

SOUTHEASTERN CHURCH OF CHRIST PRESCHOOL PARENT HANDBOOK



**GROWING
CHILDREN'S
HEARTS
TOWARDS
GOD**

PRESCHOOL LEADERSHIP TEAM

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Introduction

OUR MISSION AT SOUTHEASTERN PRESCHOOL IS TO PROVIDE A SAFE, CHRIST-CENTERED, ACADEMIC ENVIRONMENT TO THE FAMILIES OF OUR COMMUNITY BECAUSE CHRIST'S LOVE COMPELS US TO LOVE AND SERVE THOSE AROUND US AND TO GROW CHILDREN'S HEARTS TOWARD GOD.

Welcome to the Southeastern Church of Christ Preschool program. We hope that your experience with us will be rewarding and filled with blessings as your children begin their educational journey. Those who work here believe this is a ministry where the Lord has called us to serve Him. We strive to make Southeastern Church of Christ Preschool Christ-centered and establish our policies and procedures, and our personal relationships based on Biblical principles. We believe teaching and learning should be accomplished through the cooperative effort of staff and parents; therefore, your prayers and participation are essential and welcome. Your children are very special to us, and we thank you for entrusting them to us as we seek to provide a safe and loving environment that reflects the love of Jesus.

Our goals and learning philosophy:

1. Teach toward the individual development of the whole child: emotional, social, spiritual, cognitive, creative, and physical.
2. Provide learning activities with teacher-guided instruction and child-initiated exploration.
3. Plan age-appropriate learning strategies and implement developmentally appropriate researched practices based on how children play, learn, and grow.
4. Collaborate and communicate effectively through a partnership with parents in your child's education.
5. Provide opportunities for purposeful play and free play as a vital part of a child's learning experience as they express themselves, learn to manage relationships, regulate behaviors, explore God's world, and foster imagination.

Southeastern Church of Christ Preschool is under the oversight of the elders at Southeastern Church of Christ. We have a director, assistant director, teachers, and assistant teachers on staff to serve your family. Everyone has various responsibilities, but all report to the director or the assistant in the director's absence. The elders can be contacted at shepherds@southeastern.org for any prayer requests or needs your family may have. Contact information for the school administration can be found on the cover of this handbook.

This handbook is designed to ensure that your family has a rewarding experience with our school. Our policies and procedures are outlined in the following pages. Any changes will be communicated with families as needed. We expect parents to read this handbook, follow the policies and procedures outlined, provide all necessary information to the school, and communicate with teachers and administration respectfully and honestly about your child's experience. We look forward to serving your family this year.

We are excited you are here!

*Southeastern Church of Christ Preschool Staff
and Elders*

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Southeastern Church of Christ Preschool Calendar

**Summer Camp Calendar is a separate document on the website

2026

August	3	Meet the Teacher
	4	First Day of School
September	7	Labor Day (Closed)
October	7-9	Fall Break (Closed)
	25	Trunk or Treat
November	25-27	Thanksgiving Break (Closed)
December	11	Christmas Program (This is on a Friday this year)
	21-31	Christmas Break (Closed)

2027

January	1	Christmas Break (Closed)
	4	School resumes
	18	MLK Day (Closed)
February	15	President's Day (Closed)
March	1-31	School registration for <u>current</u> students
	22-26	Spring Break (Closed)
	27	Easter Eggstravaganza
	29	School resumes
April	5	Open enrollment for 27/28 school year
May	27	Graduation Program (7 p.m.)
	28	Last Day of school
	31	Memorial Day (Closed)
June	1	Teacher Workday (NO STUDENTS)
	2	Summer Day Camp begins

- Summer camp dates will be released later in the year. The school is always closed for building maintenance and in-service for around a week between summer camp and the beginning of the new school year.

ADMISSION

We accept children between the ages of six (6) weeks through four (4) years of age by August 1st, regardless of race, religion, or national origin. We place children in classes based on their birthday (as of August 1st). Your child must be at a stage of development to benefit from the program of our preschool. We look at developmental readiness and teacher recommendation as well to determine placement. The director will discuss class placement with parents as needed.

The preschool will admit students as openings are available for any child who is developmentally ready for the classroom. There are situations where we believe we are not the best fit for a child based on their individual needs. We will communicate with parents to discuss other available options that might be a better fit. We believe each child is uniquely created by God and always want to make decisions based on what is best for each child.

ENROLLMENT STRUCTURE

Infants, Ones, and Twos may choose any day during the week for enrollment. We do not offer two-day options for infants currently. We do not offer half-day options.

3-year-olds and Pre-K need to choose from the following schedules:

Two Days a Week: Tuesday/Thursday

Three Days a Week: Monday/Wednesday/Friday

Full Time: Monday/Tuesday/Wednesday/Thursday/Friday

CLASS ASSIGNMENTS & REQUIREMENTS by August 1st of the current school year

INFANTS- Must be 6 weeks old -12 months old.

