

## **Our Redeemer's Preschool Policies for Parents**

- 1.** Our Redeemer's preschool is open from 8:35-11:15 Monday through Friday mornings and from 12:25-3:05 Tuesday and Thursday afternoons. Our official start time for the morning sessions is 8:35 a.m. and 12:25 p.m. for the afternoon session. Pick up time for the morning session is 11:05-11:15 and for the afternoon session it is 2:55-3:05. Please note: there is no supervision provided outside these times. If you are running late please call the school office at 839-0772.
- 2.** The preschool is open to children between 3 and 5 years of age. Children must be 3 by June 1 and must be toilet trained to attend the Monday through Thursday sessions. Our Friday enrichment program is open to children who are 4 years of age by August 1<sup>st</sup>. Please have your child go to the bathroom before school and also, please send an extra change of clothes as accidents do happen.
- 3.** For safety purposes, all children **MUST** be escorted to and from the classroom by a teacher, parent or other authorized adult. Parents may wait with their children in the school lobby known as "The Gathering Grounds" prior to 8:35 and 12:25. At this time your child's teacher will meet you and escort him or her to the classroom. If you arrive after these times, please sign in at the school office before bringing your child up to the classroom. At the end of your child's preschool session, the classroom teachers will escort all of the students down to the school lobby at 11:05 and 2:55 respectively. The teachers will wait with the students until they are picked up. Parents are still welcome to personally escort their students to the classroom but they **MUST** sign in at the school office due to changes in our school wide security policy.
- 4.** Annual tuition is divided into 9 payments for your convenience with the first payment due in August. The last payment will be deducted from your FACTS account in April. If you have not already enrolled in the FACTS program please do so as soon as possible. We will be unable to allow your child to attend preschool until you have enrolled. You may find information regarding FACTS on the school website or call the school office at 839-0772 if you have more questions.
- 5.** The program is insured for general liability at the required level of coverage.
- 6.** Each child should have a copy of current immunizations by the time of enrollment. Please turn in to Mrs. K as soon as possible.
- 7.** If a child becomes ill, the parent will be notified immediately. If mom or dad cannot be reached, the emergency numbers will be called. Please indicate who we are to call first, second and so forth on the blue Student Information sheet. If your child has vomited in the night please do not bring him or her to preschool that morning. If your child has a fever or pink eye please do not send him or her to school.

8. If your child has a handicap, allergy, emotional issues, speech/cognitive concerns or is receiving additional services for any of these please let us know what this involves and what his or her special needs are by writing it on the blue Student Information sheet.
9. **COMMUNICATION:** There will be two vital pieces of information sent home to you at the end of each month. One will be the monthly newsletter and the other will be the monthly calendar. These will be sent home in your child's backpack the last day of each month and can also be found on the [orcsknights.org](http://orcsknights.org) website under academics.

**Monthly Newsletter:** will keep parents informed of activities such as Picture Day, holidays, Class happenings, parental reminders, school-wide events etc.

**Monthly Calendar:** will inform you of the day to day themes and activities. It will also inform you of when it is your child's turn to bring snack.

10. When it is your child's snack day please bring 24 of one kind of snack. (please do not bring 12 of one thing and 12 of another such as 12 cookies and 12 doughnuts) Variety bags of chips are fine. Be careful of variety bags of animal crackers. Some are frosted, some sprinkled, some plain. This causes huge problems at this age level. Please have things pre-cut or pre-sliced as we do not have utensils for cutting. **Please do not bring cake, cupcakes or gogurts.** These items are extremely messy and we do not have time to wash 24 little faces. Also, please refrain from bringing any peanut or peanut butter type snacks. The drink, cup and napkins will be provided. If spoons are needed, please send them along with your child. We will try to arrange snacks around birthdays. You can expect to bring snack about three times during the year.
11. Show-n-Tell will be held once a month. It will usually be the first day of the new month beginning in October but please watch for it on the monthly calendar. **There is no make-up day for show-n-tell.**
12. Conferences with parents are welcomed any time during the year but are scheduled for all children in the spring. If you have any questions or concerns at any time please do not hesitate to bring it to our attention.
13. Your child's name should be on all outer clothing. Please dress your child appropriately. We play hard and do messy activities. Dress clothes are not recommended. We will go outside to play as weather permits but will not go outside once winter sets in. We will use the school gymnasium during the winter months.
14. The discipline policy is as follows: Any child acting inappropriately will receive a verbal warning. If misbehavior continues the child will receive a Time Out at the teacher's discretion. Any parent whose child receives a Time Out will be informed at the end of the session. We tolerate a large range of behavior at this age. We cannot, however, accommodate any behavior that demands 1:1 student/teacher ratio or any behavior that becomes a threat to the other children. If your child is being picked on or hurt by another child but isn't telling us, please, please talk to us so we can address the situation.