



## Parents Manual

*Eagle Christian Preschool is dedicated to providing the highest quality of education, social and non-denominational spiritual development to our community's pre-kindergarten aged children.*

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# Eagle Christian Preschool Parent Handbook

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## **1. Welcome**

Welcome to Eagle Christian Preschool. We sincerely hope this will be the beginning of a rewarding and trusting relationship between your family and us. This handbook is meant to serve as a guide to what you should expect from us as well as what your responsibilities are. Should you have any questions or concerns about these policies and procedures please feel free to visit with us.

## **2. Philosophy**

At Eagle Christian Preschool, we're dedicated to giving your child the best start on life by laying the foundation for a lifetime of learning.

We advocate helping children develop personal integrity and enable them to think critically, work cooperatively, and solve problems creatively.

Our curriculum provides experiences that enable children to make sense of what they are learning and to connect their knowledge to every day life.

## **3. Goals for Children**

Children enrolled at Eagle Christian Preschool will:

- Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging.
- Develop curiosity about the world, confidence as a learner, creativity and imagination, and personal initiative.
- Develop relationships of mutual trust and respect with adults and peers, understand perspectives of other people, and negotiate and apply rules of group living.
- Understand and respect social and cultural diversity.
- Use language to communicate effectively and to facilitate thinking and learning.
- Represent ideas and feelings through pretend play, drama, movement, music, art, and construction.
- Think critically, reason, and solve problems.
- Gain knowledge about the care of their bodies and maintain a desirable level of health and fitness.

## **4. Security Procedures**

We kept two things in mind when designing Eagle Christian Preschool—safety and atmosphere. You'll notice our commitment to your child's safety begins the moment you step up to the front door.

To enter the lobby you will be required to use the fingerprint scanner. The interior door will be open during drop off but will remain locked once classes have started.

Only you and the people you authorize to pick up your child will be allowed into the school's interior classroom area while children are in school.

## **5. Your Child's First Day**

You have probably visited us on one or more occasions and our intent is for you to have a smooth and informative enrollment and orientation process. In addition, we want you and your child to feel as comfortable and welcomed on your first day at Eagle Christian Preschool as possible. We understand no matter how well prepared and excited a family may be, the newness can also be a little frightening for everyone.

Sometimes saying goodbye isn't easy. We recommend you keep it reassuring, short, and sweet.

We don't consider any questions or concerns you may have unimportant so please feel free to discuss them with us.

## **6. Daily Procedures**

Eagle Christian Preschool is open from 8:45am to 12:15pm. Classes begin promptly at 9:00am and end at 12:00pm. We follow the Meridian School district schedule.

For drop off in the morning please accompany your child into the building and sign in. Once you have signed in you can accompany your child into the classroom if you wish.

When you pick up your child you may enter the outer lobby using the fingerprint scan. Please remain in the outer lobby until the class has been dismissed.

Please note we will only release your child to individuals you have designated as an “Authorized Person” on your child’s enrollment form or after that, in writing, by using our “Authorization for Release of a Child” form. In all cases in which you authorize the release of your child to a person who has not picked up your child before, or whom is unknown to the staff members, we will ask that person to provide appropriate picture identification.

## **7. Parent/Teacher Communication**

We understand that an important part of your life is learning about your child’s day and progress at Eagle Christian Preschool. We are happy to have short conversations when you drop off or pick up your child however if more time is needed we ask that you schedule an appointment outside of class time.

## **8. Open Door Policy**

We welcome parents to visit us and their child during class time but we do ask that you let us know in advance.

Parents are encouraged to volunteer at the school. A sign up sheet will be posted at the beginning of each month when volunteer opportunities are available such as field trips, class parties, computers etc. We ask that arrangements be made for the care of siblings.

## **9. Snacks**

At Eagle Christian Preschool we serve healthy, nutritious snacks. Parents may provide a labeled snack for their child if that child needs certain foods. We ask you not to send soft drinks, candy, or gum. We are a peanut and nut free building and we ask that parents not bring any food items to Eagle Christian Preschool that contain these ingredients.