YOUNGER ONES- 12 months old-18 months old and using sippy cups only (no bottles)

**Infants will transition to this class when they turn 12 months old whether crawling or walking.*

The office and/or teacher will communicate with you further details when that time comes.

MIXED AGE CLASS – While trying to keep infants and younger ones at a 6-month age difference in each class, there may be times when it is necessary to have a mixed class of infants and younger ones. Should this be necessary, communication will be key in keeping parents informed of what that would look like.

OLDER ONES- Average ages 18 months-24 months

TWOS- Usually younger twos. No pacifiers allowed.

TWO 1/2'S- 30 months-36 months

THREES- 3 years old and fully potty trained and wearing underpants.

PRE-K- 4 years old and fully potty trained

*The director and assistant director will make class assignments at time of registration.

REGISTRATION

NEW STUDENTS:

Beginning April 6, applications for new families can be filled out on our website, southeastern.org/preschool/NewFamilyInformation. If we have a spot available for your child, the director or assistant director will contact you. Registration is not guaranteed until processed by Southeastern Church of Christ Preschool and you have been contacted by the office. For the school

year, a non-refundable registration fee of \$105 per child must be paid to secure a spot in a class. For families with 3-4 children, we offer a family registration fee of \$210. This payment can be made in person or over the phone with office staff.

All new students (age 2 and older) will need to complete an evaluation prior to finalizing registration. If the child is coming from another school/childcare, a progress report will be acceptable in place of the evaluation. This will help us determine most appropriate placement for the child.

CURRENT STUDENTS:

Registration for current families will begin on March 1. We will send a registration form through ProCare. You should receive this in the email associated with your ProCare account. Please make sure your email is correct prior to the beginning of March. We will also put a link on the website.

1. The registration fee is due by April 5th after we have confirmed a spot for your child. The registration fee for the school year is \$105. For families with 3-4 children, we offer a family registration fee of \$210.
2. You may add additional students for your family with the “add student” button during registration. This includes infant siblings. If name/birthday is unknown, please put Baby with last name and their due date as the birthday.
3. We will provide a confirmation letter regarding summer camp and/or school year enrollment as soon as we are able. We want to make sure to place students accurately in classes and this takes time. We go in date/time order based on registration submission.

WAIT LIST:

Southeastern Church of Christ Preschool keeps a waitlist for each age in case spots become available during the school year. Our waitlist is based on the date/time of registration, and we go in the order of submission. If a spot becomes available, we will contact you to see if you are still interested in your child attending. A registration fee of \$105 will be due to secure your child’s spot in a class.

*We will hold spots for infants that are waiting to be born or while parents are on maternity leave. We do require families to pay half tuition each month to hold the spot. This begins in August until the infant begins and then full tuition is expected. There is always high need for infant care in our community. If you decide to unenroll your infant, we require a 30-day notice.

REQUIRED DOCUMENTS BEFORE YOUR CHILD MAY BEGIN:

- Family Enrollment Forms
 - o Updated yearly at Meet the Teacher Night
 - o Found online at our website or in the preschool office.
- Current Immunization records

WITHDRAWAL:

- If one week from the start date of the specified class, there has been no communication from the parent/guardian, no required immunizations, or the child has not attended any classes; the child’s reservation will be cancelled.
- Please submit a withdrawal notice in writing at least 4 weeks in advance prior to the date of withdrawal. If your child starts the month, you will be charged for the full month.
- If immediate withdrawal is unavoidable, contact the Director. This will be handled on a case-by-case basis.

- Any prepaid tuition or registration fees are non-refundable. Final childcare fees are still due.
- If you choose to re-enroll in the future, you must have a zero balance.

SUSPENSION/EXPULSION:

The preschool reserves the right to suspend or expel any child whose needs we cannot meet or whose presence would cause harm to themselves, other children or staff, or whose behavior is not conducive to the classroom setting. Multiple strategies will be tried before suspension/termination to help the child. Parents, teachers, and administration will work together to decide in the best interest of all parties.

FINANCIAL INFORMATION

TUITION:

Tuition is based on an annual fee and is divided into ten equal monthly payments for your convenience. Tuition will be as follows:

TUITION			
	3's-Pre-K	1's & 2's	Infants
DAYS/WEEK	MONTHLY	MONTHLY	MONTHLY
5	741	779	931
4	N/A	676	805
3	509	534	633
2	370	388	N/A

The tuition fee is based on the number of days you register for and not on the number of days your child is in attendance. Holidays have already been deducted from totals. Tuition covers the school hours of 8:30-3:00.

CHILDCARE:

A fee of \$4.00 per half hour will be charged for childcare. If your child is picked up after 5:30 PM, you will be charged \$1 per minute. Any time after 5:40 will incur an additional \$10 fee plus the \$1 per minute. ProCare will calculate the total hours of childcare used each day based on sign-in/out records. These childcare charges will be billed on the monthly childcare statement from the previous month.

