

Philosophy

Our goal is to help children become independent, inquisitive, and creative learners. We believe young children construct knowledge through active learning—by doing.

CPCP Mission Statement: To guide and equip children in their spiritual, emotional, intellectual, and social journey.

CPCP Vision: To be preferred by the surrounding community to educate and develop children.

The environment we create gives students the opportunity to explore the world around them by using all of their senses.

Our curriculum emphasizes:

- Large and fine motor development
- Imaginative growth
- Dramatic expression
- Music and musical expression
- Creativity in art and building
- Making positive decisions
- Getting along with others
- Solving problems
- Academic readiness

Curriculum

We are currently using The Creative Curriculum® program. Using exploration and discovery as a way of learning, The Creative Curriculum® for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills. We work in each class to reach developmental milestones and to have each child ready for kindergarten when they graduate. This means not only focusing on the ABC's and 123's, but also on social skills, manners, taking turns, being a good friend, as well as being a good listener and able to following directions. These are the key to a solid

foundation for continued learning and growth for many years to come.

Parent Responsibilities

- Your child needs to arrive by 9:30am unless they have a doctor's appointment. Late arrivals are disruptive to the class and your child's routine. If your child has not arrived by 9:30am they will be counted absent for the day. Arriving between 7-8:30am, which is during the free play time of class, is generally the best time for an easier transition.
- Please notify the school by 9:00 am if your child is sick or will not be in attendance that day.
- Sign in your child upon arrival; sign them out when you come to pick them up. All children should be accompanied by an adult to their classrooms. No one under the age of 18 will be allowed to pick up a child.
- Make sure your child has 2 complete extra sets of clean clothes at school.
- Check your child's Take-Home File for important notes and their cubby daily for soiled clothes.
- Converse with the teacher about any information that might contribute to your child's growth or any problems that might be hindering them.
- Pick up your child on time to help them feel secure and safe.
- Inform the school in writing if someone else is picking up your child. Add this person to the enrollment form if necessary. This person will be required to show a picture I.D. to our staff before being allowed to leave the facility with your child.

- If needing to withdraw your student a two-week notice is required.

Separation Anxiety

In the beginning some children can experience separation anxiety, especially for younger or first-time preschoolers. Please know that we have your child's best interest at heart when we ask you to make your drop-off as quick as possible. It is truly the departure that is difficult, as many students are distracted and interested in classroom happenings once this separation is over. Make sure you tell your child you are leaving and will be back soon. When you return to pick up your child is a great time to communicate with the teacher regarding how long your child was upset and what to improve on in the days ahead. This anxiety is a healthy part of growing up and developing independence, and it is crucial that parents and teachers work together to help the students adjust.

Admission Requirements

Our preschool is for ages 8 weeks through five years. Two-year-olds are not required to be potty trained to enroll, but potty training is a part of their daily routine. Students age 3 years and older must be potty trained before they are enrolled or promoted.

These forms must be in our office on or prior to your child's first day of school:

- Enrollment and information forms
- Tuition contract
- Copy of birth certificate
- Copy of updated immunizations
- \$25 enrollment fee

- A health medical form completed by the child's physician (Must be in our files within 30 days of entering school)
- First payment based on your contracted agreement

College Park Christian Preschool admits students of any sex, race, and religion. Applications for special needs students will be assessed according to the degree of extra assistance needed.

If classes are full when seeking enrollment, your child's name can be put on a waiting list. If a parent desires, they may secure an opening by enrolling their child for a future date. An enrollment fee and first week's tuition must accompany such an enrollment. This week's tuition will be applied to the student's first week of school. Please keep in mind that if a parent wishes to cancel the enrollment, the enrollment fee and first week's tuition are non-refundable.

Tuition and Fees

Weekly tuition payments are due on the first day of the week in which the child attends. Monthly tuition payments are due on the first Monday of the child's attendance in a new month.

- A non-refundable enrollment fee of \$25 must accompany each enrollment form.
- Any check returned for insufficient funds will be assessed a \$15 fee and any additional banking fees incurred.
- If a sibling is also enrolled a 10% discount will be applied to the oldest child's tuition.

Fees:

Parents are responsible for full payment of the contracted number of days whether your child attends those days or not. This fee secures your enrollment space that we have reserved for your child.

We do not allow switching days to make up for a missed day. With the director's approval, we may allow additional drop-in days to be added, providing space and staffing are available.

Late Pick-up

Our morning session ends at 12:30 and our school closes at 5:30 p.m. A \$1.00 late fee is charged for every minute past the contracted time.

Discipline Guidelines

It is our belief that fun, engaging activities, clear instructions, firm boundaries, consistent rules and a preventative approach to discipline will direct the majority of children in a positive way. Children will be encouraged to behave appropriately, corrected and redirected, asked to repeat the correct behavior, have loss of a privilege for a period of time, or sit in an age appropriate time out. Our facility will not use any type of physical punishment to discipline a child.

Biting

Classroom staff will meet with the directors on a routine basis for advice, support, and strategy planning. Every occurrence will be documented and will indicate location, time, participants, behaviors, staff present, and circumstances. We will work together as partners with the parents of both biting children and frequently bit children to keep all informed and develop a joint strategy for change. When needed a conference with the parents of the biting child will be requested to develop a written plan of action. If

developmentally appropriate we will consider early transition of a child “stuck” in a biting behavior pattern for a change of environment. When necessary the child may be requested to be removed from College Park Christian Preschool and find alternate care. Written warning will be given to the parents before this action will be taken.

Rest Time

Full day students will have a rest time each day. Assigned cots and sheets are provided. Sheets are washed weekly. Students should bring their own blanket and pillow (and a stuffed animal if desired). These will be sent home on Friday’s to be washed and returned to school on Monday.

