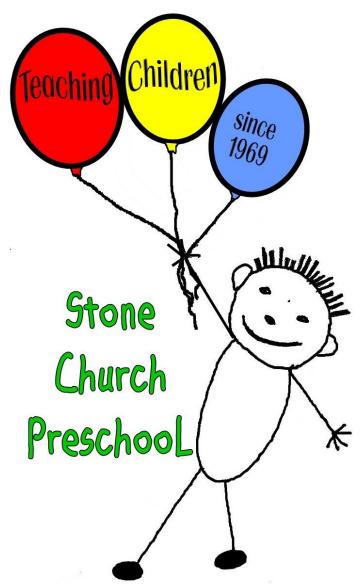
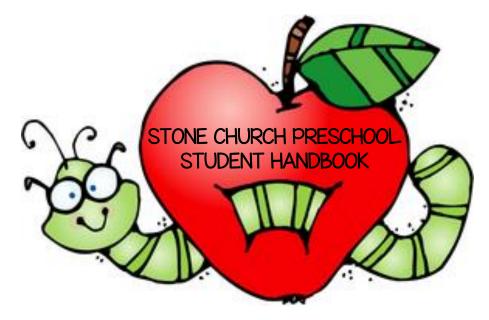
Parent/Student Handbook



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 delighted that you have chosen us for your child's educational experience. 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.

We recognize that parental partnerships and support are essential in providing the best possible educational experience for all our students. In this spirit, this handbook is designed to provide information about our policies and procedures at SCP. Stone Church Preschool is committed to providing our parents with information that will assist them in working with the school staff, enhance their child's overall school experience and promote opportunities for the success of our school. Together with our parents, we will provide all of our students with opportunities to maximize their academic and personal potential. We value the unique characteristics, challenges, talents and commitment that both students and parents bring to this partnership. Working together, we can create a vibrant, exciting and respectful place – a place where everyone likes to come.

2024-2025 STAFF

Debbie Price Director
Stacie Ceballos Office Secretary
Theresa Erikson Math & Science
Jessica Shiley Reading & Alphabet
Alexis Hall Art
Celeste Holmes Music & Movement
Jenny Ogan Assistant Teacher

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 teacher guided and child-directed 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.

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.

CURRICULUM

Our curriculum balances both teacher-guided and child-directed learning, with an emphasis on responding to children's learning styles. We offer children activities as well as free choice center times to explore concepts through hands on activities. As children play, teachers ask questions, listen, and interact as necessary to enhance the learning of the children. Our teachers are always building on expressive language and provide time for children to share and talk throughout the day as we focus on all areas of learning. 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.

CLASSROOMS

Our classrooms are prepared with anticipation for learning. **During the morning our students will rotate through 4 classrooms; Reading & Alphabet, Math & Science, Music & Movement and Art.** While in each classroom the students will participate in activities focusing on the subject of the class.

Mondays are Special Enrichment Days. We will have a Social/Emotional Class, special visitors, and play based learning as well as other special activities.

In the afternoon we eat lunch, play in centers, play outside, rest and then more center time.

The teacher/child ratio for ages 4 & 5 is one to ten, ages 3 & 4 one to ten, and ages 2 & 3 is one to eight.

FIELD TRIPS

We do not anticipate planned field trips. We will plan for community helpers to visit our school during the year. However, field trips may be scheduled 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.



ENROLLMENT

Once our office receives the enrollment application and the non-refundable enrollment fee, your child's spot for the upcoming school year will be reserved. A child is not considered enrolled in the program until the enrollment fee has been paid. Enrollment fees are specifically designed to hold a child's position for a given year and must be renewed annually. Your child will be enrolled according to age and the number of days they are attending. 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.

Stone Church Preschool has programs for children ages 2-5 years of age by July 31st of the current year and will be placed in their appropriate program. All students are required to be potty-trained.