CCDF VOUCHERS:

This is a federal program designed to help individual families pay their child's tuition for preschool. This program will pay for most or all your child's tuition. There are requirements involved such as family income. See our website for more information. There are also attendance requirements that must be met. Keep in mind the process of setting up vouchers can take some time and may not begin when your child begins school. You will be responsible for tuition payments until the vouchers begin. We will hold the spot for 30 days if a registration fee has been paid and you need to wait for your child to begin until vouchers begin. Any family who utilizes this CCDF option may or may not have weekly co-pays. This is determined by the state. These co-pays must be paid in full by the end of each month or a late fee will be applied to your account. If you lose CCDF eligibility, you will be responsible for tuition. There is currently a waitlist for CCDF through the state of Indiana.

PAYMENTS & PAYMENT OPTIONS:

All our billing/invoicing/payment options are available through ProCare App.

The following payment options will be available:

1. **Check** – place a check payable to Southeastern Church of Christ Preschool in the tuition box outside of the office. No additional fees.
2. **ACH** – No additional fees.
3. **Debit** – No additional fees.
4. **Credit** – Fees are incurred at the time of processing directly from Tuition Express.

Each child receives their own invoice in ProCare. Multiple invoices can be paid at the same time. We recommend paying anything invoiced during the month when your monthly tuition is due.

LATE FEES:

Invoices for the current month's tuition and the previous month's childcare along with any other miscellaneous fees (if any) are sent out on the 1st of each month. Payment is due by the 5th of the month.

A late fee of \$35.00 will be charged to your account if payment is not received by the 10th. Your child will not be allowed to return to class if payment is not received by the next billing cycle. If your child is not returning for the upcoming Summer Camp and/or school year, your entire balance must be paid in full by May 10. Your child will not be allowed to return to class and not be able to participate in graduation if payment in full is not received by May 10. Communication with the Director is paramount for continued attendance.

Any returned checks will have an insufficient funds fee of \$35.00 for each returned check. If two checks are returned with insufficient funds, only electronic payment will be accepted from that point. If electronic payment fails, you will be charged the return fees on your next bill.

DISCOUNTS:

- We offer a 10% sibling discount to the oldest child.

TAX STATEMENTS:

Parents have access to their tax statements through ProCare under the transaction section. If you need help finding this information, please let us know.

SCHOOL DAY DETAILS

SCHOOL HOURS OF OPERATION:

Monday – Friday

Daily hours: 8:30 AM-3:00 PM

CHILDCARE HOURS:

Before Care Hours: 7:00 AM – 8:20 AM

After Care Hours: 3:10 PM – 5:30 PM

PREPARING YOUR CHILD:

Your child's first days of school should be a wonderful experience. Your words and actions make a huge difference in how your child accepts new surroundings. You may help to prepare your child by speaking of school as a pleasant, joyful event and by stressing the new experiences they will have.

We suggest you place your child in the hands of a staff member at drop-off; assure them you will return and then leave promptly. Experience has taught us that when your child realizes you are not available, they will accept the adult's guidance more readily and join the other children for a day of fun. We offer a Meet the Teacher open house prior to school starting that will allow you and your child to see the classroom and meet the teacher.

SIGN IN/OUT PROCEDURES:

Our school day begins at 8:30. We request that your child be dropped off by that time. Morning care is available if you need to drop off before 8:30. Our school day ends at 3:00. Childcare is available until 5:30 for those who need to use it.

Parents will sign their child in and out each day on the tablets located in the common area. Everyone will be given their own individual four-digit code to use which will distinguish who is bringing in or picking up your child. Please **DO NOT SHARE** this code with anyone. If you need to add anyone new, please contact the office so they can be added to your account. After 5:30, if we cannot contact anyone (either parent or contacts you've allowed) to pick up the child and one hour has passed, Southeastern Church of Christ Preschool will call Child Protective Services (CPS) and the local police department and notify all authorities as needed that the child's family is unreachable for pick-up.

ARRIVAL/DROP-OFF:

- **Infants** – Parents will be given a security form to request access to the infant rooms. Individual communication will be discussed based on each child's schedule and access needs.
- **One-year-olds through Pre-K** – Parents will walk their child into the building from 7:00-9:00 AM through Door B. Once in the building, you will enter the playroom at the first door on the left into the common area. We will have this area staffed during this time frame. You will sign your child in through our ProCare app and be greeted by a staff member who will help your child feel welcomed and take your child to the playroom/classroom. Parents will then exit the building at Door A.

We really need all children to be here by 9:00. If you arrive after 9:00, you will need to use the buzzer at Door A. You will be granted entrance to the building. Parents will then need to stop at the small table in the foyer area, sign your child in through our ProCare app and place your child in the care of the staff who has let you in.

