

## Tower Grove Christian Academy Preschool Handbook (Revised Summer 2014)

### WELCOME

Tower Grove Christian Preschool provides preschool for young children. We accept children one through five years of age. The preschool is maintained as a not-for-profit, self-supporting ministry. It is licensed by the City of St. Louis and is designated as a licensed-exempt facility by the State of Missouri.

Our purpose is to provide a planned developmental education program in a Christian setting. Our goal is to meet the needs of the whole child. The average day will include; art work, playing in the interest areas of the room, playing outdoors, eating two snacks and a lunch, resting on cots, sharing in group time and learning simple finger plays, song and stories.

Posted on the hallway bulletin boards outside each room are the weekly schedules and a copy of the month's newsletter and calendar.

You are invited to visit us often, ask questions and/or make suggestions. Each child will benefit through a good understanding and a close working relationship between parents and staff. We want you to be able to pursue your own work without worry. It is our prayer that you believe you have confidently made the best possible arrangements for your child.

### HOURS

The preschool is open from 6:30 am until 6:00 pm, Monday through Friday. All children should be picked up no later than 5:50 pm. Children should arrive at the center by 8:30 am in order to be present for learning activities.

### ARRIVAL AND DEPARTURE

Each child needs to be signed in and out on the clipboard provided for each room. If someone other than an authorized escort is to pick up a child, the parent must call the office to give his/her permission or fill out an authorization pick up form. A child will not be released without authorization.

### WHEN YOU LEAVE YOUR CHILD

A positive plan of action will help your child in making a secure adjustment to his/her new learning environment. These suggestions will help you and your child:

1. Ask to meet the child's teacher when he/she is enrolled. Tell the teacher when he/she will start school. Allow the child to enter the room as he/she wishes to explore the room or just to watch.
2. Talk positively about your child's new school. Mention to others in his presence, "Johnny is going to a new school. His teacher is our new friend."
3. Talk to the child about his/her new teacher. Use her name in conversation.
4. On the first day, plan an unhurried morning.
5. Allow him/her to bring a special blanket or stuffed animal

6. Leave the building/room with a positive, happy face. You can call preschool (314-776-6757) to check on how your child is doing throughout the day.
7. Expect some crying if this is the first time for separation. The crying usually stops soon after the parent has gone. We will be quick to let you know of problems.

#### **PARENT/GUARDIAN PICKING UP A CHILD**

Only authorized persons will be allowed to pick up a child. Please make sure your authorized pick up list is current. In the event that a parent or guardian coming to pick up a child from school shows obvious signs of inebriation or being under the influence of drugs which could potentially impair his/her ability to operate a motor vehicle safely, the teacher or supervisor will take the following steps to protect the child in question.

1. They will seek to help the parent/guardian with securing the services of a relative, friend, etc., who will function as a substitute driver.
2. If option 1 is not available, they will offer to contact the St. Louis Police Department to come and make the decision whether the parent/guardian is able to safely operate the vehicle.
3. If option 1 or 2 is not acceptable to the parent/guardian, the child will be released to the parent/guardian and the teacher will call the Division of Family Services to report the incident.

#### **CUSTODY**

If there is a custody issue involving your child, please inform the Director/Assistant Director. If legal custody is given to only one parent, the preschool *must* have copies of the court agreement. We cannot honor any request without documentation. Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. If a problem arises during school hours, the St. Louis City police will be called.

