



# PARKWOOD DAY SCHOOL

## **Parent Handbook 2018-2019**

Parkwood Day School at EUMC

2084 N. 1300 Rd.

Eudora, KS 66025

785.548.3200

[parkwoodeudora@gmail.com](mailto:parkwoodeudora@gmail.com)

[www.parkwooddayschool.org](http://www.parkwooddayschool.org)

[www.eudoraumc.org](http://www.eudoraumc.org)

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Hours of Operation:

Monday - Friday

Full Day: 7:30 a.m. to 5:30 p.m.

Half Day: 8:30 a.m. to 12:00 p.m.

Full year program

Summer Session: June and July

\*Enrolling children 12 months and walking to 6 years of age\*

## **Welcome to Parkwood!**

We are pleased you have chosen our program for your child's early education. This handbook is a resource on the policies and procedures for Parkwood Day School at EUMC. Please keep it throughout the school year and contact our office if you have any questions or concerns.

### **Church Mission Statement**

We are living into God's dream of a community that welcomes everyone, grows spiritually, and serves others.

### **Our Mission**

At Parkwood Day School, our mission is to provide education for a lifetime. We are a high quality program with developmentally appropriate practices that support young children's cognitive, social, emotional, physical, and creative development to ensure children are well-equipped to enter the academic primary school years. We teach critical-thinking and effective communication skills so children can solve their own problems while fostering respect and acceptance between peers and adults.

### **Experienced Professionals:**

*Mrs. Paula George, Owner*

Mrs. George has more than 20 years of experience in early childhood education. She has been involved in programs that include Shawnee Mission School District, Johnson County Community College's Early Childhood Center, Bethany Lutheran Preschool and Brookridge Day School. She holds a B.A. in Speech, Language and Hearing with an emphasis in Early Childhood Language Development including American Sign Language Certification. Mrs. George and her family are the founders of the non-profit organization "Toys from the Heart".

*Ms. Jennifer Jones, Director*

Ms. Jones has more than 15 years of experience in early childhood education. She joined Parkwood Day School in the Fall of 2012. She holds an Associate of Science in Early Childhood Education with an emphasis in administration.

### **Additional Program Administration:**

Laurie Chudik, Bookkeeper – [parkwoodbookkeeper@gmail.com](mailto:parkwoodbookkeeper@gmail.com)

Special Services Coordinator – [parkwoodtherapy@gmail.com](mailto:parkwoodtherapy@gmail.com)

# Curriculum

## **Philosophy**

The staff at Parkwood Day School believes children learn best by doing – actively participating in the planning, execution, and reflection of their daily activities. Teachers provide children with engaging materials and key experiences based on the High/Scope Curriculum that help the children make choices, solve problems, and actively contribute to their own development. The environment reflects a child-directed approach to learning, but maintains structure and boundaries out of the safety and respect for ourselves and others.

## **Active Learning Environment**

'Structure with Freedom' The classroom environments reflect a child directed approach. There are boundaries for safety and respect for others as well as ourselves. Our hands-on learning environment provides experiences that allow children to become confident in their own unique abilities.

## **Daily Language Arts Activities**

Language abilities develop when there are fascinating things to explore and talk about. In class your child will develop skills in listening, speaking, print awareness and an early understanding of reading. Most important to preschoolers are their own personal experiences. The children will have many opportunities during the day to share what they know and develop ways to take what they know further. " The children will participate in weekly activities to enhance letter recognition with phonics fun, games and language building.

## **Handwriting Readiness**

Strong fine motor skills are the foundation to handwriting. The Handwriting Without Tears curriculum is designed to build skills through fun activities that include coloring, drawing, singing, and counting.

## **Hands-On Math and Science**

Math and science are incorporated into the daily routine. Planned activities such as cooking and gardening allow for children to discover the connection between math and science in their daily lives. Open math and science centers also provide the children with time and space to discover on their own.

## **Community Based Social Studies**

Community and family are important to us! It is our goal to build strong relationships between child, parent, teacher and our community. Parent training on interesting subjects and fun family events are sponsored by Parkwood and EUMC! We invite you to attend the scheduled events throughout the year. Parkwood at EUMC also offers a child-friendly chapel service that parents are welcome to attend. Check the school calendar for dates and times. Special events and guest speakers will help your child learn more about their environment outside of the classroom.

