 & 3 yr. olds will receive a progress report at the end of the school year.

**Taxes:** Please keep your monthly tuition/childcare statements for filing taxes. We do not send out statements at the end of the year. However, a requested year-end tax statement can be made available for a fee of \$5.00.

**Security/Access Doors:** For safety’s sake, we request that each child be escorted to and from the classroom by an adult. We have a secured building; therefore, each family will be provided with 2 security cards for the preschool entrance door. Add’l cards will be \$5.00 each.

**Evacuation Procedures:** In the event of an emergency situation (ie. fire, gas leak, water main break, lock down, etc.), children will be evacuated to St. John’s Lutheran School (east of our building) on Southeastern Avenue. Parents will be notified as quickly as possible to come and pick up their child.

**No Tolerance Policy:** No abusive or foul language will be tolerated by adults when speaking to any staff member of the preschool. This could result in the expulsion of your child from the preschool.

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# Southeastern Preschool Calendar

## 2017

July	31	First Day of School
September	4	Labor Day <b>(Closed)</b>
	30	Fall Festival
October	19 & 20	Fall break <b>(Closed)</b>
November	22 & 23 & 24	Thanksgiving break <b>(Closed)</b>
December	12	Christmas Program 10:00 a.m.
	21—22	School closed— <b>childcare open</b>
	25 & 26	Xmas Break— <b>(Closed)</b>
	27—29	School closed— <b>childcare open</b>

## 2018

January	1 & 2	New Years Break— <b>(Closed)</b>
	3	School resumes
March	26-30	School registration for <u>current</u> students Spring break <b>(Closed)</b>
April	2	School resumes and open enrollment for 2018/19 school year
May	18	Graduation program – 7:00 p.m.
	25	Last day of school
	28	Memorial Day <b>(Closed)</b>
	29	Summer day camp begins

**Discipline:** Children, as you know, may not always get along with one another. They may not choose to follow our classroom and safety rules or they may have unfavorable behaviors (hitting, biting, kicking, pulling hair, etc.). There may be times when disciplinary action will have to be taken. In such an event, a “time-out” phase will be enforced. Your child may be restricted to play with limited toys or other children in order to prevent further reoccurrence of inappropriate behavior.

**Rest Time:** All children will participate in a rest period after lunch. The school will provide a cot for resting. Children are allowed to bring a small blanket and pillow, but please keep in mind that we have limited space and therefore can not accept bed-size pillows or comforters. Children are not required to go to sleep, but must lie on their cots quietly so as not to disturb other children. Please do not send pacifiers for your child except for the infant or toddler classes.

**Clothing:** Please dress your child in clothing and shoes that are comfortable and safe. Slick soled shoes, high-heeled sandals, clogs & flip flops are not safe for active children. We ask that you provide a complete change of clothing with your child’s name written in each item. Please allow for seasonal changes. If you provide shorts and short-sleeved shirts for the summer/fall season, please also provide pants and long-sleeved shirts for the winter season. If your child has an accident at school and a change of clothes has not been provided by you, you will be called to bring clothing for your child. Please also dress your child according to the weather. Children, ages 3 thru Kg., will go outside every day unless it is raining or the temp./wind chill is below 32 degrees or the temp./heat index is above 90 degrees. Children, ages 1 & 2, will go outside every day unless it is raining or the temp./wind chill is below 40 or the temp./heat index is above 85.

**Show-N-Tell:** Your child may bring something for Show-N-Tell on the day designated by his/her teacher. Please send only one item, in a bag, with your child’s name on it. Please do **not** send any item of value or that is non-replaceable and **do not send toy guns or toy knives/swords.**

**Birthdays:** If you wish to provide birthday refreshments for your child’s class, please make arrangements with his/her teacher in advance. Refreshments can not be homemade.

**Before and afterschool care:** A fee of \$2.00 per half hour will be charged for childcare. Parents will sign their child in each morning on the class Today I Need sheets provided. The childcare provider will sign the child out each day. Childcare hours are from 7:00 to 8:30 a.m. and from 3:00 to 5:30 p.m. If your child is picked up after 5:30 p.m, you will be charged \$5.00 for each five minute increment. The preschool office will document the total hours of childcare used each week. These childcare charges will be posted on the monthly tuition statement.

**Medication:** It is our school policy that employees are not allowed to dispense medication (prescription and/or over-the-counter) without written permission from a parent/guardian or doctor. Authorizations regarding dispensement of medication must include the following:

1. Student's name
2. Dosage verification
3. Time medication is to be administered
4. Signature of parent/guardian or physician

Please send **only** the dosage of medication to be administered.

Dismissal due to an epidemic shall be authorized by Public Health Officials. No tuition will be refunded unless the dismissal of school is more than six (6) consecutive school days.

