

PRE-SCHOOL PURPOSE

Ministry: An outreach ministry designed to provide a supportive environment for parents while at the same time introducing all children to God and His son, Jesus

Goals: Provide an opportunity for children to learn in a developmentally appropriate program designed to help the children grow spiritually, physically, emotionally and intellectually

Offer care in a wholesome and safe environment

Love each child as a unique creation of God's

Any questions, please contact:

Lori Mobley
Director

Germantown Church of Christ Pre-school
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PRESCHOOL GUIDELINES

Admission

The preschool will provide admission to children based on availability regardless of sex, race, color, or creed. Priority will be given to Germantown Church of Christ members, faculty, and siblings. Application/registration fee: \$50.00 non-refundable annual fee. Application fee will reserve placement in the program.

Registration

The preschool will provide enrollment to children based on availability, regardless of sex, race, color, or creed. However, priority will be given to faculty, staff, currently enrolled students and their siblings.

Children currently enrolled must re-register by March for the following school year. The waiting list is only for the current school year.

Please keep in mind that your child has a place reserved for him/her and teachers employed to teach him/her. Therefore, **tuition is payable whether a child is present or absent. There is no refund for missed days nor may they be made up.**

Tuition

Annual tuition is \$1,215.00 per child. There are three payment options: full amount, by semester, or monthly. The monthly option is interest-free and divided evenly over the 9-month school year.

Should you choose to pay monthly, a deposit of \$135.00, which is equal to 1 month's tuition payment, is required at the time of registration. If your account is current at the end of April, your deposit will become May's tuition payment.

Monthly tuition payments are due the first school day of each month. Tuition payments received later than the 10th of the month will

accrue a \$10.00 late fee. **Tuition is still due when your child is absent due to illness or vacation.** Payments delinquent past 30 days will be cause for your child's dismissal from the program.

Please deliver your payment to the Germantown Church of Christ Preschool mailbox.

1. Do not send payment in your child's backpack.
2. Any late charges will be assessed according to the date they are received in the Preschool office.
3. Please write your child's full name on the check to ensure proper credit.
4. If paying in cash, please place in an envelope with your child's name written on the front.
5. The return check charge is **\$20.00.**

Written withdrawal notice is requested two weeks in advance.

Attendance

We meet each Tuesday and Thursday following the Shelby County school calendar. Our day begins at 9:30 a.m. and ends at 2:30 p.m. **Please do not bring your child prior to 9:30 a.m. as this time is needed for daily preparation;** this time is used to get our classrooms ready and to have our morning staff meetings.

Tardiness is discouraged. However, if your child must be late, please bring him/her **no later than 10:10** a.m. unless previous arrangements have been made with the classroom teacher.

The first few minutes of our day are very important to your child and his/her teacher. Please do not use this time as a conference time. If you need to talk to your child's teacher, please send a note and a time will be scheduled.

Illness Policy

We are concerned about the health and welfare of each child in our program. Therefore, the control of communicable diseases among our students is of major concern. In order to protect the children in our preschool, we ask that parents keep their child at home if they have experienced any of the following symptoms **within the past 24 hours:**

- fever over 100 degrees orally or 99 degrees axillary (under the arm)
- signs of a newly developing cold or uncontrollable coughing
- diarrhea, vomiting, or an upset stomach
- any discharge or drainage from the eyes, ears, or open sores. If these symptoms are allergy-related, a doctor's note is needed for the child's file
- skin rashes, undiagnosed or contagious
- persistent itching or scratching of body or scalp
- looking or acting differently: pale, lacking in appetite, difficult to awaken, unusually tired, confused or irritable, etc.

Children who become ill with any of these symptoms will be returned home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child is well enough to attend school, please call the preschool office before bringing your child to school.

No medicine will be given during preschool hours.

Pick-up Time

Please arrange to have your child picked up promptly at 2:30 p.m. Children will only be dismissed to custodial parents unless a written dated note is received by the teacher on the day of release. The teacher or director reserves the right to ask for identification for safety and security reasons.

There will be a late charge of \$5.00 for every 10 minutes beyond the scheduled closing.

A late charge will be added to your bill each time you are late in picking up your child. Late is defined as 10 minutes past dismissal time.

Children will not be released to anyone deemed impaired in any way.

Personal Belongings

- A snack and lemonade/water is provided each morning. Please provide a healthy lunch and drink for your child. Please alert your child's teacher to any food allergies he/she has
- Please leave extra clothes labeled with your child's name in the classroom in case of accidents or spills.
- Each child will need to bring a rest mat for rest time and a blanket or a lovey if they need one.
- Outside activities are scheduled each day (weather permitting). Please dress your child appropriately.
- Remember that we paint, color, use markers and play with Playdoh, and while we try to use smocks, your child could get dirty. We like to have FUN at preschool!!!
- Please label everything that comes with your child to preschool.

Lunch

Each child is to bring a lunch with his or her name on it. We encourage you to begin your child's school career eating healthy food. **You** are in control of the lunch box. We will do our best to encourage good eating habits by making sure that the children eat the most nutritious foods first, snacks and desserts last. Please provide lunches that need no refrigeration or microwave heating. Please alert your child's teacher to any food allergies. **No colas or chewing gum, please.**

Clothing

Dress your child for fun!! Children will be playing outside, exploring, and painting. Please make sure that clothes worn do not interfere with the child's ability to play and will accommodate restroom needs. Sturdy rubber-soled shoes are suggested for indoor and outdoor play. Please send an extra set of clothing labeled with his or her name to keep at school in case of accidents.

