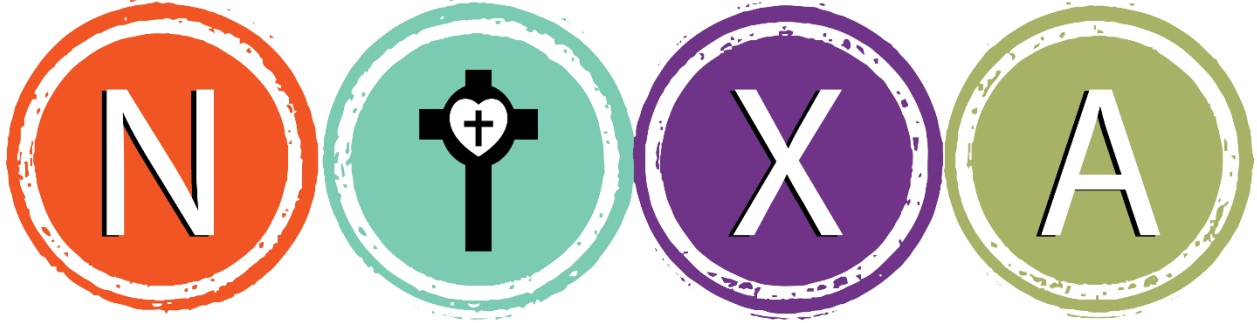


# Redeemer



# Preschool

911 W Mount Vernon

Nixa, MO 65714

417.725.4288

Preschool Coordinator- ext. 412

Preschool Room- ext. 415

Pre-K Room- ext. 416

# Parent Handbook

## 2021-2022

Updated: May, 2021

## ENROLLMENT

To enroll into our preschool program your child must be 3 by July 31st to start at the beginning of Fall Semester. Children must be fully potty-trained and self-sufficient in the bathroom. A child must be 4 years of age by July 31<sup>st</sup> for the pre-kindergarten class. We will need a birth certificate and up to date immunization record before your child may attend classes.

## TUITION POLICY

Tuition is charged monthly starting in August and ending in May. Tuition is due on the first of each month. If not paid by the 15<sup>th</sup> of the month, a late fee of \$25 will be charged. If the account is not paid in full by the 10<sup>th</sup> of the following month, and arrangements have not been made with the coordinator, the student will be unable to attend classes until the account is current. Contact the coordinator with any special payment arrangement requests.

We have the option of using automatic withdrawal for tuition payments through a checking account. A form to set up this payment method is available through the coordinator if you choose to sign up. The payments will come out of your account between the 1<sup>st</sup> and 7<sup>th</sup> of the month. Your August payment will need to be made via check or cash, and auto pay will start in September.

If you choose not to enroll in auto-pay, tuition may be paid by cash or check only, **we cannot take credit or debit card payments**. Please make checks payable to "Redeemer Nixa Preschool" and write your child's name/preschool in the memo line. Teachers may not accept any tuition payments. Please deposit the payment in the tuition mailbox found outside the Preschool classroom or give to the coordinator directly. There is a \$35 fee for returned checks.

Tuition is calculated as a yearly rate and split into monthly payments. You can choose to pay up front or pay several months at a time.

\*Due to a later start day, August tuition will be half of the normal monthly cost, and will be due by the first day of school. Tuition amounts will not be prorated for holiday breaks, weather-related closings, or time missed due to illness or vacation.

**Other Fees:** There is a one-time, yearly, non-refundable registration fee of \$75.00 due at the time of enrollment. There is a one-time, yearly, supply Fee of \$85.00 due by the 1<sup>st</sup> day of school (no other supplies need to be purchased).

## WITHDRAWALS

Written notice must be provided to Redeemer Nixa Preschool at least 30 days prior to withdrawing a student from the program. If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

## **DROP-OFF and PICK-UP**

### **8:00 AM Drop-Off**

Children have the option of being dropped off in carline or being walked into their classrooms. Families who wish to walk their children into their classrooms may use the north entrance only and will need to use their assigned key fob. Please, do not leave any siblings under the age of 8 unattended in your vehicle. **Teachers will be starting the school year masked, we ask that parents wishing to walk their child in also wear a mask as long as the staff is. This will be re-evaluated continually throughout the school year.**

Carline will be offered for morning drop-off from 8:00 until 8:15 on the east side of the building under the awning. A Redeemer Nixa Preschool staff member will be there to assist your children to his/her classroom.

