

CPK Parent Handbook Table of Contents

Philosophy, Mission & Vision Statement	2
Preschool Tuition & Fees	3
Kindergarten Tuition & Fees	4
Extended Care Hours of Operation & Fees	4
Admission & Dismissal Policies	5
General Policies & Information	6 & 7
Health & Safety Issues	8
Extended Care Policies	9
Objectives	10
Allergies	11



PHILOSOPHY

We believe comprehensive early childhood education should be age appropriate and based on solid child development principles. It should address the child's development in the following areas: social, emotional, physical, cognitive, and spiritual. The student, in our setting, will have a stable environment and the opportunity to: learn to work and play with others, develop large and small muscle dexterity, receive stimulation for creative mental development, learn to deal acceptably with emotions and develop an understanding of God, Christ, loving, sharing, and other Christian values.

We believe play to be an important medium for a child's learning. The school provides a group setting in which the child can feel secure and separate easily from parents. The teacher/student ratio should be kept low so that teachers have the opportunity to observe child-to-child interactions and clarify or correct misconceptions. Teachers should make available materials to encourage inquiry and discovery. The teacher should provide a balance of child-selected and teacher-guided activities.

Our preschool provides the opportunity for one-on-one experiences between teacher and child and fosters the development of strong peer group friendships. We believe that each child develops at his/her own pace and should be treated as an individual.

MISSION STATEMENT

Central School is an outreach ministry of Central Church. The mission of the school is to provide quality education in a caring Christian environment and to minister to our students and their families regardless of the religious beliefs or church attendance patterns.

All staff members are to be role models of Christian living, to be witnesses to Jesus' love through routine experiences, to be open to the Holy Spirit's direction and to maintain professional relationships with staff, students, and their families.

We believe that marriage is a holy union between a man and a woman as taught in the bible. Genesis 2:24 and Mark 10:6-9 "From the beginning of creation, God made them male and female. For this reason a man shall leave his father and mother, and the two shall become one flesh; so they are no longer two, but one flesh. What therefore God has joined together, let no man separate."

VISION STATEMENT

Excellence that is recognized throughout the community.

PRESCHOOL TUITION & FEES

Panda Class

\$50.00 non-refundable registration fee

\$648.00 tuition (\$72.00/month)

Preschool Classes

All two- three- and four- day preschool classes carry a \$65.00 non-refundable registration fee.

Tuition is as follows:

Class Name	Full-Year Tuition	Two-semester Payment Plan	Nine Month Payment Plan
	Due by Sept. 15	half by Sept. 15 half by Jan.15	Sept. - May
Humpty Dumpty & Tiny Turtles (2 day)	1,107.00	553.50	123.00
'Lil Leapfrogs (3 day)	1,449.00	724.50	161.00
Busy Beavers (3 day)	1,449.00	724.50	161.00
Gingerbread Kids & Leapin' Lizards (3 day)	1,449.00	724.50	161.00
Jack and Jill (2 day)	1,107.00	553.50	123.00
Playful Penguins (4 day)	1,881.00	940.50	209.00
Pre-Kindergarten* (5 day)	2,070.00	1,035.00	230.00

*Pre-Kindergarten also carries a \$80.00 book fee. Payable upon registration.

** All tuitions are based on a 9 month school year.

Annual tuition is based on the total number of class sessions offered. Even though some months are shorter and some are longer (holidays, breaks, etc.) the monthly amount due is consistent. Refunds and credits are not available unless you have paid tuition in full and need to withdraw your child for any reason. At that point the remainder of your tuition would be refunded upon approval by the director.

Tuition payments are due on the first class day of each month. Any tuition payments made after the 15th of the month will be charged a late payment fee of \$20.00. If your tuition account has a balance due over 60 days, you will be asked to withdraw your child from the preschool/kindergarten until your balance is paid up. No Extended Care contracts will be honored with a tuition account past due.

We are excited to offer you the convenience of Procure's Tuition Express - an automated payment processing system that allows you to easily pay tuition in a variety of ways.

- * Online Payments
- * Credit/Debit card swipe
- * Recurring credit card payments
- * Recurring payments from checking/savings

Tuition Express is a Payment Card Industry Level 1 service provider.

KINDERGARTEN TUITION AND FEES

Non-refundable Registration Fee:	\$115.00
Book Fee & Supply:	\$130.00
Tuition: (5 day)	\$2,295.00/\$255.00 mo.
Enrichment Tuition: (2 day)	\$1,107.00/123.00 mo. or \$553.50/semester

<u>Option</u>		<u>Amount</u>
Full-year payment	Due by Sept.15	\$2,295.00
Two-payment	half due by Sept. 15 half due by Jan. 15	\$1,147.50
Nine-month plan	Sept. – May	\$255.00

EXTENDED CARE

Because many of our parents need flexibility in the time they bring their children to and from school, we provide Extended Care, a before– and after– class option. Children may be scheduled on a regular or occasional basis, as long as openings are available.

