



Parent Handbook 2020-2021



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WELCOME TO EAGLE PRESCHOOL

We strive to provide a caring environment which encourages strong relationships between our staff and our families as well as fostering positive spiritual, social, emotional, physical, and intellectual development of our children.

Through ongoing communication, we will keep you informed of our policies and procedures. If you have questions, you may be able to find answers in this handbook. If not, please feel free to contact our Director at any time.

Eagle Preschool is operated by Eagle Church of Whitestown, Indiana as a Christian educational ministry for residents of the community.

A committee, composed of members from Eagle Church staff and Preschool staff, is entrusted to form policies necessary for the day-to-day operation of the school.

We warmly invite you to discover the amazing God we serve through our Sunday Morning Church Worship at 10am.

NON-DISCRIMINATION POLICY

Eagle Preschool does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

RELIGIOUS POLICY

Our school program offers religious experiences to the children at their level of understanding. Bible lessons, prayers, and songs based on the Bible will be taught. Children will attend regular chapel services led by members of the preschool staff. Snacks and meals will begin with a prayer of thanks.

WHAT'S IMPORTANT TO US

At the heart of our preschool is a commitment to providing the highest quality care that supports the development of the whole child – cognitive, emotional, and physical. In this safe, caring environment of faith and mutual respect, we believe each child will learn to listen; follow directions; solve problems; develop lifelong work habits; and develop an appreciation for all God's gifts. Throughout our school, each classroom offers a balance of teacher-led activities and child-initiated play. Our experienced and energetic staff will work with children to ensure they have opportunities that will help them reach important developmental milestones.

Every child will;

- Be given the opportunity to learn and play in a safe nurturing environment.
- Be allowed to achieve his/her maximum potential and to learn at his/her own speed.
- Be able to express his/her innate creativity.

- Be allowed to explore the wonders of God's created world.
- Be loved and nurtured in a Christian environment.
- Receive respect and learn to respect others.
- Be given opportunities to increase self-esteem and self-confidence.
- In a structured environment, be provided with relaxed, age-appropriate learning activities which will help him/her to achieve his/her maximum potential.



ENROLLMENT

A child is enrolled in Eagle Preschool once their registration is submitted; the Director confirms the availability of space; and the required

paperwork is received, reviewed and approved by the Director. Payment for August and necessary paperwork must be received prior to your child's first day. Any changes to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

HOURS & DAYS OF OPERATION

Eagle Preschool offers two and three day programs, August-May, 9am – 3pm on Tuesdays, Wednesdays and Thursdays. Any students participating in a half day program will be picked up at 12:30pm. A late fee of \$1 per minute will be charged if your child is not picked up on time.

Eagle Preschool closely follows the Zionsville Community School calendar as well as any weather delays, breaks and emergency closings.

TEACHER/STUDENT RATIOS

Because classroom environment is important to us, we will strive to maintain reasonable teacher to child ratios in all classrooms. A classroom teaching assistant will be assigned to meet the stated ratios. Eagle Preschool takes pride in overstaffing each classroom when possible, therefore ratios will be even better than required.

1:3
18 Months
Maximum
group size of
8

1:4
2 Years
Maximum
group size of
12

1:6
3 Years
Maximum
group size of
18

1:12
4/4.5 Years
Maximum
group size of
26



TUITION, PAYMENT AND FEES



- All monthly tuition fees are taken out by automatic monthly withdrawal. This withdrawal takes place on the first Tuesday of each month unless notified for a later withdrawal due to holidays/vacations.
- Delinquent fees over 30 days may result in dismissal from school programs.
- There is no tuition credit given for holiday breaks noted on the calendar, absences/closures due to weather, vacations or illnesses.
- If payment is not received by the 15th of the month, you will be charged a late fee. We may, without liability, suspend services until payment has been made in full.

PROGRAMS

18 Months (by Sept. 1)

HALF-DAY (9am-12:30pm)

2-Days a week – \$240/Month or \$2,280.00/Year

3-Days a week – \$315/Month or \$2,992.50/Year

FULL-DAY (9am-3pm)

2-Days a week – \$265/Month or \$2,517.50/Year

3-Days a week – \$340/Month or \$3,230.00/Year

2 Years (by Sept. 1)

HALF-DAY (9am-12:30pm)

2-Days a week – \$240/Month or \$2,280.00/Year

3-Days a week – \$315/Month or \$2,992.50/Year

FULL-DAY (9am-3pm)

2-Days a week – \$265/Month or \$2,517.50/Year

3-Days a week – \$340/Month or \$3,230.00/Year

3 Years (by Sept. 1)

HALF-DAY (9am-12:30pm)

