

## Purpose

A child develops physically, mentally, emotionally, socially, and spiritually. We are committed to providing biblically based, age appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands on activities and positive Christ like role modeling of the staff. We view every moment with your child as a “teachable moment”. Our goal is to point them to Christ in everyday activities and lay the foundation for a future relationship with Him. “You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these...shall you teach diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up” (Deuteronomy 6:5-7)

## Program

Little People Preschool operates Tuesday & Thursday from 9:00- 2:00. The program will begin in September and will end in April and closely follows the Blanchard Public School Calendar. Please see LPP calendar for exact dates. We use “Wee Learn” Curriculum

## Enrollment

Enrollment is open to children from Birth to 4 years of age. Enrollment is on a first come first served basis. Once a class has reached the maximum number of children, a waiting list will be generated to fill spaces as they become available. A \$40.00 non-refundable enrollment fee secures enrollment to the program.

## Fees

**Enrollment Fee:** \$40.00 (non-refundable)

**Monthly Tuition:** \$140.00 ~ \$120.00 for 2<sup>nd</sup> child ~ \$95.00 (if only one day per week)

Fees are due the 1<sup>st</sup> program day of every month. Auto Pay is the preferred method of payment. Other forms of payment are to be placed in the Tuition Box located at the Preschool Welcome Desk. A late payment fee of \$5.00 per day will be added if payment is late.

No credit will be given if a child is absent.

There will be a \$1.00 fee charged for every minute your child is left after 2:00 p.m. The late fee must be remitted on the day that it occurred.

There will be a \$25.00 charge for an insufficient check. After 2 insufficient checks, all future payment MUST be in cash.

## **Health/Illness**

Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick him/her up immediately. In the event of exposure to a contagious disease within the group, you will be notified in writing.

The staff will not administer any medication.

Each child is to have an up-to-date immunization record on file. Please update record each time immunizations are given.

In the event that emergency medical care is required, parents/guardians assume full responsibility of the expenses incurred in the medical treatment of the child.

## **Arrival & Departure**

Parents will check in & out at the computer kiosk located at the Preschool Welcome Desk when bringing or picking up a child. Please respect the teacher's preparation time and do not allow children to enter before 9:00 am.

For the safety of the children, parents will need to stay in the hall when bringing or picking up children. Each teacher must see the parent before the child leaves the room. No one will be allowed to pick up children unless they are on the information sheet.

If someone other than those listed on the information sheet is to pick up a child, the Children's Minister must have written permission from the parent and a photo ID will be required before the child will be released.

## **Food**

A morning snack and drink will be provided for each child. Each child will need to bring a sack lunch and drink. Please label juice cups, containers, and anything else that will need to be sent home at the end of the day with child's name. Please pack a well-balanced meal and make sure it does not pose a choking threat.

Birthdays are a wonderful time in a child's life and we want to make every effort possible in celebrating those with each child. Parents are welcome to send birthday snacks for the entire class to celebrate with their child. Parents are encouraged to consult with their child's teacher prior to bringing snack items to school.

## **Clothes**

Children will be going outside everyday (weather permitting), so please dress them accordingly to enjoy God's beautiful world. Keep in mind, they will be outside in the morning hours and the "high" temperature for the day does not occur until late afternoon. Tennis shoes are best for busy little feet.

Each child will need to have an extra change of seasonal clothing in case of an accident. Diapers and wipes will need to be provided by the parents.

## **Discipline**

The staff will work with every child and parent when a problem arises, but we must also consider what is best for the classroom as a whole. Chronic disruptive behavior is defined as verbal or physical behavior that may include but is not limited to:

- Needs constant attention from the teacher
- Inflicts physical or emotional harm to self or others
- Abuses authority figures
- Ignores or consistently disobeys the rules

Disciplinary problems are handled on an individual basis. The goal is to work with the child and parents to correct the situation. If a solution cannot be found, the child may be dismissed from the program. Discipline will always be done lovingly and consistently. Children with good behavior are recognized and encouraged.

## **Dismissal Policy**

Little People Preschool Program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group activities, fees have not been paid, or for disciplinary problems.

## **Withdrawal**

Two weeks notice in writing is required for withdrawal and is to be submitted to the Children's Minister.

## **Supplies**

Each child is asked to bring the following:

- Nap Mat & Blanket
- Lunch in Lunch Box
- Backpack
- Extra Change of Seasonal Clothing
- Diaper's & Pull-up's (if needed)

## **Parent Agreement**

I have received a copy of Little People Preschool Program, Parent Handbook.

I read and understand the policies and the guidelines as described in the Handbook, and I agree to abide by them.

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(Signature of Parent/Guardian)

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(Date)

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(Name of Child enrolled)