Hours of operation

7:30 a.m. - 5:30 p.m.

Registration Fee:	\$65.00 - one time
Per hour charge:	\$5.00 scheduled rate
Per 1/2 hour charge:	\$2.50 scheduled rate
Fail to check in/check out:	\$10.00
Late Pick Up Fee:	\$20.00/ every 5 minutes after 5:30 p.m.

Lunches: All student lunches will be stored in the CPK refrigerator.

ADMISSION & DISMISSAL POLICIES

A registration fee must be paid for each child enrolled at Central Preschool & Kindergarten. This fee is required to hold your child's place in the class for which he/she is enrolled, and is non-refundable. The registration fee does not apply toward the payment of tuition.

Children will be admitted to Central Preschool & Kindergarten when all required forms are completed. Medical and immunization records or vaccination exemption form **must be on file before or upon admittance**. Students enrolled in **Kindergarten** must also provide a certified copy of their birth certificate.

Any child is eligible for enrollment regardless of race, color, national and/or ethnic origins or religion. Admission of children with handicapping or disability conditions will be reviewed on an individual basis.

All children enrolled in CPK must be fully potty trained. No diapers or Pull Ups allowed. Panda classes are the exception to this policy.

Central Preschool & Kindergarten reserves the right to ask parents to withdraw a child who is not able-ready to function within the framework of a group setting, or if parents fail to comply with school policies. In no case will a child be dismissed without a conference with parents, teachers and the Director.

Tuition payments are due on your child's first class day each month, unless full-year or two-semester payment plans are being used. **If monthly tuition payment is 60 days or more delinquent, a conference will be scheduled so that financial arrangements can be made, and a \$20.00 accruing late fee will be charged monthly. If no arrangements are made, the family will be asked to take a leave of absence until payment has been made.**

If it should become necessary to withdraw a child before the end of the school year, a 30-day written notice is required. Payment of tuition must be made to cover the 30-day time period. If a child is withdrawn within the last four weeks of the school year, the full year's tuition is due, as we cannot fill your child's place so late in the year.



GENERAL POLICIES & INFORMATION

Articles from Home:

Please have all your child's belongings, including Show & Tell items, clearly marked with your child's name. Please leave toys at home unless they are for Show & Tell or your child has been specifically instructed to bring an item from home.

Attendance:

If a student will not be in school, please call the school office by 9:00 a.m. (8:25 a.m. for Kindergarten students) Prompt and regular attendance is encouraged. Unless you plan to use Extended Care, students should be in their classroom by 9:00 a.m. or 1:00 p.m. for preschool classes, and/or 8:30 a.m. for Kindergarten. Classroom doors will open 5 minutes prior to class time; please do not enter until the door has been opened by your teacher. Children must be dropped off and picked up at their classroom door – please **do not drop your child off outside**. **Parents are expected to pick up children on time. If you are more than 5 minutes late picking up your child and you have not called the school, your child will be sent to Extended Care by their teacher and you will be charged accordingly.** Please wait outside your child's classroom when picking up; children will be dismissed by the teacher.

Authorization to Release:

Anyone authorized to pick up your child must be listed in the "Authorization to Release" section of your child's Safety and Emergency Health Information form. If anyone other than those listed on your form will be picking up your child, you will need to notify a teacher or the school office prior to your child's dismissal time.

Clothing:

Children should be dressed comfortably for the classroom, and have appropriate clothing and shoes for recess and outdoor activities. We also ask that all children come to school **wearing sunscreen** per the parent's discretion.

Communications:

Calendars and class notes will be sent home and/or emailed by teachers on a regular basis. Calendars include the treat person's name, special days, and classroom activities. Please always check your child's school bag on a daily basis for school news. Monthly newsletters will be sent via email. We also use Procure as a communication tool to text you important information quickly.

Birthday Invitations:

Please **do not bring birthday invitations to school to be handed out.** We do ask that you mail them and if you stop in the preschool/kindergarten office we are more than happy to print off a classroom directory.



GENERAL POLICIES & INFORMATION (CONTINUED)

Conferences:

Two parent/teacher conferences will be required each school year. Parents may request additional conferences at any time. Please use discretion when discussing your child in their presence. Be sensitive and understand that children may become embarrassed when you talk about them when they are present. Panda classes do not have Parent/Teacher conferences.