SCP will make every effort to accommodate the special needs of your child. However, we do not have special educational programs for students with learning, emotional behavioral, or physical handicaps. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. If we find that we cannot meet a child's needs or that it is not in the best interest of the child to attend, we reserve the right to request that the child be removed from SCP.

We offer a variety of programs for your child; Half-Day, Half-Day with Lunch Bunch, Full-Day, Extended Hours; days per week. That being said, you know your child and what works best for your family. We suggest that you pick alternating days as the children adjust best with a consistent schedule. (E.g. Mon. Wed. & Fri)

All of the following forms/fees are required on or before the first day of attendance:

- Completed and signed Application for Enrollment
- Complete Immunization Record
- Completed and signed (by your child's pediatrician) Health Statement
- Completed Survey
- Paid Enrollment Fee
- Paid School Supply Fee



SCHOOL SUPPLIES

For the convenience of the school and parents the school will purchase the basic school supplies that are needed. To do this a one-time school supply fee will be due by the first day of school. Other supplies may be needed throughout the year on a donation basis.

TUITION

Tuition is based on a yearly rate consisting of 9 months. Tuition is the same each month regardless of the number of days, holidays or inclement weather days contained within the month. E.g. September tuition will be due on August 15th. There will be a \$5.00 late fee if payment is not received by the 1st. Methods of payments are cash, check and debit card in the office or payment can be made through our website. All accounts are to be maintained current. Delinquent accounts can cause your student to be suspended until the account is current. A delinquent account of more than two weeks could result in dismissal.

The following tables shows the options we have for enrollment in Stone Church Preschool. Look at the table with your child's age and choose the options that is best for your child. You will need to decide on Half-Day or Full-Day and also how many days you want your child to come to school. On the application there will be a place for you to list your choice.

Extended Hours

The following classes are for families seeking extended care before preschool. If you need constant early morning care, please sign up for this program on your application. If you occasionally need early morning care then let the office know 24 hours in advance.

Early Drop

Time	Price/30 min.
8:00 a.m9:00a.m.	\$3.50

2024-2025 Half-Day Classes

The following classes are for families seeking part-time preschool 2 to 5 mornings a week. A morning snack will be provided.

Lunch Bunch: Your child will have the opportunity to participate in Lunch Bunch.

Two and Three Year Old Classes: (2 by July 31, 2024 - must be potty trained)

Class	Time	Enrollment	Supply	Yearly Fee	Price/Month
Options		Fee	Fee		
2-Days	9:00 a.m. to 12:00p.m.	\$45.00	\$40.00	\$1,953.00	\$186.00

Preschool: Three and Four Year Old Classes: (3 by July 31,2024)

Class Options	Time	Enrollment Fee	Supply Fee	Yearly Fee	Price/Month
2-Days	9:00 a.m. to 12:00p.m.	\$45.00	\$40.00	\$1,701.00	\$162.00
3-Days	9:00 a.m. to 12:00p.m.	\$50.00	\$45.00	\$2,338.88	\$222.75
4-Days	9:00 a.m. to 12:00p.m.	\$55.00	\$50.00	\$3,827.25	\$303.75
5-Days	9:00 a.m. to 12:00p.m.	\$55.00	\$50.00	\$3,827.25	\$364.50

Pre-K Classes: (4 by July 31,2024)

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Class Options	Time	Enrollment Fee	Supply Fee	Yearly Fee	Price/Month
2-Days	9:00 a.m. to 12:00p.m.	\$45.00	\$40.00	\$1,449.00	\$138.00
3-Days	9:00 a.m. to 12:00p.m.	\$50.00	\$45.00	\$1,992.38	\$189.75
4-Days	9:00 a.m. to 12:00p.m.	\$55.00	\$50.00	\$3,260.25	\$258.75
5-Days	9:00 a.m. to 12:00p.m.	\$55.00	\$50.00	\$3,260.25	\$310.50

Lunch Bunch

Lunch is a wonderful time to practice self-help skills, social skills, and verbal skills for our students. To participate in Lunch Bunch bring your child's lunch and tell the homeroom teacher when signing in in the morning which Lunch Bunch time your child will be attending. Please use insulated lunch boxes, thermoses, and or ice packs to keep your child's lunch at the desired temperature. Do not forget to provide a drink and appropriate utensils. Everything needs to be opened, in bite-size pieces, cut, peeled, and/or sliced if needed.

