



## Parent Handbook 2017-2018

A ministry of Second Presbyterian Church  
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(317) 252-5517

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

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Office Hours: 8:30 a.m.- 3:00 p.m.

Children's Hours: 9:00 a.m.- 2:30 a.m.

*Children's Circle Preschool admits children of any race, color, nationality or ethnic origin.*

**This Handbook is dated August 2017 and supersedes all other handbooks.**

# Children's Circle Preschool Parent Handbook

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### **CLOSURE DUE TO WEATHER:**

Check **WTHR (13)** or **wthr.com**

We will be listed as

**"Children's Circle of Second  
Presbyterian"**

or "like" us at

[www.Facebook.com/childrencircle](http://www.Facebook.com/childrencircle)

for Facebook updates

## **Welcome to Children's Circle Preschool, a place of discovery...**

Children's Circle Preschool (CCP) has been serving the community since 1967, offering a nurturing, Christian setting where children can develop the skills and confidence necessary to live in today's world. Our experienced staff guides children toward discovery of who they are and what they can do.

### **Our Mission:**

The Mission of Children's Circle Preschool is to extend the Second Presbyterian Church family of faith and its Christian traditions to a weekday program for young children in our congregation and in the community. This ministry embraces excellence in education by nurturing the whole child- physically, emotionally, spiritually, socially, and intellectually.

### **Our Philosophy:**

Children's Circle Preschool is a weekday, developmentally-appropriate, activity-based Christian program. We meet the needs of every child in a fun, creative, nurturing environment. We believe in the value and unique qualities of each child. We strive to develop confidence, compassion, creativity, curiosity, and competence in each child. We believe a learning environment should be safe and loving, challenging and stimulating, and developmentally-appropriate. We believe our role as teachers is to model Christian values, respect each child, provide security and acceptance, be good observers of children, encourage independence, be good listeners, and assist and support parents. We also acknowledge a reciprocal learning process- as children learn, we also learn from them.

### **Organization and Structure of Children's Circle Preschool:**

The Children's Circle Preschool Board determines the policy and evaluates the affairs of the school. The Board is under the authority of the Session of Second Presbyterian Church.

Children's Circle Preschool operates under Marion County Health and Hospital Code Chapter 11 as a child care facility and is inspected annually by the Marion County Health Department.

### **What We Believe About Educating Young Children:**

Our ideas of how young children learn are drawn from the research of Jean Piaget, Lillian Katz, John Holt and other early childhood educators as well as the National Association for the Education of Young Children. NAEYC is dedicated to improving the well-being of all young children, with a particular focus on the quality of education and developmental services for children ages birth through eight years. Our basic premises are as follows:

- No two children are the same- Each child has his own "time clock." Walking, talking, cutting teeth are all milestones that are unique to each child.
- Play is learning- We believe in the power of play. Children learn best through hands-on concrete experiences. Play allows children to navigate social situations, learn about cause and effect, problem solve, and work collaboratively.
- Today is the day that counts- We focus on enjoying the experience at hand rather than just preparing for the next stage.

- Children need choices- Teachers provide a wide variety of experiences each day. Our goal is to help children master skills while providing challenges to help them grow.
- Developing social competence is as important at the 3 Rs- Sharing, interacting with peers, and participating in group activities lay the foundation of school success. It is our responsibility as Christians to pass on to our children the message of God's unconditional love and his presence in our lives.

## Our Programs:

**Nursery, Toddlers, Twos, and Young 3 Classes-** These classes provide young children an opportunity to be cared for in a nurturing, Christian environment. This is so much more than babysitting as our staff provide creative, developmentally- appropriate activities. Using The Creative Curriculum® the activities planned for these young children help them learn about themselves, learn about their feelings, learn about others, learn to communicate, learn about moving and doing, and acquire thinking skills. Bible stories and Christian traditions are also part of the daily curriculum.

**Preschool 3 and Pre-K Classes-** Preschoolers are naturally curious about the world around them. With this in mind our days are planned around themes that are meaningful to three to five year olds. Children are introduced to activities that encourage independence and a joy of learning. Using The Creative Curriculum® the activities planned for these children will focus on social/emotional development, physical development, cognitive development, and language development. Bible stories and Christian traditions are also part of the daily curriculum.