Discipline:

We believe the best way to help a child is to reward positive behavior. We create an atmosphere which is interesting, stimulating and reduces conflict. When a child misbehaves, teachers will redirect the child's behavior and remind the child of what behavior is expected. If a child continues to behave inappropriately, he/she will have the choice of changing their behavior, or having a "time out". If the child chooses "time out", he/she will be allowed to re-enter the group when he/she is able to correct the behavior. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate or acceptable.

Emergency Closing/Delayed Opening:

Classes will be cancelled if the Sioux Falls Public School System cancels classes or if we feel weather conditions warrant cancellation. If the public school system announces a 1 hour late start, preschool and Kindergarten will begin at 9:00 a.m. with **no am. Extended Care**. If a 2 hour delay is announced we will open at 11:30 a.m. for Extended Care, afternoon preschool and Kindergarten Enrichment. Please listen to KNWC (96.5 FM), or check the CPK website. An email and text alert will be sent as well.

Parental Involvement:

We want you to become involved in your child's classroom experience. Parents are always welcome to visit and are encouraged to sign up to help whenever schedules permit. We welcome participation in field trips, special activities, etc. Arrangements should be made with your child's teacher.

School Bags:

Please send your child with a labeled school bag each day. Projects completed in class as well as communications from your child's teacher or the school office will be sent home in your child's school bag. Please make a habit of checking your child's school bag each day they have been in class.

Snacks:

Preschool children are provided with a snack once in the morning and once in the afternoon each day. Families are free to provide snacks to celebrate a child's birthday, please let your teacher know this in advance. We ask that you avoid hard candies and gum, and do not bring RED juice. If your child has been diagnosed with a food allergy please let us know and we will accommodate them. Our snacks will be nutritious.

Staff:

Each class shall have one certified head teacher, or a teacher with their certification in process. All teachers are professionals. Classes may also have an assistant teacher, depending upon enrollment.

Transportation:

Teachers are not permitted to transport children to and from school.

Tuition/Extended Care Payments:

Parents are responsible for keeping tuition and Extended Care payments current. Payments are due on the first class day of the month unless other arrangements have been made in advance. Any payments made after the 15th are considered late and a late fee will be added to your account. If you need a receipt, either on a monthly basis or at the end of the year, please request one from the school office. Contracts turned in with no payment or an unpaid tuition balance will not be honored. **Non-payment of Extended Care contracts will result in asking you to find alternative child care.**

HEALTH AND SAFETY ISSUES

Car Pools:

The trip to and from school is an important part of your child's school experience. Make sure your child knows who is driving him/her and who will pick him/her up. Both children and teachers will appreciate your consideration in picking up children promptly, and your care in driving slowly as you approach and leave the school yard.

Child abuse regulations:

South Dakota law makes it mandatory for any child care worker to report any suspected child abuse to the South Dakota Department of Social Services. Our staff are required to read and sign a child abuse & negligence statement.

Emergencies at school:

If your child is injured or becomes ill at school, we will make every effort to notify you immediately. Please keep all emergency information forms current and inform us immediately of any changes in address or phone number. Parents are responsible for a child's medical bills if medical attention is required while in school.

For your child's safety:

- ⇒ Please use the front school door for arrival/departure.
- ⇒ Children **must** be accompanied to and picked up at their classroom door. Violation of this policy will result in dismissal of the child from school. No child should be outside by themselves.
- ⇒ Please be prompt in picking up your child at dismissal time.

Illness:

- ⇒ A child with any of the following symptoms should be kept home from school: runny nose, red or runny eyes, coughing, sneezing due to cold or flu, sore throat, fever, diarrhea, vomiting or swelling of the neck. Children who come to school with these symptoms or develop them during their class time will be separated from others and sent home.
- ⇒ **Our 24 hour symptom free policy includes: vomiting, diarrhea and fever.**
- ⇒ Contagious diseases will be reported to the Department of Health.
- ⇒ Children suspected of having impetigo, head lice, pink eye or other infectious conditions should be kept home until they are under the care of a physician. Children who come to school with these symptoms will be sent home.
- ⇒ Please inform the school Director if your child contracts a communicable disease such as Chicken Pox, Influenza, etc. A notice will be sent home to parents whose children may have been exposed.

Immunizations: At the time of admission, current immunizations are required for each child. Throughout the school year immunizations must be kept current. A copy must be given to the office. If you choose not to vaccinate your child you must fill out a vaccination exemption form stating reasons for this decision.

Medications:

No medications will be administered to a child without a signed parental permission slip accompanied by detailed written instructions. Medication must be clearly labeled with the child's name. Physician's instructions must accompany prescription medications. Medications should not be left in your child's school bag.

