



## PARENT RESOURCE HANDBOOK

Pines Presbyterian Preschool  
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[www.pinespc.org](http://www.pinespc.org)  
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“Young children do not do their best learning while sitting down at a desk, trying to be quiet, and listening to the teacher lecture... Young children learn from activity, from exploring real objects, talking with people, and solving real problems such as how to balance a stack of blocks or how to negotiate a zipper.”

David Elkind  
Author

## **PINES PRESBYTERIAN PRESCHOOL** **Mission Statement and Goals**

The **purpose** of the Pines Presbyterian Preschool is to provide an environment where preschool children may develop socially, physically, emotionally, spiritually, creatively and intellectually in a Christian atmosphere.

We at Pines share with you the responsibility of developing a healthy personality in your child at a period of time when growth is rapid and important. Our program supplements home training by offering experiences adapted to the growth needs of young children.

Our **goals** for each child are:

- TO help him/her discover what our Christian faith is all about through a pervading atmosphere of love and concern.
- TO develop a good self-image in a child, a sense of accomplishment, a feeling of worthiness.
- TO have a controlled environment where a child can learn about his/her world and work out problems.
- TO develop curiosity, an inquiring mind.
- TO learn how to get along with his/her peers, to respect property rights of others and to learn about sharing.

## **Program Philosophy**

Pines Preschool provides developmentally appropriate educational and social activities for children. Some parents express concern when they ask their child, "What did you do at school today?" and the child responds, "Play!" Play is the work of a child. Young children learn by doing. They use their entire body and all their senses. Children are active all day long – moving, exploring, investigating, and discovering. Play helps children develop well-rounded personalities in all areas of life – physical, cognitive, emotional, and social. As a child plays, many experiences are happening to enable that child to grow and mature. The play they engage in is laying the foundation for all future learning and success in life.

## **State Licensing**

Pines Preschool is licensed by the Texas Department of Family and Protective Services to provide care for 99 children per day ages 18 months through Kindergarten. As a licensed facility we operate using the Minimum Standards for Day Care Centers as a basic guideline for setting policy and procedures. A copy of the Minimum Standards is available through the school office for anyone interested in reading and reviewing these basic guidelines. Parents may review the current Licensing inspection report at any time.

Contact information:      FPS child abuse hotline      1-800-252-5400  
Texas Dept. of Family and Protective Services      713-940-3009  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Find us at  
[www.pinespc.org](http://www.pinespc.org)

12751 Kimberley Lane  
Houston, Texas 77024  
Phone: 713-467-9358  
Fax: 713-467-3278

Dorothy Hobbs, Director  
dorothy@pinespc.org

*Pines is an equal opportunity employer.*

**No child shall be denied access to the Pines Presbyterian Preschool program due to race, creed, or national origin.**

## Parent Involvement

After a child is accepted to the preschool, the parents will be invited to participate in various projects, committees, and volunteer tasks. At the beginning of school, parents may stay in the classroom with their child as long as he/she needs reassurance. We invite parents to visit the classrooms anytime and may join their child on special events – Donuts with Dad, Munchies with Mom, birthdays, Spring Fling, Pumpkin Patch, etc.

There is a Parents' Library available to our families. The books cover a wide range of topics dealing with children and are located in the director's office.

There will be interesting and helpful parents' meetings during the year. All our parents are welcome to observe, discuss, make suggestions, talk things over and participate in our school.

## Grievances

If at any time during the course of your child's education at Pines Preschool you have problems, concerns, question or issues, please first confer with the child's teacher in an effort to resolve the issue(s). If you are dissatisfied with the outcome of that conference, please next discuss the problem with the Director of the preschool. If the Director is unable to assist you to your satisfaction, you may request the Director advance a written request outlining your concerns to the Preschool Committee. The Committee will work to first resolve the issue through the Director, or at its discretion the Committee may, on a limited basis, meet directly with a parent.