**Illness:** Do **NOT** send your child to school if one or more of the following symptoms are present: diarrhea, vomiting 2 or more times in a 24 hr. period, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, head lice, eye discharge or redness or fever of 100 degrees or more. Your child may not return to school until he/she has been fever-free (without fever reducing medication) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the child can return to school. This will help prevent the spread of infection to others. If your child exhibits these symptoms while at school, you will be notified to come pick up your child.

**Immunization Records:** An immunization form must be rec'd in the school office by the first day of school. All immunizations must be up-to-date. If we have your child's shot record from last year and he/she has received additional shots, please provide an updated record.

## WELCOME

Welcome to Southeastern Preschool! We are happy to have you and your child join our "family."

Southeastern Preschool is one of our best methods of ministering and teaching love, compassion, respect, reverence and understanding. Working with children provides a great opportunity for service to our community. This service is directed to the total needs of children, placing special emphasis on their care and on learning activities. Our curriculum includes spiritual and age-appropriate academic classes.

The major objectives of the Preschool are twofold. First, we try to meet the spiritual needs of the families and children in our school. We do this through prayer, teaching Biblical principles and moral values and assisting with benevolent needs. Second, the Preschool provides developmentally appropriate educational opportunities for each child through a safe, stimulating, loving and Christian environment. The staff is dedicated to these objectives and are selected from the Southeastern Church of Christ membership whenever possible.

The relationship of the Preschool to you and your child will always be one of complete openness and honesty. It is our hope and desire that you and your child will be as happy with us as we are with you. We wish to share with you a truly loving and caring experience.

Southeastern Preschool is registered with the State of Indiana as a childcare ministry.

Southeastern Preschool Staff  
and Elders

# Goals and Learning Philosophy

Our goal at the Preschool is to work toward the individual development of your child. The six major areas of concern are physical, cognitive, social, emotional, spiritual and creative development. Each child will be provided with experiences that will stimulate their growth in these areas.

To promote physical developments, we will provide outdoor and/or indoor exercise daily. Fine motor skills will be developed through art and writing projects as well as many other activities. Large motor control will be developed through games, creative play, organized sports and exercise activities.

Cognitive development will be our focus in all activities. Pre-reading skills, Bible lessons, beginning printing skills, basic math, social studies & science skills, and music will be incorporated into the curriculum. Each lesson will be geared to your child's age level.

Creative play with other children will be the best teacher of social skills. Of course, adult supervision and direction will be of utmost importance. Some activities will be specifically planned to aid your child in social development.

Self-help skills will also be taught and developed. Your child's emotional well-being will always be of the utmost importance to our staff. Showing love and concern for others generates love and concern in return. A safe and stable environment at the Preschool will also foster emotional security in the hearts of the children.

Christian and moral principles will be apparent in our endeavors. Staff members will always seek to set a Christ-like example.

The Preschool presents each child with the opportunity to express himself creatively. Music, art, speech and play encourage each child to develop individuality.

**Admission:** The preschool will accept children between the ages of 6 weeks thru 4 years of age by Aug. 1<sup>st</sup>, regardless of race, religion, color or national origin. Your child must be at a stage of development to benefit from the program of the preschool. Toddlers must be one year of age, walking without assistance and off the bottle. 3 yr olds must be potty trained and wearing underpants. Parents will be given the current Parent Handbook and registration forms. Application and emergency forms must be completed and a non-refundable registration fee of \$100.00 is to be paid when the forms are submitted to the preschool office.

The preschool reserves the right to refuse admittance or expel any child whose needs it cannot meet or whose presence would cause harm to other children or whose behavior is not conducive to the classroom setting.

**Class Assignment:** The State of Indiana has set the ages for children starting Kindergarten. We will follow the State guidelines for preschool and kindergarten. This assures that the children are in their proper school age group and have the ability to read, write and interact in accordance with other school systems. Children ages 1 yr. thru 4 yrs. should be that age by Aug. 1<sup>st</sup> to be in that age class. In other words, your child should be 1 by Aug. 1<sup>st</sup> to be in the 1 yr. old class, etc.

**Start Dates:** Infants thru Pre-K will begin on Mon., July 31 or Tues., Aug. 01 or Wed. Aug. 02, depending on your registration schedule.

**School Hours:** Our building is open from 7:00 a.m. to 5:30 p.m. School class time hours are from 8:30 a.m. to 3:00 p.m. Before and after class time care is available.

**Holiday Closings:** The preschool and childcare will observe the following holidays: Labor Day, Fall Break, Thanksgiving Break, Christmas and New Year's Break, Spring Break, Memorial Day and the Fourth of July. School and childcare will be closed on these dates; however, childcare will be available 12/21 and 12/22 and 12/27 thru 12/29 only. This is included in your tuition fee, but does not include any childcare used on these dates.

**Weather Closings:** We will close our school during inclement weather. Please watch WISH 4, WRTV 6 or WTHR 13 for school information. Any township school delays will **not** apply to the preschool.

**Drills:** Through out the year we will have lock down and tornado drills as well as monthly fire drills.