

Dear Parents,

Welcome to the Eastridge Pre-School! We are so excited to have the opportunity to work with you and your child. You and your family are very important to us. Our goal is for you and your child to have meaningful and rewarding experiences in our program.

This handbook is designed to help you understand our goals, policies, and procedures for our program. Please take time to read it thoroughly. Good communication between all parties is essential to a successful experience for all.

Our teachers and staff maintain a high level of professionalism and moral character needed to give each child plenty of education, love and personal attention. Our classes are designed to provide opportunities in all areas of development - physical, intellectual, social, emotional, and spiritual.

Please feel free to contact me with any questions or concerns.

It's going to be a great year!

Sherry Watlington
Program Director

MISSION STATEMENT

To provide a safe and nurturing environment for children to develop his or her own potential in a faith-based program which allows active learning to enhance physical, intellectual, emotional, social, and spiritual development through discovery, stimulation and play.

The Pre-School Program is a ministry of the Eastridge Church of Christ. It is a program for children ages two through five.

GOALS FOR STUDENTS

We want to provide opportunities for each child to:

- Make a successful transition from home to a school setting
- Learn to develop an interest and joy in learning
- Develop a feeling of success
- Develop self-control
- Develop self-expression and creativity
- Develop a secure feeling through trusting relationships

CURRICULUM

Lead classroom teachers are accredited teachers with experience in public school early childhood education. Classes are small in size to insure adequate attention is given to each child.

Our children will learn through activities that focus on using their large and fine motor skills.

A well-planned curriculum provides a teaching topic for each week as well as a letter, number, shape, and color to learn or review. The activities are organized around themes using centers that include language/literacy, math/manipulatives, art, and circle time. A variety of curriculum is used for more academic focus in the pre-K class.

Since we are a Christian Pre-School, Bible stories and scripture are used throughout the week. Weekly Chapel time will highlight the Bible theme of the year and the story of the week.

Toddlers/Twos/Threes/ - Tuesdays and Thursdays
Fours – Tuesdays/Wednesdays/Thursdays
Begins the Tuesday after Labor Day
Ends the Thursday before Memorial Day
Follows the Rockwall ISD School Calendar

TIME

9:30 A.M. – 1:30 P.M.

It is very important that your child arrives on time, as they miss out on planned activities when they are late. **Please do not drop your child off early as the teachers use those precious moments to prepare for a fun-filled day.**

Children are to be picked up by 1:30 P.M. Please be on time to pick up your child to allow the teacher to complete their clean-up responsibilities before they leave. After 1:35 P.M., there will be a \$5 late fee assessed. We understand that situations happen, so please contact us if an exception needs to be made.

All EPS entering and leaving the building will be through the doors at the front of the building. Those doors will be locked at 9:45 and opened at 1:20. If you have to enter the building at other times, you will need to be buzzed in by the office.

FEES

Program includes:

\$50 Annual Registration Fee

\$50 Supply Fee

\$130 Monthly Tuition – Toddlers/Twos/Threes

\$155 Monthly Tuition – Fours

If there is more than one child per family, a 10% discount applies to the monthly tuition for the second child. If you choose to pay the full year's tuition at once, there is a 10% discount.

The Registration/Supply fees are due at time of enrollment. First month's tuition is due August 10th. Payments are due by the 10th of the month. You are paying a month ahead. For example, when you pay in August, you are paying for September. In May, you will not have a payment due, so you can use those funds for next year's fees, if returning. Payments may be made on-line through our Eastridge Church website. Click on Pre-School and then on the Payment tab. Payments made after the 10th, will incur a \$10 late fee.

**If you choose to withdraw your child, we must be given 30 days advance notice. Registration/supply fees are not refundable.