DISMISSAL/PICK-UP:

- **Infants** – Pick-up location will be communicated based on aftercare location/schedule and pick-up times.
- **One-year-olds through Pre-K** – Parents will enter through Door B from 2:45-3:15 and come into the common area to sign your child out through our ProCare app. We will have you wait where your child will be brought to you. You will then exit Door A.
- If you have an infant and older children, we ask that you please check with the infant teacher to make sure it would be alright to drop off all your children in the infant room.

After 3:15, weather permitting, the children will be taken outside. They will already have their backpacks with them, so parents can pick up their child once they are signed out at their playground. If childcare is inside due to weather, parents will need to use the buzzer at Door A, and you will be granted entrance to the building. Parents will then need to stop at the small table in the

foyer area and sign your child out through our ProCare app. We will then have your child brought down to you.

ATTENDANCE:

- Please let your child’s teacher know through ProCare if your child will be absent, late, or picked up early.
- Children will not be allowed to “make up” missed days for any reason. This includes any days we may be closed to weather conditions or other circumstances.
- Extra Days- If your child needs to attend on an unscheduled day, you must have permission from your child’s teacher. We may or may not be able to accommodate your request depending on our ratios for that day. If approved, you will be billed for an extra day of tuition.
- Swapping days are not allowed.

DAILY SCHEDULES:

Each classroom has a daily schedule that is handed out at the beginning of the school year or to a new student when he/she starts.

CLOTHING:

Please dress your child in clothing and shoes that are comfortable and safe. Slick soled shoes, high-heeled shoes, sandals, clogs, and flip-flops are not safe for active children. We ask that you provide a complete change of clothing placed in a gallon- sized bag with your child’s name written on the front. Please allow for seasonal changes. If you provide shorts and short-sleeved shirts for the spring/summer season, please also provide pants and long-sleeved shirts for the fall/winter season. If your child has an accident at school and a change of clothes has not been provided by you, we will be calling you to bring clothing for your child. If we use emergency clothing for your child from school, please wash and return it the next day.

COMMUNICATION:

Communication between school and home is very important. We want to work together as a team to help your child(ren) grow and learn. ProCare is our primary form of communication.

Office Chat – Messages only for admin (financial, etc.)

Classroom Chat

- Teachers send messages, pictures, and videos often. Infants will also document daily activities by end of day. This will include feeds, diapers, naps, etc.
- Any communication or questions for teachers should be done this way.

PARENT VOLUNTEERS:

During the year, we may have various activities where a teacher will request help from parents and schedule times for parents to come in.

FOOD POLICY (LUNCH & SNACKS):

Parents must clearly note any food allergies or intolerances on the child’s Registration Form. This includes dietary restrictions such as lactose sensitivity.

Food allergies or intolerances that require the change of snack offered by Southeastern Church of Christ Preschool requires a doctor’s note on file. The note should include details of allergies or

intolerances, what foods should be avoided, and any details about the allergy or intolerance that Southeastern Church of Christ Preschool needs to be aware of to safely care for the child.

Families of children with food allergies, special diets, or lifestyle food choices will have the option to provide a safe snack for their child each day they attend.

LUNCHES:

Families will provide breakfast (at home) and lunch (at school). Lunches need to be brought in a lunch box and must include an ice pack. No fast food or sodas are allowed. All lunch boxes, reusable containers, and water bottles should be labeled with your child's name clearly written on it. Do not bring anything with peanut butter or peanuts due to other children's allergies. Milk or water will be offered. A thermos is allowed. Please heat up the items and place them in the thermos. All heated items need to be at least 140 degrees when they arrive. Staff will be responsible for putting your child's lunch in the refrigerator designated for their classroom. All thermos' will be placed in the designated area to maintain temperature.

Any child that attends Southeastern Church of Christ Preschool during lunch time and does NOT have lunch from their parent/guardian will be fed by the school. The child's account will be charged \$8.00 for each emergency lunch provided. This is NOT offered as a daily alternative or convenience; this is only to be used when a parent or caregiver has forgotten a child's lunch and is unable to bring lunch to school in time.

SNACKS:

Southeastern Church of Christ Preschool will provide a single served snack in the morning, after rest time and during aftercare. Water will be provided throughout the day at each restroom break and after each recess time outside.

RECESS/SUN SAFETY:

Please dress your child according to the weather. Children, ages 3 through Pre-K, will go outside every day unless it is raining, or the temperature/wind chill is 32 degrees or below, or the temperature/heat index is 90 degrees or above. Children, ages 1 and 2, will go outside every day unless it is raining, or the temperature/wind chill is 40 degrees or below, or the temperature/heat index is 85 or above degrees.

Children should arrive for care with sunscreen pre-applied daily, weather permitting. Please sign a sunscreen policy form to allow us to apply it again (after rest time, around 2:30) as well as sunscreen, labeled with their name clearly written on it. Due to the time sunscreen is applied again, if your child does not stay for aftercare, there is no need to send sunscreen in.

TOYS FROM HOME:

Please do not send toys from home, unless a teacher has requested something for rest time or show and tell.