**Friday Friends Classes-** Friday Friends offers Preschool 3 students an optional third day at school. Friday Friends students must be enrolled in a Preschool 3 class. The classes dive into a theme and enjoy a day of play, art, gross motor activity, and socialization. Friday Friends classes are made up of a combination of students from all our Preschool 3 classes and students may have different teachers than they do in their Preschool 3 classes.

## Classroom Information:

CLASS	DAYS	HOURS	MAXIMUM CLASSROOM RATIO	AGE REQUIRMENTS
Nursery	1 or 2 days per week: M,T,W,H,F	9:00-2:30	8 students/2 teachers	9 months by September 1
Toddlers	1 or 2 days per week: M,T,W,H,F	9:00-2:30	10 students/2 teachers	16 months by September 1
Twos	1 or 2 days per week: M,T,W,H,F	9:00-2:30	12 students/2 teachers	23 months by September 1
Young 3	2 days per week: M/W or T/H	9:00-2:30	12 students/2 teachers	30 months by September 1
Preschool 3	2 days per week: M/W or T/H	9:00-2:30	16 students/2 teachers	3 years by September 1
Friday Friends	Fridays only	9:00-2:30	16 students/2 teachers	3 years by September 1
Pre-K	3 days per week: M/W/F or T/H/F	9:00-2:30	18 students/2 teachers	4 years by September 1

## Health and Safety:

**Medical Records-** All enrollees must have the following on file before being admitted to a classroom:

- completed Registration Form
- Security password on Registration Form
- completed Personal Profile Sheet
- Emergency Medical Release Form
- Immunization Records

**Illness-** Children must be in good health and free of communicable diseases. Do not send children to school with a fever over 100°, excessively runny nose, diarrhea, vomiting, conjunctivitis, or persistent cough. Any child who has these symptoms will be isolated in the office area until a parent or emergency contact can pick the child up. Children must be symptom and fever free for at least 24 hours and without aid of medication before attending school.

**Allergies-** Regulations prohibit us from giving most medication. We are able to administer emergency care if needed. Please list any allergy information on your child's Personal Profile Sheet and discuss them with your child's teachers. Please make the Director aware of any life threatening allergies and the need to have medication at school. Medication must be accompanied by a doctor's note.

**Accident/Incident Reports-** We do all we can to keep your child safe at school, but sometimes accidents occur. Should your child be hurt, you will receive a copy of an Accident/Incident Report describing the injury, how it occurred, and the steps taken to comfort your child. It is CCP policy not to disclose the name of a child who may have caused injury to another child or who was injured while attending school. See page 9 for a sample of an Accident/Incident Report.

**Child Protection-** A Child Protection class is mandatory for all staff. Indiana law mandates that Child Protective Services be contacted if there is any suspicion of child abuse or neglect.

**Medical Emergency-** In the event of a medical emergency, the office staff will attempt to reach the parents or emergency contacts. If parents or emergency contacts cannot be reached, the Director, or a person acting on her behalf, will call 911 and accompany the child to the hospital. Parents are responsible for medical costs incurred.

**Fire, Tornado, Earthquake-** Emergency procedures are posted in all classrooms and reviewed regularly by CCP staff. Drills are conducted regularly.

**Security Procedures-** Second Presbyterian Church is a busy place. We secure our hallways with security doors which are closed during the school day, and by steering outside traffic away from the areas we use. We have and regularly review lockdown procedure should we need to secure the building.

**Confidentiality-** CCP staff will maintain confidentiality with information about children in our care. All forms and information about children are kept secure. Class lists with phone numbers and addresses are distributed.

**Evacuation-** If there is a need to relocate the children in case of an emergency, we have a mutually agreed upon plan with St. Luke Catholic Church (7575 Holliday Drive,

252-3912) to transfer children to their location. Parents will be notified by phone of the evacuation. Please notify the CCP Office of any changes in phone numbers.