**If your child is allergic to any foods, please let us know.**

## **10. Birthdays**

We enjoy celebrating your child’s birthday at Eagle Christian Preschool. If you would like to bring a simple yet special treat for the class, please limit it to prepackaged items such as cookies, suckers, fruit cups or doughnuts. Please remember nothing containing nuts may be brought into the school.

## 11. Discipline and Guidance Policy

We believe the best way to prepare children for future successes is to help them develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. Adults must model desirable behavior in order for children to learn to understand, acknowledge, and cope with their feelings. We accomplish this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences. Children must be involved and learn to work with each other, with teachers, and with materials and equipment to learn how to work and play harmoniously.

Sometimes children may be separated from the group for short periods when they need a quiet place away from the overwhelming emotions of peers and play. At Eagle Christian Preschool, this cooling-off period, often called "Time Out", is only used judiciously and as a last resort for serious behavior problems. We firmly believe children should never be made to feel humiliated or rejected. Physical, verbal, or emotional punishment or abuse is never allowed. If we have concerns about a child's behavior, we will inform his/her parents/guardians as soon as possible and collaborate on a plan of action for positive change.

## 12. Health and Immunization Records

State licensing standards require specific medical and immunization information to be on file for each child within one week of enrollment.

Whenever your child receives an immunization, it is very important for you to give us a copy of its documentation from your child's health care provider in order to keep your child's records up-to-date.

If a medical or any other type of emergency situation occurs we will take whatever steps are needed, including calling 911 if necessary, to obtain an appropriate and expeditious response. Parents/guardians will always be contacted as quickly as possible and advised of the situation. **Please make sure your child's registration information is up-to-date at all times.**

It's important to us to take proactive steps to protect your child's well being at all times, but from time to time, accidents do occur. All injuries will be documented carefully and you will be fully informed.

### **13. When Your Child is Sick**

If your child becomes ill while at school, we will notify you immediately so you can make arrangements for pick up. A child who has become ill will be separated from the other children and we will do our best to comfort him/her. We will record the name of the child affected, the time, date, symptoms, who was notified and any actions taken.

#### **To attend school your child needs to be well enough to function in a group.**

If your child exhibits any of the following symptoms, he/she must be excluded from attendance:

- Has or has had a fever at or above 100.4 F within the past 24 hours, regardless of its cause.
- Is vomiting or has an upset stomach accompanied by diarrhea.
- Shows evidence of a communicable disease, such as chicken pox or pink eye.
- Has an undiagnosed rash.
- Has discharge from the eyes, ears, and/or profuse colored nasal discharge.

#### **In order to return to school, you child needs to be free of all symptoms for 24 hours.**

We ask that Eagle Christian Preschool be notified with a diagnosis so that if necessary a notification can be sent out to the other families if the children have been exposed to a contagious illness.

### **14. When Your Child is Absent**

If your child will be absent due to vacation or illness, please notify the school as soon as possible so we can plan for his/her absence.

### **15. Severe Weather Days**

If the Meridian School District is closed due to unsafe weather conditions, Eagle Christian Preschool will also be closed. Information will be posted on the website as soon as we know that school has been cancelled for the day.

### **16. Supply Fee, Registration Fee and Tuition**

- A \$25 non-refundable registration fee is due at the time the application is submitted.
- A \$100 Supply fee is due by August 1.
- Tuition is due monthly on the 1<sup>st</sup> school day of each month. All checks should be made payable to Eagle Christian Preschool.

*Late Payment Fee:* A \$15.00 late payment fee will be assessed to your account for unpaid balances after the 10th of the month.

*Returned Check Fee:* A \$25.00 fee will be charged for any returned check. This is to cover the fee charged to us by the bank.

*Absences:* Tuition must be paid in full, without deduction for absences of any duration or for any cause. This is necessary due to operational costs that are incurred on the basis of fixed levels of enrollment.

*Withdrawal:* The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. The parent or guardian agrees to notify Eagle Christian Preschool with at least thirty (30) days written notice of such date of withdrawal.

## **17. Confidentiality Policy**

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

## **18. Supplemental Information**

Eagle Christian Preschool reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at Eagle Christian Preschool without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Eagle Christian Preschool, and/or children whose fees and/or tuition payments are in arrears.

This parent handbook contains general information concerning the policies and procedures of Eagle Christian Preschool and is subject to change.