

Parent Handbook 2012-2013

Introduction

On behalf of the Lakeside Presbyterian Church family and the Weekday Preschool staff, I would like to welcome you to Lakeside Presbyterian Church Weekday Preschool.

We take very seriously the trust you have placed in us to care for and nurture your child during the time he/she is enrolled in one of our weekday programs. We look forward to working with your child and you during this important period of their development.

We are committed to the belief that our program is at its best when it is a shared experience. Parent involvement is critical to the success of your child's educational experiences. We encourage you to be an active participant. You will be better able to understand the program in which you have enrolled your child if you are involved.

Teachers and parents need to keep the lines of communication open in order to share information and exchange ideas that will make this experience the very best it can be for the child. We want this time to be a growing and learning experience for all of us: parent, child and teacher. Together it will be!

Thank you for giving us the opportunity to share this very special time in your child's life.

Thank you for choosing Lakeside Presbyterian Church Weekday Programs.

What we believe about the children we care for . . .

Preschool age children are inquiring, intelligent individuals who need to learn how to put the knowledge their senses gather to good use. These children are not equipped for sitting still and listening to words. They are equipped by nature to rise, look, see and do. Their chief characteristic at this stage of growth is activity.

A preschool child's "work" is play. It is through their play that they...

- *explore their world

- *make choices

- *deal with consequences

- *learn to relate to others

- *acquire skills for being successful in all learning environments

Preschool is a great period of learning, but it is much more than ABC's and 123's. The preschool child's job is to grow physically, emotionally, intellectually and socially. The way he or she does this best is by being in a program where the emphasis is on what he or she can do.

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Lakeside Presbyterian Church has provided a Weekday Preschool program for over 50 years because the church family believes young children need experiences that will help them to grow spiritually, socially, mentally, emotionally, and physically in an environment where they feel safe, loved and valued because they are precious gifts from God.

Your child's preschool experience at Lakeside Presbyterian Church is based on the belief that we are called by God to welcome and value children...

“Because we affirm that
all children are a gift of God,
created by God and created good;
all children are a gift to the whole of the human community”

from A Vision for Children and the Church Congregational Ministries, PC (U.S.A.)

General Information

About Attendance...

A child's attendance is expected to be regular and punctual. Parents are expected to notify the Preschool office when their child will be late or absent.

Tuition is not reduced due to absence and a child may not make up a day missed due to an absence by coming on an off day.

About Dress...

Children should be dressed for active play in clothing that is comfortable and will not cause distress if “messed up”. Dress must be weather appropriate for outside play.

Socks and closed toe shoes - preferably tennis shoes - that fit securely on a child's feet are the only acceptable footwear for safety reasons whenever a child is here.

A child who comes wearing any other type of shoe (flip flops, sandals, slides, dress shoes, boots) will not be allowed to participate until acceptable shoes are brought to the Preschool office or the parent has put them in the child's backpack.

About Sickness...

The staff will make every effort possible to protect the health of the children. The full cooperation of parents in helping prevent the spread of communicable diseases is extremely important. Parents should monitor their children for colds and other disease symptoms and keep them home when in doubt.

Please keep a child home when he/she is nauseous and vomiting, complains of a sore throat, has a runny nose, diarrhea, skin rash, inflamed eyes, discharging ear, a consistent cough, earache, enlarged glands, flushed face or fever of 100+.

If a child develops any of these symptoms at school, the parent will be called and arrangements must be made for the immediate pick up of the child. **The Preschool is not prepared or equipped to care for sick children.**

Parents are expected to notify the Preschool office whenever their child will be absent and the Director immediately if their child is diagnosed any type of contagious

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illness.

A child must be fever free for no less than 24 hours before returning to their class.

About Communication...

Verbal messages of any nature from a child will not be accepted.

The Preschool answering machine is checked during Preschool hours. Non-emergency messages will be given to the Director or teacher at the end of that Preschool day.

At no time should anything be brought in or sent in by a parent to go home with any child without the prior knowledge of the Director. This includes party invitations and gifts.

Parents are to feel free to discuss concerns or questions with the Director or their child's teacher when they arise, keeping in mind that the appropriate time is not during Preschool hours when the staff's full attention must be directed toward the children in our care. Such discussions are never to take place in front of a child or other parents. Parents are encouraged to call, send a note to or email the appropriate staff member. Every effort will be made to address your concern or question as soon as possible. Your co-operation in this effort is greatly appreciated.

About Visiting...

Parents are encouraged to visit and share the morning with their child with advanced notice. Please talk with your child's teacher or the Director to plan your visit.

About Snacks...