TOILET TRAINING:

Students must be fully potty trained to attend our 3-year-old and/or Pre-K class. A more detailed policy will be shared with parents if your child is struggling with toilet training. While potty training in the 2-year-old classrooms is in process, we require pull-ups that have the Velcro on the sides.

REST TIME:

All Children will participate in a rest period after lunch. The school provides a crib for infants or a cot for toddlers through Pre-K. One-year-olds and up are allowed to bring a **small** blanket and pillow, but please keep in mind that we have limited space and therefore cannot accept bed-size pillows or comforters. These items will be sent home to be washed periodically. Children are not required to go to sleep but must lie on their cots quietly so as not to disturb other children. Please do **not** send pacifiers for your child except for the infant or one's classes.

Infant staff follow the safe sleep guidelines for registered childcare ministries. All staff working with infants have this training yearly. More guidelines are provided in the parent packet of forms that are signed each August or upon enrollment.

BIRTHDAYS:

If you wish to provide birthday refreshments for your child's class, please discuss this with his/her teacher in advance. Refreshments **cannot** be homemade and must include ingredients/labels on packaging.

LEARNING & DEVELOPMENT:

- **Curriculum**
 - o We currently use Pinnacle curriculum and/or Learning Beyond Paper for all ages, birth-Pre-K to work on meeting developmental milestones and ultimately preparation for Kindergarten. We also teach Bible and Christian values to aid in faith formation and social/emotional growth.
- **Evaluations**
 - o Children aged 2 – Pre-K will receive mid and end of year progress reports. Progress reports are a vital and necessary component of all early childhood programs. Progress reports are important to understand and support young children's development. Each of these classrooms complete screenings and assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional, etc.
- **Special Needs**
 - o We recognize that many children's special needs are identified during early learning years. For this reason, we may make recommendations to guide parents to local organizations that provide free screenings for children who may benefit from intervention services, such as speech therapy and occupational therapy.
 - o Parents who desire for their child to be screened must take all steps themselves. We will provide contact information as needed.
 - o Teachers who suspect a student might benefit from initial screenings will communicate this information to families. Parents may also initiate the screening process on their own. It is helpful if you inform your child's teacher that you have started the process and keep them updated on recommendations/evaluations by therapists/organizations. We want to support each student and help them be successful.
- **Parent Teacher Conferences**
 - o Infants through Pre-K parent teacher conferences may be scheduled throughout the year, if needed. You can also request a conference (phone or in-person) by contacting your child's teacher. The director or assistant director may also attend conferences on occasion.
- **Technology**
 - o During a learning center, Pre-K classes may utilize learning apps/games during

classroom instruction. These applications are monitored by the teacher. Technology from home is not permitted.

BEHAVIOR EXPECTATIONS/DISCIPLINE

BEHAVIOR EXPECTATIONS:

- Each classroom teacher develops Biblical, age-appropriate behavior expectations for students. They are posted in classrooms, shared with parents, and communicated to students frequently. We focus on positive reinforcement and praise when children are doing the right thing.
- We also have school expectations and rules that children follow while on playground, in playroom, hallways, lunchroom, etc.

DISCIPLINE:

The Director shall discuss and give the following information, in writing, to the parent/caregiver at the time of the child's enrollment.

- Any person, while on childcare premises, shall NOT engage in or direct any of the following actions toward children:
 - Inflict corporal punishment in any manner upon a child's body.
 - Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
 - Placement in a locked or dark room
 - Public or private humiliation, yelling, or abusive or profane language. Southeastern Church of Christ Preschool staff shall not associate disciplinary action with food or use of food as a reward. Southeastern Preschool staff shall not associate disciplinary action or humiliate a child regarding toileting.
- Southeastern Church of Christ Preschool staff shall not:
 - Use time out for any purpose other than to enable a child to regain control.
 - Physically restrain children except when it is necessary to ensure their own safety or that of others and only for as long as it is necessary for control of the situation.

BITING POLICY:

Purpose of the Biting Policy

This policy is written to enhance children's safety by summarizing actions taken if a child is bitten, describe techniques used by our staff to prevent biting incidents, and to outline what will be done if a biting incident occurs.

Preventative Steps Taken by Staff:

1. A major preventive step is to keep group sizes as low as possible, and keeping our attention focused on the children.
2. Keeping appropriate toys available in which children may bite such as teether and rattles. Remind the child to bite teethers when frustrated and not another child.
3. Teach children alternative methods to express their emotions/feelings (feeling faces, giving emotions names like happy and sad, etc.).

Employee Protocol: Intervene to stop the bite, apply first aid and ice, watch for infection if skin is broken, soothe the child, teach the biter, file an incident report through ProCare.

Southeastern Church of Christ Preschool will communicate with the family of the biter on a continual basis. We ask that families communicate with us as well as we work to find a solution.

