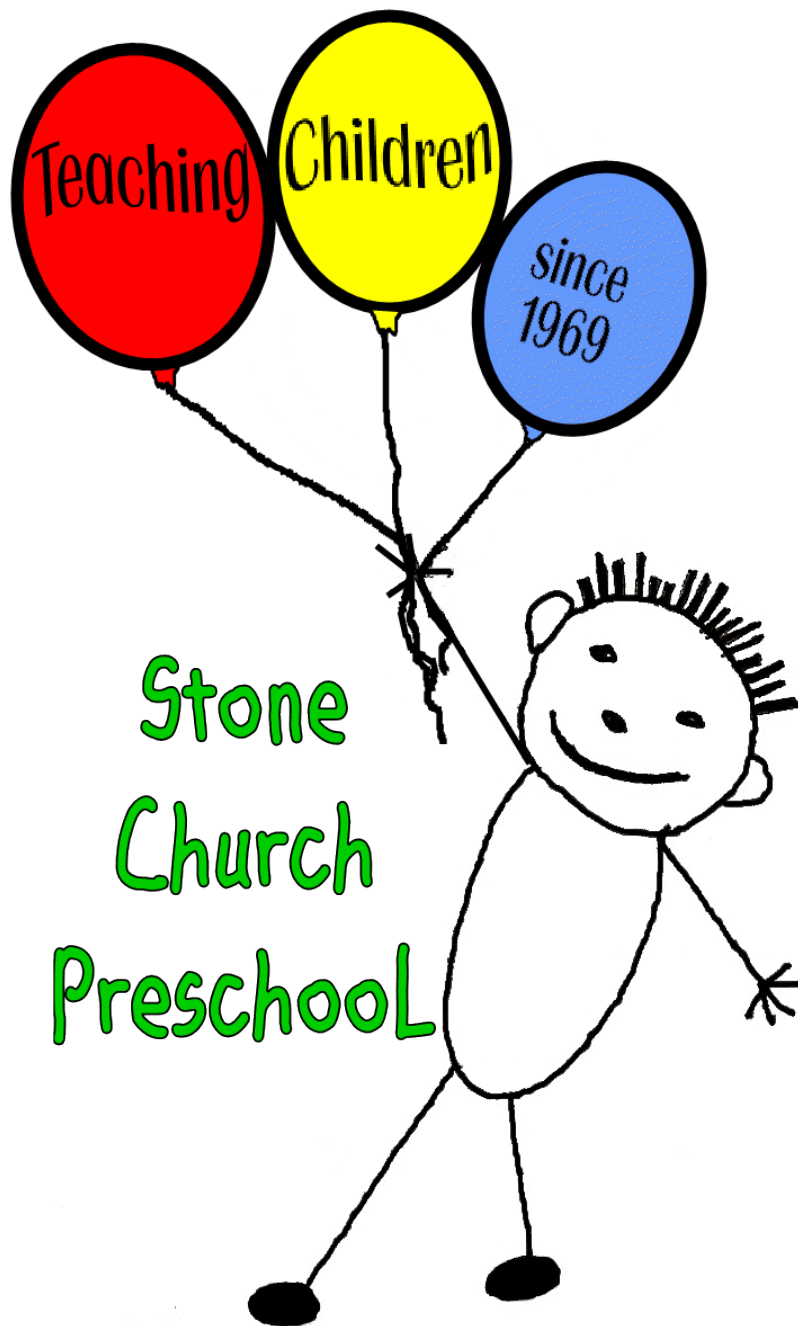


Student Handbook



Stone Church Preschool
1012 W. Lexington Ave., Independence, MO 64050
(816) 408-9301
Email: scp@stonechurchpreschool.org
www.stonechurchpreschool.org



Welcome to Stone Church Preschool. We are confident your child will have a quality learning experience with us this year, and we look forward to getting to know your child and your family better as we work together to build a positive and solid foundation for your child's academic future.

Within our handbook, we explain many of our policies and procedures. We strongly encourage you to communicate any questions, concerns or feedback to us. Please feel free to talk to the teachers or director anytime so we may better serve you and, most importantly, your child.

2023-2024 STAFF

Debbie Price	Director Office
Stacie Ceballos	Office Secretary
Theresa Erikson	Math & Science
Jessica Shiley	Reading & Alphabet
KayLee Burnett	Art
Celeste Holmes	Music & Movement



MISSION STATEMENT

Our preschool program is dedicated to the development of the whole child. We strive to provide an enriched preschool atmosphere that meets the social, emotional, physical, and cognitive needs of 2 to 5 year-olds. We provide a safe and nurturing environment that our students and families feel welcome and comfortable to learn in.



PHILOSOPHY

Stone Church Preschool believes that young children learn best through play. Our classrooms are slightly, teacher directed and considerably, child-oriented so the children can best learn in a long lasting way, through a hands-on-approach. Our curriculum has the objective of helping the whole child to grow and develop at their own pace.