Remember to have your child wear shoes that are comfortable for the playground. Tennis/athletic shoes, or at least closed-toe shoes, are strongly encouraged. Please refrain from sending your child in sandals or flip-flops. Although they are comfortable and cute, they allow the wood mulch on the playground to hurt little feet.

All clothing, blankets, and personal items **MUST BE LABELED!**

Birthdays

Your child's birthday is his/her special day. We try to make a big deal of birthdays; they get to wear a special hat, choose a treat from the birthday box, and have their picture made. If you would like to send a treat for your child's class to enjoy or if you have any special plans please let the teacher know. If you have a party outside the classroom please mail the invitations unless you invite the entire class.

Discipline

Positive guidance and redirection are behavior learning tools. Teachers will respond as Christian role models for the students. Physical punishment of any kind will not be permitted.

A single incident of severe misbehavior may result in dismissal.

The preschool reserves the right to dismiss any student whose presence in the preschool is considered detrimental to either the student's or preschool's best interest.

Biting

If your child bites, he/she will immediately go to a timeout with the Director. If he/she bites again the same day, you will be asked to pick him up for the day. If your child bites and breaks the skin with bleeding, there may be a suspension for up to one week. There will be a conference with the Director to determine the best course of action to follow.

Child Abuse

We are required by State law to report any signs of child abuse and/or neglect. To avoid any false impressions, it is important for you to let us know of any injuries received at home when you bring your child to school.

In-House field Trip Fee

Money will be collected during the first month of school to cover the expense of several on-site field trips. These activities will take place during the school year at the church facility. The cost will vary each year depending on the planned activities. Each child 2 and older will be required to pay a \$15.00 fee to cover these expenses throughout the year.

SCHOOL MATTERS

- Outside play is a part of the daily schedule; please do not ask us to keep your child inside. Please dress your child appropriately when the weather is cold. We try to go outside whenever the weather permits, so if the temperature is 40 degrees or above and the playground conditions are acceptable, we will plan to go outside. Jackets and coats should be labeled with your child's name.
- Parents are encouraged to share and participate in their child's school day. If you would like to share a talent, your occupation, read a story, or schedule a visit, please let your child's teacher know.
- Book bags or back packs help the children to keep organized. Your child's teacher will let you know what your child will need in the way of bags or backpacks. The children in each class have a folder which will be sent home each day with notes and/or class work that your child has done. Please look at what is inside, and return the empty folder each day for that day's work to come home in. It is important that you look at your child's accomplishments and efforts each day, and praise him/her for each one. They need for their efforts to be validated by you and others; this helps you to know what their strengths and weaknesses are, and in turn, you can then encourage your child in these areas.

Germantown Church of Christ Preschool 2009-2010 Calendar

First Semester- 2009

Meet the Teacher	Sunday, Aug.30, 2:00-3:00
First Day of School	Tuesday, Sept.8
Class Picnic	Thursday, Sept. 24
Fall Break-No School	Tuesday, Oct. 13
Costume Party	Thursday, Oct. 29
Thanksgiving Feast	Tuesday, Nov.24
Thanksgiving- No School	Thursday, Nov.26
Christmas Program	Thursday, Dec.3, 6:30pm
Christmas Party	Thursday, Dec. 10
Christmas Break	Dec. 11- Jan.5, 2010

Second Semester-2010

Back to School	Tuesday, Jan. 5
Pajama Day	Thursday, Jan. 7
Valentine's Party	Thursday, Feb.11
Spring Break-No School	March 15-19
Egg Hunt	Thursday, Apr.1
St. Jude's Trike-a-Thon	Thursday, Apr. 15
Spring Program	Thursday, May 6, 6:30pm
Happy Meal Day	Tuesday, May 11
Last Day of School	Thursday, May 13

This calendar provides for two semesters and coincides with the Shelby County school calendar. School meets on Tuesdays and Thursdays only. The preschool will be dismissed and cancelled for inclement weather when done so by Shelby County Schools.

A TYPICAL DAILY SCHEDULE

This schedule may vary according to weather, scheduled outside play, outside events, children's temperaments and desires, etc.

9:30-9:45	Welcome students Sharing interesting experiences Helping children plan their daily activities Good-Morning prayer time
9:45-10:00	Free-play
10:00-10:15	Circle Time (calendar, weather, stories, songs, etc.)
10:15-10:30	Bible Time (story and activities)
10:30-10:45	Bathroom break Snack Time
10:45-11:15	Instructional Time <ol style="list-style-type: none">1. Discuss unit of study2. Art activities3. Hands-on activities4. Dramatic play5. Finger play6. Music and Stories
11:15-11:45	Outside Play Time
11:45-12:00	Bathroom Break Preparing for Lunch
12:00-12:30	Lunch
12:45-2:00	Quiet Rest Time
2:00-2:20	Bathroom breaks as needed
2:00-2:30	Centers and Prepare to go Home <ol style="list-style-type: none">1. Manipulatives2. Puzzles3. Library