**Closure Due to Weather-** Should CCP need to close or delay opening due to weather, our status will be posted on WTHR (13) or wthr.com. We will be listed as "Children's Circle of Second Presbyterian Church." Updates will also be posted on our Facebook page ([www.Facebook.com/childrenscircle](http://www.Facebook.com/childrenscircle)). A two hour delay means that drop off will begin at 11:00.

### What to bring:

**Clothing-** Send your children in comfortable clothing that can get dirty. We use smocks for messy art projects, but accidents still happen. Dress your child for the weather understanding that we will play outside unless it is below 32° or raining. Closed toe or athletic shoes provide the surest footing on our playgrounds. Please send a spare set of clothes in your child's bag everyday (including socks and underwear). Label everything clearly!

**Comfort Items-** Special items from home (blankets, stuffed animals, etc.) can help children adjust to school. Please limit "loveys" to one item and label "loveys" clearly so they make the trip home each day.

**Rest Time Items-** All classes will take an age appropriate amount of time to rest each day. Not all children will sleep, but a quiet part of the day is important. Nursery students will rest in a crib and sheets are provided. We advise sending in a blanket, crib sheet, or nap mat for Toddlers and Twos to cover the small cot they will rest on. We recommend rest items that a child can manage on his or her own (a towel or nap mat) for our Young 3, Preschool 3, and Pre-K students.

**Lunch-** CCP will provide each child with a reusable, covered container which holds just the right amount of food. The container fits in most lunch boxes with room to spare for an ice pack and a drink. Please send in a nutritious lunch that your child can manage independently. Due to life threatening allergies, **do not send nut products** in your child's lunch. We also ask our families to avoid juice boxes and squeeze yogurts as they can be very messy. Please cut foods so they do not present a choking hazard.



**Birthday Celebrations-** Birthday celebrations are welcome at school. Please speak with your child's teachers in advance. In accordance with Marion County Health Department Code, all special treats must be store bought and served from the original packaging. Your child's teachers will have suggestions for favorite snacks.

## Daily Routines:

**Dropping off your child-** All drop offs and pick-ups occur at the classroom door. We believe it is important for parents and teachers to have a chance daily communication. Please park in the North parking lot in a marked parking space. ***Fire code prohibits parking along the curb.***

Children should be checked in using the computer kiosks on the second floor landing or in the Atrium. If your pick-up routine will differ from the norm, fill out a yellow Pick-Up Notice sheet by the computers or outside classroom doors and give it to your child's teachers.

Classroom doors will open at **9:00** when the teachers are prepared for the day and ready to greet your children.

**Picking up your child-** Dismissal time is 2:30. If you have more than one child in our program, please arrive a few minutes early so you may gather your children and their things by 2:30. If you need to pick-up your child up earlier than 2:30, please let his or her teachers know.

Only adults (18 years or older) will be allowed to pick children up. Children will only be released to adults listed on their Personal Profile Sheet or a yellow Pick-Up Notice Sheet. We will check the ID of anyone we do not know before releasing your child to them.

Children must always be accompanied by an adult while in our hallways, stairways, or elevators. You can help us teach your children to respect others working and using the building by: walking in the building, using quiet voices, pressing elevator and handicap door buttons only when necessary and in a gentle manner.

**Late Pick-Up Policy-** It is important that you arrive on time for pick-up. Children become nervous when they are the last to be picked up. Should you know you will be late, please call the CCP Office (252-5517) and let us know, so we can reassure your child. Should late pick-ups become a habit, you will be charged a late pick-up fee of \$5 beginning at 2:35 and an additional \$5 for every 15 minutes after that.

**Communication Between School and Home-** Teachers will provide families with a newsletter and/or calendar outlining the upcoming month's activities. A school wide newsletter will be distributed each month with upcoming events, reminders, and parenting information. Nursery, Toddler, and Twos classes will post information outside their classrooms about the day's events.

Newsletters, calendars, and signs are great conversation starters, but do not replace communication between parents and teachers. Teachers will provide parents with valuable verbal feedback everyday at dismissal or written feedback if necessary. For in depth conversations parents and teachers may schedule a phone call or conference.

Parent-Teacher conferences are scheduled in early February for all Preschool 3 and Pre-K classes. Parents in any classroom may always request a conference at any time. Teachers may request additional conferencing to discuss issues or develop action plans for a child.

