

## **Our Vision**

Our purpose is to provide a safe, secure and peaceful place where children can acquire basic truths of Christian faith, develop positive character qualities, and learn in a relaxed and encouraging atmosphere. We accept as our responsibility, the challenge to help all children seek answers to their questions, direction for their dreams, and inspiration to grow in God's love.

## **Welcome!**

The Learning Center is an outreach ministry of Orchard Park Presbyterian Church. If you are interested in learning about other church ministries and activities, you may pick up a copy of the program guide in the church office. Please call the church office at 844-1107 for information on worship and Sunday school times.

## **Organizational Structure**

The Learning Center Board of Directors determines the policies which govern all aspects of The Learning Center's daily operation. The board is under the authority of the Session of Orchard Park Presbyterian Church. As a ministry of OPPC, the Board is represented at Session by the Elder of Children's Ministries

**Classes and Age Requirements**  
**All Classes meet from 9:00-2:15**

**Times and Days**

Mother's Day Out classes meet on Monday, Tuesday, Wednesday, Thursday, and Friday. Attendance in Little Lamb is limited to one day per week. Teddy Bears can come one or two days a week.

Junior Preschool meets two or three days a week as follows:

M/Th or T/F or T/W/F

Two day Senior Preschool meets as follows:

Tuesday/Friday

Three day Senior Preschool meets as follows:

T/W/F or M/W/Th

Transitional Kindergarten meets four days as follows:

M/T/TH/F

**Age Requirements**

Little Lambs: 1 by June 1, 2019

Teddy Bears: 2 by June 1, 2019.

Jr. Preschool: 3 by August 1, 2019

Sr. Preschool: 4 by August 1, 2019

Transitional Kindergarten: 5 by November 1, 2019  
Teacher recommendation

### **Student to Teacher Ratio**

Little Lambs	6 children/2 teachers
Teddy Bears	10 children/2 teachers
Jr. Preschool	12 children/2 teachers
Sr. Preschool	14 children/2 teachers
Transitional Kindergarten	16 children/2 teachers

### **Registration**

Registration for the following year is open to current families in January. New families may register in February. A registration fee is collected at the time of registration.

### **Tuition**

Little Lambs	\$118/month
Teddy Bears	\$118/month
2 day Teddy Bear	\$236/month
2 day Jr. Preschool	\$193/month
3 day Jr. Preschool	\$283/month
2 day Sr. Preschool	\$193/month
3 day Sr. Preschool	\$283/month
TK	\$373/month

### **Fees**

Registration Fee for current LC families:  
\$35 first child, \$10 each additional child.  
Registration Fee for new LC families:  
\$55 first child, \$10 each additional child.  
The registration fee is non-refundable.  
There is a one-time \$100.00 building fee per family due at the time of registration.

### **Supply Fee**

\$50 Little Lambs, Teddy Bears (one day)  
\$100 Teddy Bears (two days)  
\$100 Jr. and Sr. Preschool, 2 days  
\$125 Jr and Sr. Preschool 3 day  
\$150 Transitional Kindergarten

## **Tuition**

Tuition is figured on a yearly amount and paid in nine monthly installments. Tuition is due between the 1<sup>st</sup> and 15<sup>th</sup> of each month. After the 15<sup>th</sup>, a \$10.00 late fee will be assessed. All late fee payments are placed in a scholarship fund for families in need of tuition assistance. Payments may be placed in the tuition box outside The Learning Center office or mailed to the church. Checks should be made payable to OPPC.

If a check is returned due to insufficient funds, all charges incurred by the program will be assessed to the child's tuition account.

If a child withdraws from the program, a refund of your prepaid May tuition will be made if and when the opening is filled. If a child withdraws late in the school year (March, April, May) it is unlikely that we will be able to fill the opening and no refund will be made. We will, however, make every attempt to enroll a new student. All other fees are non-refundable.

## **School Closings and Cancellations**

Classes will be canceled due to severe weather conditions only when Carmel schools close. School days missed due to weather conditions are not made up and do not bring about a reduction in tuition.

If Carmel schools delay the start of the school day due to severe weather, we are affected as follows:

Carmel- 2 hour delay= Learning Center starts at 10:30.

## **Accidents and Serious Illness**

If a child sustains a minor injury at school, an accident report will be filled out and signed by the teacher witnessing the accident. At dismissal you will be given the

accident report and asked to sign it. If your child is picked up by someone other than a parent, the report will be sent home in your child's backpack and you will receive a phone call from the teacher explaining the accident.