## **Outdoor Learning Environment**

Our outdoor environment is a unique place to learn. Children are encouraged to use large muscle groups for exercise and to use the space to extend classroom learning. We look forward to creating a unique outdoor classroom to support learning for all ages.

## **Developmental Assessments**

Our program uses the Ages and Stages Questionnaire, a developmental screening tool, to highlight your child's developmental strengths and monitor concerns. Our Parkwood Therapy team is available to support children, families, and teachers with developmental concerns, and as a resource to connect families to county- and school district-based services or with one of our own therapy professionals.

## **Parent-Teacher Communication**

Communication between parents and teachers is important during arrivals and departures to ensure smooth transitions between home and school. Teachers send classroom emails outlining the day's activities and key developmental indicators, along with individual daily sheets. Weekly classroom newsletters outline weekly classroom educational goals, special events, and parent reminders. Teachers are available to send and answer emails during rest time, between 12:30-2:30 p.m. each day. Classroom staff are unable to answer emails other than at designated times since they are actively involved with supporting the classroom needs and facilitating the learning process. If parents have immediate questions or concerns, please email the office at [parkwoodeudora@gmail.com](mailto:parkwoodeudora@gmail.com) or call 785-542-3200.

Teachers and support staff are prohibited from using their personal cellphones, social media or personal email to communicate with parents. If you need immediate assistance, please use the email or phone numbers above to communicate with the administrative staff.

## **Parkwood Therapy**

Parkwood Therapy is a group of support services providers who work within classrooms supporting teacher's and student's needs, in large/small groups and individually. Parkwood Therapy works with parents and teachers to support all students using ASQ-3 developmental scores, provided IFSP and IEPs or at a parent's request. The Parkwood Therapy team provides unique learning opportunities targeting key experiences for children who need strengthening in sensory exploration, social learning, communication, language, fine and gross motor development.

Additional Community groups and individual services are available for children within the Parkwood program, as well as families not enrolled in the program or attending local public/private schools.

Additional fees apply.

## **Lunch Program**

Mealtime is also a time to learn. The children participate in the mealtime process by setting the table, practicing family-style serving, and cleaning up after themselves. Manners, nutrition and socializing with peers will be the focus of mealtime.

Morning and afternoon snacks are served by Parkwood. Lunch is provided by parents. Parkwood will provide milk (dairy or almond) at lunch for all children. Parents should send lunch items that are age appropriate, easy for children to eat independently, and healthy. Please refrain from sending sugary treats, fruit snacks, and candy in your child's lunch. Parkwood also offers an optional lunch for an additional fee. Please see your child's teacher for more information and to reserve lunch. Lunch must be reserved in advance. We follow the Child and Adult Care Food Program (CACFP) patterns for meals and snacks. More information can be found at

<https://www.fns.usda.gov/cacfp/meals-and-snacks>

Birthday treats are welcome at Parkwood. Treats can be served with a snack or at lunch along with the other components offered (ex., cookie, apple, milk). Please coordinate your child's classroom birthday celebration with the classroom teachers.

### **PARKWOOD IS A PEANUT-FREE PROGRAM**

Keep us updated with any changes in regards to food and/or environmental allergies. If your child develops an allergy to a food, medication, etc., please let the office and classroom staff know as soon as possible.

## **Rest Time**

Rest time begins after lunch, 12:00-12:30 p.m. All children will rest in a peaceful and relaxing environment. Non-sleepers will be asked to rest quietly for 30 minutes and then move on to 'quiet time' activities. Rest time will end around 2:30 p.m. for all classrooms, unless all children are awake and active before. Children should bring a backpack daily with a crib sheet, blanket, small pillow or comfort item (optional) for rest time. Rest time items should be cleaned weekly or more frequently if needed.

