

# Parent Handbook

2016-2017

School Year



Florissant Presbyterian Church Learning Center  
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Florissant Presbyterian Church  
Learning Center

Angie Rugger—Director

# Play, Learn and Grow...



**PURPOSE:** Florissant Presbyterian Church Learning Center is a ministry of Florissant Presbyterian Church. It is a structured pre-school program which allows parents to leave their children in the care of reliable attendants, knowing that they will be given well planned learning experiences and activities, as well as devoted loving care.

**PHILOSOPHY:** The philosophy of our program is to provide a Christian environment where children can grow spiritually, socially, emotionally, physically, and intellectually.

**OBJECTIVE:** The objective of Florissant Presbyterian Learning Center is to provide a Christian atmosphere where the child may gain independence and security through activities planned for his/her age level.



# 2016-2017 Calendar

(There will be no extended care on the days we are off)

Wednesday, Aug. 10, 2016	1st day MWF children and M-F children
Thursday, Aug. 11, 2016	1st day T-TH children
Friday, Sept. 2, 2016	No School – Professional Development
Monday, Sept. 5, 2016	No School – Labor Day
Monday, Oct. 10, 2016	No School – Professional Development
Th/Fri., Oct. 20 & 21, 2016	No School – Parent/Teacher Conferences
Monday, Nov. 7, 2016	No School – Professional Development
Tuesday, Nov. 8, 2016	No School – Election Day
Wed - Fri, Nov. 23-25, 2016	No School – Thanksgiving Holiday
December 19 – January 2	No School – Christmas Break
Tuesday, January 3, 2017	School Resumes
Monday, January 16, 2017	No School – Martin Luther King Day
Monday, February 20, 2017	No School – Presidents Day
Friday, March 10, 2017	No School – Professional Development
Friday, March 17, 2017	No School – Parent/Teacher Conferences
March 20 – 24, 2017	No School – Spring Break
Monday, March 27, 2017	School Resumes
Fri – Mon, April 14-17	No School - Spring Weekend
Tuesday, April 18, 2017	School Resumes
Thursday, May 25, 2017	Last Day for T-TH Children
Friday, May 26, 2017	Last Day for M-F and MWF children



The Learning Center is a pre-school program for children ages 2 - 5 years. The hours are 9:00 a.m. to 1:00 p.m. Monday through Friday.

The Learning Center offers a two, three or five day a week program. The 5-day program runs M-F; the 3-day program M/W/F; and the 2-day program T/TH.

We also offer a morning program from 8:00 a.m.– 9:00 a.m. and an extended day program from 1:00 p.m.– 5:00 p.m.

We provide the following learning activities: Science, Math, Language Arts, Music, Social Studies, PE, Free-play, Art, and ABC's.

The Learning Center begins in August and continues through May, following the Hazelwood School District Calendar.

The Learning Center has the capacity to accept ten 2 year old children for the toddler class. Forty six children ages 3 -5 years can be enrolled in preschool classes. Children must be the enrollment age by September 1st.

A waiting list will be available if the program fills.

## Admission Procedures

Registration is completed by filling out and returning the following forms to the director on or before the first day of class:

1. The enrollment form
2. A medical examination report, signed by the child's pediatrician
3. Complete, up to date, immunization record
4. Authorization for emergency medical care
5. The notice of parental responsibility form
6. Registration and Fees Policy form
7. Photo Permission form

A non-refundable supply fee of **\$50.00 per child, \$70 for a family with 2 children and \$90 for a family of 3 children**, will be required at the time of your child's enrollment. Tuition is payable monthly at the beginning of the month. The amounts listed below are per month.

	T/Th.	M/W/F	M-F
1 child	<b>\$99.00</b>	<b>\$149.00</b>	<b>\$249.00</b>
2 children	<b>\$174.00</b>	<b>\$261.00</b>	<b>\$435.00</b>
3 children	<b>\$248.00</b>	<b>\$372.00</b>	<b>\$620.00</b>

**Late Pick-Up Fees:** The Learning Center closes promptly at 1:00 p.m. and teachers are not scheduled to care for children after that time. A late fee will be charged anytime after 1:00 p.m. to cover the cost of a teacher. If the Director is notified in advance the charge will be reduced by one-half the published late pick-up rate. The rates are as follows:

5 - 15 Minutes late	<b>\$5.00</b>
16 - 30 Minutes Late	<b>\$10.00</b>
For Every 15 Minutes Beyond Add	<b>\$5.00</b>

symptoms, a child who is coughing may be brought to Learning Center. (A child with croup should stay home.)

- c. Do not bring a child with a sore throat.
- d. A child with a rash should be kept home until the cause of the rash has been determined non contagious.
- e. Lice, impetigo, and conjunctivitis (pink eye) are highly contagious. Treatment must be administered before a child may return to Learning Center.
- f. Do not bring a child who has pinworms.
- g. If the child has vomited or has had diarrhea during the past 24 hours, he/she should not be brought to the Learning Center.
- h. Illnesses and communicable diseases should be reported to Learning Center for the protection of the other children. Please be sure to call and let us know if your child is going to be out longer than a day.