## Preschool Committee

The Director is responsible for the day to day operation of the Preschool. The Director is given oversight by the Preschool Committee who in turn is accountable to the Session (Governing body of Church Elders) of Pines Presbyterian Church. The composition of the Preschool Committee includes the Director, two parent representatives, one parent who is a member of the church, two members of the church, a Treasurer who is a church member, and a Moderator who is an Elder and member of Session.

Parents who have an interest in servings as a parent representative to Preschool Committee are encouraged to contact the Preschool office or to send a letter to the Preschool addressed to the Preschool Committee Moderator.

Revised August 2011

## Accreditation

Pines Preschool has been accredited by the National Association for the Education of Young Children (NAEYC) since 1987. It was the decision of the preschool's governing body to withdraw our affiliation with NAEYC in June 2007. We do not agree in the philosophy with some of the new criteria of NAEYC. Under the new criteria it is difficult as a small, part-time church school to comply with the new standards. The governing body of Pines Presbyterian Preschool and the Memorial Area Preschool Administrators (MAPA) association are currently exploring the possibility of association with another accreditation program. Regardless, Pines pledges to maintain the high standards of excellence we have followed for the past 20 years and assures a safe and nurturing environment for our children.

## Teaching Staff

We believe that the primary asset of a good school is its teachers. Our staff members are chosen carefully, not only for their educational background and experience, but also for the kinds of personalities they have. They understand and relate well with young children, have an abundance of patience, a calm manner and practice the fine art of speaking positively with the children. All staff members are required to obtain 24 hours of training annually within the field of early childhood education. This group of teachers realize the importance of staying abreast of the ever-changing needs of today's families and the findings of current research regarding the education of young children.

## Classes

Pines Preschool and Kindergarten is a 9 month program (September – May ) offering classes for children from 18 months through Kindergarten:

- 2 day classes for toddlers (18-27 months)
- 2 day classes for 2 ½ year olds
- 2 or 3 day classes for 3 year olds
- 5 day class for 3 year olds (3 ½ by 9/1)
- 5 day Pre K classes for 4 year olds
- 5 day Bridge
- 5 day Kindergarten

## Classroom Activities

We believe that every child should be allowed to grow and mature at his or her own pace. With a balance of self-directed and teacher-directed activities, we provide an environment that is supportive, nurturing, warm and responsive to each child's **individual needs**. We strive to create an environment in which each child develops a good self-image and a sense of self-worth. Each class has **developmentally appropriate** activities for the child's selection: blocks, manipulatives, books, water activities, cooking, music and opportunities for dramatic play, sorting, graphing, sequencing and language development in our learning centers. During group times, the child will enjoy outside play, stories, music, finger plays, and motor skill activities. The classroom centers change regularly to focus on a **different theme** designed to expose the children to the many aspects of the world around them.

Pines Preschool uses team teaching in most classes and provides a low teacher/child ratio. Two teachers in each class enhance development of all skills and provide for personal attention for each child.

Pines Preschool offers class groupings for children from 18 months by September 1<sup>st</sup> through Kindergarten age. Our preschool children attend from 9:00-11:30AM, Pre-k from 9:00-11:30 except on Tuesday until 2:00PM. The bridge and kindergarten attend from 9:00-1:00PM except on Tuesday until 2:00PM. We offer consecutive day classes, the number of days depending on the age of the child. School begins the day after Labor Day in September and ends mid-May.

### Kindergarten Class

The Kindergarten class curriculum is planned to establish continuity with the Preschool / Pre-K goals and to fully prepare the child for first grade. Our kindergarten teacher works with each child individually in phonics, reading, and math concepts, allowing the child to develop intellectually at his/her own rate of growth. The materials and experiences provided are designed to challenge and develop each child and to give the freedom to discover, to explore and to meet his/her own needs. The Lippincott Reading Series and "Math Their Way" are used.

### Music Program

Our music teacher works with each class weekly. The children are taught a variety of activities including learning new songs, rhythm, use of rhythm instruments, dances and enjoyment and appreciation of music. This is in addition to the regular classroom music.

### Motor Skills Program

Our motor skills teacher supplements the classroom program with additional activities and body movement skills weekly. With the use of music, games and equipment, the children explore their growing awareness of large muscle use and coordination.