Health/Illness

EPS staff assumes that parents will not send a child to school if she or he shows any sign of illness. This is not just for protection of your child, but the protection of the other children and teachers in the program. **Sick children will not be accepted. If symptoms of illness are observed, the child will be sent home.** Please be aware that the teacher is responsible for making the decision to accept or turn away children due to illness.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists, and will not be accepted at EPS

Fever (temp must be normal **WITHOUT** the aid of fever reducer)
Vomiting and/or diarrhea (even associated with teething and/or medication)
Any symptoms of childhood diseases such as Measles, Chicken Pox, Strep Throat, Flu, etc., or any infectious contagious disease.
Common Cold - from the onset through one week
Sore Throat or Croup
Fifth Disease
Any unexplained rash
Any skin infection: boils, ring worm, impetigo
Pinkeye or other eye infections (the child must be on medication 24 hours before returning to school)
Any communicable disease
Cloudy or green runny noses, persistent cough (even associated with allergies)
We require that a child be free of fever, vomiting, and diarrhea for 24 hours before returning to school.
In cases of Strep and other treatable illnesses - the child must be on their antibiotic a full 24 hours before returning to school.

Children who appear ill during school time will be isolated; the parents will be contacted to pick up the child.

If your child has allergies, peculiarities of foods, etc., please see that we have written info explaining this and what the reactions are.

Teachers are not allowed to administer any medication. Please do not send any medication to school with your child. If an inhaler is needed, this needs to be left with the director.

LUNCHES/SNACKS

A snack bucket will rotate through the class to provide snacks each week. Toddlers/Twos please bring a spill proof cup labeled with child's name. No milk please!

A lunch should be brought from home, made up of finger foods that can be served with little assistance. Please do not bring foods that are difficult to clean up. Candy and large sugary treats will not be given to children except for Birthday or Class Celebrations. Please make sure that the items in your child's lunch are not choking hazards (hot dog pieces, grapes, etc.) Please bring drinks that are clear (apple juice, white grape juice, etc.) as we should respect the facilities provided for us by preventing possible stains. Please mark your child's lunch containers clearly with their names.

WE ARE UNABLE TO SERVE LUNCHES THAT NEED TO BE HEATED.

REST TIME

Teachers will assess their classes and provide a quiet time after lunch. It will not be a required NAP time.

PERSONAL TOYS

Please leave your child's toys at home with the exception of a security item. Occasionally, your teacher may request or allow a "Show and Tell" type of activity which would allow for something like this. Example....studying letter C...bring a car for show and tell. The teacher will be communicating these plans to you.

CLOTHING

Send your child ready to "play". Select clothing that is washable, sturdy, and free of complicated fastenings. Your child needs to be able to manipulate all fastenings. Please send your child in shoes that he/she can easily put back on themselves. A plastic bag is provided for you to leave a complete change of clothing with us. ACCIDENTS DO HAPPEN!

DAILY FOLDER

Your child will be provided with a Daily Folder. In this folder will be classroom work, along with important information for upcoming events. It is very important that you review this folder, each day, with your child. This is a very important piece to the communication between home and school.

MONTHLY NEWSLETTER

Each month, we will send a EPS Newsletter via email and will also have hard copies available. Please read this and SAVE THE DATES of any important upcoming events.

POTTY TRAINING

We will help the two year olds learn to use the toilet when they are ready. Children who are being toilet-trained should wear pull-ups in case of an accident. If your child is in the middle of this process, please talk to your teacher and coordinate your preferred method.

BIRTHDAYS

We would love for you to celebrate your child's birthday in his/her classroom. Please check with your child's teacher ahead of time to make the arrangements. If party invitations are to be passed out at school, all of the children in the class (or all boys/girls) are to be invited, as to not hurt any feelings.

BEHAVIOR/DISCIPLINE

We always try to work with any child or parent when an issue arises, but we also must consider what is best for the classroom as a whole.

CRYING - Some children will naturally experience a separation anxiety when separated from parents. Most will settle down in a few minutes. If the crying persists, we will work with each child to ease them into a secure feeling. Working together, the staff and the parents want to have a happy child which will make for a happy parent!

CONTINUOUS BITING, SCRATCHING AND HITTING - If biting, scratching, hitting occurs, the teacher will speak to the child and re-direct behavior. Appropriate separation from the group will be used. If a situation escalates, the director will intervene. All incidents will be documented and parents will be notified.

DISCIPLINARY PROBLEMS - These are handled on an individual basis according to the type of problem. We will work with the child and parent to correct the situation. Your teacher will notify you of the type of discipline system she is utilizing so you and your child will understand the expectations/rewards/consequences.