We also believe that parents/guardians have the most influence in a child's life. We view parents as our partners in the education of their children.

GOALS

Our professionally trained and qualified staff guides students in their learning by:

- providing the children with opportunities to develop socially, emotionally, physically and cognitively
- providing learning activities and materials that are concrete, real and meaningful to the lives of young children
- fostering self-esteem through relationships with adults who express acceptance and respect for all children
- recognizing that all children are different and to allow such differences to surface in daily activities
- creating an environment that allows children to utilize problem-solving techniques with peers
- exploring concepts through hands on activities
- free choice play times both indoors and outdoors
- a caring, respectful relationship with peers and adults

We strive to foster a love for learning and to balance an academically rich environment with a creative/exploratory approach that provides an opportunity to succeed.

CURRICULUM

Our Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles. We provide a variety of active and quiet work/play centers where a child can make choices, create, and interact with peers and their environment. Materials used provide concrete experiences that are adaptable to the many different play levels of children.



PROGRAM INFORMATION



ENROLLMENT AND TUITION

Once our office receives the enrollment application and the non-refundable enrollment fee a pl... d for your child for the upcoming school year. Enrollment papers will not be accepted without the enrollment fee. Your child will be enrolled according to age and number of days attending. The ratio for ages 4 & 5 is one to ten, ages 3 & 4 one to ten, and ages 2 & 3 is one to eight. If at the time of enrollment, the school is already at full capacity, your child's name will be placed on a waiting list on a first come, first serve basis.

Tuition payments are always due on the first of each month. There will be a \$5.00 late fee if payment is not received by the 5th. Methods of payments are cash, check and debit card in the office or on our website. Tuition is based on a yearly rate consisting of 9 months. Tuition is the same each month regardless of the number of days or holidays contained within the month. Please see the class option fee page for rates.

LUNCH

Full day students will need to bring their lunch and a water bottle every day they are here. Lunch Bunch is for half day students. To enjoy this fun filled social learning experience just let the teacher know when you sign in your child. Please remember to put an ice pack in your child's lunch box.

The cost for lunch bunch is:

\$5.50 12:00-1:00

\$11.00 12:00-2:00

POLICIES AND PROCEDURES

NOTICE OF NON-DISCRIMINATORY POLICY

The Stone Church Preschool admits students of any race, color, religion, national and ethnic origin to all programs and activities available at the preschool. The Stone Church Preschool does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its admissions policies.

ORIENTATION

New Parents are required to attend orientation with their child to become more familiar with the school's routine and classroom environments. Parents will attend a parent orientation meeting while their children attend class. Being somewhat familiar with the school also helps many children separate more easily from their parents on their first regular school day.

It is easier for everyone if parents try to separate quickly when dropping their children off at the preschool. Our experienced and competent staff is sensitive and responsive to each child's needs and will help them adjust in every way possible to the separation. All children have difficulty separating from their parents from time to time. We encourage you to view this as normal and typical behavior and not to be unduly upset by it.

ARRIVAL AND DEPARTURE

School begins at **9:10** am. Children may arrive at school no earlier than 9:00, unless your child is enrolled in Early Drop Off. Make sure you pick up your child at your appropriate departure time. If a child is picked up from preschool later than 5 minutes passed pick-up time, a late fee of \$1.00 per 1 minute will be charged.



HOLIDAYS AND SNOW DAYS

We **do not** close preschool when public schools have teacher's meetings, workshops or parent conferences. We will follow the same schedule as the Independence Public School District, with regard to closing, due to inclement weather. Please listen to radio and TV announcements and note that we will send a "remind text", post it on our website, and send an email.

The following dates are day's school will not be in session for 2023-2024

Non-School Days

Sept. 4 (Labor Day)
Nov. 7 Professional Development
Nov. 22, 23, & 24 (Thanksgiving break)
Dec. 21 - Jan 3 (Christmas break)
Jan. 15 (MLK Day)
Feb. 16 Professional Development
Feb. 19 (Presidents Day)
March 18-22 (Spring break)
March 14 & 15 (Parent/Teacher Conference)
Mar. 29 (Good Friday)

Other Important Days

Sept 5 or 6 First Day of School
Sept. 11 & 12 Picture Day
Nov. 20 & 21 Grandparents Day
Oct. 30 or 31 Fall Party
Dec. 7 or 8 Christmas Program
Dec. 19 or 20 Christmas Party
Feb 13 or 14 Valentine Party
Mar. TBD Spring Picture Day
Mar. 27 & 28 Spring Party
May 2 or 3 Spring Program
May 16 or 17 (Last Day of School)



CLOTHING

Please label all coats, backpacks and jackets. There is often more than one alike. Please dress your children in clothes they can play in! Running, jumping, climbing, painting, gluing, and playing with play dough are vital parts of our curriculum. Clothing should not hinder their freedom of movement. Tennis shoes or soft-soled shoes are essential.



PERSONAL BELONGINGS

It is recommended you keep valuable toys and/or special items at home as they may be lost or broken. Staff is not responsible for lost personal items.