Time	Price
Lunch Bunch 12:00-1:00	\$6.50
Extended Lunch Bunch 12:00-2:00	\$13.00

2024-2025 Full-Day Classes

The following classes are for families seeking full-time preschool 2 to 5 mornings a week. A morning snack will be provided. Students will need to bring their own lunch. Please use insulated lunch boxes, thermoses, and or ice packs to keep your child's lunch at the desired temperature. Do not forget to provide a drink and appropriate utensils. Everything needs to be opened, in bite-size pieces, cut, peeled, and/or sliced if needed.

Preschool: Three and Four Year Old Classes: (3 by July 31,2024)

Class Options	Time	Enrollment Fee	Supply Fee	Yearly Fee	Price/Month
2-Days	9:00 a.m. to 3:30p.m.	\$45.00	\$40.00	\$3,159.00	\$351.00
3-Days	9:00 a.m. to 3:30p.m.	\$50.00	\$45.00	\$4,343.63	\$482.63
4-Days	9:00 a.m. to 3:30p.m.	\$55.00	\$50.00	\$5,923.13	\$658.13
5-Days	9:00 a.m. to 3:30p.m.	\$55.00	\$50.00	\$7,107.75	\$789.75

Pre-K Classes: (4 by July 31,2024)

Class Options	Time	Enrollment Fee	Supply Fee	Yearly Fee	Price/Month
2-Days	9:00 a.m. to 3:30p.m.	\$45.00	\$40.00	\$2,691.00	\$299.00
3-Days	9:00 a.m. to 3:30p.m.	\$50.00	\$45.00	\$3,700.13	\$411.13
4-Days	9:00 a.m. to 3:30p.m.	\$55.00	\$50.00	\$5,045.63	\$560.63
5-Days	9:00 a.m. to 3:30p.m.	\$55.00	\$50.00	\$6,054.75	\$672.75



HOURS AND DAYS OF OPERATION

Our normal office hours of operation are 9:00-3:30 pm, Monday through Friday during the months of September through May. See tuition page for more information on specific program days and hours.

A monthly school calendar will be available each month. You may access these calendars in our monthly newsletter and on our website. By referring to the calendar, many answers to school related questions may be obtained quickly. You will be notified by text through our Remind app for many school reminders.

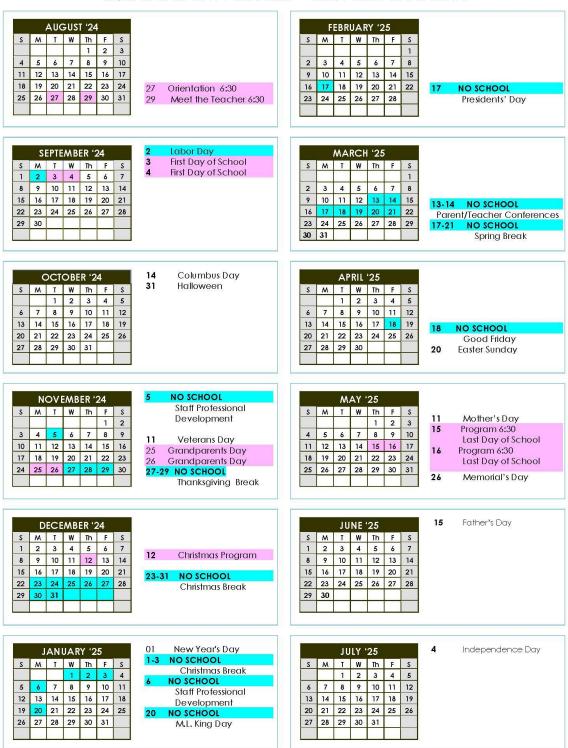
Stone Church Preschool decides our school calendar. We do not follow any public school calendar. Please refer to our school calendar for in school days and for non-school days.