In case of a serious health situation or injury occurring at school, the director will call 911 and a parent will be notified immediately. If a parent cannot be reached, the child will be transported by ambulance to the nearest medical facility or to the facility requested by the parent on the child's emergency medical form. Be sure to keep us up to date if there is a change in your cell phone number.

### **Medication**

Medication may not be sent to school in a child's lunch box or backpack. Medication may not be self-administered by a child. Teachers may not administer medication to students. If your child needs to receive medicine during the school day, a parent may bring the medication to the director for administration. The director or assistant director may administer medication if you provide a note with instructions and the medicine is given to the director in its original container. All medications must be kept in the preschool office.

### **Discipline**

While in the school and on church grounds children are expected to conform to classroom and school rules of conduct. These rules have been put into place to provide a peaceful and respectful environment as well as keep the children physically and emotionally safe.

Teachers will encourage and guide the children to make wise responses to the world around them while redirecting unacceptable behavior. For some children,

time out from the group or withholding a privilege might be needed. At no time will physical correction be used.

If, in the judgment of the teacher and/or the director a child is unable or unwilling to conform to classroom and school rules of conduct, a conference will be arranged between the parents, classroom teachers and the director to discuss ways in which to help the child adapt to the school environment. If the child continues to be unable to conform to the classroom and school rules and is in any way a threat to the physical or emotional well-being of the other children in the school, he or she may be asked to leave the program.

### **Toilet Training**

**All children in Jr. Preschool, Sr. Preschool, and Transitional Kindergarten classes must be toilet trained. This means that children need to be independent in the bathroom.**

We understand that accidents occasionally happen. If a child is consistently having accidents the parents will be contacted for a conference with the teachers and director. Please always have another set of clothes in your child's backpack in case of accidents. Please remember socks and underwear.

### **Classroom Visitation**

Parents are welcome to visit their child's classroom. Please be aware that sometimes parent visits can be disruptive, especially in the younger age groups. We ask that you schedule your visit with the teacher.

### **Dress**

Children should dress in casual, comfortable clothes. Paint, glue, glitter, and other craft materials are frequently used and our paint smocks don't always do the job.

As a safety precaution, we ask the children to wear closed-toed shoes. **Please no sandals or Crocs.**

Older children should wear clothes that allow them to be self-sufficient in the bathroom. Children in diapers should be dressed in clothes that do not make diaper changing a challenge to the teacher.

### **Arrival and Dismissal**

Parents are asked to escort their children to their classrooms. If you arrive prior to the start of class, please stay in the hallway with your child. Classroom doors open at 9:00.

Children will only be released to a parent or person designated on the carpool release form, or to a person named in writing by way of a note written to the teacher and signed by a parent. In the case of a last minute emergency, contact the director. The designated driver should be prepared to present identification to the teachers. It is important to arrive on time for pick up. Should you be late, please call the office at 317-819-0305, so we can reassure your child. If late pick up becomes a habit you will be charged a \$10.00 late fee.

### **Absence**

If your child will be absent from school we ask that you call the Learning Center office to report the absence. Be sure your message includes the reason for the absence.

### **Illness**

Parents are asked not to send a child to school who has **vomited or had a fever within the past 24 hours** or who has a constant cough, sore throat, or a nose running green or yellow. Children may not attend school with

pink eye. If a child arrives at school apparently sick, he may be sent home immediately.

If a child becomes ill at school a parent or emergency contact will be notified and if necessary, the child will be taken to the director's office to wait to be picked up.

If a child becomes ill with a communicable disease and has exposed the rest of the class to the illness, the director will notify the other parents in the class by note.

### **Snacks**

The program provides an optional morning snack. We welcome and appreciate offers to bring treats for class, especially for birthday celebrations. Be sure to prearrange this with your child's teacher.

### **Lunch**

Remember that lunches are not refrigerated. A cold pack will keep food chilled until lunch time. **Print your child's name on the outside of the lunch box and on any non-disposable items inside as well.**

### **Backpacks**

Children will need a backpack or tote bag with a complete change of clothing each day. It is also acceptable to pack a comfort item for your child to hold during rest time. Classroom teachers may have specific requests concerning your child's backpack.

### **Toys from Home**

We ask that children not bring toys from home. Individual teachers will explain their classroom policy on show and tell.

### **Parent Volunteers**

Parents may be requested from time to time throughout the year. Volunteers may be needed to help with school pictures, Poinsettias sales, or Family Fun Night. Please watch the monthly newsletter for specific needs.

**Donations**

We are always grateful for donations whether books, toys, or art supplies. If you have larger items you wish to donate, please talk to the director first to be sure we can accommodate such items at this time.