2-Days a week (T/Th) – \$195/Month or \$1,852.50/Year

3-Days a week (T/W/Th) – \$245/Month or

\$2,327.50/Year

FULL-DAY (9am-3pm)

2-Days a week (T/Th) – \$265/Month or \$2,517.50/Year

3-Days a week (T/W/Th) – \$345/Month or

\$3,277.50/Year

4 Years (by Sept. 1)

HALF-DAY (9am-12:30pm)

3-Days a Week (T/W/Th) – \$245/Month or

\$2,327.50/Year

FULL-DAY (9am-3pm)

3-Days a Week (T/W/Th) – \$345/Month or

\$3,277.50/Year

4.5 Years (4.5 or 5 by Sept. 1)

HALF-DAY (9am-12:30pm)

3-Days a Week (T/W/Th) – \$245/Month or

\$2,327.50/Year

FULL-DAY (9am-3pm)

3-Days a Week (T/W/Th) – \$345/Month or

\$3,277.50/Year

Registration Fee: \$150

WITHDRAWAL FROM PROGRAM:

If you remove your child from the program early, you will be obligated to pay the following month's tuition as compensation for early removal. For example, if you withdrawal your child on October 1, you will be responsible for paying the following month of November.

CLASS DESCRIPTIONS:

18 Months – Age 18 mos. by September 1

2 Years – Age 2 by September 1

3 Years – Age 3 by September 1

We offer a quality preschool experience where children can interact with friends and caregivers. We provide a structured play atmosphere that includes a thematic curriculum developed over the years by our creative staff. The children will enjoy age appropriate learning activities, large muscle play time, music and movement, Bible time and crafts. All children will enjoy lunch (provided by home) prior to 12:30 pick-up. For students staying a full day, we will provide a 90+ minute nap beginning after lunch. All students will nap on a cot (pack-n-plays are available if needed) and are required to bring nap items such as: soothing items, blankets, pillow if needed, sheet if needed. All guardians of students napping are required to sign the nap agreement prior to the first day of school.

4 Years – Age 4 by September 1 (Option to move on to Kindergarten in their school of choice or the 4.5 class in preschool the following year.)

4.5 Years – Age 4.5 by September 1 (These students will be moving on to Kindergarten the following year in their school of choice.)

We offer a wide variety of hands-on arts and crafts projects, alphabet and number activities, stories, games, finger plays, Bible time, and other fun adventures. We use two primary curriculum sources and our creative teachers add their experience and expertise to offer an enriching experience for your child. If you would like to preview our learning objectives, please visit our website at eaglechurch.com/preschoolresources.

ARRIVAL:

The classrooms will open at 9am. A **STOP** sign will be located on the lower level near the playground. You

may not take your child to their classroom until the **STOP** sign has been removed by a staff member.

PICK-UP:

We require all vehicles arriving to pick up a child from preschool to park their car in the parking lot. **There is no curbside parking.**

Pick-up time is promptly at 12:30pm for half day programs or 3pm for full day programs. In an emergency resulting in late pick-up, please call the main office at 317-769-0700.

A late pick-up fee, after 12:30pm and 3pm, will be charged at a rate of \$1.00 per minute.

ENTERING and EXITING PARKING LOT SAFETY PRECAUTIONS:

Please be alert and watch for children when entering or exiting the parking lot. Over 150 children attend our programs. Parents or children could be entering or exiting the building at any time.

- Drive slowly while in the parking lot and be aware of children when backing out of a parking space.
- Please hold your child's hand while in the parking lot.
- Do not allow your child to play near the parking lot during drop-off or pick-up times.
- It is against Eagle Preschool's policy for a parent to leave a child unattended in a parked vehicle.
- Do not use the handicapped parking spots unless your car is properly identified with the handicapped parking permit.

NEEDED DAILY SUPPLIES:

- Backpack with a two-pocket folder
- Lunch in a lunch box or bag with child's name
- Snack with your child's name on it
- Any comfort items (blankie, pacifier, stuffed animal used daily) for nap time placed in a large Zip-Lock bag

Your teacher will notify you of any additional items specific for your classroom.

SNACKS:

Please send a snack, labeled with your child's name, each day.

LUNCH:

Each child is required to bring a lunch to preschool. There is no refrigeration available and we are unable to reheat food. Any uneaten remains of your child's lunch will be sent home.

