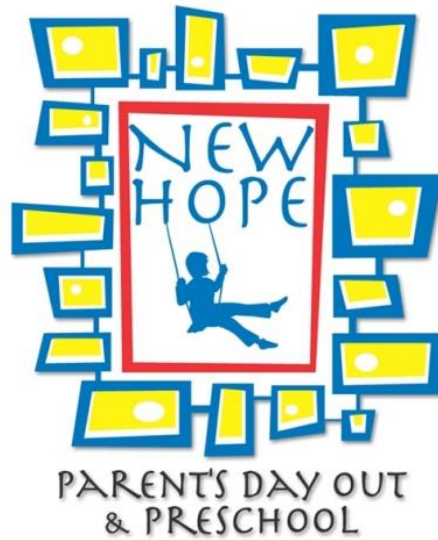


Parent Handbook



New Hope Preschool

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Who We Are

We are officially The New Hope Parent's Day Out & Preschool program. We are a not-for-profit organization, and an important part of the children and community ministries and within New Hope Presbyterian Church. There is a Board of Directors that oversees the Parent's Day Out and Preschool programs, and it is governed by the Session of New Hope Presbyterian Church. The day-to-day operation of the program is the responsibility of the Executive Director, hired by the Board of Directors.

Our mission is similar for both the Parent's Day Out and the Preschool program. However, the goals and objectives differ slightly to meet the needs of each program.

Parent's Day Out Program

We provide a secure and wholesome place in which parents can be assured their children are cared for and taught in a loving and responsible manner for a four-hour (4) block of time, meeting once a week.

Our primary goal is to provide children with an environment in which they may grow physically, emotionally, socially and spiritually. We strive to achieve this goal by allowing children the freedom to learn through interactive play, by encouraging their efforts and treating each child as an individual with dignity and respect. We believe children of all ages thrive on this positive reinforcement. Our Parent's Day Out program offers classes for children between the ages of 15 Months up to 23 Months based on the Hamilton Southeastern (HSE) School entrance date of August 1st.

Preschool Program

In the New Hope Preschool Program, we encourage each child's love of learning and personal growth in a secure, nurturing, Christian environment. Our mission is to foster the intellectual, social, emotional, physical and spiritual growth of each child in a safe, nurturing and stimulating environment.

Our preschool program provides classes for children from 2 up to 5 years of age, again by the HSE School entrance date of August 1st. Children follow a structured routine where they are engaged in a variety of fun, playful, hands-on activities. Children will be encouraged to pursue their interests, to try new things, and to explore the world in which they live. This program meets multiple days per week for a four (4) hour session per day.

Registration

Each January, priority registration opens for children of active members of New Hope Presbyterian Church & Preschool. Greater community registration begins the January prior to the desired school year. All registration is done on a first-come, first-served basis by the above priority.

- A non-refundable \$50.00 registration fee (per family) for the desired program year is required and payable upon registration.
- Your child or children will be placed in an age appropriate class immediately upon registering. Your child will be wait-listed if space is not available. (See wait-list information)
- A payment of one month's tuition per child enrolled is required as a deposit to finalize and secure enrollment for the upcoming year. This deposit will be applied to the May tuition expenses at the appropriate time.
- Late registration (after May, before September 1st) will require payment of the non-refundable registration fee (\$50.00) and the May tuition deposit.

- Mid-term registration (after September 1st) will require payment of the non-refundable registration fee (\$50.00), the May tuition deposit, the current semester's supply and equipment fee and the current month's tuition. If applicable, some fees may be pro-rated dependent upon the date of registration.
- Enrollment for our programs runs September thru May and you are considered registered for the entire school year.

Waiting List

Once a class is full, an age appropriate waiting list will be formed. Names will be added on a first-come, first served basis, and will be kept active on the list through the upcoming school year. If you wish to be on the waiting list beyond the next year, you must ask for an extension in writing to the Executive Director.

