

Mission Statement

Our mission is to provide a safe, secure and quality preschool for our community. We believe play is the work of a child. Activities that appear to be merely play to adults are very important to children. With developmental goals in mind we place an emphasis on children's emotional, social, cognitive and physical growth.

We attempt to capitalize on a child's natural curiosity, imagination, and creativity. We use age appropriate challenges to develop each child's talents and abilities. We recognize that children learn at different stages and encourage them where they are developmentally. We encourage the unique and special qualities of each child and assist him/her in reaching their full potential. Children will be developing skills they will need in the years ahead. We want children to enjoy being kids - to play, to learn, and to laugh.

We strive to meet the needs of the whole child. Spiritual needs must also be met. As a Christian preschool, the teaching of Biblical truths and Christian values is an important part of what we do. We provide either a Bible story, a life application story dealing with such subjects as Love, Thankfulness, and Honesty among others, a puppet story, or an object lesson. We also pray for needs the children share and pray before eating snack.

We count it a privilege to be entrusted with the care of children and look forward to spending the year sharing in your child's life as he/she explores, experiences, and learns new things.

Discipline

Our discipline policy is designed with each child's needs and stage of development in mind. We desire is to help children learn to develop self control. We want children to learn respect for others and to express themselves using words.

Children need to learn to take responsibility for their actions and understand that there are consequences to actions.

We use positive guidance and redirection. Teachers establish clear limits on appropriate behavior and continually look for good behavior to praise. No corporal punishment or verbal abuse will be used. If a child is unable to control him/herself, the child will be asked to sit in a quiet area away from others and calm themselves. When possible, the teachers will allow the child to decide when they are ready to enter back into cooperative play.

Curriculum

To keep our lessons interesting and varied, we have "Weekly Themes" that tie into all areas of learning. We will also have several "Focus letters" each week . Our qualified teachers will present these in the following areas below:

Socialization:	Opportunities are provided for parallel play and cooperative play. Children are encouraged to use their words and to problem solve.
Practical Life:	Experiences to help children master their environment without adult assistance - such as pouring, buttoning, and washing.
Dramatic Play:	Children love to use their imagination and mimic life in our home and dress up center.
Sensorial:	Experiences to help children become aware of their senses and use them for observation, comparison, and classification.
Math:	Experiences to help children learn rote counting, number recognition, and associating the abstract symbol with the real life quantity.
Science:	Experiences in nature and natural laws.
Language:	Experiences to help children learn letter recognition, phonics, and to form words by combining sounds.
Spiritual:	Biblical truths and Christian principles will be shared through Bible stories, life application stories, puppet stories, object lessons, and teacher example.
Music:	Experiences with musical instruments, rhythm, and singing simple songs.
Arts and Crafts:	A balance of crafts and open-ended activities using a variety of materials. Individual creativity is strongly encouraged.
Physical:	Experiences to foster development in balance and coordination.

School Information

<u>Hours of Operation</u>	<u>Class</u>	<u>Days</u>	<u>Age</u>	<u>Age Requirements</u>
9:00 AM - 11:30 AM	P-3	Tues./Thurs.	3 yr olds	age 3 by August 31, 2012
9:00 AM - 11:30 AM	P-4	Mon./Wed./Fri.	4 yr olds	age 4 by August 31, 2012
12:30 AM - 3:00 PM	P-4	Mon./Wed./Fri.	4 yr olds	age 4 by August 31, 2012
9:00 AM - 11:30 AM	K-Prep	Mon. - Fri.	4 & 5yr olds	age 4 by Aug. 31, 2012
12:30 AM - 3:00 PM	K-Prep	Mon. - Fri.	4 & 5yr olds	age 4 by Aug. 31, 2012

Prior school experience recommended for K-Prep students

Class Size:

P-3—14 Children & (2) Teacher's P-4—16 Children & (2) Teacher's K-Prep—20 Children & (2) Teacher's

Morning Class Schedule:

9:00	Arrival
9:10 - 9:25	AM Circle Time
9:25 - 10:05	Free Play/Learning Centers
10:05 - 10:20	Wash Hands/Snacks
10:20 - 10:40	Indoor/Outdoor Play
10:40 - 10:55	Bible Circle Time
10:55 - 11:15	Free Play/Learning Centers
11:15 - 11:30	Clean Up/Review

Afternoon Class Schedule:

12:30	Arrival
12:40 - 12:55	AM Circle Time
12:55 - 1:35	Free Play/Learning Centers
1:35 - 1:50	Wash Hands/Snacks
1:50 - 2:10	Indoor/Outdoor Play
2:10 - 2:25	Bible Circle Time
2:25 - 2:45	Free Play/Learning Centers
2:45 - 3:00	Clean Up/Review

Schedule may vary due to themes, field trips etc.