### Attendance

Regular attendance is recommended for consistency in the child's schedule and adjustment to the classroom environment. Each child must be accompanied by the parent to the child's assigned classroom. Teachers are there to welcome the child and to receive any important information pertaining to the child's day. If your child is experiencing separation anxiety, you are welcome to remain in the classroom until your child feels comfortable in the school setting. You should offer assurance that you will return and encourage your child to play with the other children. The teachers can assist you in the most effective way to leave the classroom. Routinely, when a child becomes involved in a classroom activity, the anxiety of separation is lessened and the child is comfortable to stay. If separation seems very stressful, consider leaving your child for shorter lengths of time initially.

No make-up days or refunds will be made for absences due to illness, weather problems, or vacations. If unforeseen building problems occur where school is cancelled for 4 or more consecutive days, a 10% tuition refund will be returned upon request. Tuition is based on an annual fee and divided over the 9 month period, regardless of holidays. It is helpful if the parent notifies the Preschool office at 713-467-9358 if the child is to be absent, late, or on vacation – this is important for the teacher to know.

### **LOCK-DOWN DUE TO INTRUDER OR SUSPICIOUS EVENTS ON OR NEAR BUILDING -**

DO NOT COME TO THE SCHOOL! If the school is in a lock-down mode, the building will be secured. We prefer that NO ONE try to enter the building. You should not put yourself at risk and you should take precautions AWAY from the building.

The church office will be notified, doors will be locked, and the Constable/HPD will be contacted to investigate. The Director, or her designee, will immediately investigate and, if need be, confront the individual. Teachers will be notified if the situation warrants a classroom lock-down and 911 will be called. The teachers and staff members are trained to take care of the children in the event of an emergency and will do so until an "all clear" is issued.

IF YOU ARRIVE AT THE BUILDING DURING A LOCK-DOWN MODE, YOU WILL BE ALLOWED TO ENTER THE BUILDING BUT WILL NOT BE ALLOWED TO EXIT UNTIL THE DIRECTOR HAS ISSUED AN "ALL CLEAR" STATEMENT. You will be required to go to the gym until the "all clear" is issued. Our goal is to keep your children, and you, safe during an emergency situation.

**EMERGENCY EVACUATION** – In the event that the school must be evacuated because of toxic fumes indoors, danger of explosion, or for any other reason, the children will follow fire drill evacuation procedures. They will remain outside the building until teachers can safely move them to our "safe haven" across the street. Bendwood School Cafeteria is our designated safe hold place and teachers will remain with the children until parents can be contacted for immediate pickup. Teachers will bring emergency information, cell phones and car keys. Parents or an authorized person must officially sign out their child.

**INJURY TO A CHILD** – The teacher will treat the injury and report to the parent, if the injury is minor. In the case of a more severe injury, an accident report will be filled out, and the appropriate first aid measures will be taken immediately to care for the child; the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. If the injury is deemed an extreme emergency, the school will call 911. All teachers and staff are trained/certified in CPR and 1<sup>st</sup> Aid. ***It is very important that all phone numbers and emergency information be kept current so that parents can be reached at all times.***

**NATIONAL EMERGENCY** – In the event that local, state, or federal government agencies declare an emergency, we will comply with government recommendations regarding school closure, or shelter-in-place. Parents are asked to listen to radio or television and follow the guidelines regarding school closure or shelter-in-place until the danger has passed.

**SCHOOL CLOSING** – Pines Preschool will follow the lead of SBISD in the event of school closings. We may close independently, as well. You will be notified by phone from your teacher if that is the case. Otherwise, monitor the TV and radio for school closing information.

Any Emergency Plan is no guarantee that the response to a crisis will be perfect. We can only endeavor to make every reasonable effort to respond appropriately. The safety of your children is our primary concern, and the Pines staff is prepared to implement a program that will efficiently deal with any situation that can impact our school. In a crisis, information available at any given moment may be incomplete but every effort to provide accurate, appropriate response actions will be our priority, based on the information available.