#### **PERSONAL BELONGINGS**

Each child (ages one – five) needs a cot cover and a blanket to be used at naptime. A fitted crib sheet works the best. Parents will be responsible for putting their child's belongings in their classroom and for taking them home to be washed on Fridays. Children will have individual cubbies with their daily work and notes from the teacher/office. Please be sure to check your child's cubby on a daily basis. Supply list for each age group:

One year old:

- Diapers, Wipes, Ointment
- Bottles (if needed)
- Sippy Cups
- Infant food that is not supplied by TGCP

**Two year old:**

- Diapers/Pull-ups (if needed)
- Wipes
- 2 changes of clothes
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**Three – Five year old:**

- Wipes
- 1 change of clothes

### **HOLIDAYS**

The preschool will be closed on the following days:

New Year's Day	Thanksgiving Day
Good Friday	& Friday following
Memorial Day	Christmas Eve & Christmas Day
July 4th	Labor Day

If any holiday is on a Saturday, the preschool will be closed on Friday. If any holiday is on Sunday, the preschool will be closed on Monday. Parents will be notified if preschool closes early on Christmas Eve and New Year's Eve.

*There is no reduction in tuition for Holidays, or snow days.*

The preschool will be open "rain or shine" unless the weather conditions are so severe that opening the preschool would endanger the lives of teachers or students. There will be no reduction in tuition for snow days. If the preschool closes due to inclement weather the announcement will be made on channels 2, 4, 5 and 11 and also via phone call. In the event of inclement weather but not severe enough to close the preschool, we will operate on a Snow Schedule or Late Start and preschool will open at 9:00 am. You will also be notified of this via phone call.

### **HEALTH**

Upon enrollment all children must have a physical and a record of all shots. We will supply the form for the physical if needed. The shot record must be updated annually. If your child is not immunized you must complete a Refusal of Immunizations Form which are available in the office. Parents are responsible for sending an updated copy of child's immunization record each time they receive new shots.

Children should be kept at home if they show signs of illness such as sore throat, fever, rash, and earache and must be free of these symptoms for at least 24 hours. There is no reduction in tuition for absence/illness. The Health Department will not allow us to keep children with the following symptoms:

1. Fever of 100 degrees F or above \*
2. Vomiting
3. Diarrhea (2 loose stools)
4. Swollen or tender glands

5. Severe, continual, or constant coughing causing the child to become red or blue in the face, or to make a whooping/barking sound.
6. Difficult or rapid breathing.
7. Rash of unknown origin
8. Earache
9. Discolored discharge from nose
10. Discharge from eyes, redness in eyes or mucus in eyes.
11. Head Lice

**\*IF YOUR CHILD HAS HAD A FEVER OF 100 OR MORE, HE/SHE MAY NOT RETURN TO THE PRESCHOOL UNTIL HE/SHE HAS BEEN FEVER FREE FOR 24 HOURS AS REQUIRED BY THE HEALTH DEPARTMENT. A child may be re-admitted to school: after 24-fever symptom FREE hours, or if a physician has examined the child and given permission to return.**

**A child who develops any one of these symptoms will be isolated immediately. Parents will be expected to pick up the child or arrange for someone to do so within an hour. *It is imperative that we have current phone numbers at all times.***

**If a child in the preschool contracts a communicable disease, we will let parents know by posting information about the disease; this will allow you to observe your child more closely for symptoms.**

### **MEDICATION**

**We will give your child medication that has specific written instructions by the parent. The medication must be in its original container and prescriptions must be labeled with the child's name. Leave the medicine in the preschool office and fill out an authorization form. Medicine will be given between 11:30 and 12:30.**

### **ALLERGIES**

**Parents of a child with any food allergy should notify their child's teacher to discuss any special snack or lunch arrangements. Teachers will provide necessary communication to all parents in the class regarding daily snacks, birthday, holiday and special event treats.**

### **EPI-PEN**

**If your child has an allergy that may require the use of an Epi-Pen, we will require their own Epi-Pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-Pen while in attendance the following steps will be taken:**

1. The Epi-Pen would be injected by a staff member.
2. 911 would be called after the Epi-Pen is injected.
3. The parent or guardian would be then contacted and given further information.