It is a parent's responsibility to make the CCP Office aware of any changes in address or phone numbers and to keep medical information up to date.

**Guidance and Discipline-** Our classes are planned with developmentally appropriate activities in mind so there are few discipline issues. When necessary, children are redirected and appropriate behaviors are explained in simple terms. Time outs are rarely used and only to allow a child to regain his or her composure. Corporal punishment is never used.

Should there be a behavior issue that requires a parent's attention the CCP staff will communicate this via a "Parent-Teacher Communication Form" (see page 10). If the behavior continues after three (3) "Parent-Teacher Communication Forms" have been received, a conference will be scheduled to allow parents, teachers, and the director to work collaboratively to create a plan for success for the child. "Daily Report Forms" (see page 11) may be used as a result and further conferencing may follow. We recognize that by working together, parents and teachers can give children a foundation for success.

**Toilet Training-** Although we understand young children may occasionally have accidents, CCP policy states that children enrolled in Preschool 3, Friday Friends, and Pre-K classes must be toilet trained. This means accidents are few and far between and a child can manage toileting skills on his or her own. Preschool 3, Friday Friends, and Pre-K classrooms are not equipped with diaper changing facilities, and, to maintain our student/teacher ratios, teachers may not leave their classes to change children. If a child is consistently having accidents, the parents will be contacted for a conference.

### **Registration, Financial Agreements, and Tuition:**

**Registration-** Registration for the following year is open to current families in January. New families may register in February. A registration fee and supply are collected at the time of registration. A pre-paid tuition payment for May of the following year is then collected to guarantee placement in a class. ***All prepaid fees (registration fee, supply fee, and May tuition) are non-refundable.***

**Tuition-** Tuition may be paid by the year, semester, or monthly. Monthly tuition for September through May is based on nine equal installments. Tuition payments are due on the 1st of each month and are considered late after the 10th. A late fee of \$5 will be assessed after the 10th. The full monthly tuition is due regardless of attendance. We are unable to make tuition adjustments for illness, vacation, or weather related cancellations. ACH tuition payments are available. See Director for ACH form.

At the time a family is two months in arrears (45 days) the Director will schedule a meeting to discuss a payment plan. Enrollment in the program will be discontinued if the payment plan is not followed. If your family is experiencing a financial hardship, see the Director for information about tuition assistance. ***All accounts must be paid in full by April 30.***

**Withdrawals-** Should it be necessary to withdraw a child after registration or during the school year, notify the Director in writing two weeks in advance.

***If you find yourself in financial hardship, please see the Director for information about tuition assistance as all prepaid fees are non-refundable (including May prepaid tuition).***





**ACCIDENT/INCIDENT REPORT**

Date of Accident/Incident:

Time of Accident/Incident:

Name of Injured:

Address:

Injury Sustained:

Action Taken:

Location of Accident/Incident:

Circumstances of Accident/Incident:

Adults Present:

Weather Conditions (if outside):

Comments:

CCP Staff Signature:

Parent Signature:



### PARENT TEACHER COMMUNICATION FORM

We believe that parents and teachers work best together as a team. With that in mind, we feel the following issue is worthy of mentioning to you.

Student Name:

Adults Present:

Date:

Time:

Setting:

Description of Incident:

How was this issue resolved?:

Please let us know if you wish to discuss this matter further. We are happy to schedule a time to talk.

Teacher Signature:

Date:

Parent Signature:

Date:



### DAILY BEHAVIOR REPORT

Student's Name:

Date:

Overall, how was the student's behavior today?

1	2	3	4	5
Excellent	Good	Progressing	Poor	Difficult

How was the student's participation in today's activities?

1	2	3	4	5
Excellent	Good	Progressing	Poor	Difficult

How did the student work with classmates and teachers today?

1	2	3	4	5
Excellent	Good	Progressing	Poor	Difficult

Comment briefly on the day's events and the student's behavior:

Note any incidents that occurred which seem important to you:

Activities the student enjoyed/ did not enjoy:

Tasks on which the student worked well:

Teacher Signature:

Date:

Parent Signature:

Date: