

Calvary Learning Academy

Preschool Handbook



A ministry of

Calvary United Methodist Church

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Welcome

On behalf of the Board of Calvary Learning Academy, welcome to our Preschool Program. We would like to thank you for choosing our program. We are excited to serve your child and family in our school and have an exciting year planned.

The Calvary United Methodist Preschool was established in September 1992 as a part of the Children's Weekday Ministries. The name was changed to **Calvary Learning Academy** in 2003 to encompass all of the children's programming offered at Calvary during the week, including the Preschool and Parent's Day Out.

The Preschool is staffed with committed Christians who have your child's development as their priority. The pastors, Calvary Learning Academy Board, teachers, and staff are here to serve you. Please feel free to call on us at any time.

Calvary Learning Academy Office (852-2594)

Lori Wilcoxson, Director

Amy Watson, Chairman of the Board

Todd Outcalt, Senior Pastor

MISSION STATEMENT

The mission of the Calvary Learning Academy is to provide the members of Calvary, and the community at large, an opportunity to instill and foster Christian values, provide education, and nurture families in a closer relationship with Jesus Christ

PHILOSOPHY

The Calvary Learning Academy at Calvary United Methodist Church exists for the purpose of providing support, education and nurturing for the children and families of Brownsburg and the surrounding area.

The Preschool goal is to provide a Christ-centered educational program where children obtain a sound Christian education, while at the same time develop school readiness skills. This will be accomplished through the use of Bible stories, songs, activities, and experiences that reinforce principles of Christian living.

ADMISSION POLICY

Calvary Learning Academy Preschool will accept children who have turned age three by August 1 of each year. These children should be able to indicate emotional readiness to be separated from their parents, **be potty trained**, and be able to participate in the program for the length of the school year.

Upon admitting students to the program, it is the policy of the church preschool not to discriminate on the basis of the applicant's race, color, sex, or ethnic background. Parents should be aware that the Preschool will base its program on Biblical teachings. Our focus is to remain Christ-centered, while providing school readiness skills.

Class size is limited. A maximum of fifteen (15) children will be accepted into the 3's Plus, Kinderskills and Pre-K classes and a maximum of twelve (12) will be accepted into the Jr. Pre-K classes. When the class size reaches maximum capacity, the child shall be placed on a waiting list and receive admission as openings become available.

In the event that adequate enrollment is not met, classes may be combined or canceled at the discretion of the Board. Full reimbursement of registration fees will be given in the case of canceled classes.

OUR TEACHING GOALS

- 1) To provide a Christ-centered knowledge base
- 2) To develop each child's sense of self as a unique child of God
- 3) To reinforce respect of self and others
- 4) To develop a sense of responsibility for good stewardship of God's world and all living things
- 5) To provide educational experiences that promotes social, developmental, and school readiness skills
- 6) To encourage parents in a life-long involvement with their children's spiritual, emotional, social, and physical development

Please remember that it is the process, not the project, we value. Perfect pictures are not our goal. It is more important for the child to learn from doing projects on his own, at his own skill level.

REGISTRATION

A **non-refundable** registration fee of \$100.00 will be required with the registration form. (There will be an additional registration fee of \$75 for each additional child in the family or for the PDO program if doing both programs.) This fee will hold your child's spot in the program. Current students, alumni and church members will register a week before the community registration begins in order to provide families with priority placement for classes. Registration will be done in-house as a lottery system the first two days and then classes will be filled on a first come, first serve basis. Every child must have the following information on file before entering: enrollment form, debit form and immunization record.

PROGRAMS

The preschool operates five days per week, Monday through Friday. The following programs are available:

JR. PRE-K

This program meets two days per week. It is for children who will be age three (3) by August 1. **All children entering this program must be toilet trained.** The program includes:

- ⇒ Socialization experiences in pairs, small and large groups that emphasize sharing, kindness, taking turns, and respect for God's world.
- ⇒ Development of a sense of self, both physically and emotionally through life skills play, dress up, song, dance, and sharing time.
- ⇒ Development of listening skills using stories, echoes, songs, and following directions games.
- ⇒ Development of gross and fine motor skills through the use of movement, dance, finger plays, manipulatives, sand, water, and play dough.
- ⇒ Development of academic readiness through learning shapes, colors, sizes, numbers and alphabet.
- ⇒ Experiential learning.

3'S PLUS

This program meets three days per week, Monday, Wednesday, and Friday. It is for children who will be age 4 by February 1. This class is designed for older 3 year olds who have already mastered knowledge of colors, numbers, shapes, and are ready to move on to other skills. We will incorporate lessons from Jr. Pre-K and Pre-Kindergarten curriculums to provide a well rounded experience.

PRE-KINDERGARTEN

This program meets three days per week, Monday, Wednesday, and Friday. A class is also available on Tuesdays and Thursdays. It is for children who will be age four (4) by August 1. The program includes the following:

- ⇒ Development of social readiness skills through small group activities, self -directed play, and following directions.
- ⇒ Development of gross motor skills through dance, exercise, and movement.
- ⇒ Development of fine motor skills through experiences with puzzles, toys, paint, clay, using scissors, and writing one's name.
- ⇒ Development of academic readiness skills in listening, alphabet and number recognition, left to right progression, rhymes, and opposites.
- ⇒ Development of self-esteem and verbal skills through group sharing, oral stories, and value education.
- ⇒ Educational usage of classroom computers.
- ⇒ Experiential learning.

KINDERSKILLS

This program meets 2 or 3 days a week. It is for children who will be age five (5) by February 1. It is designed for older preschoolers and those five (5) year olds who need an extra year of growth before kindergarten.

This class will continue to emphasize Kindergarten readiness skills, with in-depth focus on phonics, writing, math, and hands-on science.

CURRICULUM

We strive to provide developmentally appropriate activities that integrate Christian beliefs into each piece of the day. Teachers develop written weekly scheduled activities and plans that are driven by the students and aligned with developmentally appropriate practices consistent with development of the WHOLE child. We strive to remain current with educational practices for early childhood children and the Indiana Academic Standards

Each child will receive a written calendar of events. This will inform parents and children of what is coming up in the classroom in the near future. It will include the theme, color, and letter of the week, and also announce special events to look forward to. It is our hope that this will be a tool for you and your child to use in discussing current happenings and those to come! Your teacher will also send home a daily/weekly sheet listing all the classroom activities.

FINANCIAL INFORMATION:

TUITION

Tuition for the **ten** month school year will be:

- \$95.00 per month for the Jr. Pre-K class
- \$135.00 per month for the Pre-K class/3's Plus
- \$190.00 per month for the Kinderskills class

Calvary Learning Academy requires automatic debit tuition payments. Please fill out the Automatic Debit Authorization form, and turn in with your registration packet. Each month on the 5th, your tuition payment will automatically transfer from your preferred banking account into Calvary's bank account. If you do not have sufficient funds in your account to cover the withdrawal, you will receive notice of non-sufficient funds and be required to pay the tuition in cash along with a \$20 penalty. The first transfer will occur on August 5 and the last on May 5. You may make changes to this form any time by stopping in the office.

*****Tuition payment is not subject to adjustments due to illness, vacation, absences or weather closings.**

NON-PAYMENT POLICY: Any student whose tuition is not paid by the end of the month or a payment plan is not worked out with the director, will be asked to leave the preschool program until such time as repayment is made. Re-entry is encouraged under the following conditions:

- a. Repayment for the previous month is made, along with late fees as applied.
- b. Payment for the current month is received in cash.
- c. Space is still available in the class.

WITHDRAWALS

If it becomes necessary to withdraw your child, please give the teacher a two (2) week notice. This will allow the teacher to bring his\her records up-to-date and provide proper closure experiences with classmates and staff. Fee adjustments will be made if the child is withdrawn before the 15th of the month.

Under extreme circumstances, the preschool reserves the right to ask that a child be withdrawn. This would be for prolonged behavior that is detrimental to the child, classmates, teachers, or property and the child has not shown a positive response to modification techniques used by the staff. A tuition refund of the unused portion would be allowed.

DISCIPLINE POLICY

The five different areas of experience inherent in the curriculum seek to give each child:

- ☺ A feeling of belonging and acceptance
- ☺ A feeling of understanding forgiveness for himself and others
- ☺ A feeling of wonder
- ☺ An understanding of democratic limits for his own self-control and welfare of others
- ☺ An encouragement of creativity

With this as the basis of each session, children are constantly building skills in appropriate classroom behavior. Positive reinforcement and self-evaluation will be used continually; discipline problems will be few. In the event that a child fails to respond appropriately, discipline will be carried out in the following manner:

- 1) Redirection or gentle, but firm restatement of the desired behavior
- 2) A short "conference", he\she will be taken aside by the teacher
- 3) A short period of time-out will be implemented within the classroom if the problem persists
- 4) Under extreme conditions of aggression, bad language, or assault, the child may be removed from the classroom by the teacher and taken to the office
- 5) The parent would then be called to pick up the child, if necessary.

The teachers will work with the parents in providing continuity and consistency in dealing with any behavioral problems. Any form of physical punishment by staff is prohibited under all circumstances.

DROP-OFF AND PICK-UP

Parents or care givers are expected to escort the child to and from the classroom at the beginning and ending of each daily session. Children should arrive no sooner than **five (5) minutes** before a session begins and be picked up **promptly** at the end of the session.

You are expected to pick up your child promptly at the end of class. If you are late, your child will be taken to the Director's office to wait for your arrival. If late pick-up becomes habitual, preschool reserves the right to issue warnings, fines and ultimately remove your child from the program.

If someone other than a parent is to pick up a child, you must give written authorization to the Director to release your child. This is done by filling out the Permission to Release form with enrollment. With safety in mind, this will be strictly enforced.

All participants in the Calvary Learning Academy should follow the policy detailed below regarding Parking/Drop-off and Pick-up.

- 1) **Please park** your car and **escort** your child/children into the building. Do not leave children in vehicles unattended. **Do not park in Handicap parking unless you have a permit.**
- 2) **Parking along the curb is prohibited.** It not only blocks access to the sidewalk, but creates the potential for accidents when pulling away from the curb, as small children walk in between parked cars.
- 3) Always exercise extreme caution when operating your vehicle in the parking area!! **Please do not talk on cell phones when driving. DRIVE SLOWLY AND USE CAUTION!!!!**

CHILD CUSTODY & PARENTAL RIGHTS

The preschool will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records, and general information regarding the program, which is available to any person interested in our programs. If there is a court order indicating the non-custodial parent should not have access to the child or his records, this needs to be on file in order for the preschool to be in compliance. Any parents that are unable to settle their differences between themselves and continue to harass the preschool staff may be asked to remove their child from the program. This also applies to disputes about tuition payments.

CLASSROOM VISITS

Parents are encouraged to visit the class. A courtesy call to the teacher ahead of time would be appreciated to avoid overcrowding. Parents may be asked to share a special skill with the children, assist with some projects, plan parties and provide supervision for field trips.

CONFERENCES

Parent/Teacher conferences are held once a year. Conferences for 3's Plus, Pre-K and Kinderskills will be in November and Jr. Pre-K conferences will be held in February. You will be notified of conference days and asked to sign up for a convenient time. Your child will not have class on these days. Parents or teachers may request additional conferences when necessary. We encourage parents and teachers to communicate directly and honestly. Teachers will be happy to set aside a time to talk with you (other than class time) to discuss your concerns.