To place your child's name on a waiting list, you do not need to pay the registration fee. If you are called and decline an available space in the program, you may choose to remove yourself from the list or remain on it. However, when registration for the new school year begins, no priority is granted for wait-listed names. At the Board's discretion, a new class may be formed if demand, space and staffing justify it.

Program Withdrawal

Should it become necessary for you to withdraw your child from the Program, we require **four weeks written** notice be given to the Executive Director. If possible, the Executive Director will fill your child's position in the program and make arrangements for a refund of your May Tuition Deposit. If your child's spot is not able to be filled for the remainder of the program, you will not be eligible for a refund of your May Tuition Deposit.

Health & Medical Consent Forms

Each child is required to have up-to-date immunizations (or exemption form), information about allergies, asthma and a Medical Consent form on file each school year. We cannot carry over forms from previous years. All forms must be submitted within 30 days of attendance or we may choose to exclude your child until they are turned in.

Emergency Contact Form

Each child is required to have an Emergency Contact form on file by the first day of school.

Tuition and Other Fees

Tuition invoices will be sent home in your child's Take-Home folder on the first class day nearest the first day of the month. Our program accepts cash, checks and credit card payments. *If paying by credit card, there is a 3% service fee for each payment.* Payments are due by the 10th of the month.

Payments received after the 10th of the month for any balance due will incur a late fee of \$15.00. If any balance due for a delinquent month is not received by the first day of the following month, the registration of the family is canceled and the children of the family may not be allowed to attend.

Tuition payments may be mailed, or placed in the locked drop box located outside the Executive Director's office. If you choose to mail your tuition to the Church, please make sure you send it to the attention of the Executive Director, New Hope Preschool. Please note: our staff members will not be able to accept tuition checks from you at drop off or pick up times.

All checks for tuition and fees should be made payable to:

New Hope Preschool

Your child's legal name should go in the "MEMO" area of the check, and be placed in an envelope addressed to New Hope Preschool. **No tuition credits are given for classes missed due to illness, vacations or weather related cancellations.**

Supply & Equipment Fees

The supply and equipment fee covers necessary supplies to operate your child's classroom, other consumable supplies, special seasonal crafts, holiday parties, as well as wear and tear on program equipment and daily snacks.

This fee is payable each semester and varies by the number of days you attend per week. Your account will be invoiced for these fees in October and February along with any other charges applicable to your account.

<i>Program</i>	<i>Days/Week</i>	<i>Semester Fee</i>
Parent's Day Out	1 Day	\$20.00
Preschool	2 Days	\$30.00
Preschool	3 Days	\$40.00
Preschool	4 Days	\$50.00
Enrichment	1 Day	\$15.00
Pre K Extended Day	1 or 2 Days	\$0.00

Returned Check Fees

If the program received a returned check due to insufficient funds, **ALL** bank fees incurred by us will be assessed to your account and must be paid immediately. **Additional late tuition fees (\$15.00) will be incurred if payment is processed after the 10th of the month.**

Late Pick Up Fees

A late pick-up fee of \$10.00 per five minutes will be assessed when a child is not picked up on time. A parent is considered late if pick-up occurs 5 minutes past closing of the session. Families in carpool situations are not exempt from this. Each family that is included in a late pick up will be billed the appropriate late fees.

Late Pick Up Fees

<i>Program</i>	<i>Late Fees Begin After</i>
Parent's Day Out	1:20 P.M.
Preschool	1:20 P.M.
Enrichment & Extended Day	3:05 P.M.

Please call the program if you know you will be late. Our little guys worry when they are the last one to be picked up and we haven't heard from you to reassure them.

Program the Preschool phone number in your cell phone: 317-598-8485

Program Calendar

Our programs begin Tuesday, the day after Labor Day. During the school year we follow Hamilton Southeastern's School Calendar with the **EXCEPTION** of Elections Days, Flex Days, and Good Friday. Each family will receive a program calendar outlining the days we will not be in session.

