parkview
WEEKDAY PRESCHOOL

PARENT / STUDENT POLICIES HANDBOOK

MISSION STATEMENT

Parkview Preschool will develop and maintain an environment for positive learning experiences which will encourage children to grow socially, emotionally, physically and cognitively within a Christian context.

PHILOSOPHY

Recognizing that a preschool experience is the child's first step into the world beyond the family, we strive to be accepting of the child as a unique individual and be aware of emotional and educational needs within a loving and supportive environment. Within this context, it is our goal to provide challenging new experiences and opportunities to build relationships with other children and adults. We will provide a rich variety of activities leading to mastery of appropriate skills and overall school readiness. We believe that play is the avenue by which children come to know themselves and their place in the world. We believe that children learn through their senses, through their feelings, through their intellect and through interaction with other children and adults. As educators we are aware of the uniqueness of each child and that learning styles and rates of growth are highly individual.

DAYS AND HOURS OF OPERATION

Parkview Preschool is in session Monday, Wednesday and Friday from 9:30 a.m. to 2:30 p.m. The school calendar will be given to parents prior to the school year or at the time of enrollment.

PARKING AND SPEED LIMIT

The speed limit through the parking lot is 10mph. For the safety of all, children should be accompanied by a parent into the building and have a hand held in the parking lot. Do not leave children unattended in the car while walking your child into preschool. Please be careful and respect the signage in the parking lot in front of the preschool. We have all ages of parents, grandparents and family members dropping off and picking up students and some may need to access our Handicap parking spaces. If you park in these marked spaces, please make sure you have a visible Handicap placard in your window. Also, there is a NO PARKING lane running behind the row of parking spaces; please DO NOT PARK in the NO PARKING zone. It is not safe for you to leave your car there and it makes it difficult for people to back out of the parking spaces and not hit your car. Thank you so much for your assistance in keeping our parking lot safe for everyone in our Preschool Family.

PRESCHOOL SECURITY DOOR

Doors will be open between 9:30 -10:00 a.m. and 2:00 - 2:30 p.m. for arrival and pick up. Between 10:00 a.m. and 2:00 p.m., the door will be locked. To provide added safety for children and staff, a security system will be engaged at that time. If you need to enter the building during this time period, use the intercom located at the preschool entrance to request admittance.

STAFF

Parkview Preschool has a caring professional staff to educate your child. Many of our teachers have education degrees and all have experience working with preschool age children. Our teachers expand their knowledge by attending early childhood training workshops throughout the year (when available) as well as collaborate with other teachers.

MONTHLY TUITION AND FEES

For pre-registered students, August and May fees are paid by July 1st. Children entering after the start of the school year pay a registration fee plus fees for the month of May and the month in which they enter. Remaining fees for all students are due on or before the 10th of each month. A $20 late fee will be assessed if payments are not received by the 10th of the month. If the tuition is not paid by the end of the month, the tuition and late fee will need to be paid for the child to continue in the preschool program.

Occasionally the bank returns a check to us for non-payment. If this occurs, you will be asked to pick up a copy of your returned check, replace it with cash and pay an additional $20 returned check fee. After two returned checks, future tuition payments will only be accepted in cash.

If you need to un-enroll from our program you will need to provide a thirty-day written notice to the office and pay tuition for that thirty-day time frame at the time notice is given.

ENROLLMENT-CLASS PLACEMENT

Enrollment is open to any child 14 months and walking through 4 years of age. Interested parents and children are invited to tour the center, meet the staff, and review and complete all of the necessary paperwork prior to enrollment. Upon receipt of the completed application and the registration fee, placement will occur on a first-come, first-serve basis. Children are grouped according to age and developmental level.

CLASSES

BUTTERFLY CLASS – ages 14 months to 23 months

LADYBUG CLASS

BUMBLEBEE CLASS

CATERPILLAR CLASS

FIREFLY CLASS

CRICKET CLASS

PRE-K GREEN

PRE-K RED

A child will need to be the classroom age by September 1st of the current school year.