## Enrollment and Scheduling

*Parkwood Day School LLC does not discriminate in admission or determination of enrollment on the basis of race, sex, sexual orientation, color, religion, national origin, ancestry or physical handicap in accordance with Kansas Civil Rights Statute K.S.A. 44-1009*

Parkwood Day School is a Limited Liability Company

### Tuition and Fees

Enrollment Fee.....\$100

Classroom Fee.....\$50

Tuition is calculated based on a daily rate, then multiplied to determine the weekly rate. Please refer to the tuition chart to determine your tuition, based on the age of your child and number of days enrolled.

Monthly tuition payments are due by the 1<sup>st</sup> of each month by 5:30 p.m. Bimonthly tuition payments are due on the 1st and 15th of each month by 5:30 pm. All contracted days must be paid in full including school closings, conferences, and teacher workdays or if your child is absent due to sickness, vacation or other reasons. If your child is absent and you would like him/her to attend another day, an additional drop-in care charge will apply. Prior arrangements must be made and are subject to availability.

*Automatic payments are available through Tuition Express. Tuition Express payment dates are different from the above due dates, please review the schedule for Tuition Express payment dates and complete the required authorization form.*

### Late Fees & Returned Checks

A late fee of \$20 per child enrolled will be added to the tuition balance if tuition is not paid by 5:30 p.m. on the due date agreed upon on your enrollment contract. If your child does not attend that day, please make arrangements to deliver your payments prior to the 5:30 p.m. deadline.

There will be a \$60 charge, plus an additional payment for any incurred fees, for all returned checks. The \$60 charge plus the amount of the returned check will be paid in cash.

### Scheduling

**Full Day: 7:30 am-5:30 pm / Half Day: 8:30 am-12:00 pm**

We offer full time and part time scheduling. The minimum days of attendance for all classrooms are 2 days. Full time enrollment is 5 days per week, and part time enrollment is either 2 (T/Th) or 3 (M/W/F) days per week and based on program availability. Part time enrollment forms require specification of a 1<sup>st</sup> choice and 2<sup>nd</sup> choice; 1<sup>st</sup> choices are not guaranteed. Drop-in days are offered for part-time families, based on availability, for an additional daily rate (varies by age). Please coordinate drop-in days with the office.

- You contract for the calendar year. Withdrawal from the program requires a written, paid 30-day notice. Fees are non-refundable.
- In-house enrollment begins in January for the following school year.
- The summer session is an 8 week program, June through July, and may require additional materials fees.
- Enrolling ages 12 months and walking to 6 years (Kindergarten-age). School age children can enroll for the summer session only.

### **Informal Care**

During times when Eudora public schools are closed for holidays, winter and spring breaks, or for weather-related reasons, Parkwood may choose to provide informal care with reduced hours (8:00-3:30). Care must be reserved ahead of time and only for the days your child normally attends. If you want your child to attend additional days outside of the regularly attended days, then a daily drop-in rate will apply (varies by age).

### **Snow Days**

If the Eudora Public Schools are closed for snow, ice, or other inclement weather that makes driving hazardous, WE WILL NOT HAVE SCHOOL. If Eudora Public Schools are closed due to cold temperatures we will be open for informal care, 8:00-3:30. If Parkwood is closed, an e-mail will be sent to all parents/guardians and it will be listed on local news stations as 'Parkwood Day School – Eudora'. Parents/guardians will be notified by e-mail if we are open and Eudora Public Schools are closed. Five (5) inclement weather days are built in to the school calendar. Tuition will be adjusted for full time students if there are additional closings.

### **Additional School Closings**

Parkwood Day School at EUMC will be closed during the school year for holidays, winter break, conferences, and early releases. Please check the Important Dates for Parents for a complete list. If there are other conditions that warrant additional closings, you will be notified by e-mail and telephone.

### **Attendance**

Regular attendance is important. Please make every effort to establish consistent arrival and departure times and routines. To ensure the safety of all students, parents or other adults dropping off or picking up during the day must sign the child(ren) in and out daily in our attendance logs and check-in with the teacher before leaving.

Please notify the office when your child is ill or will be absent: [parkwoodeudora@gmail.com](mailto:parkwoodeudora@gmail.com) or 785-542-3200. Teachers will be notified by the office staff.