Arrival and Dismissal

Coming to school is often an exciting and fun adventure for you and your child. If this is your child's first experience, or they are transitioning from another program, it can sometimes be a little scary too. Most of all we want your child's experience to be positive and safe. We appreciate your cooperation in abiding by specific arrival and departure procedures. ***Please review New Hope's Week Day Traffic Flow map included at the end of this handbook.***

Preschool Doors

The preschool doors will unlock automatically at the appropriate arrival or dismissal time. Proceed to your child's classroom. If you gain entrance prior to 9:15, 1:15 or 3:00, please wait in the Preschool foyer. Our teachers will not accept students into their classrooms prior to your child's start time. They will open their classroom door at the proper dismissal time.

The preschool doors will automatically re-lock fifteen minutes into the start of the session or when a student is considered to be an official late pick up. Entrance into the building after the doors have been re-locked will require you to use the intercom system. The intercom system is located to the left of the doors at the main Preschool entrance. Please identify yourself to the staff member monitoring the intercom and entrance to our building. Safety of our staff and children require everyone's assistance.

Arrival – ALL Classes

- Drop Off is a **"No Cell Phone Zone"** – please be attentive to your child and refrain from being on your cell phone as your child is checked into New Hope daily.
- Always have your child's hand securely while walking into the building
- Potty Trained children are encouraged to visit the bathroom prior to proceeding to their classroom for the day

- Children in diapers or pull ups must have a clean or dry one on before proceeding to their classroom daily
- All children must be escorted to their classroom by an adult
- The adult must check-in each child they are responsible for each session
- At check-in always notify the teacher of any alternate pick up, or early release if applicable for the day
- Say good-bye and give your child a hug and kiss
- If your child is crying at drop off, we promise to contact you if we cannot settle them down
- Please make sure you are available to take a Preschool call while your child is in session
- Please limit late arrival and contact the preschool office if you will be arriving late.
- If arriving after **9:30**, you will need to enter through the Preschool center entrance for security purposes

Dismissal – ALL Classes

- Dismissal is a “No Cell Phone Zone” – please be attentive to your child and refrain from being on your cell phone at dismissal.
- Our classroom doors will open when classes are ready to dismiss. Our staff will call children based upon the “Pick Up” cards they see.
- If you do not have your pick up card, you will be asked to show a photo id before we release your child.
- Dismissal time for Parent’s Day Out and Preschool students is 1:15 P.M.
- Dismissal time for Enrichment or Extended Day students is 3:00 P.M.

Weather Delays and School Closings

Our classes will be canceled when Hamilton Southeastern Schools are canceled due to fog, severe weather or poor road conditions. If the closing occurs during the school day and HSE students are sent home, we also will close and dismiss students as their parents arrive. HSE may also choose to delay start their school day due to the same weather related issues mentioned above. Please refer to the information below should they delay. Please tune to a local radio/TV station if the weather begins to look threatening before or while your child is at school.

In the event that the New Hope Program is closed or delayed, Staff will not be on-site to direct you. If you have questions about a specific day, call our office, information pertaining to delays or closings will be available by 8 AM on our voicemail message at 317-598-8485. We will also update our website and Facebook page along with sending emails when available.

Website: www.NewHopeFishers.org/Preschool

Facebook: <https://www.facebook.com/pages/New-Hope-Presbyterian-Preschool/221168534628939>

Decision Matrix for Cancellations/Delays

<i>If HSE</i>	<i>Then New Hope Will</i>
HSE is closed for the day	New Hope is closed for the day.
HSE operates on a 2 hr delay	Parents Day Out & Preschool will operate on a 2 hr delay; drop off at 11:15, dismissal remains normal for the day. <i>Please remember to send a lunch with your child for the day.</i>

While at School

Snacks

The program provides a snack and water to all classes. We welcome and appreciate offers to bring special treats for any class. However, many children experience food allergies that can be life threatening. **Note:** *If your child has a food allergy, or special diet, please speak with the Executive Director to determine if it is best for you to keep a supply of a special snack for your child on hand for daily snack time.*

We are a Peanut/Tree Nut free program. We cannot serve any “homemade” or packaged snack that could have possible cross contamination with any kind of Peanut or Tree Nut. Please read all labels carefully on ALL packaged foods, this includes items that may be made in a setting where peanut based products are made.