Protecting Peers and Staff from Biting Injury:

Biting can cause serious injuries. While we know biting is developmentally appropriate, we must ensure the safety of other children. Families will be contacted through ProCare with an incident report any time a bite occurs. If multiple bites occur, we will reach out with a phone call. If a child bites multiple times on the same day they will be sent home. If biting continues subsequent days, the director may send the child home immediately. We reserve the right to remove a child at any time if the health and safety of other students are at risk. We want to work with families to prevent biting as much as possible.

MEDICAL INFORMATION

STUDENT ILLNESS POLICY:

It is the expectation of parents/guardians to only send healthy students to school each day throughout the school year.

Students who become ill while at school will be evaluated by their teacher and/or director. Students will be released from school for the following reasons:

- Fever – our temperature policy is:
 - If temp is 99–100.3, your child will be monitored and rechecked after 20 minutes. Additional checks will be done at the office if temp is still borderline at that point. Parents will be contacted about temp/symptoms so they are aware and can monitor, but they are not required to pick up unless they choose to.
 - If temp is 100.4 or higher – office will be contacted for an additional opinion and temp rechecked after 20 minutes to determine if the student needs to go home.
 - If temp is 101 or higher, the teacher will contact the parent for pickup and will inform administrators.
- Vomiting – parents will be contacted to pick up their child after one vomiting episode.
- Diarrhea – parents will be contacted to pick up their child after two diarrhea episodes.
- Indications of a more serious illness/contagious disease such as Influenza (flu) or Covid.
- Indications of pinkeye
- An injury or condition requiring a doctor's visit.
- A condition requiring rest at home.

If you are contacted by your child's teacher or the office, your student must be picked up within one hour to minimize the student's discomfort and exposure to others. As much as possible, students will be removed from class and watched in the Preschool office, until picked up. If parents cannot be contacted in a timely manner, designated emergency contacts in ProCare will be contacted for student pick-up.

If there is a breakout of a contagious illness in your child's classroom, you will be asked to pick up your child to be evaluated should they start to show symptoms. A doctor's note will be required for your child to return.

Return to School after Exclusion due to illness:

Any student exhibiting symptoms of illness throughout the school week or over the weekend must remain home until symptoms have improved. ***Students must be fever free without the help of fever-reducing medication and vomiting/diarrhea free for at least 24 hours before returning to school.***

- If symptoms warrant, it is recommended you test your student for illnesses that are contagious and easily spread such as influenza (the flu), strep throat and COVID-19 prior to returning them to school.
 - Students diagnosed with *influenza (the flu)* or *COVID-19* may return to school once symptoms have improved AND they have been fever-free for at least 24 hours without the help of fever-reducing medication. Please notify the office if your student has tested positive for the flu or COVID-19.
 - Students diagnosed with *conjunctivitis (pinkeye)* may return to school 24 hours after starting topical antibiotic therapy AND symptom improvement.
 - Students diagnosed with *strep throat* may return to school 24 hours after starting treatment with antibiotics, symptoms have improved AND they have been fever-free for at least 24 hours without the help of fever-reducing medication.

We will monitor cases of communicable diseases that are easily spread and vaccine preventable diseases. In the event of an outbreak of a communicable disease, Southeastern Church of Christ Preschool will work with the Marion County Health Department and follow their direction/guidelines.

IMMUNIZATIONS:

State guidelines require us to have an immunization record in the school office by the first day of school and it must be kept up to date. If your child receives immunizations any time they are attending our school, you must submit an updated immunization record within 48 hours of when immunization(s) is/are received. If we have your child's shot record from last year and he/she has received additional shots, please provide an updated record.

If your child does not receive immunizations due to medical or religious reasons, you must have an exemption form on file with the office. A new exemption form must be signed and submitted every year.

All immunization records can be faxed to 317-322-1690, given to office, or uploaded into ProCare. If you upload it into ProCare, we do not get notified this has happened. Please let us know.

MEDICATION:

It is our school policy that employees are NOT allowed to dispense medication (prescription and/or over the counter) without written permission from a parent/guardian or physician. Authorizations regarding dispensing of medication must include the following:

1. Student's Name
2. Dosage verification
3. Time medication is to be administered.
4. Signature of parent/guardian or physician

Please send ONLY the dosage of medication to be administered.

ALLERGIES:

Known allergies must be provided to school on registration form. If there is an allergy that requires medication such as EpiPen, an Allergy Action Plan must be on file with the office and a doctor's note with all important information related to the allergy. Epi Pens will be secured in the child's classroom in a medicine box. Any staff who care for the child will be made aware of Epi Pen and trained on its use.

MEDICAL INSURANCE:

Southeastern Church of Christ Preschool does not provide insurance coverage for injuries. Fees for medical care are the responsibility of the parents.

MEDICAL EMERGENCY:

In the event of a medical emergency involving a child, the staff will make decisions using their best judgement. The staff are CPR, AED and First Aid certified.