Tuition

A registration fee of \$60.00 is due with the first month tuition at the time of registration. The registration fee and the first month tuition are non-refundable. Tuition is figured on the cost of running FCP for an entire school year and divided into nine (9) equal monthly payments as follows:

Monthly Tuition Installments

P-3	2 days per week	\$130.00
P-4	3 days per week	\$160.00
K-Prep	5 days per week	\$195.00

Tuition is due on the first (1st) of each month. Payments received after the fifth (5th) of the month incur a \$10.00 late fee.

Accepted types of payment for tuition are personal check, money order, cash, and automatic withdrawal. No pay pal or credit cards please. Returned checks (NSF) will be surcharged a \$25.00 fee. If 2 checks are returned for NSF, personal checks will no longer be honored as a type of payment for preschool tuition.

Late pick up fee -Parents are expected to pick up children at 11:30am for morning classes and 3pm for afternoon classes. There will be an **overtime charge** of \$5.00 for each 15 minutes or portion thereof, beginning 15 minutes past the end of class.

Yearly Tuition Reduction - Families who pay the year's tuition in its entirety at the time of registration, will receive 5% off.

Family Discount - Families who have more than one child registered in Fairwood Christian Preschool during the calendar school year are eligible for a 5% discount for the youngest child enrolled.

Two weeks written notice must be given if you need to withdraw from school. Parents are required to pay for those two weeks regardless of when the child stops attending. Parents are responsible for each month's tuition in spite of absences, vacations, or holidays. The school's budget and teachers' salaries are based upon full enrollment, therefore compensation cannot be given.

Parent Involvement

Our goal is to create an atmosphere where parents feel involved, supported, and relaxed. We look forward to partnering with you throughout the school year. The preschool experience is enhanced by keeping you involved and informed on your child's progress. Here are some of the ways that you will share in your child's early childhood experience:

Parent files—our in house mail system.
Monthly newsletters.
Parent classroom volunteers, *we have an open door policy*
Parent chaperones for field trips.
Parent volunteers for party days or special events.
Student assessments issued two times each school year.
Parent/Teacher Conferences are available, *upon request* only.

Parent Grievance Procedure

The grievance procedure is used as an effective means to settle concerns between parents, students and teachers. If problems arise, please follow the guideline below.

Parents, discuss problems with the child's classroom teachers first.
If the teachers have not resolved the problem, the parent should discuss their concerns with the FCP director.
Should the problem still not be solved to the parents satisfaction, a meeting will be arranged between the parents, director and teachers at the discretion of the director.

Arrival and Pick-up Procedures

All children must be checked in and out daily using our computer check in system located in each classroom. Children must be escorted by an adult to their classroom. Children can not walk to or from the building unsupervised.

Children should never be left unattended in parking lot or in cars. No one under the age of 16 years may pick up a child from preschool at any time. Children will only be released to those who's name appear on the pick up consent form. Parents need to inform FCP office of any changes in address, phone number or emergency information.

Please telephone if you will be delayed in picking up your child from preschool. Classroom doors will be locked until school begins and will remain locked while class is in session.

Health Policies

Our goal is to maintain the best possible health conditions for children. If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. Children may ask to come to school even though they are ill. Please adhere to the following policies. If a child comes to school when ill, they will be sent home.

1. If a child shows signs or symptoms of illness such as sore throat, fever, stomachache, unknown rash, pink or itchy eyes, or a persistent cough, please keep them at home.
2. After a fever a child's temperature must be normal (98.6) for 24 hours BEFORE returning to school.
3. If a child contracts a highly contagious condition such as pink eye, chicken pocks, fifth disease, head lice etc., they must stay at home until they have been treated by a physician and are no longer contagious.
4. If a child becomes ill while at school, you will be called to pick up the child immediately. We do not have the space or staff to quarantine children. FCP staff will not call unless the child needs to be at home.
5. If a child is well enough to come to school we will expect him/her to participate in all activities, such as playing outdoors with the class, weather permitting. No medication will be administered by a teacher or staff member except EpiPens if needed.