## Emergency Management Plan

The safety of the children at Pines Presbyterian Preschool is of the utmost importance to all of us. As concerns about possible emergencies increase, we want you to know the plans that we have in place, should a crisis occur. While it is impossible to plan for every possibility, we have evaluated and updated our crisis response plans and procedures. We have always had procedures in place for fire safety, severe weather, gas or chemical leak evacuation, intruders, injury to a child, release of children, and national alerts. In light of the current world situation, we have expanded our "shelter-in-place" emergency response procedure and want to inform you of that plan. Please make a point to sit down as a family to discuss your emergency procedures. We pray that none of these procedures would ever be necessary, but as always the safety of your children is our primary concern.

**EMERGENCY DISMISSAL** – Certain emergencies might lead the school to want to release all students safely and quickly to their homes. Once notified of an emergency dismissal, a parent (or other person authorized by the parent) must arrive promptly for pick up. Teachers and staff will make calls to alert parents of the problem and pick up person will be designated at that time. Each child must be officially signed out by parent or authorized person.

**FIRE SAFETY** – Fire drills are conducted monthly and all classes participate. Every room in the school displays the emergency procedures regarding fire evacuation and notes the primary and secondary evacuation routes. The building is equipped with fire/smoke alarms and fire extinguishers are strategically located around the building.

**SEVERE WEATHER** – The school is required to conduct a severe weather drill every six months. Teachers are trained in what to do in case of a tornado or high winds. Children will be gathered in the interior corridor, away from windows or exterior doors, until the danger has passed. The school monitors weather with a NOAA weather radio located in the school office. In the event of flooding, children would be kept in classrooms until parents could safely arrive to pick them up.

**TOXIC FUMES OR SHELTER-IN-PLACE EMERGENCY** – In the case that outside airborne contaminants are present in dangerous levels, the school will implement shelter-in-place procedures. This potential could be due to chemical truck or train accident, chemical plant explosion, pipeline rupture, outside gas leak or acts of terrorism or vandalism. Depending on the emergency and the degree of the threat, the school will decide the level of "sheltering" we will put in place.

All children will be moved to the school office corridor where doors, windows, and vents will be sealed as needed.

The building will go into lock-down mode... meaning that NO ONE enters or leaves until the threat is lifted.

A/C and heating units will be shut down.

Teachers will have student profiles with contact numbers, cell phones, email addresses, and when able, will begin to contact parents. ***It is essential that we have accurate, up-to-date information on your Student Profiles!***

We will have access to hard wired phone, computer, emergency supplies, and restrooms. Enough bottled water, snacks, diapers, wipes, medical supplies, batteries, etc. will be available for a 24 hour lock-down.

For any emergency, the school recording will be changed to notify you of pertinent information concerning the emergency. We will not be answering the phone, as there will be other priorities to deal with.

**DO NOT COME TO THE SCHOOL!** If the school is in lock-down mode, the building will be secured and will NOT be opened to ANYONE. You should not put yourself at risk and should take precautions where you are. The teachers and staff are trained to take care of the children in the event of an emergency and will do so until an "all clear" is given.

A battery-operated radio will be closely monitored until the "all clear" is given by civil defense or appropriate authorities.

## School Calendar

Pines Preschool closely follows the Spring Branch School District's (SBISD) calendar and observes most of the same major holidays, except for the beginning and ending of the school year. Preschool opens the day after Labor Day in September. Each student will be introduced to his/her teacher before school opens by a home visit and for Kindergarten with a classroom visitation. A copy of the school calendar is provided annually for each family.

The calendar and school/classroom activities are communicated through the classroom newsletters and calendar schedules posted at each classroom door. The school office also provides a monthly newsletter to keep parents informed of activities and holidays.

School closings : In case of severe weather (i.e. hurricane, tornado, high water, high winds, etc.), please listen to your radio or T.V. Pines will automatically cancel school if SBISD cancels. If an emergency situation exists at Pines Preschool (no heat, electricity, water, etc.) or if we determine that the weather is a threat to our children's safety, the teachers will then contact by phone each family in their class.