ATTENDANCE

A parent should notify the preschool at 918-494-4876 whenever a child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their daily activities. The director should be notified if a child is ill. This enables our staff to keep track of any illnesses that may occur at the school. There are no refunds for absences.

ARRIVAL AND PICK UP

Arrival is held at the main hallway doors of the Preschool starting at 9:30am. Parents are asked to say their "goodbyes" at the door and then the child will walk through to meet their teachers and walk down to their classrooms. Please let the teacher know if someone different will be picking up the child in the afternoon. Only adults on the child's list will be able to pick up the child. You will be charged an additional $1.00 for every minute a child remains in our care after 2:35 p.m. A child remaining after the designated pick-up time may be taken to an alternate classroom or the Director's office. If there is more than one child, the late fee is $1.00 for each minute for each child. Payment is due when the child is picked up or added to the next month's tuition.

Parents and siblings should not enter the classroom of an enrolled child when picking up. This is distracting and disruptive to the class routine and results in a crowded classroom. If you need to talk to one of the teachers, please get the teacher's attention and let her speak to you in the hallway. Please refrain from talking on cell phones during drop off and pick up so that your student's teacher can communicate with you.

EMERGENCY INFORMATION

For your child's safety, it is critical that you keep emergency names and numbers up to date with at least three different names and phone numbers. If your child needs you, we want to be able to contact you or your designated emergency contact as soon as possible.

ILLNESS AND MEDICATION

Please do your part and keep you child home from preschool if any of the following symptoms apply:

Fever within the last 24 hours
Severe cough of phlegm-producing cough
Thick, colored nasal discharge
Sore throat with fever or swollen glands
Have three or more watery stools in a 24 hr. period
Body Rash
Chicken Pox sores that are still infected
Thick mucus or drainage from the eyes
Additionally, we ask that they have had no vomiting in the last 24 hours and must have been on antibiotics for more than 24 hours.

If your kiddo isn't acting himself/herself or needs some extra loving that day, it is usually best to keep them at home with you and give them that extra time together. A quick phone call or email to the Director's office letting us know your child will be absent is appreciated.

TEACHERS MAY NOT ADMINISTER MEDICATION UNDER ANY CIRCUMSTANCES

SNOW AND WEATHER

When potentially hazardous conditions occur overnight, the Director will determine whether a change in the school schedule will occur. WHEN TULSA PUBLIC SCHOOLS ARE CLOSED, PARKVIEW PRESCHOOL WILL ALSO BE CLOSED. You may check the local television stations, your email inbox and our Parkview Baptist Weekday Preschool-Tulsa Facebook page for school closing. There will be no reduction in fees due to inclement weather.

EMERGENCY PLANS

Teachers and staff have been trained in procedures for Inclement Weather, Fire and Intruder on Campus scenarios. Students will attempt to practice these drills once in the fall and once in the spring with their classrooms.

RELEASE OF CHILDREN

Since the safety of the children is our utmost concern, Parkview Preschool maintains a strict policy regarding the individuals to whom we will release a child. The information form requires a parent to specify names of individuals to whom the child may be released either on a regular or emergency basis. The first time the individual on the list comes to pick up the child they will need to bring their driver's license to be checked against the child's pick up list. Parents must add new individual names to the list during the school year before a child will be released to them. If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. The preschool needs a copy of any served court orders. We must have a certified court order on file regarding parental custody matters. We cannot refuse a parent pick up rights unless we have a court order on file about those rights. Please notify us immediately of any changes in custody orders.