Infectious Disease

Children afflicted with infectious disease shall be excluded from FCP. When the child is no longer contagious, a physicians' note to that effect may be requested by the director, if there are concerns on the part of FCP. The child may then be re-admitted.

Please report highly infectious conditions to the FCP office in order to warn other parents to watch for similar symptoms.

Immunizations

Children enrolled in Fairwood Christian Preschool must be current on immunizations. Copy of current immunizations is required at time of application. Medical and other exceptions are permitted with a signed waiver, and an understanding that parents may be asked to remove child from school if there is an outbreak of a vaccine-preventable disease. The child would be excluded from school until the outbreak is over.

Preschool Apparel

Children get messy during some preschool activities and should not have to be concerned with staying clean. Please dress your kids for play. Shoes with slick soles, flip flops and skirts or dresses without leggings are discouraged. They interfere with running and climbing. Hang up coats, hats, scarves and back packs on the coat racks upon arrival and take home such items at the end of each day. Unmarked clothing left for extended periods will be donated to a local charity. Also, please leave umbrellas at home or in car. Please be sure that your child's clothing:

Is comfortable, washable, and allows for self-dressing.

Is appropriate for arts and crafts.

Jackets and backpacks are marked with child's first and last name.

Clothes are warm enough for outdoor play.

Show and Tell

Children are encouraged to share about themselves, family and friends with photos, toys, a stuffed animal, collections, trophies, and things found in nature. Show and Tell is scheduled one time per month and posted in the monthly newsletter.

Toy guns, swords and toys that could hurt another child are not allowed! They will be taken away and put aside until dismissal. Help your child to learn to leave these toys at home! Thank you for your cooperation.

Field Trips

Fairwood Christian Preschool takes several field trips during the school year. The cost of the field trips, if any, is not included in the monthly tuition.

Parents who volunteer to drive on field trips are required to carry proof of liability insurance. Parents not attending fieldtrips must consent to their child riding in parent car pools and provide a car seat or booster seat as required by law. Otherwise your child should stay home for that day.

In the event that we don't have enough parent participation to provide rides for all students, field trips will be cancelled.

Snacks

Each child is scheduled to provide a snack that's low in sugar and juice or milk one time a month on a rotational basis. A snack calendar will be published on the back of the monthly news letter. If your child is ill or not at school on the assigned day please bring a non-perishable replacement snack to be used at another time.

Birthdays are important and children love to celebrate. When your child's birthday falls during the school year, they will be assigned to bring snack on or near that day. They may bring cupcakes, ice cream or other "fun" food on that day. For the children who have summer birthdays, they will be scheduled sometime during the year to celebrate their un-birthday.

A peanut allergy can be life threatening. Over the past few years we have seen increased numbers of children who have peanut allergies. For these reasons we have opted to have peanut free classrooms.

Please help us to maintain a safe environment by keeping all peanuts or peanut butter at home. Students with any food allergies must still notify us on the student registration forms. Teachers will check ingredient lists from packages before serving snacks for those students. Children with food allergies may need to provide a back up snack in the event of a snack brought in that they are unable to eat.

Fundraisers

Our school sponsors several fundraisers each year to help keep tuition costs down. Fundraisers are held in the fall and the spring. All families may participate in some or all fundraisers. Families are required to meet the goal of raising \$100.00 profit per student for the year.

Some families prefer to make a tax deductible donation of \$100.00 and not participate in the fundraisers. Tax receipts will be issued for cash donations.

Bad Weather Instructions

When snow, ice, or other emergency conditions exist—Fairwood Christian Preschool will follow the Kent District #415 school closure schedule.

Please don't try to judge whether school will be open on how the roads appear to you since the road conditions are evaluated for the entire school district. We have some families and teachers who must travel an extended distance to get to school.

Emergency information will be announced on most television or radio stations.

If the Kent School District opens one (1) hour or two (2) hours late—Fairwood Christian Preschool morning classes will be closed. Afternoon classes will be held.

If the Kent School District is closed— Fairwood Christian Preschool will be closed.

In the event of a power outage, we loose heat and phones in our building.
If an outages that lasts more than 30 minutes—Fairwood Christian Preschool will close.