IMMUNIZATION RECORD

Each child will be required to have an immunization record showing all shots are up to date and noting any physical problems, abnormalities, or allergies. If your child has food allergies, you must complete a Food Allergy Action Plan, to have on file for treatment of your child in the event that they ingest anything that would cause a reaction. If your child has been prescribed an epi-pen by their doctor, they should supply one to the school or have it in their backpacks at all times.

IMMUNIZATION POLICY

Calvary Learning Academy programs requires documentation that a child is fully immunized against vaccine preventable illness unless the child's parent or guardian can produce physician documentation that the child has a medical contra-indication to receiving specific vaccinations.

CLA makes every effort to make our programs a safe environment for its young students. This includes taking precautions against the spread of infectious illnesses. After sanitation and proper hand hygiene, vaccination is a critical line of defense against the spread of serious diseases.

The child at greatest risk for contracting a vaccine-preventable disease (like measles) is the un-vaccinated child. However, since vaccines are not 100% protective, even vaccinated children rely on the immunity of those around them to help keep them safe. Therefore, in order to maintain as safe an environment as possible for our students, immunizations are required.

While the Learning Academy gladly accepts and enjoys children of all faiths and backgrounds, parental/guardian religious or personal beliefs against vaccination do not suffice as reason to waive the immunization requirement. While the CLA staff regrets that this may result in some children being denied access, they recognize that attending the Learning Academy is a privilege, not a right.

ILLNESS

Each child should be in good health upon arriving in the morning. Your child should be free from fever, diarrhea, and vomiting **WITHOUT THE USE OF MEDICATION** for **24 hours** prior to a preschool session. If your child becomes ill during the day, a parent or guardian listed on the emergency contacts will be contacted to pick-up the child immediately.

We realize that children enjoy attending class even though they may be ill. Common colds spread quickly among small children, and though most of the time they are not serious enough to warrant your child staying home, it is our duty to see that every child is protected from unnecessary exposure to illness. If your child has a cold accompanied by sneezing, coughing, and discolored (yellow/green) mucus, you should keep your child home. If they tell you that they are not feeling well, please take this into consideration.

MEDICATIONS

Preschool personnel are not allowed to administer medication at any time. Children should not be sent with pills, cough drops, or other medication to administer themselves. Epi-pens and Benadryl will be used in an emergency allergy situation by the staff if instructed by parents. These must be approved by the Director and stored in the office.

SAFETY

Your child's safety is our primary concern. Your child will be under the constant supervision of our staff and we will take all measures to keep your child safe when they are in our care. Please be sure the office has a phone

number where you can be reached in case of an emergency involving your child. If at any time this information changes, please contact the office immediately.

ACCIDENTS

If your child is injured while attending a preschool session, the teacher or director will administer appropriate first aid. An accident report will be filled out which will require your signature and will be placed in your child's file. This form is simply to inform you of an incident and action taken. In the event of a serious injury which requires immediate medical treatment, an ambulance will be called, and the parent will be contacted immediately.

TOILET TRAINING

All children enrolled in the preschool need to be toilet trained. This means the child is able to tell the teacher he/she needs to use the toilet and the child is able to pull down his/her own clothing. Children who have not achieved this milestone, are encouraged to enroll in the Parent's Day Out program.

CLOTHING

Comfortable clothing and tennis shoes are encouraged. Clothing that is easy for the child to work with independently is encouraged. Children should feel confident to run, climb, paint, and play in what they wear. Outdoor activities will be scheduled often, so weather appropriate outerwear is a must each day. It is highly recommended that a change of clothing is sent in the backpack in case of accidents. **Please label all items with the child's name.**

SCHOOL CALENDAR

A school calendar will be available online at calvaryunited.org/academy. Teachers will keep you informed of class schedules and activities. The Learning Academy will follow a balanced school calendar.