Each year the scheduled holidays that we follow according to the SBISD calendar affect the number of days that each class grouping attends school. So that you will be aware of the number of days that your child will be in school, we have a reference list for your information:

<u>2011-2012</u>			
Toddler Bees	T/W		67 days
Toddler Bees	Th/F		67 days
2 ½ Butterflies	T/W		67 days
Y3 Frogs	M/T/W		95 days
O3 Rainbow Fish	M/T/W		95 days
3's Rainbow Fish	Th/F		67 days
Y4 Teddy Bears	M-F		161 days
O4 Turtles	M-F		161 days
Bridge Ladybugs	M-F		161 days
Kindergarten Owls	M-F		161 days

The Pines Preschool calendar will be posted on the Church website at : [www.pinespc.org](http://www.pinespc.org)

## Required Enrollment Paperwork

**ENROLLMENT INFORMATION:** identifies parents/guardian of the child, phone numbers, address, individuals to whom your child may be released, physician's info., and allergy / medication information.

**HEALTH REQUIREMENT FORM :** health and immunization form must be filled out and signed by your child's physician. The physician must have examined your child within the past year. TB testing is recommended for children new to Pines Preschool. If certain medical requirements are in conflict with your beliefs/ preferences, a certificate from the child's physician must be obtained for our records. All records must be on file before a child will be permitted to attend the preschool.

**It is imperative that all pertinent information be updated as necessary to ensure the safety of your child!**

## **Registration**

Registration is an ongoing process, with applications being accepted anytime during the school year for families not currently in the program and placement is made as space is available. If enrollment is full at the time of application, the child will be placed on a waiting list.

Annual registration for the following year begins in January for NEW families. A \$25.00 application fee along with the registration form is required to be eligible for placement in March. When a new child has been placed in a class (after March 1<sup>st</sup>) and a notification letter sent, the remainder of the registration fee (\$175) will be due. A Last Month Tuition deposit, along with workbook fees, will be due by May 1<sup>st</sup>. The May deposit is Non-Refundable and may not be applied to any other month.

RETURNING families pay a \$25.00 application fee per child when applying during February registration. When a child has been placed in a class, the remainder of the registration fee (\$175), a Last Month Tuition Deposit and a yearly workbook fee (\$100 for Kindergarten, \$50 for Bridge) are due by May 1<sup>st</sup> by all applicants to hold their class placement.

### **ALL FEES AND MAY TUITION ARE NON-REFUNDABLE**

## **Registration Policy**

### **REGISTRATION:**

Pines Preschool has an open registration policy. The preschool will provide the placement of each child according to the child's age, days preferred, and, in conjunction with teacher recommendations and assessment of each child's needs. Payment of registration fees provides placement of the child into the preschool, but specific class and teacher assignments are not guaranteed by the payment of these fees. In the event a class has more children than the maximum permitted, the school will use a system of prioritizing that class group to determine placement. The registration information will be sent home the 1st of February. Forms and fees are due into the preschool office ANYTIME before the 15th of February.

### **PLACEMENT:**

We will then prioritize:

- 1) Church members (new and current) and children of current preschool teachers.
- 2) Seniority – number of consecutive semesters of enrollment for that child.
- 3) Legacies – number of years of attendance for families with children previously enrolled prior to current placement.
- 4) Multiple children in a family.
- 5) Lastly (when all the options have been exhausted) a pulling of straws between the few who may not fall clearly within the previous categories. It is highly unlikely that we would ever get to the final step without being able to resolve a placement issue.
- 6) New families are placed after all currently enrolled families.

The annual tuition will be payable in 8 equal installments, (Sept. – April) without regard to the number of school days in a particular month, or the number of days your child is absent. There will be no May tuition payment due as it is prepaid as the Last Month Tuition Deposit.

## **PARKING AND PICKUP**

Parking is available immediately south of the church off of West Bough street. Please do not use the small driveway (on Kimberley) north of the church for Preschool parking. Children must be brought to their classroom door and be picked up there. All children must be walked into the building by a parent/guardian. Refrain from using cell phones while in the Pines parking lot. Do NOT leave your car running or leave children unattended in parked cars. THE SAFETY OF THE CHILDREN IS VITAL.