Immediate first aid will be administered by staff. If the child can be transported to the hospital by the parent, the parent will be notified first. If the emergency is serious and requires additional services, staff will call 911.

We must have up-to-date information for your child(ren) in case we need to get in contact with you for any reason.

SAFETY & SECURITY:

ACCESS DOORS: (See Drop Off & Pick Up Section)

SAFETY DRILLS, EMERGENCY PROCEDURES, & EVACUATION PROCEDURES:

In case of fire, tornado, child injury, or lockdown, the staff are trained and prepared to handle the situation according to the policies set forth in our emergency procedures manual.

Fire drills are carried out monthly, tornado drills are carried out randomly, and lockdown drills are carried out randomly so that children are familiar with sounds, locations, and directions in case of an emergency.

All evacuation routes are posted in classrooms. In the event the campus is evacuated during an emergency, we will transport all children to our safe zone using any means necessary and notify parents once all children are safe.

If you change any of your contact information, please ensure you have updated your student's information within 24 hours. You may do this by contacting the office and speaking with either the Director or Assistant Director.

We always need to be able to contact you or an emergency contact for your child(ren).

If for any reason we are unable to contact you or your emergency contacts and there is a substantial need to contact you (i.e., sick child, center emergency) within a reasonable amount of time and effort, we will be forced to contact DCS to assist us with contacting you.

SAFE CONDITIONS POLICY:

The following steps will be taken to ensure that your child is safe while at our childcare program.

Children will always be actively supervised with the appropriate number of adults. These adults will have completed a comprehensive criminal history check, drug screen, and have completed all required training including but not limited to CPR/First Aid.

The Director is responsible for maintaining all interior and exterior surfaces, including floors, walls, ceilings, equipment, toys, furnishings, and cribs. All items will be in safe condition. All items will be free of sharp or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The childcare will take the following steps to maintain the childcare:

- Clean the childcare daily.
- Always keep the childcare in a sanitary condition.
- Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

CHILD ABUSE & NEGLECT

Abuse Means:

The non-accidental commission of any act by a caregiver which causes, or creates a substantial risk of, physical or emotional injury or sexual abuse to a child, or the victimization of a child through sexual abuse or human trafficking. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting). CPS defines “sexual abuse” as any non-accidental act by a caregiver upon a child that constitutes a sexual offense under the laws of the State of Indiana or any sexual contact between a caregiver and a child for whom the caregiver is responsible.

Neglect Means:

Failure by a caregiver, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care, including malnutrition or failure to thrive; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. Indiana law mandates reporters to immediately make an oral report to CPS when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse and/or neglect. A written report is to be submitted within 48 hours.

All staff of Southeastern Church of Christ Preschool is mandated reporters.

Procedure: If a staff member has reasonable cause to believe that a Southeastern Church of Christ Preschool staff member may have been abusive or neglectful toward an enrolled Southeastern Church of Christ Preschool child:

- Staff shall notify the Director or Assistant Director immediately. The Director will then immediately notify the Elder in charge of the preschool.
- Director and reporting staff members will file the oral report noted above.
- Director will follow all state laws and mandates regarding abuse of a child. They will then temporarily remove the staff member from Southeastern Church of Christ Preschool until an investigation is completed. The staff member may be terminated or returned to work pending investigation results.

NO TOLERANCE:

No abusive or foul language will be tolerated by adults when speaking to any staff member of the preschool. This could result in the expulsion of your child from preschool.

FIREARMS, AMMUNITION, WEAPONS, SMOKING:

Firearms, ammunition, weapons of any kind are prohibited on school/church property or in the building. Smoking is not permitted on the grounds of Southeastern Church or Christ or Southeastern Church of Christ Preschool.

UNFORESEEN CIRCUMSTANCES OR EVENTS:

Southeastern Church of Christ Preschool will remain open to providing childcare if we are legally allowed to do so in the event there is any unforeseen circumstance, such as a pandemic, and businesses are forced to close by Public Health Officials.

We will always follow all laws and regulations pertaining to unforeseen circumstances. We must follow all state requirements for our facility. We may be forced to close for loss of water, failed water test, septic issues, plumbing/piping issues, loss of heat or air conditioning, or any other situation that is deemed unsafe by the Family and Social Services of Indiana (FSSA).

Tuition will only be refunded if we dismiss school for 6 or more consecutive days per incident. Tuition will still be due as scheduled to hold your child's spot. If you are unable to pay your child's tuition, your child will be removed from our program. While this is not something we want to do, tuition is how we remain open. We fully understand the hardship on families if we are unable to open. We will reopen as soon as the facility is safe to do so.

Southeastern Church of Christ Preschool reserves the right to close school for any reason deemed necessary for the safety of our students. There will not be any discounts, prorating, or make up days offered for the days our preschool has a closing due to unforeseen circumstances. If we are closed for more than six (6) consecutive days, we will refund you the days your child would have been in attendance.