ATTENDANCE

Children are expected to attend each session to gain the maximum benefit from preschool. In the event of illness, family vacation, or emergency leave, please notify the school as soon as possible. You may call the Learning Academy office (852-2594) to leave a message or email lwilcoxson@calvaryunited.org

SCHOOL CLOSING

In the event of inclement weather, check local radio/TV listings for school closures. If **Brownsburg Schools** are closed, **we will be closed for the day**. If **Brownsburg schools** are on a 2 hr.delay, we will follow our 2 hr. delay policy that is sited below. If school has started and bad weather begins, preschool will dismiss 15 minutes before the earliest dismissal of the public schools. An announcement will be placed on the CLA voicemail if school is closed or delayed. **Please call 852-2594 and listen to the voicemail.** There is no reimbursement for days or hours missed due to closure or delays.

Calvary Learning Academy will still be closed any time Brownsburg Schools are closed.

Preschool

- In the event of a 2 hour delay, Preschool will attend with the following schedule:
 - All AM classes will begin at **11AM, and end at 12:55PM.**
 - All PM classes will begin at **1:05PM, and end at 3PM.**
 - All classes that are **9AM-1PM** will attend from **11AM-1PM.**
 - All classes that are **9AM-3PM** will attend from **11AM-3PM.**
 - Any student who attends PDO before going to Preschool class, will begin PDO at **11AM,** then transferred to Preschool at **1:05PM.**

- Any student who attends PDO after Preschool will be transferred to PDO at **12:55PM**. Lunchtime will begin at **1pm** for these students.
- Lunch will not be served during preschool hours. Because of the reduced class hours we will focus on the academics. Please make sure your child is provided lunch prior to attending.

Parent's Day Out

- In the event of a 2 hour delay, PDO will attend with the following schedule:
 - Children who normally attend PDO from **9AM-1PM** will attend from **11AM-1PM**.
 - Children who normally attend PDO from **9AM-3PM** will attend from **11AM-3PM**.
 - Lunchtime for all PDO children will remain the same time as usual.

Missed days due to inclement weather will not be made up.

NEWSLETTERS

Each month a newsletter will be emailed from the Director. It will include items of interest, special events, upcoming church events, and reminders of vacation day closings. Please add learningacademy@calvaryunited.org to your email contacts.

SPECIAL OCCASIONS

Every month has Christian and National holidays to celebrate! Parents may be invited to attend small classroom productions or parties throughout the year. Birthdays are special to everyone and will be celebrated in preschool. Holiday parties will focus on the Christian or wholesome aspect of the holiday and excessive attention to secular themes will not be planned. Parents may be asked to help organize or plan classroom parties.

LUNCH

Lunches are provided by the parents. Lunch is eaten at approximately 12:00 pm for children in the longer preschool classes. Please label your child's lunch box. If needed, please include a cold pack to keep lunches cold and/or a Thermos to keep lunch items warm. Most classrooms do not have a microwave or refrigerator.

SNACKS

We ask that parent's participate by donating snacks. Teachers will prepare a monthly snack donation list and ask for your support. Your donations are greatly appreciated. Please ask your teacher for suggestions of **healthy** snack!

****Please notify classroom staff if your child has any food allergies!**

The Calvary Learning Academy Board has established the following policy on snacks.

- 1) We ask all snacks served be **health** conscious.
- 2) **NO** candy will be served in the class. Candy may be brought to the programs only if it is bagged and ready to be sent home with the children.
- 3) On special occasions such as birthdays, and class parties, cupcakes or cookies will be considered acceptable. We would like to keep this to a minimum and encourage frozen yogurt, juice pops, and fruit muffins.

All food will be eaten at tables provided in each room. Please bring snacks that are ready to eat and do not need to be prepared by the teaching staff.

Building Safety

We have a building safety access system installed in the Learning Academy. All families will be given an access code number to allow them into the building when the doors are locked down. There is a key pad located inside the first set of doors at the entrance to the Academy (Door #5). Staff may be available to give you access if they are in the Learning Academy office, but please memorize this code to assure that you can enter the building.

The use of tobacco, and the use or possession of alcohol, illegal substances and firearms is prohibited on school grounds.

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