INCLEMENT WEATHER

We <u>do not</u> close preschool when public schools have teacher's meetings, workshops or parent conferences etc. We will follow the same schedule as the Independence Public School District, with regard to closing, due to inclement weather. We will inform you of Stone Church Preschool closing through a "Remind text", post it on our website, and send an email.



Stone Church Preschool ♥ 2024-2025 CALENDAR



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.

PREPARING FOR SCHOOL

Entering preschool is a big step for the student and the parent. Our goal is for your child to love school. We want them to enjoy coming each day as well as the many fun activities we plan. Please remember that children react in different ways when attending school. Some children will cry, some will cling to their parents, some will be calm, and even some parents will cry. Other children have a delayed reaction to the separation. Give your child a good hug. Reassure them you will be back and then leave. The longer the parent stays, the longer it takes the child to transition. When children do cry, they rarely continue after the parent leaves.

On school days, make sure your child gets up early enough to get dressed and eat breakfast without feeling rushed. Relaxed children have better days, and you will have a better one too!

DAILY ATTENDANCE

Good attendance is necessary for your student to fully participate in classroom activities. Tardiness affects the whole class, not only your student. It is the responsibility of the parent/guardian to be on time. We are a SCHOOL, not a Day Care and classes begin at 9:10. Please notify the school if your child is going to be absent.



DAILY SCHEDULE

8:00-8:50	Extended hours students arrive/ Centers Play Room
8:50-9:00	Bathroom/students to home room
9:00-9:10	Preschool students arrive/ Centers
9:00-9:50	l st . Class
9:50-10:30	2 nd Class
10:30-11:10	3 rd Class
11:10-12:00	4 th Class
12:00-12:30	Lunch
12:30-1:00	Centers
1:00-2:00	Outdoor Recess
2:00-2:30	Bathroom/Rest
2:30-3:10	Bathroom/PlayRoom
3:10-3:30	Music & Movement Room
3:30-3:30	Class Time/Parent Pick-up

ARRIVAL AND DEPARTURE

ARRIVAL

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. Students must be taken to their classroom by an adult. Your child's homeroom teacher will sign them in. Please make sure to tell the teacher who will be picking them up. Make sure that the office has the pick-up persons contact information. If your child is enrolled in our Half-Day program then please make sure to tell the teacher if they are staying for Lunch Bunch.

DEPARTURE

Make sure you pick up your child at your appropriate departure time. Your child's teacher will sign them out. If a student is picked up from preschool late, a late fee of \$1.00 per 1 minute will be charged.

Half-Day students must be picked up between 11:50-12:00

Lunch Bunch students must be picked up before 1:00

Extended Lunch Bunch students must be picked up before 2:00

Full-Day students must be picked up before **3:30**

Parent/legal guardian or authorized escorts who consistently have late pickups may be dismissed from SCP.

AUTHORIZED ESCORTS

ONLY individuals listed on the Authorized Escorts list with current phone numbers will be permitted to pick up a student. We ask that you keep your list current. We will not release any student to an adult not on your list.

CLOTHING

Please label all coats, backpacks, jackets, lunch box and any item brought to school with your child's name. 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. <u>Tennis shoes or soft-soled shoes are essential.</u>

Please include an extra set of clothing in your child's backpack. Accidents happen. If no extra clothing is included in the child's backpack the parents will be called to come take care of the situation.

Full-Day Students will play outside every day. Please include hats and gloves in cold weather and sunblock when appropriate. Students with inappropriate clothing will be sent home. Excessive violations will result of dismissal of the Full-Day program.