The following items are not allowed due to messiness and choking risks involved with feeding toddlers/preschoolers:

Candy **Any candy included in a Lunchable will be sent home for the child to enjoy.*

Whole Grapes *(please cut all grapes)*

Carbonated drinks

Hotdogs *(unless cut lengthwise)*

Pizza & Taco Lunchables *(too messy)*

CLOTHING:

Please dress your child for having fun! Children will be playing outside, painting, climbing, running, and jumping. Tennis shoes are the safest and most comfortable. Children need to be dressed for the weather. Please provide a change of clothes in your child's backpack in case of emergencies

SPECIAL EVENTS:

We will be having Special Events throughout the school year. Our students enjoy visits from local community members such as our local librarian and firefighters.

SCHOOL CALENDAR

Eagle Preschool follows a calendar similar to the Zionsville Community Schools calendar. Please refer to the calendar that has been given to you in your summer mailing for important dates.

ABSENCES:

If your child is ill or will not be attending on a regularly scheduled day, we ask that you call the Eagle Preschool office at 317-768-2508 and leave a message.



LET'S PLAY

Children have the opportunity to play outside (weather permitting) and inside in our gymnasium or large indoor playground every day. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.



BIRTHDAYS:

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). We will sing "Happy Birthday" and make sure your child feels special on his or her special day. Parents may send a teacher approved treat to share with the class. Goodie bags and more elaborate festivities are to be reserved for another time.

**PARENT-TEACHER-CONFERENCES:**

Conferences are available upon request of the parent or may be initiated by the teacher. We do not participate in scheduled conferences.

PARENT COMMUNICATION AND PARTICIPATION:

Consistent communication between the school and its families is encouraged and expected. The method of communication is certainly not limited to but may include any or all of the following: conversation at drop-off or pick-up time, phone calls, monthly class calendars, teacher's letters and/or email.

Please remember that:

- Each student will need to bring a folder to help facilitate communication from staff to parents.
- We will provide a label with child's name and classroom to put on the folder.
- The folder should be emptied each day and brought back to class.

- If you wish to communicate to your child's teacher, please do so in writing.
- Let the staff know if your child has special circumstances that may impact him/her.

OPEN DOOR POLICY:

Parents are invited to visit our school. Please remember we are a locked facility. If you come to visit you will need to ring the doorbell. Our office will unlock the door for you to come in. Once you are in the building you will need to report to the main office to sign in and receive a visitor's sticker that you will wear while you are in the building.

We encourage parental involvement but request that all visits be arranged prior to arriving. Please keep in mind that our teachers' attention must be focused on the children.

VACATION AND WEATHER DELAY:

We follow the Zionsville Community School weather delay schedule. **Our vacation schedule is VERY similar to Zionsville schools**

If there is a 2 hour weather delay, classes will begin at 11am. We will not make up the time difference. Half day dismissal remains at 12:30pm. We will be closed when Zionsville closes due to weather, dismiss early when Zionsville dismisses early due to weather and do not participate in end of year make-up days.

EMERGENCY CLOSURES:

In general, if the Zionsville Community Schools are closed, Eagle Preschool programs will be closed as well. We reserve the right to close in any emergency situation. If a school closing is announced during the day, parents will be notified by one of the following means of communication: phone, email or text. Classes will continue to operate until all children have been picked up. Parents are requested to pick up their child(ren) as

soon as possible so staff may also leave before roads become too hazardous. In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, and children will be cared for until parents or emergency contacts arrive.



NAP TIME

Our 18 months through 3 years of age classrooms have a required nap/rest time. Your child will be required to rest/sleep on a cot. There will be a small night light and lullaby music or white noise machine.

The first few weeks of school your child may not sleep because it is out of his/her regular routine. It is not unusual for children to take as much as a month to adjust to the new nap routine. Our staff expects this, and we are up for the challenge! We ask for your patience as your little one adjusts.

After an adequate transition period has taken place, if your child still appears to have difficulty napping, we may ask that you nap your child at home. Please see our Nap Policy for more information.

3 YEAR OLD ENRICHMENT

We understand that our 3-year-old kiddos develop and grow quickly throughout the year. Their napping needs may change, and we want to acknowledge and accommodate that. After the Christmas holiday, teachers will evaluate their needs for a nap. If enough children are ready to give up their nap, enrichment lessons will be offered to fill the afternoon period for those children not napping. Parents will be notified before any change occurs.

MANAGEMENT OF ILLNESSES

At Eagle Preschool, we provide children with a clean and healthy environment by cleaning toys and surfaces on a regular basis. However, we realize that children become ill from time to time. If this is your child's first preschool experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. Out of respect for others, we ask that you not bring a sick child to the preschool. Please plan ahead and have a backup care plan in place if you are not able to take time off from work. A child with any of the following observed symptoms will be isolated and asked to be picked up by a guardian or emergency within 60 minutes of notification:

- Temperature of 100 degrees F (orally) and 99 degrees when measured under the arm
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Lethargic
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Draining rash or undiagnosed rash
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature

- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in classroom activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again. Children may be readmitted to preschool after at least 24 hours of being fever-free and symptom free. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

MEDICATION:

Please inform your physician that your child is in full day or half day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember Eagle Preschool programs are designed for well children. We do not have a nurse on staff and are unable to administer medication.