WEATHER CLOSINGS:

In the event of hazardous driving conditions or timing of snow/ice, we may have to cancel school or possibly start late or dismiss early. Safety of our staff and students is extremely important to us. We will make every effort to remain open if we believe it is safe to do so. Any township school delays will not automatically apply for our preschool.

GENERAL INFORMATION:**SOCIAL MEDIA AND PERSONAL CONTACT:**

It is our policy that any information regarding students, care, or concerns of any nature is strictly prohibited from being discussed through any social media method.

We do not restrict our employees from engaging in social media with parents or their relatives if there is a clear boundary understood that no preschool business will be discussed using these forums. Failure to follow this policy or the solicitation of information regarding preschool students or staff members may result in immediate dismissal. This also includes, but is not limited to, obtaining personal phone numbers of employees without the permission of the employee or the Director or using an unauthorized source of contact outside of business hours to discuss preschool business.

You may contact us at the phone number and email addresses on the cover of this handbook and be sure to leave a detailed message including your name, name of the child, the date, time, and purpose for your call. You may also message through ProCare regarding classroom issues,

attendance, etc. For more personal/confidential information, such as financial things, please contact the office directly. We do our best to respond within 24 hours to all calls or emails, or the next business day if received after office hours, on weekends, or during a holiday.

MEDIA POLICY:

Throughout the year our preschool takes photos of children and staff to use for lessons, observations, and other special event presentations. Pictures/videos are shared through our secure management system, ProCare. Our media policy is agreed upon at registration. All families will need to complete the Media Disclosure when signing the Forms and Policies packet for the school year.

RECORDS/FORM REQUESTS:

A parent, guardian, or third party must submit a Southeastern Church of Christ Preschool Records Request form for any documentation or form requiring information of any kind regarding students, attendance, or financial records.

Requests of this kind may be listed as, but not limited to, attendance records, certified statements from a teacher or caregiver for medical or legal purposes, or the completion of any legal forms. Once the request form has been received by the office staff, the request must be approved by the Director to be processed. Please allow a minimum of 14 days to process your request. There will be a flat rate of \$7.00 per request, and a charge of \$1.00 per one-sided page for copies of records. For security reasons, records will not be faxed or emailed. Records will not be released until all fees are paid in full, no exception.

TRANSPORTATION POLICY:

Parents are responsible for their children's transportation to and from school. Our preschool does not provide transportation. It is the sole responsibility of each family.

ELECTRONICS/TOYS:

Electronics from home are prohibited. Due to increased risk, the only technology used by the children will be the property of Southeastern Church of Christ Preschool. This way we can ensure the safety of the content your child is playing or viewing. We may restrict any child from using electronics at our discretion.

HIRING EMPLOYEES OUTSIDE WORK HOURS:

Our preschool does not encourage, support, or sanction the practice of families using or hiring an employee for babysitting or nannying, whether the work is paid or unpaid. If it happens that the employee is recruited by and agrees to provide services for the family as a babysitter and/or nanny, Southeastern Church of Christ Preschool does not, in any way, warranty or guarantee the suitability of the employee for this purpose and shall not be held responsible, in any way, for such childcare arrangement. Furthermore, we shall not be held responsible, in any way, for any disputes of any kind and nature, which may arise between you, including any claims, injury, or damage to the family, their child/children, the employee or property. Families who use an employee to transport their child/children to and from the preschool releases Southeastern Church of Christ Preschool from any damage or injury.

FAMILY RESOURCES & OPPORTUNITIES

MINISTRY OPPORTUNITIES:

We have many ministries and opportunities to serve our community. Some of these ministries include the food pantry, diaper ministry, and mission support.

FAMILY EVENTS:

We have many ministry events for kids and families throughout the year. Some of these events are Trunk or Treat, Christmas activities, Easter Eggstravaganza, Parent's Night Out or Vacation Bible School (VBS). Other smaller events are also sometimes scheduled. We seek to provide a place for families to engage in faith-filled events and want to support you and your children on your faith journey.

WORSHIP SERVICES:

Sundays at 10:30am - Dress is casual and we have a coffee bar available. Services are also streamed online at www.southeastern.org

BIBLE CLASSES:

Sundays at 9:30am for various ages: 18mo-3yo, 3yo-4yo, K-2nd, 3rd-5th, Teens, Multiple adult classes offered throughout the year. A parent community connection class is sometimes offered. Wednesdays at 6:30 are a multi-age class for 3-year-olds - 5th grade. Teens, 6th-12th grade, meet at 6:00 in the teen house. Adults meet in the friendship room at 6:30.

KID'S PRAISE:

Children's Worship (during the main worship service) for kids ages 3yo-3rd grade. We also provide a nursery for newborns-3 years old in Room 1 in Kid's Town hallway during worship.

Contact: Janet Kincheloe at 317-352-9298 or janet@southeastern.org for more information regarding the children's ministry here at Southeastern Church of Christ. We would love your family to join us anytime!