Pierpont Christian Preschool

### *52 Harner Run Road \* Morgantown, WV \* 26508*

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**www.pierpontnazarene.org**

# POLICIES – **Revised May 2020**

###### Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_ Session:\_\_\_\_\_\_

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| * **Arrival and departure of students** | All students must be escorted to the classroom by a parent/guardian, as opposed to dropping a child off in the parking lot. When facing the office complex, please park on the right of the building and enter through the front door. Likewise, when picking up your child, please follow the same procedures and come to the reception area outside of the classroom. The teacher will dismiss the children one at a time. 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 ***may not*** 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 pastors and staff, who would appreciate our cooperation in keeping the noise level to a minimum. |
| * **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**   **or removal**  **stipulation** | We seek to provide a safe and structured environment that will enable each child to learn how to function in a group setting. Therefore, a child who consistently exhibits disruptive conduct in his/her class (i.e., developmental non-readiness, disrespectful behavior, etc.) cannot benefit from the preschool program and will be dismissed from the preschool. Tuition for that month will be expected. If a student withdraws during a month for any reason, a full tuition for that month is required. |
| * **Emergency**  plan | If a child is hurt, or should an emergency incident arise, parents will be contacted immediately. If parents cannot be reached, then the emergency contacts on the medical form will be notified.  **Please make sure your contact information is current.** |
| Health policy ***(Sickness, allergies, and other concerns)*** | 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 imperative.*** When students show symptoms as sore throat, nausea, vomiting, runny nose, coughing, ear aches, fever, rashes, or lice, he/she should stay home. If any of these symptoms 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: Keep your child’s teacher current about any of your child’s allergies & health concerns.** |
| Inclementweather | If school is cancelled in Monongalia County due to inclement weather, we will be closed as well. If the county schools are on a two-hour late schedule, we will implement the **Modified Schedule: AM Session = 10:15 to 12:15; 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 AWARE OF YOUR CHILD’S DISMISSAL TIME.**  **(Dismissal times: AM = 11:15 a.m.; PM = 3:00 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 immediately AND 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 will be grounds for disenrollment, without any applicable fee refunds. |

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| * **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. |
| * **Modified**   **schedules** | Every year varies in the number of days that the preschool must be closed due to inclement weather (please refer to the *Inclement weather* item above). Should the staff decide to modify the program schedule times for any particular day or week, you will be notified in writing. |
| * **Personal**   **items** | Children must leave personal items at home, unless it is designated show and tell day. The school is not responsible for toys or other personal belongings that children bring to school. |
| * **Playground**   **supervision** | We welcome you and your child(ren) to enjoy the playground **before or after** your child’s session. Although the equipment was designed for children ages 2 through 10 years old only, 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**   **Calendar**  ***Start*: After Labor** Day ***End:* Last week of**  **May**  **(Optional snow make up days may be scheduled.)** | Once classes begin in September, we will generally follow the school calendar for Monongalia County Schools, observing **most** of the same holidays and school breaks. However, whenever there is a Friday 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 notified of those dates in advance as possible. On days when the county schools dismiss two hours early for teacher meetings, we will have our afternoon session as scheduled. A school calendar will be sent home with your child by or on the first week of school. Please make careful note of these dates and schedules. |
| * **Sign-In/**  Sign- Out **Procedure** | In keeping with the goal to provide a safe environment for the children, **we require that every child be signed in at drop-off AND signed out when the child is picked up.** This form 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 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. |
| * **Waitlist** | Once the non-refundable deposit has been paid, a place is secured for your child for the coming year. In the event both morning and afternoon sessions are full, we will continue to accept names on a waiting list without a deposit. This is done on a first-come, first-served basis. In the event that a space opens up, we will offer that position to the first name on the waiting list, at which time tuition fees would become due. |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent / guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read,**

Print Name of Parent/Guardian Print Name of Child

understand and agree to comply with the policies mentioned above. I also

acknowledge that I will receive a copy of these policies in the Parent Handbook.

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Signature of Parent/Guardian Date