

2019 - 2020 Handbook

Chapel Hill Christian Preschool

A Ministry of
Chapel Hill Christian Church



2600 West Alto Road
Kokomo, IN 46902-4681

Call Preschool Direct:

765-453-4602

*"See what love the Father has given us, that we
should be called children of God." 1 John 3:1*

2019–2020
Chapel Hill
Christian Preschool



Handbook



We are looking forward to a great year ahead!

NOTES

2019-2020 Calendar

2019

August 12 & 13	Orientation Nights
August 14	First Day of Classes
September 2	Labor Day (No school)
October 14-18	Fall Break (No school)
November 28-29	Thanksgiving Vacation (No school)
December 12	3's Last Day before Christmas Vacation
December 20	Last day before Christmas Vacation

2020

January 6	Classes Resume
January 20	Martin Luther King's Birthday (No school)
February 17	President's Day (No school)
March 30—April 3	Spring Break (No school)
April 10	Good Friday
May 4-8	Last week of Preschool for 3's & 4's Classes
May 8	3's and 4's Promotion Program at 5:30 and Family Fun Night at 6:30
May 15	Last Day of Preschool for Pre-K
May 16	Graduation for Pre-k at 11:00 a.m.
May 20	Kindergarten and 5-day Pre-K, Last Day and Graduation (6:00 p.m.)

Mission of Chapel Hill Christian Church Preschool

- To provide a Christian environment that encourages your child's spiritual growth.
- To promote the development of your child's educational, emotional, and social skills.
- To prepare your child for a positive kindergarten experience.

Carrie Allen, Preschool Director

I would like to welcome you and your child to an exciting and fun-filled year. It is my goal to provide a Christian environment for your child to learn the basic skills for a successful kindergarten experience, to help your child to learn to function well in a learning community, to encourage your child in creative exploration and self-expression, and to build your child's self-esteem.

Steve Allen, Senior Minister

Thank you for selecting our Preschool for your child. The school is an outreach ministry of Chapel Hill Christian Church. Not only can the learning needs of your preschool child be met here, but also the spiritual needs of your entire family at the church. We have programs for all age groups at Chapel Hill. I personally invite you to join the Chapel Hill family on Sundays for worship.

Other opportunities for your child at Chapel Hill Christian Church:

- Sunday Worship Service at 9:30 a.m. and 11:00 a.m.
- Children's programming at 9:30 and 11:00 a.m. Sundays
- Sunday Evening Youth Groups at 6:00 p.m.
- Camp Opportunities at The Ark Christian Ministries
- Summer Events for families and children

2019 August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Please check our calendar
for special dates!

Available Preschool Classes

3's Class	Tuesday or Thursday 10:00 —11:45 a.m.
4's Class	Tuesday and Thursday 9:00 —11:30 a.m. Monday and Wednesday 12:30 -3:00 p.m.
4's 5-day Class	Monday through Friday 8:45 — 11:45 a.m.
Pre-K Class	Monday, Wednesday and Friday 9:00 -11:30 a.m. or 12:30-3:00 p.m.
Pre-K Class 5-day Class	Monday through Friday 8:45 — 11:45 a.m.
Kindergarten	Monday through Friday 8:30 a.m.—12:00 p.m.

Age Eligibility



To qualify for the 3's Class, your child must be 2 by August 1 of the enrollment year.

To qualify for the 4's Class, your child must be 3 by August 1 of the enrollment year.

To qualify for the Pre-k Class, your child must be 4 by August 1 of the enrollment year.

To qualify for the Kindergarten class, your child must be 5 by August 1 of the enrollment year.

Other Stipulations for Enrollment

To qualify for the 3's Class, your child must be in the process of potty training. The child must wear pull-ups to class if not completely potty trained.

To qualify for the 4's, Pre-k, and Kindergarten Class, your child must be potty trained. We do keep spare clothing for occasional accidents.

Arrival and Departure

Children will be received for classes five minutes before classes are scheduled to begin in the morning and the afternoon.

Please remain in your car with your child until a member of the Preschool staff comes to your car. To provide the safest possible pick-up and drop-off environment for your child, *we ask that you do not park and walk children to the preschool door.* If you miss the scheduled drop off time, please call the number listed on the preschool/ kindergarten door and someone will let your child in the building. If you need to pick up your child early from school, please send a note with the time you will be picking them up and we will have them ready at the door.

If you cannot pick up your child and wish to send someone instead, you must fill out a Child Release Form and give it to the Director before pick-up. If it is impossible to get the form turned in, you may call the Director giving permission to release your child.

When a person unfamiliar to the Preschool staff picks up a child, a staff member will ask to see their driver's license for identification.

Birthday Parties

Birthdays are significant days for your child. The Preschool Director and staff will make every effort to make your child feel special on this important day. Please check monthly calendar for Birthday Treat Day. Please do not send balloons or gum to school with your child. We will celebrate all summer birthdays before the end of school.

Snacks

The monthly calendar will note the snack days designated for your child to bring a healthy snack for the class. The Preschool will provide water for the children to drink with their snack. The snacks for the 3's classes and Kindergarten/5-day Pre-K class will be provided by the preschool.