### **CPR/FIRST AID**

**At least one staff member who is CPR/FIRST Aid certified must be on duty at all times. Often times several employees are certified on site.**

### **FIELD TRIPS**

Each room (ages 3 and up) plans field trips away from the preschool during the year. Transportation is provided in school buses. Your child's teacher will notify you of field trips. A permission form must be filled out for each trip. We use the following guidelines for all field trips:

1. Teachers use every precaution to insure the safety and health of children on each trip.
2. Children wear a preschool T-shirt (available from the preschool office for \$8.00).
3. Parents will be informed of all trips and are asked to sign a permission form.
4. The children will return to the preschool no later than 1:00 pm.
5. Adequate adult supervision is provided on all trips.
6. School buses are licensed and meet all safety codes. The state safety codes do not require that school buses be equipped with seat belts.
7. Teachers are to count the children before leaving preschool and each time the bus is loaded and unloaded.
8. Teachers will pray before leaving.
9. If a child disobeys the rules or is disrespectful to teachers or event personnel, he/she will not be allowed to take the next trip.

We want our field trips to be safe, fun and educational for the children. We feel that field trips add a great deal to our program.

### **NEWSLETTER**

Once a month, a newsletter is sent home. Our lunch menu for the month is included for your information. Your child's teacher will also send home a monthly newsletter to inform you of upcoming events and classroom activities.

### **CURRICULUM AND DEVELOPMENT ASSESSMENT**

Your child will be learning the A Beka curriculum here at TGCP. The A Beka curriculum ensures that students will be taught new materials at each age level and that there will be sufficient review of old material each year. The A Beka curriculum provides for much review in a variety of ways to ensure good learning, and to "lead young people to Christ and train them in the Bible, Christian character, language and traditional subject matter."

### **ART ACTIVITIES**

At preschool, your child will be doing a lot of art related activities. For a child, it is the fun time he has creating the piece that is meaningful, not the outcome. We stress the process, not the product. Parents can show interest in their child's work by providing a place for the work to be displayed at home and by giving the child an opportunity to talk about it.

## **SPIRITUAL ENCOURAGEMENT**

During your child's day at Tower Grove Christian Preschool, the teachers will share with your child how special he/she is to God. Our teachers have some influence with your child but only you have the greatest influence in developing your child's concept about God. As you receive Jesus Christ and trust God to meet your needs, your child will learn about God from your actions and attitudes.

Have you placed your trust in Jesus as your Lord and Savior and committed your life to Him? The Bible says, "But these things are written, that ye might believe that Jesus is the Christ, the Son of God; and that believing ye might have life through His name" (John 20:31) Right now you may pray in your own words, confess your sins to God, and express belief in Jesus Christ who will give you abundant life. His gift of abundant life through His Son, Jesus Christ, is shown in the following Bible verse: "Yet to all who received Him, to those who believe in His name, He gave the right to become children of God." "For God so loved the world that He gave His only begotten Son that whosoever believes in Him should not perish but have everlasting life." "By grace are you saved, through faith; and not of yourselves: it is the gift of God. Not of works should any man boast."

## **DISCIPLINE**

We attempt to follow a positive approach as we work with the children. For example: we may say, "Feet belong on the floor" instead of, "Don't sit on the table." We do not use corporal punishment.

Teachers are firm but fair and kind in reprimanding a disobedient child. They attempt to have consistent rules. A few minutes sitting on a chair in the room, outside the room, or in the office helps to remind the child he has done something that we do not do in school. We do not withdraw our love from the child, but show disapproval for his actions.

## **POTTY TRAINING**

Our three youngest classrooms are set up to follow through with helping you potty train your child. Until your child is potty trained, you will need to bring diapers or pull-ups, wipes, and several changes of clothing. When your child is fully trained, the following are guidelines:

1. The child must be able to acknowledge that urination and/or bowel movement is about to occur by verbalizing the need to use the toilet.
2. The child must be able to use the toilet every time he/she needs to urinate (although, we realize that accidents sometimes occur).
3. The child must not need to wear pull-ups or other diaper products.
4. The child will not have more than 2 accidental bowel movements per week.