All special treats must be store bought, with appropriate labeling. We recommend cake type snacks with a lot of icing be completely avoided. Check with your child’s teacher for any recommendations. Our staff cannot make any exceptions to this policy even if there are no allergies in your child’s specific classroom.

Lunch

Children in the Parent’s Day Out Program and Preschool Program will need to bring a lunch to each session. Lunch boxes work well, along with re-usable containers. Lunch boxes are not refrigerated and will need a cooling pack to keep food chilled below 40 degrees until lunch time. Staff will check lunches daily for safety and to ensure they are Peanut and Tree Nut free. *If you send in a Peanut/Tree Nut alternative i.e. SunButter instead of Peanut Butter, please label or include a note that continues to stay in your child’s lunch box. Items that are not easily identified may be sent home with a note that we could not serve it today.*

If you have another caregiver prepare a child’s lunch for the day, make sure they are aware of our lunch policies.

Always read labels before sending in ANY FOOD, we cannot serve items that COULD contain “Peanut or Tree Nuts” or is PROCESSED in a facility that Peanut/Tree Nuts are present. Items will be sent home to you with a note if we discover an item.

What to Send for Special Snacks or Lunch

Focus on sending along healthy finger foods. This means child-sized cut up (especially grapes) portions. While Lunchables are convenient for adults, they are not necessarily the easiest for toddlers and preschoolers to open or digest. For pre-packaged items, we recommend re-packaging in reusable containers or zippered style bags. This will foster independence and limit daily mess for your child.

Toddlers and Preschoolers like to be independent at lunch time, our staff will work with your child to assist them, however they will not spoon feed your child. Send lunch time drinks in a spill-proof and leak proof cup. Do not send in Soda or other carbonated drinks.

All lunch boxes must have your child's first and last name on the outside of the lunch box. We highly recommend students use reusable drink and food containers. Label every item you want returned, including your child's drink bottle.

Dress Code

- Children should be dressed in casual, comfortable clothes. Craft materials, markers, and paints are used frequently and paint shirts don't always do the job, so be sure to send your child in clothes that you are comfortable with getting messy.
- All children should be dressed appropriately for the weather. Layers work best! We do, and will go outside weather permitting and with temperatures above 32 degrees.
- All children should have a clean set of extra clothes, including socks, labeled with their name, in a gallon zip lock type bag in their backpacks or tote bags. There are times when spills happen and we do not have extra clothes or a washer/dryer on site.
- As a safety precaution, do not send your child to school in sandals, open toe shoes or dress up heels.
- With our daily indoor/outdoor physical activities, your child should wear socks and sneakers daily.
- If appropriate, apply sunscreen to your child before arrival at Preschool. Staff members may not apply sunscreen to your child.
- Children in diapers (PDO & 2's) should wear clothes that do not make diaper changing a challenge for staff members. Our staff members appreciate spending more time with your child teaching and learning rather than changing their clothes.
- Pull-Ups are appropriate only if your child is actively training (Two year old classes only unless a doctor's note is on file in the Preschool office).

Toilet Training Requirements

- Children in our PDO program are not normally developmentally ready for potty training and are permitted to be in diapers or pull-ups. For sanitary purposes, we highly recommend disposable diapers. Please see the Executive Director for approval for an alternative plan.
- Staff in our PDO program and Two-year Old Preschool program will not focus on potty training, nor do they have child-friendly facilities.

