



Federated Church

Where individual belief and a vibrant faith community meet.

2400 Sycamore Lane

(765) 463-5564

West Lafayette, IN 47906

www.federatedchurch.net

PRESCHOOL Handbook

2019-2020 Academic Year

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-old	Tuesday & Thursday	8:45 am – 11:15 am
4/5-year-old	Monday, Wednesday, Friday	8:45 am – 11:15 am
Pre-K	Monday through Thursday	8:45 am – 11:15 am

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.



Policy for Payment of Tuition

To enter the preschool program we require that you fill out a registration form and pay a \$75 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 1st of each month and must be received no later than the 15th (except for September, which is due on the 15th). For the 2019-2020 academic year, the tuition for each class is:

Two-day program for 3-year-olds: **\$100** per month (*total \$900*)

Three-day program for 4/5-year-olds: **\$135** per month (*total \$1,215*)

Four-day Pre-K program: **\$190** per month (*total \$1,710*)

You may make tuition payments online at www.federatedchurch.net (click the “Give Online” link at the top), by visiting the church main office with your credit or debit card, by leaving your check in the mailbox provided for each class, or by mailing it to the church office at 2400 Sycamore Ln, West Lafayette, IN 47906-1976.

If you must withdraw your child from our preschool program during the year, we will refund a portion of that month’s tuition installment payment (along with a refund of any advance payments that you might have made for future months), so long as the child is withdrawn before the 15th of the month. If withdrawn on or after the 15th, we will return only the advance payments you may have made for future months.

Note that we do **not** give refunds for days missed for vacations, illnesses or other personal reasons. Tuition is our **ONLY** source of income. If you should fall a month or more 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 complete a tuition assistance form in order to apply for scholarship money. Questions concerning this policy should be directed to the Preschool Coordinator.

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 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. Parents will provide a snack and juice box each day for their child. When arriving at school, please place their snack in your child's cubbie, which is marked with their name, in the hallway outside their classroom.

Clothing

We ask that you dress your child in comfortable and appropriate clothing for play. We try to keep paint, etc. off of your child's clothes, but accidents do happen. We ask that you send your child to school in shoes appropriate for outdoor play. Mismatched shoes are not appropriate for safe play and are not acceptable.

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.

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 television station (WLFI-TV 18) or visit the wfla.com website.