### **Pick-Up at 12:30**

Car line will be offered for preschool pick-ups at 12:30 on the east side of the building under the awning. Parents will be provided with a name card to display in vehicles for identification. Please hang the card from your rearview mirror. During carline your child's teacher will bring your child to your vehicle and put them in their car seat. We are not able to buckle your child in, so if your child needs help buckling in safely, please pull around to the front of the building to park and assist your child. Please do not get out of your vehicle in the carline to buckle your child in, this blocks all the cars behind you from moving through.

**If someone other than a parent is picking up your child in the car line, that person must be on the authorized pick-up list, or prior parent approval must be given to the director.**

## **RELEASE OF CHILDREN**

We consider your child's safety to be of the utmost importance. Redeemer Nixa Preschool maintains a set of safety procedures designed to ensure that your child is released only to the proper individuals, chosen by you.

Your child's enrollment form includes a list of individuals who are permitted to pick up your child from school. Any person you authorize to pick up your child must present a valid driver's license or picture ID before your child will be released to them. Only listed persons on your form will be allowed to pick up your child, unless the director is given prior **written** notice.

If custody and/or guardianship arrangements prevent one or both parents from picking up a child, please discuss your situation with the coordinator so that appropriate paperwork will

be on file to allow staff to honor those arrangements. Without appropriate paperwork stating otherwise, we are required to release children to their parents.

**Children will NOT be released to anyone without WRITTEN authorization.**

## **SECURITY SYSTEM**

### **Key Fob Requirements**

Safety is an important element of our learning environment. Parents must have an activated key fob in order to enter the preschool. There is one entry point located at the rear of the building on the north side. Each child upon enrolling will receive one key fob. There is a \$10.00 cost for each additional key fob requested. Keys will be signed in and out at the beginning and end of each school year, you are not able to keep the fob for use next year.

## **ATTENDANCE**

Regular attendance will make your child aware that school is not something that is a matter of choice. It is assumed that when you register your child, it is for the full school year. Classroom schedules begin at 8:15 am. Continual tardiness and absences interrupt the learning process and can cause a child to fall behind in their learning. It can also impact learning opportunities of the other students in the class.

We understand that there are times when your child may be unable to come to school. Please let us know if your child will be gone or late.

No trading days: for example if you pay for M/W/F and are out of town Monday, you may not come on Tuesday to make up for it.

## **EMERGENCY SCHOOL CLOSING**

Redeemer Nixa Preschool will consider the safety of our teachers and students when regarding SCHOOL CLOSING due to snow or other emergency weather situations. Regarding late starts or early release due to snow or other emergency situations, it will be up to the discretion of the preschool coordinator. Parents are welcome to use their discretion as whether it is safe to transport their children to school that day. The name "Redeemer Nixa Preschool" will be listed on local radio and television stations and websites if school is cancelled due to weather. An email will also be sent to registered email addresses and the coordinator will post a closing notice on our Facebook page. Every effort will be made to provide this information as soon as a decision has been made. If the weather is questionable, or we have to dismiss early due to incoming weather, we will not have car line available-please use the north entrance for drop off and pick up. School days will not be made up or rescheduled if school closes for weather. No credits on tuition will be given due to weather closings and missed days due to weather or emergencies.

## ILLNESS

If a child appears ill, the teacher will question the child regarding symptoms and take the child's temperature. A parent may be notified to help make a decision whether to send the child home if the temperature is below 100 degrees. Children will be required to leave with a fever of 100 degrees, vomiting, or two instances of diarrhea. Please have emergency phone numbers on file in the preschool office. The child will be cared for until pick up can be made. If a child is not picked up within 30 minutes of the call to the parents, emergency contacts will be notified so the child can receive the proper care.

When your child is sick, he/she must be **free** of a temperature for at least 24 hours and have no vomiting and/or diarrhea for 24 hours before they can return to school.

When your child will not be attending due to illness, please call or email the school to inform us. We ask that you describe the symptoms briefly so we may keep an eye out for similar symptoms in all the children and teachers. If in doubt, please err on the side of caution and keep your child at home. We know you would not want your child exposed to germs unnecessarily and ask that you would take the same precaution.

Notice of any communicable diseases within the school population will be posted at the north entrance of the school and an email will be sent out.