Parents must notify the office if there is change in the usual pickup person. A parent may authorize another person to pick up their child by :

- 1) Listing the authorized person on the student profile form,
- 2) Bring a written, dated, permission slip to the child's teacher authorizing the child's release to someone else on the day of the release. NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON EVEN IF THE PERSON IS KNOWN TO THE CHILD. WRITTEN PERMISSION IS MANDATORY. WE WILL ASK FOR PICTURE I.D. OR A TEXAS DRIVER'S LICENSE. A PHOTOCOPY WILL BE KEPT ON FILE. NO CHILD MAY BE PICKED UP BY ANYONE UNDER THE AGE OF EIGHTEEN (18).
- 3) A parent may call to authorize the emergency release of a child as long as we are able to verify that the caller is actually the parent. We may ask questions pertinent to your child or ask to call the parent back for verification.

## **ARRIVAL TIME**

The preschool opens every day at 8:55 A.M. for students and parents. Those families arriving before 8:55 are welcome to read a book in the library (W-12).

## **LATE PICK-UP POLICY**

In support of our focus on the importance of being on time in picking up your children, the Preschool enforces a monetary fee for late pickup.

*"Parents that are chronically late will be fined a \$25.00 late fee upon pickup."*

This policy is designed to address the problem of REPEATED tardiness to pick up children after school or extended day. "Late" is defined as 10 minutes after the designated time of pickup. The school clock in the office will be the "official" time.

Any parent arriving late (10 minutes or more) to pick up their child will have to check in with the school office before proceeding to the classroom or gym. There will be a "3 strike rule" – the 3<sup>rd</sup> late pickup will be fined \$25.00 and payment must be made at time of pickup. Parents will sign a late sheet in the office when arriving late so that we can keep track of the number of tardies. Teachers will also keep track of attendance and tardiness.

This penalty will reinforce the importance of being on time for those that *continually* run late. It is always helpful to let the school know with a phone call if you will not be on time. We are aware that things sometimes happen that may occasionally cause a parent to run late, and we want to be understanding when those crises occur. However, there have been situations that parents *frequently* misjudge their time and do not set school pickup as a priority. This can become a problem for the child and their school experience, as well as for the teacher.

## **BIRTHDAYS**

Each child's birthday is observed at snack time by singing "Happy Birthday." The parent may wish to send a special snack to make the day more festive, but we do like to keep it simple. If your child has a summer birthday, a time can be set aside for your child to have a half-birthday or "pretend" day to celebrate.

When having your home birthday party, please extend invitations by phone or mail instead of using the school cubbies. It is always a good idea to be sensitive to the children's feelings of inclusion.

## **SNACKS**

A mid-morning snack is provided by the school. When special (birthday or holiday) snacks are served, notices are posted on the classroom bulletin board. Any snacks brought into the classroom by a parent must have the approval of the teachers. We must be very cautious of the children with food allergies.

## **CARPOOLS**

To help with carpools, a list of all students' names, addresses and phone numbers will be mailed to you in August. It is up to each parent to arrange for transportation and provide the school office with the names of those individuals authorized pick-up your child. Each child and/or carpool member must be delivered and picked up from the classroom.

## **TOYS FROM HOME**

It is very difficult for a young child to share a favorite toy, such as a doll or car, brought from home. Therefore, we ask that toys, candy, etc. be left at home. However, items such as a favorite CD, tape or book, which can be shared with the whole group, may be brought on occasion. Most teachers would prefer having time to familiarize themselves with such items before using them. If you have any questions about this, please check with your child's teachers.

## **SCHOOL CLOTHING**

Children should be dressed in washable play clothes for school to provide for an active, involved learning experience. They will be indoors and outdoors, using easel paint, finger paint, clay, sand, paste/glue and water. The school will provide aprons for these activities. Party clothes are not appropriate for school. Rubber sole shoes are best for climbing on the playground (rather than slick leather soles or sandals). Unless the weather is rainy or extremely cold, we will play outside every day. Children need and enjoy outside time. Please label your child's outer wraps with his/her name. Your child's teachers will inform you about extra clothing and/or diapers to be left at school if needed. Remember PLAY is our work and children must be dressed appropriately.