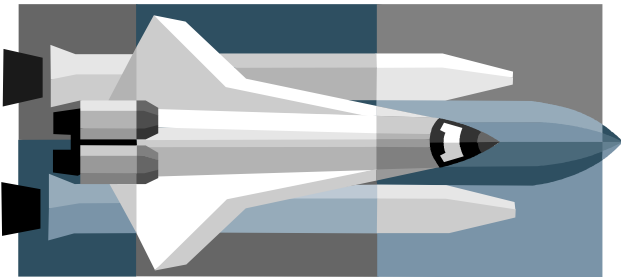
Cancellation of School

Immunizations

The Preschool requests that you provide an updated immunization record each school year.

Accidents

The Preschool Director or staff member will notify the parent of any child experiencing an accident while at the Preschool. An Accident Report will be completed by the Director or staff member and a copy of that report will be provided to the parent. Reports will be filed for those situations requiring first aid treatment or additional medical care. An Emergency/Medical Care Consent and Authorization form must be completed each enrollment year.



Supplies Needed

For the 4's, and Pre-k class, please provide a pencil box with two pencils, jumbo crayons, and four glue sticks for your child. Also, provide your child with a backpack for carrying school papers (8½" by 11" or larger) back and forth each day.

For the 3's Class, please provide one pull-up (under-clothes, if your child is potty trained) and one change of clothes (to leave at school) and a backpack for carrying school papers (8½" by 11" or larger) back and forth each day.

Kindergarten and 5-day Pre-k class, please see teacher for class supplies list.

In September, please send in one roll of paper towels and one box of tissues. In January, please send in one package of baby wipes.

It is the policy of the Chapel Hill Christian Church Preschool Board to keep Preschool in session except for those times when Western School Corporation closes its schools because of weather. Please listen to Western's announcements over the radio stations WWKI-100.5, WIOU-1350, or WZVZ-92.5 beginning as close to 6:00 a.m. as possible and as late as 8:30 a.m. You may also call the Preschool office (453-4602) to check to see if school will be in session. *If Western Schools are on a two-hour delay, Preschool WILL be in session at the regular time.*

Emergency/Severe Weather Drills

The Preschool will conduct periodic drills to practice in case of an emergency such as tornado or fire. Your child will be moved to a location that is as safe as possible.

Payment Requirements

1. Tuition Fees
 - A. The annual preschool tuition for the 2019-2020 preschool year is \$400 for the 3's; \$650 for the 4's; and \$900 for the Pre-k class; \$1,550 for Half-day Kindergarten, Pre-k, and 4's 5-day. *The preschool fees are divided equally in 10 monthly payments, August through May. **Note: It is the parents responsibility to obtain a receipt which will be your acknowledgement of the tuition payment. A copy of the receipt will be necessary should any discrepancy arise.***
 - B. A non-refundable registration fee is collected when a parent submits a Registration Form.
 - C. Monthly tuition fees for each child are due to the Director by the 10th of each month. Checks are accepted and should be made out to Chapel Hill Christian Preschool. If you pay the tuition with cash, you MUST bring your payment to the school for a receipt.
 - D. When a payment is late, the Preschool Director will communicate by letter and give a date whereby the parent must submit a payment or make arrangements for such.
 - E. If, after step D, there is no response, the Chairman of the Board will communicate by phone. If, after ten days, there is no attempt by the family to rectify the situation, the Chairman will inform the family that the child must be removed from the Preschool until fees are paid.

2. Late Fee

A 10% fee may be assessed on tuition payments received after the 10th of the month.

3. Late Pickup

An additional charge of \$8.00 per half hour or any portion of a half hour over 10 minutes late will be assessed.

4. Student Withdrawal

We ask that you notify the Preschool Director in advance of any withdrawal. You are responsible for the remaining part of the tuition through the month that the withdrawal occurred, plus any previously unpaid fees.

Discipline Policy and Notification

If a child is exhibiting behavior such as fighting, using obscene language, biting, spitting or any other disruptive or harmful actions, immediate redirection of this behavior will be necessary. The Preschool Director or a staff member may hold the child on her lap or have him/her sit on a chair for a time-out period until he/she has regained self-control. If the child refuses to move to the chair when directed, the Preschool Director or staff member will carry the child. At no time will any child be left alone or subjected to corporal punishment or any abuse, verbal or otherwise.

If a child is involved in the behaviors described above, an Incident Report will be completed by the Preschool Director or a staff member and a copy of that report provided to the parents.

We shall not enroll or maintain any child whose needs we cannot meet or whose behavior would be dangerous for other children in the Preschool.

Visitation

You are welcome to visit at any time during school hours. Please notify the Director when you would like to visit the school.

Due to safety concerns, all doors to the church building will be locked during school hours. If you arrive after the scheduled drop off time, we ask that you call the number posted on the door.

Pets/Toys

It is the policy of Chapel Hill Christian Preschool to NOT allow any pets or toys to be brought from home.

Parent/Teacher Communication

If you wish to speak to a member of the Preschool staff during drop-off or pick-up, please park your car and wait until all students have arrived or departed.

Parent and teacher conferences will take place once a year in January. If you have any questions or concerns regarding your child's progress, feel free to contact the Director.

Illness

Please call the Preschool Director to verify your child's absence. Do not bring your child to the Preschool if he/she has had diarrhea, fever within the last 24 hours, vomiting, excessive runny nose or cough, or any contagious illness. If a child becomes ill at school, the Director will phone the parent or contact person to pick him up.

