Pierpont Christian Preschool 52 Harner Run Road * Morgantown, WV * 26508

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POLICIES - Revised May 2021

Name of Student	t: Class: Session:
☐ Arrival and departure of students	All students must be signed in/out by a parent/guardian (digitally or with sign-in/out sheet). Sign-in must accompany the daily Health Questionnaire, in compliance with Health Department regulations regarding symptoms of sickness. Temperatures of children will be obtained by teacher. When picking up your child, please follow the same procedures (signing out digitally or with sign-in/out sheet). The teacher will escort the child to the adult who is picking up their child. Anyone other than those listed on the registration form picking up the child must have a hand written note signed by either parent. A child <i>may not</i> leave the building alone. He/she MUST be accompanied by the adult picking him/her up. NOTE: When dropping off and picking up your children, please be mindful of the fact that we share this building with our church staff, who have been cleared to be on the preschool campus.
☐ Curriculum	As a Christian preschool, our goal is to provide curriculum and activities which will enable each child to grow in every aspect of life. We offer activities which integrate academic enrichment, Bible stories and scripture memorization, biblical values and an introduction to Jesus Christ. The curriculum fee is incorporated into the annual tuition rate for the year.
☐ Dismissal	We seek to provide a safe and structured environment that will enable each child to learn how to
or removal	function in a group setting. Therefore, a child who consistently exhibits disruptive conduct in
stipulation	his/her class (i.e., developmental non-readiness, disrespectful behavior, etc.) cannot benefit from
Supulation	the preschool program and will be dismissed from the preschool. Tuition for that month will be
	expected. If a student withdraws during any given month for any reason during the school year,
D Emarganer	the full tuition amount for that month is still required. If a child is hurt, or should an emergency incident arise, parents will be contacted immediately.
☐ Emergency	If parents cannot be reached, then the emergency contacts on the medical form will be notified.
plan	Please make sure your contact information is current.
☐ Health policy	Pierpont Christian Preschool will make every effort to protect the health and safety of our
	students. Cooperation of parents in helping to prevent the spread of communicable disease is
(Sickness,	imperative. When students show symptoms as sore throat, nausea, vomiting, runny nose,
allergies, and	coughing, ear aches, fever, rashes, or lice, he/she should stay home. If any of these symptoms
other concerns)	develop at school, you will be contacted immediately. The school appreciates being notified if
	your child contacts a contagious disease in order to notify other parents. IMPORTANT: Please
	keep your child's teacher current about any of your child's allergies & health concerns.
☐ Inclement	If school is cancelled in Monongalia County due to inclement weather, we will be closed as well.
weather	If the county schools are on a two-hour late schedule, we will implement the Modified Schedule: AM Session = 10:00 to 12:00; PM Session = 1:00 to 3:00 . In the event of an early dismissal
	during the day, our school will dismiss the same time as the county schools. Please listen to local
	television and radio stations for information concerning county schools. There will not be
	individual announcements made for Pierpont Christian Preschool.
☐ Late pick-up	PLEASE BE MINDFUL OF YOUR CHILD'S DISMISSAL TIME.
	(Dismissal times: $AM = 11:00 \text{ a·m·}; PM = 3:00 \text{ p·m·})$
	This is very important to your child, who looks forward to seeing you and is crucial to the
	preschool program. A ten-minute "grace period" is applied. If an unforeseen emergency occurs
	and you are not able to arrive promptly for your child's dismissal, please contact the
	preschool/your child's teacher immediately OR make arrangements with an alternate
	person who is authorized to pick-up your child. If we do not hear from you and/or your child
	has not been picked up after the grace period, we will begin trying to reach you and/or your
	emergency contacts. Should a second late pick-up occur, you will be charged a late pick-up fee.
	A third occurrence and any habitually late pick-up occurrences may be grounds for
	disenrollment, without any applicable tuition fee refunds.

☐ Late pick- up fees	In the event that a late pick-up has occurred more than once past the grace period after dismissal time, a late pick-up fee may be applied at \$2.00 per minute after the grace period until you or
•	your emergency contact arrives. Every year varies in the number of days that the preschool must be closed due to inclement
☐ Modified	weather (please refer to the <i>Inclement weather</i> item above). Should the staff decide to modify
schedules	the program schedule times for any particular day or week, you will be notified in writing.
☐ Personal	Children must leave personal items at home, unless it is designated show and tell day. The
items	school is not responsible for toys or other personal belongings that children bring to school.
☐ Playground	We welcome you and your child(ren) to enjoy the playground before or after your child's
supervision	session. Although the equipment was designed for children ages 2 through 10 years old only,
super vision	teens or adults may use the equipment in order to help their child(ren) avoid injury. To
	minimize or prevent damage, please follow playground rules & use. For safety and
	protection, you or another adult, whom you have assigned, must accompany and
	supervise your child(ren) within the playground premises. ADDITIONALLY, PLEASE
	HELP YOUR CHILD KEEP ALL RUBBER MULCH IN THE DESIGNATED PLAY AREA.
□ School	Once classes begin in September, we will generally follow the school calendar for Monongalia
Calendar	County Schools, observing most of the same holidays and school breaks. However, whenever
Start: After Labor	there is a day scheduled for their teacher in-service days, the preschool WILL be in session. There may be an occasional variance from the county school's calendar, but you will be
Day	notified of those dates in advance as possible. On days when the county schools dismiss two
End: Last week of	hours early for teacher meetings, we will have our afternoon session as scheduled. A school
May	calendar will be sent home with your child by or on the first week of school. Please make
(Optional snow make up days may be scheduled.)	careful note of these dates and schedules.
☐ Sign-In/	In keeping with the goal to provide a safe environment for the children, we require that every
Sign- Out	child be signed in at drop-off AND signed out when the child is picked up. This can be
Procedure	done digitally or manually (printed sign-in/out sheet). This procedure it very important, in that,
Troccaure	also enables the preschool to have an accurate student count for each day and enables us to
	record your child's attendance.
☐ Snacks	Every day we will have a break during which the students may have a snack. In order to
	prevent any confusion, allergic occurrences, and to adhere to any dietary requirements, we are asking each child to bring their own snack. Suggestions for snacks are fresh fruit, juice box
	and crackers, one-half of a sandwich, etc. Please send snacks that do not require refrigeration.
	NO RED DRINKS OR CHOCOLATE PUDDING, PLEASE.
☐ Supplies	The items you will need to provide for your child is a book bag or backpack. The school will
11	provide paper, crayons, pencil, pencil box, etc. There is an opportunity at the start of the school
	year for families to voluntarily contribute towards any consumable items such as Clorox
	disinfecting wipes, baby wipes, antibacterial gel, facial tissue, or copy paper / cardstock.
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Print Name of Par	, parent / guardian of, have read, ent/Guardian Print Name of Child
understa	and and agree to comply with the policies mentioned above.
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I also	o acknowledge that I will receive a copy of these policies
	in the Parent Handbook.
Sign	nature of Parent/Guardian Date