DISCIPLINARY STATEMENT

Since we see Parkview Preschool as an extension of home, we reinforce positive attitudes and behavior patterns that will benefit the child for his whole life. It is based on an understanding of the child's need and stage of development. Discipline shall be assigned to help the child develop inner control, acceptable behavior, and respect for the rights of others. Discipline is viewed as corrective and instructional. Parkview uses indirect guidance techniques such as prior warnings, redirection and choices. We have a regular routine, avoid nagging and are consistent. We also use direct guidance techniques such as being affirmative, fair, avoiding arguments and getting the child's attention by getting down to their level. If you have any questions, please feel free to talk to your child's teacher or the Director.

ABUSE REPORTING

The State of Oklahoma requires Parkview Preschool to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision or other forms of abuse have occurred. While the preschool is expected to communicate with parents regarding the well-being of the children the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the school policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

RESTROOM PROCEDURES

Restroom procedures follow DHS guidelines for Diapering and Toileting. Diapers will be changed frequently in designated changing areas. 2 year olds and older will use restrooms attached to their classrooms. When toileting accidents occur, teachers will assist the student in changing their clothes promptly and soiled clothing will be sent home in a sealed bag to be laundered.

CLOTHING

Suitable clothing is essential for your child to feel completely free and happy while at preschool. We recommend light comfortable clothes, closed shoes they can run and jump in and clothes they can get messy in while at school. If children must worry about dirty clothes, it will interfere with full participation in many of the creative activities we set up in the classroom such as: finger-painting, shaving cream, easel painting, ball kicking, etc. Please label all clothing, blankets and other items brought to the preschool. Teachers have a hard time remembering what belongs to each child if the items are not properly labeled.

LUNCHES

Parents are responsible for providing their child's lunch and drink. Please send colorless drinks such as apple juice or lemonade. Please make lunches of "finger-type" foods. To prevent choking, please slice grapes and wieners for all age groups. We ask that you provide a nutritional lunch to help us emphasize healthy foods that are discussed daily at the lunch table by the teachers. We will ask the children to eat their "grow food" first and then the child may have their dessert. We ask that you do not send candy or soda in their lunch box. It will be put back in the lunch box and sent home with the child to eat later. Please label all lunch boxes, food containers with the child's name. Lunches cannot be warmed up or refrigerated.

SNACKS

A small nutritious snack and water will be given each day at school. If you would like to bring a special snack or birthday snack it must be a commercially produced snack and not made at home. Please contact your child's teacher and make arrangements when bringing a special snack. Because of an increased incidence of severe nut allergies, we are requesting that snacks be free of nuts and nut products.

BIRTHDAYS

Each class may celebrate or observe birthdays differently. You child's teacher will share with you how the class will celebrate birthdays. Birthday celebrations need to be held at the beginning of the school day or at the very end in order to not disrupt the class. In the consideration of the feelings of our young students, please do not send birthday invitations to school unless every classmate is invited. Since birthdays and parties are so important to young children, please do not send birthday gifts to school or pick up selected children for a party. Your sensitivity in the matter will help us avoid hurt feelings.

BOOK CLUB

We at Parkview Preschool strongly believe in the importance of reading and urge parents to read to your children consistently. Offering books through Scholastic is one way to provide literature for children at a reasonable cost. However, Parkview Preschool does not endorse every item offered through Scholastic. We urge you to carefully screen all book orders before making your selections.

PICTURE

Individual student pictures will be taken at school by a professional photographer in the fall and spring. Parents will be given advance information regarding picture taking dates and prices.

TOYS

We ask that all toys remain at the home. It is very difficult for young children to share favorite possessions. In addition, many toys break easily and contain small parts. In order for your child will not be disappointed with a broken or lost toy, it is better if our students play with the educational toys provided in their classroom. Please leave all toys at home, or in the car, unless notified for a special occasion.

PARENT / TEACHER COMMUNICATION

Please feel free at any time to discuss your child's development with the teachers. However, we do ask that you do not discuss any negative behavior in front of your child or other children. You may ask the teacher to call you at home or to write you a note about specific concerns. If needed, a conference can be arranged with your child's teachers and the director.