## **PHONES**

Pines has **cell and text messaging** free hallways. **Please leave your cell phone in the car** when dropping off and picking up your child. By doing this, you are showing your child that he/she is more important than the person on the cell phone.

## **Tuition 2011-2012**

	<u>Monthly tuition</u>	<u>Annual tuition</u>
2 day classes:	\$240.00	\$2160.00
3 day classes:	\$320.00	\$2880.00
5 day classes:	\$435.00	\$3915.00
Bridge class:	\$460.00	\$4140.00
Bridge workbook fee:	\$ 50.00(annual)	
Kindergarten:	\$485.00	\$4365.00
Kindergarten Workbook fee:	\$100.00(annual)	

Tuition is due and payable by the 10<sup>th</sup> of each month. Checks may be left in the Preschool office or mailed. No statement will be sent. A \$25.00 late fee will be charged if your payment is received after the 10<sup>th</sup> of the month. Pines does not accept credit cards.

**In the event of withdrawal from the Preschool, a 30-day WRITTEN notice to the Preschool is required, with tuition due through the entire notice period.**

### **LUNCH BUNCH FEES: 2011-2012**

Preschool and PreK (11:30-2:00) \$15.00/day

Bridge and Kindergarten (1:00-2:00) \$ 8.00/day

Registration for all extended day activities (lunch bunch, art enrichment, and tumbling) will be in September. Art and tumbling will begin in October. Extended lunch will begin the second week of September for 4 and 5 year old classes, and in October for 3 year old classes.

### **SCHOLARSHIPS:**

Application for scholarships must be submitted by April 1st. Applications will be reviewed in confidence by the scholarship committee and families will be notified within thirty days. All scholarships are to be based on financial need and limited to one school year. Each scholarship granted is not to exceed one half of the normal tuition for that particular class.

## **Extended Day Programs**

Parents may choose to extend their child's school day with a choice of after-school activities. These activities – lunch bunch, art enrichment, and tumbling – begin in October (except Lunch Bunch for 4 yrs. and older). Parents will be given information in September to register for these programs. Registration and payment is for the semester for art and tumbling. Lunch bunch registration is for the year and payment is added to the monthly tuition payment. Changes and additions can be made at anytime as space is available.

### **LUNCH BUNCH**

In September, we start our lunch bunch program for 4 and 5 year old classes, and in October for the 3 year old classes. Your child brings a nutritious lunch from home and has a supervised playtime until 2:00 PM on Tuesday, Wednesday, or Thursday for \$15.00 per day, paid monthly in advance. The Toddler and 2 ½ year classes are not eligible for this program. Children must be potty trained and not need a nap to participate in lunch bunch. The children must be able to use the toilet independently without assistance from teachers (wiping, re-dressing and washing hands). If a child has more than two accidents within a month, they will no longer be eligible for lunch bunch. The child may re-register later in the year at the discretion of the director. Kindergarten and Bridge children may stay from 1:00-2:00 PM on Wednesday or Thursday for \$8.00 per day, paid monthly in advance.

**ART ENRICHMENT**– This group is for those children who especially enjoy art activities. It will enhance the art program which is a part of each classroom. Various media will be used. Some art appreciation will be included at age appropriate levels for these children. This will further encourage and inspire their creativity. The art class is offered after school on Fridays and children are registered each semester. Children must be 4 years and up to participate.

**TUMBLING** –This class offers age-appropriate activities on Mondays after regular class hours. Low teacher/child ratios and positive directions are practiced. Tuition is by the semester and classes are available for 3 years through Kindergarten classes.

### Illness

Pines Preschool will keep accurate emergency information for each child. These records include your authorization of who should be called in case of your child becomes ill and you cannot be reached. It is the parent's responsibility to keep all records current if and when addresses, telephone numbers or other relevant information changes.