- Staff members in our Two-year old program will do their best to assist you when your child is actively potty training; however this is not their main objective as it does take away valuable program teaching time. Unless your child is fully potty trained, we ask that children in our 2's program wear pull-ups during class hours in case of accidents.,
- In the Two-year old program, your child must be able to **verbalize** the need to use the bathroom. Staff will not be able to check with your child hourly. Please address any concerns with the Executive Director.
- Children in our 3's, Pre-K I and Pre-K II programs **must be** fully potty trained by the time they begin the program in September. *If a documented medical condition exists that prevents successful training, contact the Executive Director for consideration.*
- Due to our Child Protection Policy, a child in our 3's, Pre-K I and Pre-K II programs will need to be able to wipe themselves independently. Staff members will "talk" and walk them through this process if needed, however it is a good idea to begin practicing this process at home as well.
- If your child has a bowel movement "accident" while at school our Staff will attempt to talk a potty trained child through the process of changing him/herself if this is age appropriate. Parents may be contacted for assistance if loose or runny stools are involved due to health and safety concerns.
- In our 3's, PreK I and PreK II programs (unless medically documented), a child that consistently has excessive "potty accidents" may be requested to take a break from Preschool until full potty training is attained. See the Executive Director for more information.

Tote Bags

Children need a tote bag at school each day. The tote bag should be large enough to hold their daily take-home folder in addition to a change of clothes. Each tote bag must be clearly marked with your child's name. You may purchase tote bags from the program if interested.

Items from Home

We ask that children not bring toys or other items to school unless they meet show & tell requirements. We understand that some children may need a security blanket, special lovey or pacifier for comfort. These are allowed, however as your child becomes more comfortable, our staff will try to encourage them away from these security comforts and ask that they remain in the child's tote bag for the day.

Child Safety

Child safety and well-being is our top priority at New Hope Preschool. The doors to our building lock 15 minutes after the start of each session. After the session has begun all access into the building will be through an intercom, buzz-in process. Visitors will be asked to identify themselves and the nature of their visit. Other child safety steps that are taken include:

- All visitors or volunteers to our program must sign in daily in the Preschool Office
- Full criminal background checks are required for volunteers and staff members
- Staff is infant/child CPR certified and Epi-Pen trained

- Staff practices safe hygiene procedures such as thorough hand washing, use of latex-free gloves for diaper changing, basic first aid protocol and daily disinfecting of classroom surfaces and toys.
- Staff members working with our 3's, Pre-K I and Pre-K II children are not permitted to clean your child's private parts. This includes potty "accidents". They will attempt to "talk" and "walk" your child through the process if appropriate and when necessary will contact the parent or the designated emergency contact for assistance.
- Staff will not release a child to an adult that is not authorized for pick up in writing. This includes carpool situations.
- Alternate pick up changes must be noted in the daily Tend.ly check-in process, and form completed.
- Alternate pick up people will be asked for a photo id to verify identity if our staff is not familiar with them.
- All emergency changes to alternate pickups must be approved by the Executive Director
- Staff will request a photo id of any adult without a child pick-up card. Please notify your teacher if you need an additional card. (Staff members are audited on this process periodically. Any questions, contact the Executive Director.)
- Severe weather, fire and lock down drills will be conducted monthly for the entire program. Should a drill or alarm sound while you are on site at New Hope, we request you join your child's classroom in following all the appropriate procedures as directed by New Hope Staff members. Please wait with your child's classroom for an "all clear" or additional evacuation directives from the Executive or Assistant Director on duty.

Illness

Parents may not send a child to school who has vomited, had diarrhea or a fever of 100 degrees or higher within the past 24 hours. Children should not be at school with a constant cough, untreated green discharge from eyes or noses, headache or untreated sore throat. Children may not attend school with impetigo, pink eye, head lice, or any other extremely contagious condition.

- Your child may return to school when they have been **symptom free without medication for 24 hours** or a signed doctor's release.
- If your child will miss school due to illness, please notify the Preschool office at 317-598-8485 to report their absence daily so we may monitor any illness trends.
- In case of serious illness or accident when a parent or emergency contact cannot be found, the child will be transported to the nearest medical facility by EMS, as noted on the child's Medical Consent form.

Accidents/Illness at School

Our staff will treat minor injuries. An injury report will be completed via our Tend.ly communication tool. In the event that your child is involved in a serious accident or becomes ill while at school, a parent or emergency contact will be notified. Your child will be available for pick up in the Preschool office in order to avoid further exposing their classroom. If necessary, Emergency Services will be called.

