



Dear Parents,

Welcome to the Eastridge Preschool! 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 is 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 12 months through five years.

## 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

Most of our 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 classes.

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.

## **INFANTS/TODDLERS/TWOS**

Tuesdays and Thursdays

### **THREES**

Tuesdays and Thursdays Or Tuesdays/Wednesdays/Thursdays

### **FOURS**

Tuesdays/Wednesdays/Thursdays

Begins the Tuesday after Labor Day

Ends the Week before Memorial Day

Follows the Rockwall ISD School Calendar

(Inclement Weather – closes when Rockwall ISD closes)

When RISD has a 2 hour delay....we close)

### **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 our 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 PM, there will be a \$5 late fee assessed. At 1:40, we will try to contact you, then an additional \$2 per minute late fee will apply. We understand situations happen, so please contact us if an exception needs to be made.

All EPS entering will be through the doors at the front of the building. Those doors will be locked at 9:45 and opened at 1:15. The three day programs will pick up at the doors on the south side of the building. If you need to enter the building at other times, you will need to be buzzed in by the office.

### **FEES**

Program includes:

\$50 Annual Registration Fee

\$60 Annual Supply Fee

2 day programs - \$140 monthly tuition

3 day program - \$165 monthly tuition

If there is more than one child per family, a 10% discount applies to the monthly tuition for the second child. If the tuition is paid in full in August, there is a 10% discount.

The Annual Registration fee and Supply Fee are due at the time of registration. First month's tuition (Sept) is due on August 10<sup>th</sup>. Tuition is paid one month in advance, due on the 10<sup>th</sup> of the month. There will be no payment due in May, so that money may be used for fees for the next year, if returning. Payments may be made by cash, check, or on-line, with a card. In order to do that, you go to the Eastridge website and click on Preschool Payment. Payments made after the 10<sup>th</sup> of the month will incur a \$10 late fee.

\*\*If you choose to withdraw your child, we must be given 30 days advance notice. Annual 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 allowed to stay at school. 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 ever 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 hours will be isolated and the parents will be called to pick up the child.

If your child has allergies, peculiarities of foods, etc...please see that we have written info explain 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. Each child needs to bring a spill proof labeled cup with a drink. No milk, please!

A lunch should be sent 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 access 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.

## **DAILY FOLDER**

Your child will be provided with a Daily Folder. This folder will contain class 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.