### HEALTH

A current medical form must be completed and returned **before a child may attend school**. Immunizations must be current. The Preschool recommends all **NEW STUDENTS** to have a TB skin test within the past 12 months. Hearing and vision screening is required of all children turning four (4) on or before Sept. 1<sup>st</sup>. This screening can be done privately or through professionals that Pines Preschool will provide for a nominal fee.

Please keep children home during the infectious stage of a cold or any illness. **Your child should be FREE of fever**(100 degrees or higher) without the use of fever reducing medicine, **diarrhea** (2 or more diarrhea stools in a 12 hour period), **or vomiting for at least 24 hours before returning to school**. Other symptoms indicating a child belongs at home are: a heavy, non-clear nasal discharge, a constant cough or sore throat, a skin rash, and/or fussy, cranky and generally not himself/herself. Also, parents are asked to notify the school when their child becomes ill with a communicable disease so that other parents may be alerted. A sick child belongs at home where he/she is more comfortable and able to recuperate. Keeping all medical and/or behavioral information up to date is essential and in the best interest of the child. We can only help your child as much as you will let us.

Personal medications will not be administered by the school. Any prescriptions or over the counter drugs should be given before or after school. Only life-threatening allergic reaction medications will be kept at the school or administered by school staff.

If your child is sick or injured, Pines Preschool will:

1. Assess the nature of the illness,
2. Notify the parent(s),
3. Contact the authorized alternate on the emergency list (if parents cannot be reached),
4. Contact the child's physician, if noted or requested, and
5. If the child is not picked up, and we determine there is a medical emergency, the staff may transport the child to Memorial City Medical Emergency Center or call 911 for assistance. The parent will be responsible for any charges incurred.

### Discipline and Behavioral Concerns

Pines Discipline" is a positive force directed toward what the child is **allowed** to do , rather than what he is forbidden to do. It is based on mutual love and respect, and must be reinforced with teaching, firmness, and consistent reminders. Consistency in discipline is essential. Appropriate techniques for discipline with younger children involve distraction, substitution of an alternative activity (redirection), and a change of focus. The goal of disciplinary training is to enable a child to regulate and control his OWN behavior—self control. Pines Preschool firmly believes in the use of positive discipline, positively stated language in redirection and encouraging good behavior instead of focusing on the unacceptable behaviors. Firm limits will be confined to the BIG 3: 1) a child may not hurt himself, 2) a child may not hurt someone else, 3) a child may not damage material or equipment.

When inappropriate behaviors become frequent, severe, result in injury to a child or classmate, reflects a change in the child's self esteem, or forms an unfavorable pattern, the school will contact the parents for a conference. We will work closely with the parents to create a plan and find a solution to help the child function appropriately in the classroom setting. It is our goal to help a child become successful in his/her interaction with peers and staff. If the director determines that the classroom environment is unsafe or puts the children at risk, the school will intervene and take the necessary steps to bring about safety, including the right to request withdrawal of the child.

### Miscellaneous Information

#### CHAPEL

Children will attend chapel approximately 6 times a year in the Sanctuary. During chapel we explore ways we know God and how He looks over us. Attending chapel promotes attitudes of love, acceptance, and support. We sing songs, interpret Thanksgiving, Christmas, and Easter, and celebrate birthdays. Our teachers reflect a Christian attitude and model Christian behaviors in the classroom.

#### CONFERENCES

Teachers will have three regularly scheduled conferences with parents during the year. An informal phone conference will occur in late October and again in late spring to assess the transition with school, teachers, peers and scheduling. In late January, a personal conference will be scheduled with parents before registration to discuss developmental milestones, social and academic progress and placement for the following year. Teachers are always available for parents when needed – home phone numbers are printed on the class rosters for your convenience.

#### TESTING

The Stanford Achievement Test is given to all kindergarten students at the end of the school year.

#### FIELD TRIPS

Throughout the year we will take interesting field trips with the older children. These trips expand a child's understanding and help him/her become better acquainted with the world around them. Transportation for field trips is provided by parent volunteers who are trained in emergency procedures and have passed various screenings by the authorities. All children are required to ride in car/booster seats provided by the school. We do not take the younger children on field trips but will bring interesting resource people to the campus each year.