Parents are responsible for sending a healthy snack each day with their child. **Please limit the snack to one (1) food item.** Please do not send glass containers or items that need to be heated or refrigerated. Special snacks to celebrate birthdays or other occasions are welcomed. Please always talk to your child's teacher before sending a special snack.

About Personal Belongings...

All personal belongings and clothing such as hats, boots, sweaters, coats, jackets, gloves, raincoats, umbrellas, lunch boxes, and tote bags must be marked with the child's name.

Your child is not to bring personal toys to Preschool unless asked to do so by their teacher.

Play weapons of any kind are not allowed at our Preschool.

The preschool will not be responsible for personal belongings that are not labeled or unrequested toys brought to school.

Enrollment and Fees

Enrollment is open to all children without exception as long as the needs of that child and the family can be met. No child will be denied enrollment for financial reasons. A scholarship program is available.

To enroll in the . . .

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Toddler's Morning Out

The child must be 6 months old by September 1.

Playgroup

The child must be 2 years old by September 1. Children do not have to be potty-trained. The staff is more than willing to help with potty training when appropriate and with parent support.

Preschool

The child must be 3 years old by September 1 and be potty-trained. They are expected to use the bathroom consistently, appropriately and independently. Diapers, including pull-ups, are not acceptable. The staff is more than willing to assist children as needed. Children who do not meet this requirement will be withdrawn until such time as they do.

Pre-K

The child must have turned 4 years old by September 1.

Kindergarten

The child must have turned 5 years old by September 1.

A child may be enrolled anytime during the current school year provided there is an opening in an age appropriate class. Once a child is enrolled they and any younger siblings are guaranteed placement in the program of choice for upcoming sessions.

Exceptions to enrollment policies will be made only at the discretion of the Director of the Preschool.

A child may be withdrawn by the parent or the preschool at any time if either determine that such an action is in the best interest of the child and/or the program.

Fees

Enrollment

An enrollment fee will be due in full at the time of enrollment each year. The enrollment fee is non-refundable.

Tuition

The tuition is an annual fee. Annual is defined as nine months or ten months: September through May.

Tuition may be paid annually, semi-annually or monthly. The annual tuition payment is due September 1. Semi-annual tuition payments are due September 1 and January 15. Monthly tuition payments are due the first day of the month beginning in September and ending in May.

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Tuition payments paid by check should be made payable to: LPC WEEKDAY PRESCHOOL. Payment envelopes are provided.

Receipts and/or account statements are available upon request by person responsible for payments.

If a child is withdrawn from the program, tuition will be due through the month of withdrawal.

Collection Policy

It is the parent's responsibility to notify the Director immediately when payment cannot be made so other arrangements can be worked out or if a child is being withdrawn.

In either case full tuition is due until the parent speaks directly to the Director. The Financial Agreement signed at enrollment is a legally binding contract.

Past due accounts will be dealt with in the following manner:

15 days past due - a reminder notice

30 days past due - a phone call reminder

If after ninety (90) days there has been no response to requests for payment, the account will be turned over to the Weekday Preschool Advisory Committee. This could result in the child not being allowed to return until the account is settled and legal action.

(Last revision 09/2011)

Extended Hours/ Happy Hive Program

General Information

The Extended Hours or Happy Hive program is available only for children enrolled in all LPC Preschool programs. TMO children not enrolled for the 2012-2013 school year may enroll full time beginning September 2013.

Annual enrollment is required and parents using this program must have alternative childcare for their child for days that our programs are scheduled to be closed as well as days that our programs are closed due to weather.

Any child who leaves after their regular dismissal time must be enrolled in the appropriate Happy Hive program, regardless of who is responsible for their transportation.

The person bringing or picking up is responsible for...

1. signing that child in and/or out
2. making sure staff know that child has arrived or is leaving

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Opening/Closing Policy

Unscheduled Early Dismissals, Delayed Openings and Closings

Decisions to take any of these actions are made by the Director.

If any of these actions must be taken parents will be notified immediately:

1. using the email address parents provided on their Enrollment form
2. on WRIC/Channel 8 Television scroll in Private Schools and online at WRIC.com
3. on NBC/Channel 12 Web Site www.NBC12.com listed as Lakeside Presbyterian Preschool under Private Schools

The information will also be made available as soon as possible on:

1. our website: <http://lakesidepreschool.org> home page
2. the Preschool office answering machine (804) 261-7942

No reduction in tuition is given for days missed regardless of the reason.

Makeup days are not built into the annual calender.

Children who attend MWF may not make up a day missed due to an unscheduled closing, delayed opening or early dismissal by coming on an off day.