### **NO MEDICATION WILL BE ADMINISTERED BY THE LEARNING CENTER STAFF**

9. If your child has a birthday during the school year, you may bring snacks on that day. If your child has a summer birthday, pick a special day for him/her during the school year. On that day you may provide a snack. All snacks must be pre-packaged and store bought.
10. Parents must provide lunch including a drink (no soda or thermoses). All lunches will be kept refrigerated.
11. Parents will be notified by means of an "injury report" if their child receives an injury. You will be asked to read and sign two injury reports, one for your personal use and one to be kept on file.
12. A parent may wish to sign-up to be a substitute caregiver in the event a regular staff member is sick or needs to be away. Please contact the director if interested.
13. Children should not arrive at school before 9:00 a.m. and should be picked up at 1:00 p.m. Parents should leave by 9:10 a.m. so classes can begin promptly.

## GENERAL INFORMATION FOR PARENTS

1. We will follow the Hazelwood School District's yearly schedule. When they are off, we will not have pre-school, excluding the ½ day schedule. (Listen to KMOX radio station (1120 AM) or Channel 2, 4, 5 from 5:30 - 8:00 for advisory information. We will not make up any days missed due to inclement weather. NOTE: if Hazelwood is on a snow schedule, school will open at 9:00, but morning care will be closed.
2. In case of severe weather, it will be up to the discretion of the parent to pick up their child/children early. If a tornado watch/warning is in effect in the vicinity of the Learning Center, the children will go to the safest part of the building. They will remain there supervised until the watch/warning has been lifted or until the child is picked up by his/her parent.
3. Your child should be dressed comfortably, in washable clothes.
4. In case of an accident, each child should have a change of clothing in their book bag. Please label all clothing and place in a book bag to bring every day.
5. If your child is in diapers, please leave two diapers with your child's name on them.
6. Please label all sweaters, jackets, hats, mittens, book bags, etc. with your child's name.
7. Please give immediate notification of any change of address or phone number.
8. We encourage regular attendance unless any of the following conditions exists:
  - a. No child should be sent to the Learning Center with a fever. A child should be fever-free for 24 hours before attending Learning Center
  - b. A child developing a cold, manifesting symptoms such as sneezing, runny nose and/or eyes, or coughing should be kept at home. A cough following a cold is not necessarily contagious. Barring other

**Morning Care Fees:** This is available from 8:00 a.m. – 9:00 a.m. each morning that the Learning Center is open. Fees are per day.

1 child	<b>\$6.00</b>
2 children	<b>\$9.00</b>
3 children	<b>\$11.00</b>

**Extended Care Fees:** Extended care hours are open to anyone enrolled in the Learning Center with an additional non-refundable \$25.00 registration fee per family, regardless of the number of times used. Payment for extended care is due every following Tuesday or Wednesday following the week child has attended.

Extended care hours from 1:00 p.m. – 4:00 p.m. Fees are per day.

1 child	<b>\$11.00</b>
2 children	<b>\$18.00</b>
3 children	<b>\$25.00</b>

Extended care hours from 1:00 p.m. – 5:00 p.m. Fees are per day.

1 child	<b>\$13.00</b>
2 children	<b>\$21.00</b>
3 children	<b>\$29.00</b>

## Tuition Rules

- A. Entire monthly tuition fees are due, **regardless of how many days your child attends each month**, by the first week of each month. Checks received after five days will require an additional \$8.00 late fee.
  - B. \$12.00 fee is required on all returned checks.
  - C. Checks may be made out to Florissant Presbyterian Church Learning Center, or FPCLC.
  - D. Tuition is subject to change.
  - E. No refunds/partial refunds will be made if your child needs to be withdrawn
- If you find that your child needs to be withdrawn, please notify the director immediately so that his/her place can be filled. If your child's spot has not been filled and you decide to re-enroll your child, you must pay the registration fee again.
- F. Tuition will only be pro-rated for children enrolled after the first of the month.
  - G. If tuition is not paid by the end of the month that it is due, and no arrangements have been made, your child will not be able to return to the Learning Center the following month.
  - H. Florissant Presbyterian Church members receive a tuition discount.

## Policies

**DISCIPLINE POLICY:** No child will be spanked, shaken, shamed in any way, verbally abused, or treated roughly under any circumstance. Time-outs are considered an appropriate method of discipline, with one minute per year of age being a time guideline. A child must be within eyesight and hearing distance while in a time-out period.

Staff will always explain to the child why he/she is being disciplined. No partiality will be shown to any one child. Children who are a constant problem to the staff will have parents called and advised of the problem. If the behavior continues and becomes unmanageable, the child will be asked not to return to the Learning Center.

**PICKING UP:** Your child must be picked up by the parent or the person listed on the authorized section of the enrollment form. In such circumstances that someone other than the people listed on the enrollment form must pick up your child, you must call the Director of the Learning Center, and state who will pick up your child. The person picking up your child will be asked for identification.

**SICKNESS:** A sick child should not attend the Learning Center. See General Information #8.