



## **Introduction**

Federated PreSchool/Pre-K is a non-profit organization as a part of the total church program; although no church doctrine or religion is taught to the children. It admits students of any race, color, creed and national and ethnic origin. Policies are set by the governing board which consists of church members, non-church parent members, the Weekday Young Child Coordinator of Federated Church and the Director of the Federated Preschool/Pre-K program. The board's primary function is to assist teachers and parents in maintaining a quality program for the children. The preschool was begun by the Board of Missions as a service to the community.

## **Purpose**

Many things will be covered throughout the year with your child. Our purpose is to provide a caring and sharing atmosphere in which your child can grow emotionally, physically, socially and intellectually.

### Daily Schedule

3-year-olds	Tuesday and Thursday	8:45 a.m. – 11:15 a.m.
4-year-olds	Monday, Wednesday, Friday	8:45 a.m. – 11:15 a.m.
Pre-K	Monday thru Thursday	8:45 a.m. – 11:15 a.m.

Our daily schedule is flexible, but includes: free play, art activity, snack, science, story time, circle group time, music/finger plays and playground.

## **Drop-Off/Pick-Up of Your Child**

In order to improve communications with our parents and to insure the safety of the children, we ask that you park your car and bring your child into the classroom each day and to please pick up your child from their classroom. The teachers will open their classroom doors five minutes prior to class beginning. Your child should be picked up from class promptly. If you are going to be more than ten minutes late, please make arrangements for someone to pick up your child. Please notify the school so that we can reassure your child.

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## **Policy for Payment of Tuition**

To enter the preschool program we require that you fill out a registration form and pay a \$40.00 registration fee which will be used to purchase supplies for the preschool program. Federated Preschool tuition is divided into nine equal payments. Tuition is due on the 15<sup>th</sup> of each month, September thru May. You may place your tuition in the mailboxes provided for each class or mail it to the preschool.

We do not give refund for days missed for vacation, illness or other personal reasons. Tuition is our **ONLY** source of income. If you should fall more than one month behind in payments and have made no special arrangements with the Preschool Coordinator, you may be asked to keep your child home until payment is made. Every effort will be made to communicate with the parent before this step is taken.

Some scholarship assistance is available for lower income families. You will need to fill out a tuition assistance form in order to receive scholarship money. Questions concerning this policy should be directed to the Preschool Coordinator.

Two-day program for 3-year-olds: \$75.00 per month  
Three-day program for 4-year-olds: \$85.00 per month  
Four-day, Pre-K program: \$100.00 per month

## **Health and Safety**

Your child's health is a matter of major importance to all of us. Please keep your child home if one of these conditions is present: fever, heavy nasal discharge, rash, earache, sore throat, inflamed eye, diarrhea, nausea, constant cough, pain. Your child will feel better being home with you and having your love and attention at this time. Please do not send medication to school with your child as we are not permitted to dispense medicine. If your child has contracted a communicable disease, please let the teachers know immediately.

Fire drills will be held in the fall months. The children and teachers will practice evacuating the building during these months. During the spring months we will hold storm drills. In the event of a tornado warning, the

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children will be evacuated to the basement of the church and remain there until the threat has passed.

### **Snacks**

Each day we look forward to a nutritious snack. The teacher will assign a “Helper of the Day” to provide the following: snack, on gallon of juice or milk, cups and napkins. Each child will be assigned a day and the list will be posted on the bulleting board. On this day your child will be honored as a special helper. If you need to change your child’s assigned day, please contact your child’s teacher. Your child should also bring a show and tell on their designated helper day. This is a great time for your child to develop the ability to share special interests and develop public speaking skills.

### **Birthdays**

We will celebrate each child’s birthday. We will try to celebrate on or as close to your child’s birthday as possible. If your child’s birthday is during the summer months, we will celebrate on a special day for all summer birthdays, at one time. This day will be announced on the calendar.

### **Holiday Parties**

We will celebrate special holidays with a party. If you do not want your child to participate in a particular party, please keep your child home on this day.

### **Discipline**

We use techniques of distraction, redirection, teacher proximity or removal from the group. When the child has gained control, we then welcome and encourage his or her return to the group.

### **Classroom Visitation**

We encourage our parents to visit the classroom after the first few weeks of school. This allows your child to become familiar with their teachers, classmates and new surroundings.

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## **Conferences**

Parent-Teacher Conferences are planned in the spring, before kindergarten round-up. The children are tested in the fall and then again in the spring. The results of these tests are shared with you at this time. This test indicates a child's growth during the school year. A conference with your child's teacher may be scheduled at any time during the school year to discuss additional concerns.

## **Newsletters**

A weekly newsletter, from your child's teacher, will be sent home at the end of each week. This will keep you informed about the songs, activities, stories, etc. that your child experienced during the week. You will also receive a monthly newsletter with "Helper of the Day" assignments, field trips and other important information pertaining to the preschool, at the beginning of each month.

## **School Closings**

If there is a need to close the preschool due to weather conditions, please tune in to your local radio and television stations.

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