### **Illness Policy**

We follow the Kansas Department of Health and Environment guidelines for exclusion of sick children. Parents will be notified immediately when a child has a sign or symptom of illness requiring exclusion from the facility. Please make arrangement

- Fever: children will be sent home when an auxiliary (underarm) temperature reads 100.5 or higher. Children should stay home until fever-free for 24 hours without the use of fever-reducing medications.

- Severe Cold Symptoms: children with persistent nasal drainage and/or sore throat, excluding seasonal allergies, are encouraged to be kept at home. Additional signs of illness such as uncontrolled coughing, irritability, persistent crying, unusual lethargy, difficulty breathing or wheezing, are also reasons to keep your child home.
- Vomiting and/or diarrhea: parents will be notified after the first incident of vomiting and/or diarrhea, and children will be sent home after the second incident. Children may return to school after symptoms have subsided for at least 24 hours and a normal diet has been resumed.
- Other communicable diseases: Per KDHE, “schools and child care facilities must exclude for persons afflicted with an infectious or contagious disease that is dangerous to the public health. It shall be the duty of the parent or principal or guardian in charge of the facility to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation.” COMMUNICABLE ILLNESSES INCLUDE:
  - Chickenpox, Hepatitis B, Lice, measles, meningitis, mononucleosis, mumps, conjunctivitis (pink eye), pinworms, ringworm, scabies, staph, strep, mouth sores, rash with fever or behavior change, untreated tuberculosis.

## Accidents

Teachers and administrators follow emergency procedures in case of injury to a child occurs. Depending on the nature and severity of the injury, parents will be notified by either an accident/incident form at pick-up time or by phone call. Please make sure the office has current phone numbers for each parent/guardian and emergency contacts.

- If a life-threatening situation occurs, 9-1-1 will be called first, then the parents/guardians will be notified.
- If a serious, but non-life threatening incident occurs at school, the parents/guardians will be notified for consultation and possible non-emergent medical evaluation at the parent’s or director’s discretion.
- If a minor, non-serious incident occurs at school, the parents will be notified with an accident form at pick-up time. The teacher, parent/guardian, and director will all sign the form and a copy will be sent home.

## Pick Up Policy

Parents are responsible for providing a list of persons authorized to pick up your child from school. **Students will not be released to any unauthorized person(s).** Any person, other than a parent, must first check in with the office staff and present a driver’s license before the child will be released. If an emergency occurs and no one on your child’s pick-up list is available, please notify the office as soon as possible with the name and phone number of the person responsible for picking up.

## Discipline Policy

Infants and Toddlers: We understand infants and toddlers are naturally active and curious. The primary discipline for this age is providing structured daily routines, but to also learn to recognize and respond appropriately to each child’s needs. As children become more mobile and obtain more contact with the environment, we must also impose limitations to create safe spaces for them to explore and play. With older toddlers, the teachers will use positive management rather than



negative. Providing adequate materials and reinforcing the concepts of sharing by modeling, toddlers will learn to participate in the classroom experience.

Preschool: We understand preschool children are able to make their own decisions about their behavior with guidance. The teacher and child will use problem-solving techniques to make a decision about appropriate choices and what the natural consequences of those choices will be. If needed, the child is given three attempts to correct the undesired behavior. If unable to regain self-control the child will be redirected to a quiet spot within the classroom. When the child has demonstrated self-control the teacher and child will discuss options of better choices for future behavior.

School Age: We understand school-aged children can be involved in suggesting consequences for their own inappropriate behavior. We also recognize that they demonstrate appropriate behavior when they are involved in planning activities that are of interest to them. If a problem is unsolved by the student alone, the parents will be asked to attend a meeting to discuss the situation.

## Tuition Express Dates for 2018-2019

<i>Month</i>	<i>Monthly Payment Date</i>	<i>Bimonthly Payment Date</i>
November	October 25, 2018	October 25, 2018 November 9, 2018
December	November 20, 2018	November 20, 2018 December 10, 2018
January	December 27, 2018	December 27, 2018 January 9, 2018
February	January 25, 2018	January 25, 2018 February 8, 2018
March	February 25, 2018	February 25, 2018 March 8, 2018
April	March 25, 2018	March 25, 2018 April 10, 2018
May	April 25, 2018	April 25, 2018 May 10, 2018