Keep in mind that:

- Eagle Preschool does not have an on-site nurse. The staff is not trained to administer any type of injection or breathing treatment/nebulizer. The parent is welcome to return to school at the given hour to administer the medication.
- "As needed" medications or nonprescription medications are not given at preschool.

ILLNESSES & INJURIES:

The problem of communicable disease is prevalent in every group and Eagle Preschool is no exception. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. If a child becomes ill at Eagle Preschool, the Director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

**ACCIDENTS/ EMERGENCIES**

Eagle Preschool has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire, tornado, or building lock-down, staff would follow the written instructions posted in each classroom, describing the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, we conduct monthly fire drills, and periodic tornado and lock-down drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water, our emergency destination is New Hope Church located across Main Street. Parents will be contacted as soon as possible to notify them of our departure and instructions on where and when to come to pick up their child. If a parent cannot be reached, we will attempt to contact the emergency contacts listed on your child's enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows.

INCIDENT/INJURY REPORT FORM

Providing a safe and secure learning environment is our top priority at Eagle Preschool. Our staff is alert to the safety needs of your children, anticipates possible hazards, and takes necessary precautionary and preventative measures. Each staff member is required to fill out an incident/injury report form if an accident would occur. We ask that you review and sign the report to ensure you are aware of the situation. If you have further questions regarding the event, do not hesitate to reach out to your child's teacher or the preschool director.

RELEASE OF A CHILD

Our staff will only release your child to people who you have added onto the pickup authorization form. If an emergency arises, you must provide in writing the name of the person picking up your child. Staff may check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and are aware of our procedures. Your child's safety is our priority.

CUSTODY AGREEMENTS

If there is a custody dispute or similar issue related to your child, you must provide us with appropriate legal documents indicating who has permission to pick up the child. Eagle Preschool will not deny a parent access to their child without proper documentation.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If preschool employees have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency.

BEHAVIOR MANAGEMENT

Every child at Eagle Preschool will be treated with loving care and respect. Our hope is that each child will learn self-discipline through careful guidance. Methods of positive reinforcement (commenting on your child doing

the “right” thing) and positive redirection (removing your child from a situation and giving them an appropriate activity) will be used. Teachers will use developmentally appropriate techniques suitable to your child’s age that are relevant to the circumstances such as:

1. Setting clear limits.
2. Redirecting the child to an appropriate activity or a quiet place where they can regain control.
3. Showing children positive alternatives. (Our hands are for hugging and not for hitting.)
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.
7. Intervene, when needed, as quickly as possible to ensure the safety of all children.

If a situation arises where a child is consistently endangering him or herself, peers or staff, it may result in dismissal from the preschool. We will work together with the parents and the child to correct the behavior. However, the safety of all children in our preschool is always our primary concern. If the child demonstrates behavior that requires frequent “extra attention” from our staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in conjunction with the parents.

Some behaviors, however, are not appropriate for the school setting. Some of these behaviors are physical (hitting, kicking, scratching, biting) or verbal abuse; refusal to comply with simple classroom expectations, or destruction of objects. If these behaviors become repetitive and interfere with the learning and interaction of other classmates, our plan to help solve these issues are as follows:

1. Teacher observations are made and documented, noting any triggers associated with the concerned behavior
2. A teacher/parent meeting is scheduled to discuss teacher findings from previous observations, set goals for the classroom as well as a plan to help the child succeed.
3. Follow up meetings are scheduled in the upcoming weeks.
4. If the behavior persists and our teaching and classroom strategies have been unsuccessful, the child will be required to take a week off. Additionally, we will allow a 30-day grace period to provide the affected family an opportunity to find alternative care.

CONFLICT RESOLUTION:

When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences:

First, one should go directly to the person with whom he/she has a difference, whether it is a teacher, the Director, another parent, or pastor; and not in the presence of children. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

Second, if conversation with the person directly does not bring resolution, the concern should be discussed with the Director.

Third, if conversation with the Director does not bring resolution, the concern should be discussed with the Operations Pastor, who may arrange a meeting of all persons involved to discuss the issue.

FINAL THOUGHTS:

When you enroll your child in Eagle Preschool, we as a staff, assume the responsibility of giving you assistance with your child's unique needs in a caring environment. We will love and respect your child; help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values. Thank you for sharing your child with us!

Elisabeth Benedict
Eagle Preschool Director