PERSONAL BELONGINGS

Please keep valuable toys and/or special items at home or your car. Staff is not responsible for lost personal items. Only a small stuffed toy that children use for rest time is permitted. This item will be kept in their backpack until rest time.

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. Process of potty-training means that the child is potty-trained but may have occasional accidents. They need to be able to tell the teacher they need to use the toilet. They need to be able to toilet themselves with little help. Any child in the program who does not consistently exhibit this independence will be dismissed from the class.

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:

- ✓ Fever over 100° Fahrenheit by mouth or 99° Fahrenheit under the arm;
- ✓ Diarrhea—more than one (1) abnormally loose stool.
- ✓ Vomiting more than once in a 24 hour period

- ✓ Sore throat, severe coughing, runny nose with a yellow or green discharge
- ✓ Difficult or rapid breathing
- ✓ Yellowish skin or eyes;
- ✓ Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
- ✓ Unusual spots or rashes;
- ✓ An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin;
- ✓ Unusually dark, tea-colored urine;
- ✓ Grey or white stool;
- ✓ Headache and stiff neck;
- ✓ Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

MEDICATION

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. The following guidelines must be followed:

- Prescription medication must have a pharmacy label with the child's name
- All medication must be brought in its original bottle
- Be sure to check expiration date.
- Medication will be sent home daily without a written consent to keep at school

We cannot administer non-prescription medications such as Tylenol etc. without a physician's written consent.

ALLERGIES

If a student is allergic any food or drink or has any other health problems, immediately notify the office in writing. A written plan will be obtained and signed by the parent and the school.

SNACKS/LUNCH

Snacks will be provided daily.

Full-Day students will provide their own lunch. Half-Day Students may provide their own lunch and stay for an extended time for a fee. See Lunch Bunch section.



Rest Time

In accordance with licensing rules Full-Day students will have a rest time. Children who do not fall asleep after 30 minutes will be allowed to engage in quiet play. The school will provide 2 blankets. You may bring your own blanket or small stuffed toy that will fit in a 10x10 inch box.

HEALTH FORMS

A health form signed by a physician or nurse practitioner must be kept on file for your child. An up to date 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.

SURVEY

A survey that includes information regarding a child's personal development, behavior patterns, habits, and individual needs should be completed by the parents. This survey is based on your child's age. This is a state of Missouri licensing requirement.

PARENT/TEACHER CONFERENCES

All students will be evaluated twice a year. The purpose is to observe the student and assess the skills the student has been demonstrating in the classroom. An evaluation checklist will be given in the fall. Parents will have a parent/teacher conference in the spring.



BEHAVIOR

Our school uses the Conscious Discipline approach to discipline. I encourage you to visit the Loving Guidance web site at www.consciousdisciipline.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.

DISRUPTIVE BEHAVIOR

At times, discipline is necessary in a child's development. If there are persistent problems with a child which have not been resolved over a period of time, parents will be asked to work with the school to correct the disruptive behavior. Attendance may be terminated if the provider and parents cannot establish a mutual satisfactory working relationship. Grounds for termination shall include but not be restricted to violent behavior towards self, other children or staff, severely disruptive behavior, or biting.

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
- Donating "useful articles" from home
- Parent Volunteering
- Family Fun events
- Parent education workshops

OBSERVATIONS

Classroom observations are always permitted. Observations should be done without disrupting the classroom setting. We ask that you wait until after Mid-October however, to allow your child time to adjust to the routine of preschool. Observations must be scheduled with the office 24 hours in advance. 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

We are a 501(c)3 nonprofit organization. Any donation will be welcomed and receipted with a tax deductible letter reflecting your donation.

You will have an opportunity to donate items from time to time. The teachers will ask you to donate items that they need for projects. We also have a gift registry on Amazon. Look for Stone Church Preschool under the gift registry.



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, through the Remind text messaging app or placed in your child's mailbox. You may also find information on our website. By referring to these forms of communication you may find the information you are searching for. 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.

