

Southeastern Preschool Parent Handbook 2010-2011



**growing
children's hearts
toward God**

**6500 Southeastern Ave.
Indianapolis, IN 46203**

**Phone: (317) 352-9298
Fax: 322-1690**

Field Trips: The school 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 field trip costs will be the responsibility of the parents and must be paid **in cash**..

Preparing your child: You 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.

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. We suggest that you do not send any item of value or that is non-replaceable. **Please do not send toy guns, toy knives/swords or fighting action figures.**

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.

Lunches: Parents, you 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 (i.e. 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 a sandwich only to replace the entrée. If refrigeration is necessary, please store in the far left door of the silver refrigerator in the kitchen.

Taxes: All childcare is tax deductible. 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 printed 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 charged \$5.00 per access/security fob for the preschool entrance door. If additional fobs are needed, they will be provided for a fee of \$5.00 each. This fee will be refunded at the end of the school year if the fob is returned to the school office.

Evacuation Procedures: In the event of an emergency situation (i.e., fire, gas leak, water main break, 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.

Classroom Visits: Parents are welcome to visit the classroom at any time. We encourage you to share any special talents you may have with the class and teachers.

Conferences: Toddlers thru Pre-K parent conferences may be scheduled throughout the year, if needed. Kindergarten conferences will be scheduled after the first twelve weeks of school.

Evaluations: Kindergarten students will receive progress evaluations every twelve weeks and 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.

Table of Contents

Calendar.....	2
Welcome.....	3
Goals and Learning Philosophy.....	4
Policies	
Admission.....	5
Class Assignment	5
Immunization Records	5
Tuition.....	5
Start Dates	6
School Hours.....	6
Before and afterschool care.....	6
Holiday closings.....	6
Childcare open	6
Weather closings	6
Illness.....	6
Medical Requirements.....	6
Medication	7
Discipline.....	7
Rest time	7
Clothing.....	7
Show-n-Tell.....	8
Birthdays.....	8
Lunches	8
Taxes.....	8
Security/Access Doors.....	8
Evacuation Procedures.....	8
Classroom Visits.....	8
Conferences	8
Evaluations	8
Field Trips	9
Preparing Your Child.....	9

Southeastern Preschool Calendar

2010

August	9-13	Teacher In-Service week
	16	First Day of School
September	6	Labor Day (no school and no childcare)
	23	Open House 7:00—8:30
October	21-22	Fall Break (no school – childcare open)
November	25-26	Thanksgiving Break (no school and no childcare)
December	4	Breakfast with Santa 9:00 – 11:00
	14	Christmas Program 10:00
	20-22	Christmas Break begins (no school – childcare open).
	23-24	Closed for Christmas (no school and no childcare)
	27-29	No school – childcare open
	30-31	No school and no childcare

2011

January	3	School resumes
	17	Martin Luther King, Jr. Day (no school – childcare open).
February	21	President’s Day (no school – childcare open)
March		school registration for <u>current</u> students
	28-4/1	Spring Break (no school – childcare open)
April	4	School resumes
	4	Open enrollment for 11/12 school year
May	2-20	Enrollment for 2011 Summer Day Camp
	19-20	Graduation programs – 7:00 p.m.
	27	Last day of school
	30	Memorial Day (no school and no childcare)
May	31	Summer Day Camp begins

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.

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 toddler class.

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.

Start Dates: Kindergarten will begin on Monday, Aug. 16, 2010. Pre-K thru toddlers will begin on Mon., Aug. 16 or Tues., Aug. 17 or Wed., Aug. 18 – depending on your registration schedule.

School Hours: Our building is open from 7:00 a.m. to 6:00 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.

Before and afterschool care: A fee of \$2.00 per 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 6:00 p.m. If your child is picked up after 6:00 p.m., you will be charged \$5.00 for the first five minutes and \$5.00 per minute thereafter. Any charges accrued after 6:00 p.m. will be **paid directly to the afterschool childcare provider**. The preschool office will document the total hours of childcare used each week. These childcare charges will be posted on the monthly tuition statement.

Holiday Closings: The preschool and childcare will observe the following national holidays: Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas, New Year's Eve and New Year's Day, Memorial Day and the Fourth of July. School classes and childcare will be closed on these days. See school calendar for any exceptions.

Childcare Open: Childcare will be available when preschool classes are not in session as follows: Fall break, Christmas break, Martin Luther King Day, President's Day and Spring break. This is included in your tuition fee. If you bring your child during the above mentioned times, you will only be charged for childcare, if any, used between 7:00 to 8:30 a.m. and/or 3:00 to 6:00 p.m.

Weather Closings: During inclement weather, we will close our school when **Franklin Township schools close**. Please watch FOX 59 TV. or WISH 8 for school information. Since we do not use school buses, any Franklin Twp. school delays will not apply to the preschool.

Illness: A child should not be sent to school if he/she seems sick in any way. If your child has a fever or a contagious symptom of any kind, or has three (3) runny stools (diarrhea), your child will be isolated from the rest of the class and you will be notified to pick up your child. Parents, please abide by the teacher's judgment – if your child can not participate in the class activities, you will receive a call from the preschool office and be required to pick up your child. Your child must be fever-free for 24 hrs. before returning to school.

Immunization Records: A completed health & 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 health form 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, number recognition, music and Spanish 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 12 months thru 5 years of age by Sept. 1st, 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. Parents will be given the current Parent Handbook and registration forms. Application and emergency forms must be completed and a non-refundable registration fee 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 be dangerous for other children in the school.

Class Assignment: The State of Indiana has set the ages for children starting Kindergarten and 1st grade. 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 thru 5 should be that age by Aug. 1st to be in that age class. In other words, your child should be 1 by Aug. 1st to be in the 1 yr. old class, etc.

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

Class	Days Per Week	Annual Fee	Monthly Pmt.
Kindergarten	5	\$4,950	\$495
3's & Pre-K	5	4,950	495
	4	3,925	393
	3	2,900	290
	2	1,875	188
1's & 2's	5	5,346	535
	4	4,239	424
	3	3,132	313
	2	2,025	203

A 10% discount is given to a sibling on their tuition. 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. The current month's tuition pmt. and the previous month's childcare charges are due **in full** by the 5th of each month, beginning Aug. 5th thru May 5th.

Checks are to be made payable to Southeastern Preschool.