A child who is “untrained” will exhibit one or more of the following:

1. Not to be able to verbalize the need to use the toilet.
2. Need assistance to sit on the toilet.
3. Need to wear pull-ups or another diaper product.
4. Have three or more accidental bowel movements per week.

#### **POLICIES FOR TUITION PAYMENT**

The tuition for preschool includes a planned educational and developmental program, a mid-morning and afternoon snack, a balanced lunch and field trips. Your tuition payment is used to cover the program we offer. If your child is absent, tuition is not reduced. Your child must be dropped from enrollment in order for your tuition to stop. If you are going to drop your child, please give the office 2 weeks’ notice. If you drop your child from enrollment without a two week notice you will be responsible for the final two weeks of tuition, whether or not your child attends. Tuition is to be paid to FACTS Tuition Company. These payments are set up to be paid on the 10th of every month. The only payments that will be taken in the Preschool office will be registration payments.

#### **REGISTRATION FEE**

This is an annual fee due upon enrollment and each year thereafter. It is used to help purchase supplies for each classroom and secure your child’s place in the preschool for the upcoming school year. Enrollment will not be guaranteed for a child until the registration fee is paid. This fee is non-refundable.

#### **DISCOUNTS**

A discount is given to full time employees of the Preschool and the Christian School. Parents with children in the Christian School and Preschool can receive a discount in both ministries. Parents with more than one child in the Preschool will receive a 20% discount on the second child’s tuition. The discount will be taken off the lowest tuition.

#### **REFERRAL PROGRAM**

The preschool also has a Parent Referral program. For every family that you refer to Tower Grove Christian Preschool you will receive \$200.00. The family must enroll and be here for three months and their account current in order for you to receive credit. The more people you refer the more credit you can earn. They must mention your name at the time of registration.

#### **VACATION**

There is no reduction in tuition for any absences. One vacation week is granted after the first 12 months of continuous enrollment. Two weeks are given after 24 months of continuous enrollment. These weeks are used when the child is absent an entire week,

Monday through Friday. In order to be eligible for your vacation, your account must be current.

**CHANGES IN INFORMATION**

It is the responsibility of the parents to notify the Preschool office of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding the child or family situation.

**LATE PICK UP CHARGE**

If your child is picked up after 6:00 pm., the following charges will be applied to your account:

6:00 p.m. – 6:10 p.m. \$7.00 charge

6:10 p.m. – 6:20 p.m. \$15.00 charge

At 6:20 p.m. a \$2.00 per minute charge will be added to the \$15.00 charge.

These late pick-up charges are not intended to burden you with additional fees, but to emphasize the fact that we do close at 6:00 p.m. and to reimburse our additional fees.

**DISMISSAL OF A CHILD**

We reserve the right to dismiss any child at any time for any reason. After entering preschool, if a child seems unprepared for the group experience and is unable to adjust appropriately, or if a parent/guardian refuses to follow policies outlined in this handbook, a child will be dismissed immediately.

**ACKNOWLEDGEMENT OF POLICIES**

To ensure that you, the parents have read and agree to the policies of TGCP, you must complete, sign and return the following form to the office at the time of enrollment. A copy for your records will be made available upon request.

I \_\_\_\_\_ and \_\_\_\_\_  
have read and understand all Policies and Guidelines for TGCP.

I/We agree to abide by all the policies stated in the Parent Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against TGCP will be made in writing and/or telephone call and will be followed up in a timely manner.

I/We understand that any breach of policies & contracts may be grounds to terminate childcare. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without the notice.

This arrangement came into effect on \_\_\_\_\_.

Please complete this form and turn into the office at time of enrollment.

Parent  
Signature \_\_\_\_\_

Parent  
Signature \_\_\_\_\_

Witnessed by  
\_\_\_\_\_

Today's  
Date \_\_\_\_\_