Medication

Staff members are not permitted to administer medication to students. This includes sunscreen, cough syrup, Tylenol and short-termed prescription medications.

If your child requires medication for life threatening situations (severe allergic reactions, asthma, long –term time sensitive prescriptions, etc...) you must make arrangements with the Executive Director, and note this on your medical forms.

Your Child's Day at School

Leaving Your Child

Children go through many stages. Some children, especially in a new surrounding or with new faces will cry. Others will run off and play without turning around to say good-bye.

Our staff members are experts at comforting and working with children to help them adjust to new surroundings. We promise to share your child's day and progress with you and ask that you allow us time to help your child adjust to a new routine. If you have any concerns at all, please speak with the Executive Director.

Daily Schedules

Your child's teachers will provide you with their daily class schedule upon the start of school. There are times where the schedule will be revised to accommodate special visitors, on-site programs or special events. Please consult your monthly calendar, your child's take home folder, and Tend.ly daily for up to date information.

The Playground

When weather is appropriate, your child's class will utilize the fenced-in playground area for free and directed play activities. Your child will need closed-toe shoes to safely participate on the playground.

From time to time, the staff may take your child to a different location on Church property for supervised activities, such as the Soccer fields behind New Hope, the patio for sidewalk chalk activities, the Sanctuary for indoor free play, bounce houses and obstacle courses.

Discipline

We all want our children to grow up to share, work together cooperatively and develop respect for each other. Toddlers and preschoolers are developing a newly found sense of independence and continually test the boundaries. We find that consistency is the key to helping our children understand their boundaries, and believe positive re-direction avoids many potential issues. This clearly lets the child know the appropriate behavior, without using their favorite word..."No!"

Our focus will always be on the positive behavior desired. From time to time, our teachers may have to resort to "Time Outs" to correct a negative behavior. This technique is used after re-direction is ineffective. Our policy for "Time Out" is to remove the child from the activity, generally one minute per the child's age, and before allowing the child to re-engage, discussing the "offense" and the desired appropriate response.

Parental Involvement

Classroom Visitation

Our programs have an open-door policy. Parents are always welcome to visit their child's classroom. Additionally, outside agencies may want to observe children in a school or social setting. Therefore, we request working closely with your child's classroom teacher and/or the Executive Director to find the best time for the desired observation.

All visitors during program hours must sign in with the Preschool Office before proceeding to the appropriate classroom.

Communication with Parents

New Hope Parent's Day Out and Preschool uses a communication tool called Tend.ly. Parents will receive a daily update summary for their child's day.

Our staff will provide a monthly calendar of activities and may also periodically send home a classroom newsletter to keep you updated on the activities in their classrooms.

The Executive Director will send out program-wide updates by email and will post important dates on the website. To ensure you receive important information from our program advise the Preschool Office of any email changes.

Our program will conduct Parent/Teacher conferences at least one time during the year. Your child's teacher will let you know when these will occur. If, at any time you have concerns about your child's progress, please feel free to talk with your child's teacher as needed.

Parent Volunteers

Our program utilizes parent volunteers for Room Parents, Lunch Bunch Monitors and Substitute Teachers. Your child's teacher may request your help from time to time throughout the year as well. All volunteers must have a background check on file in the Preschool office. Look for more information about these opportunities at the beginning of our school year or you may see the Executive Director for possible opportunities.

Field Trips

Our classes will from time to time schedule an off-site field trip. Any cost of the field trip is not included in your monthly tuition costs and subsequently participation is voluntary. Transportation is parent provided, most field trips will require an adult to also attend alongside their child. On all off site field trips, our Teachers are class facilitators. We expect Parents to be responsible for the behavior and safety of their child.

Your child's class schedules may change to accommodate a specific field trip.

If there is a fee for a scheduled field trip, the cost will be invoiced on your next monthly tuition invoice after we have verified your attendance for billing purposes.