Field Trips: When transporting children on field trips child passenger restraint systems will be used following current SDCL regulations. Each vehicle will only carry the number of children allowed by vehicle passenger capacity.

EXTENDED CARE

Extended care is offered to provide parents with flexibility in the time they bring their child to and from school. A.M. Extended Care refers to the 7:30 – 9:00 a.m. time period. Mid-Morning Extended Care refers to the 9:00-11:30 time period. P.M. Extended Care refers to the 11:30 a.m. – 5:30 p.m. time period.

Please refer to the Extended Care Policies and Procedures manual for complete information about this program.

Policies:

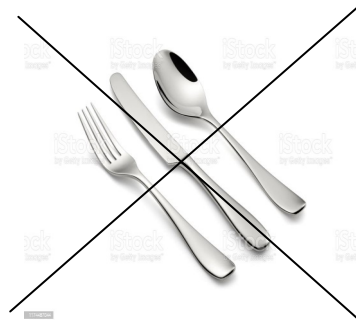
- ⇒ **All children must be fully potty trained . No diapers or Pull Ups will be allowed.**
- ⇒ All children must be brought to and picked up from Extended Care by an authorized adult.
- ⇒ Children must wear tennis shoes or soft-soled shoes and sturdy play clothes.
- ⇒ We also ask that all children come to school wearing sunscreen at parent's discretion. Any child enrolled at Central Preschool and Kindergarten may be enrolled in Extended Care.
- ⇒ Central Preschool and Kindergarten reserves the right to ask parents to withdraw a child from Extended Care who is not ready to function within a less-formal setting, or if parents do not comply with policies of the school.
- ⇒ If school is cancelled, Extended Care will also be cancelled.
- ⇒ Children provide their own lunch; beverage for lunch will be provided by the school. The school does not provide lunch.
- ⇒ All children need to have necessary forms completed before entering the Extended Care program.

Rates:

A.M. & P.M. Extended Care – \$5.00/hour scheduled rate
\$2.50/ 1/2 hour scheduled rate

Please **do not send** the following items in your child's lunch:

- ◆ NO Easy Mac & Cheese meals - we're happy to warm up leftovers
- ◆ NO glass containers
- ◆ NO silverware



OBJECTIVES

Panda Class:

Panda Class is a preschool experience for young children age two years eight months through age three. Registration is limited to 20 children per class with four teachers. Our goal with Panda Class is to help each child feel comfortable, make new friends, learn to interact in a group setting, and have fun. Separation from their parents can be a major issue for this age group; we are here to help your child with this transition.

Preschool:

Our preschool classes for 3- & 4- and 4- & 5- year olds offer a creative program which encourages children to develop their potentials. Our program includes:

Learning Centers

- home living
- dramatic play
- fine muscle activities
- block area
- outdoor playground
- educational games
- indoor gym space

Unit Themes

- self/family
- safety
- food
- community helpers
- nursery rhymes
- holiday themes
- and many others

Creative Expression

- drama
- art
- painting
- music
- play
- show and tell

Concepts

- colors
- numbers
- letters
- shapes
- opposites

Kindergarten:

Our goal is to help Kindergarten students learn to listen, work cooperatively with others, share, follow directions, express creativity in acceptable ways, develop and use good speech patterns, maintain a healthy self-image, and become acquainted with the skills designated for the Kindergarten child. We also strive to prepare Kindergarten students, emotionally as well as academically, for their transition into first grade.

It is beneficial to your Kindergarten child to read together daily, sing and play games together, model clear and correct speech, and help them to develop responsibility for themselves and their belongings. Encourage healthy eating and sleeping habits, and teach your child proper hygiene procedures. Monitor what your child watches on television, watching with them and discussing program content when able. Be positive and supportive of your child's educational development.

Allergies:

You've all read the headlines and seen the news stories; food allergies are a growing concern in schools across America. Millions of children-children who are perfectly healthy and normal in every other way-must watch every single bite they eat, or risk suffering a severe or even life threatening reaction. In fact, food allergies claim an estimated 150 lives and are responsible for more than 125,000 emergency room visits each year. A major health issue such as this must be taken very seriously, and it has always been the policy of this school to make the safety and well-being of our students our top priority.

Birthday parties are a special time for children, but can be a difficult time for the child with a food allergy. If you would like to send baked goods, please be careful about the ingredients. It would be especially helpful if you could let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the child with a food allergy can provide his/her own safe treat.

This is a learning process for all of us, but we trust the you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have questions or concerns about food allergy-related issues, please do not hesitate to contact the office.