In regards to COVID 19, we will be following current guidelines from the CDC and health department as far as quarantine needs and times.

## WHAT TO BRING

### Dress

Children are encouraged to dress appropriately for the weather and preschool activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents/guardians provide appropriate clothing for rainy days, and winter coat, hat, and mittens for cold, snowy days. Children may go outside for recess if it is at least 32 degrees with wind chill.

Washable, comfortable play clothing should be worn at all times. We will be very active in our learning and play and often get messy at preschool. Tennis shoes are best for the playground, preferably Velcro. **No flip-flops please.** Crocs, open-toe shoes and sandals are discouraged. If shoes are found to be inappropriate for play on the RNP equipment, your child will not be allowed to play on that particular equipment. Easy on and off bottoms are suggested to prevent toileting accidents. Belts, overalls and suspenders are discouraged.

### Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit (pants, shirt, underwear, socks) which should remain in the child's cubby.

## **Backpack**

Students should bring a full-sized backpack (large enough to hold a standard-size pocket folder) daily. Please clearly label the backpack with your child's name and be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

Toys, dolls and stuffed animals should be left at home unless they are required for a special event or topic.

## **COMMUNICATION WITH PARENTS**

Communication between home and school is a priority. The following methods will be implemented:

- **Daily Notes:** Notes will occasionally be sent home, if necessary (a need to change clothing, a cut or scrape that needed first-aid).
- **Parent-Teacher Conferences:** Conferences will be held twice a year, in the fall and spring. The child's development will be assessed, and we will offer you the chance to raise any concerns you may have. Teachers will be available for special conferences as the need arises during the year.

## **DISCIPLINE POLICY**

Our policy is one of positive reinforcement that seeks to reward desirable behavior in the classroom. It is imperative that each child understands what is expected. We believe that it is best to prevent child behavioral problems before they occur by setting these expectations and providing positive reinforcement as children meet them. Appropriate child discipline is a responsibility shared by school staff and parents working together. Our ultimate goal is for the child to become self-disciplined.

Should a child's behavior become disruptive (prolonged crying or yelling, damaging property etc) the teacher will first counsel with the child. The teacher may also try the following:

- In class strategies such as redirection, sitting at the table quietly
- Removing the child from the group, to sit with a teacher, aide or coordinator
- Request a meeting with the child's parents

If a child attempts to harm themselves, other children, or any staff member, a staff member (teacher, aide or coordinator) will call the parent to come pick the child up early.

Should a child's disruptive behavior become chronic, the following steps may be taken:

- Request a parent meeting with the child's teacher and the coordinator
- Set up a behavior plan for at school and at home

If behavior continues that is unsafe, the child will be sent home from school. If the child has to be sent home early 3 times following the parent conference, the child will be asked to leave the program.

Redeemer Nixa Preschool reserves the right to require the immediate withdrawal of a child in extreme circumstances. No tuition will be refunded.

## **WEEKLY CHAPEL & OFFERING**

Chapel is held every Wednesday and Thursday at 11:00 am. Pastor Koenig will primarily be leading chapel. We will also collect offering during chapel time, we will provide each student with an offering envelope that you can send money in if you are able and would like to participate. We will have a different charity each quarter to donate money to, each organization will help children.

## **SNACKS AND LUNCH**

Children will bring their own healthy lunches from home. Lunches should include a drink. Please send all lunches **in an insulated lunch bag with a cold pack**. We are not equipped to refrigerate lunches or microwave meals. There will be no sharing or trading of food.

Snacks will be provided by the school daily along with water. Students are welcome to provide a special birthday treat for their class to enjoy on their birthday, however, these treats must be store bought not homemade, and be in sealed packages when brought in.

### **Food Allergies**

**If your child has any food allergies, please be sure this information is included on his/her enrollment form. We will do our best to accommodate allergies as possible, but it may be necessary to provide individual snacks if your child has extensive or severe allergies.**

## **INVITATIONS**

If your child is having a birthday party and would like to pass out invitations to their classmates, invitations must go out to all students in the classroom not just a few.

**CONSENT FORM**  
**2021-2022 School Year**

I have read and understood the Redeemer Nixa Preschool parent handbook and agree to its terms and conditions. I will follow these guidelines to the best of my ability.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

I give permission for images of my child \_\_\_\_\_ to be used in promotional materials and in electronic media including the school's website and Facebook page.

I do not give permission for my child's images to be used.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date