Nap time begins at 12:30 p.m. and lasts until 2:30. State requirements say that children must rest for at least one hour. Children who do not fall asleep after the first hour of nap time will be allowed to have quiet activities until their friends wake up. If you need to pick up your child during rest time, please make prior arrangements so that we can make this transition easier for your child without disrupting the others.

Attendance

School attendance can be full or half days. Half day students must be picked up by 12:30. Full day students must be picked up by 5:30. Please call by 9:30 a.m. to let us know if your child will not be coming that day. If staff arrive before 7:00 a.m., they need uninterrupted time for morning preparation. Our doors will not open until 7:00 a.m.

Your child needs to arrive by 9:30am unless they have a doctor’s appointment. If your child has not arrived by 9:30am they will be counted absent for the day. Arriving after 9:30am is disruptive to the class and your child’s routine. Please

notify the school by 9:00 am if your child is sick or will not be in attendance that day.

Holidays:

Our preschool will be closed on the following holidays: New Year's Eve, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & the following Friday, and Christmas Eve. Should the holiday fall on a weekend, our school will be closed the Friday before that holiday. Our Christmas break is the week of Christmas, this week's tuition fee will be waved.

Snow Days:

If the winter weather is too extreme to open, due to icy roads or an accumulation of snow, the closing of the preschool will be announced early in the morning on KFRU Radio & TV channels: 8, 13, & 17. There will also be an announcement on our private Facebook group.

Health and Wellness

We will work with you to keep your child well. Covering a cough or sneeze and hand washing are very important to keep germs at a minimum.

Parents must arrange for back-up care when their child becomes ill. If a child becomes ill while at school, a parent or emergency contact will be notified and must pick the child up within thirty minutes. State regulations prevent us from caring for sick children.

Please do not give your child Tylenol, Ibuprofen, or Motrin before sending them to school. Please arrange for alternate care for your child if the following symptoms have been observed:

- A temperature of 100 degrees or above
- Sore throat or swallowing difficulty
- Vomiting or diarrhea
- An undiagnosed rash
- Discharge from eyes
- High pitched croupy or whooping sounds after coughing
- Head lice or other type of parasites

Children may return to school again when they have been symptom, fever, and medicine free for 24 hours. A doctor's note may be requested to ensure the child and illness are not contagious.

Communicable Diseases

Please notify the school immediately if a child is diagnosed as having a contagious disease such as but not limited to strep throat, chickenpox, pink eye, or lice. In the event that a child with a contagious disease has exposed other children, a notice of such an exposure will be posted so that all parents will be notified when they pick up or drop off their children. Children with strep infection and pink eye will need to be on antibiotics for at least 24 hours before returning to school.

Medications

Prescription and nonprescription medication will be administered by our staff when it is brought to school in its original container and an authorization form is completed.

Emergencies:

In the event of an accident or other emergency, every effort will be made to contact the parent. If we are unable to contact the student's parent, a contact person listed by the parent will be notified. Emergency medical help will be

sought, if needed, as authorized on the enrollment form.
PLEASE ENSURE THAT ALL CONTACT NUMBERS ARE KEPT CURRENT.

Potty Training

Potty training is a major accomplishment to children. All children in the two-year-old classroom will be encouraged to sit on the potty chair or toilet during potty times. Once they have learned how to use the little potty they will transition to the toilet. Then when they stay dry and consistently use the toilet we will request that the parents bring in underwear and extra changes of clothes. Parents also need to be encouraging and working with the child at home to provide consistency between home and school. Children are required to be fully potty trained before they are eligible to be promoted to the 3 & 4 year olds classroom.

Personal Belongings

Each child's belongings (blanket, pillow, clothes, coat etc.) should be visibly labeled with the child's name or initials.

Toys should only be brought in for Show and Tell time. A favorite soft, quiet item may be brought for nap time; otherwise please keep all other toys at home.

Clothing

Please dress your child in washable, comfortable play clothes. We encourage closed-toed shoes for safety on the playground. Your child will be learning through play and it is very likely that their clothes will get dirty here. Please do not send them in something that would be expected to stay clean.

Please provide an extra set of clothing for your child, including underwear and socks. If this extra set of clothes is used, please bring a replacement the next day your child attends school.

Outdoor play requires a jacket when the temperature is below 70 degrees. During the cold months, please leave an extra set of mittens or gloves and a hat in your child's cubby.

Recess

Weather permitting; your child will spend time outside every day in the fresh air. When weather does not permit outdoor play, the children will play in our full-sized gym.

Sanitation

All preschool toys are sanitized weekly. Toys soiled with bodily fluid will be sanitized immediately. Hand washing will be practiced before meals, after toilet use, after blowing noses and after messy projects.

Confidentiality of records

Children's records are only open to the child's teacher, the director, and the child's parent(s) or legal guardian.

Meals & Snacks

Our school serves a breakfast snack from 8:30-8:50, a hot lunch between at 11:30-12, and an afternoon snack at 3:00. Our kitchen staff prepares nutritious, well balanced vegetarian meals. Each serving is accompanied with either milk or water.

If your child arrives after 8:50 a.m., we ask that you provide him/her with breakfast before coming to school. Due to health & safety requirements please do not allow your child

to bring food or drink items into the preschool. If your child is eating in the car on the way to school they will need to finish before entering our building.

With advanced notice, your child may bring special treats for their birthday. Cookies or mini cupcakes are typically the easiest for children to handle. These treats need to be store bought and in their original container with the ingredient label.

*Due to severe food allergies our preschool is currently nut free. We will use Sunbutter in place of all peanut butter items on our menu. We ask that children who eat peanut butter be sure to wash their hands and face with soap and water before arriving at preschool.