TOILETING

All children ages 3 – 5 must be completely toilet trained before entering our Preschool Program. Children must be able to toilet themselves independently. Children that are ages 2 – 3 who are in the process of potty training will attend the 2-3 year class. Any child in the program who does not consistently exhibit this independence will be dismissed from the class.

MEDICATIONS

All medication needs to be kept in the office. If your child needs medication during the day, please discuss the situation with the director and complete a medication authorization form to treat obtainable in the office.

ILLNESS

Your child's health is very important to us. If your child is not feeling well, please keep him/her at home that day. Please notify the preschool if your child will not be in attendance. If your child should become ill at school, you will be contacted. In case you cannot be reached, we will contact one of the emergency numbers you have provided. Please keep the school up-to-date on all phone numbers, especially emergency numbers.

Health standards require that your child not attend school if he/she has any of the following conditions:

- A fever within the past 24 hours
- Heavy nasal discharge
- Constant or uncontrolled coughing
- An earache
- Vomited once in the previous 24 hours
- Strep infections until 24 hours after treatment begins
- Undiagnosed rash
- Eye redness, crusting, or discharge from the eyes
- Diarrhea enabling them to participate comfortably in regular school activities
- If you suspect or are aware that your child has a communicable illness (chicken pox, measles, head lice, fifth's disease, etc.), please notify the office immediately.



HEALTH FORMS

A health form and immunization record or exemption record must be on file for every child attending preschool! Please turn them in to the office as soon as possible upon enrollment and no later than the first day of school!

When your child receives immunizations the office will need to be updated also.

In accordance with Missouri law, the parent or guardian of a child enrolled in or attending Stone Church Preschool may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the office and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

FIELD TRIPS

Field trips may be scheduled several times throughout the year to enrich the curriculum. Children attending field trips will ride to the designated location on a regular school bus. Permission slips have been provided in your enrollment packet. Information regarding field trips will be sent home prior to each event. There may be a small fee for field trips. The permission slip must be completed in order for your child to attend. Parents may attend the field trips; however, they should provide their own transportation.



DISCIPLINE

Our school uses the Conscious Discipline approach to discipline. I encourage you to visit the Loving Guidance web site at www.consciousdiscipline.com. The development of self-discipline and responsibility is perceived as an ongoing process in the child's growth. Children are encouraged to problem-solve and cooperate. Positive behavior in class will be encouraged through modeling, reinforcement, redirecting, and the use of alternate activities. Safe areas may be used, if other repeated efforts are not successful. Parents will be kept informed if their child is having adjustment difficulties. The staff will work with parents to address the situation in positive ways.

PARENT INVOLVEMENT

We believe parents are the child's first and most important teachers. That is why we embrace family involvement as being a basic component of our Preschool Program. Research has proved that the greatest benefits are derived when parents and teachers work as partners to guide children in their growth, development and education.

The following are goals that guide our parent involvement program.

- To help parents understand developmentally appropriate practices.
- To provide parents with information related to how children grow and learn.
- To provide support through resources, materials, referrals, and parent conferences.
- To inform parents about community activities beneficial to families and children.
- To aid parents in recognizing and coping with stresses related to parenting.
- To provide ideas and materials for learning at home.
- To provide family fun in a group setting.
- To help parents understand the importance of regular consistent school attendance for their child's future success.

PARENT INVOLVEMENT OPPORTUNITIES

- Classroom visits
- Volunteering
- Field trips
- Sharing of hobbies or talents
- Sharing of holidays from your culture
- Parent Volunteering
- Family Fun events
- Parent education workshops
- Donating “useful articles” from home



VISITING

Stone Church Preschool is open to parents and visitors at all times. We ask that you wait until after Mid-October however, to allow your child time to adjust to the routine of preschool. Please call the office ahead of time to make arrangements. You will enter the east side of the building where our school sign is located. Please ring the doorbell. Steel doors will be locked, please be patient for the office to open the door.

FUNDRAISING

If you shop on Amazon, please click under your List, then Find a List or Registry. Search for Stone Church Preschool; Gift List. There you will find things we need at preschool. If you would be so kind to purchase an item and donate it to our school we would be most appreciative. We will be adding items often wo check back every couple of weeks. THANK YOU!

COMMUNICATION

Communication between home and school is essential. Parents should feel free to discuss any questions or concerns with the program staff. Parent/teacher conferences are scheduled in the Spring or as needed. An all-school weekly or monthly note will be sent by e-mail, or placed in your child’s mailbox if you do not have email. If your child will not be able to attend school due to illness, vacation or etc. please notify the office.

The schools phone number is **816-408-9301**

The schools web site is www.stonechurchpreschool.org

The schools e-mail address is scp@stonechurchpreschool.org

The school does have a Facebook and Instagram account, Stone Church Preschool, which is updated with pictures of activities your child is participating in.

We will also use a text message system (Remind.com) to occasionally text information to you.