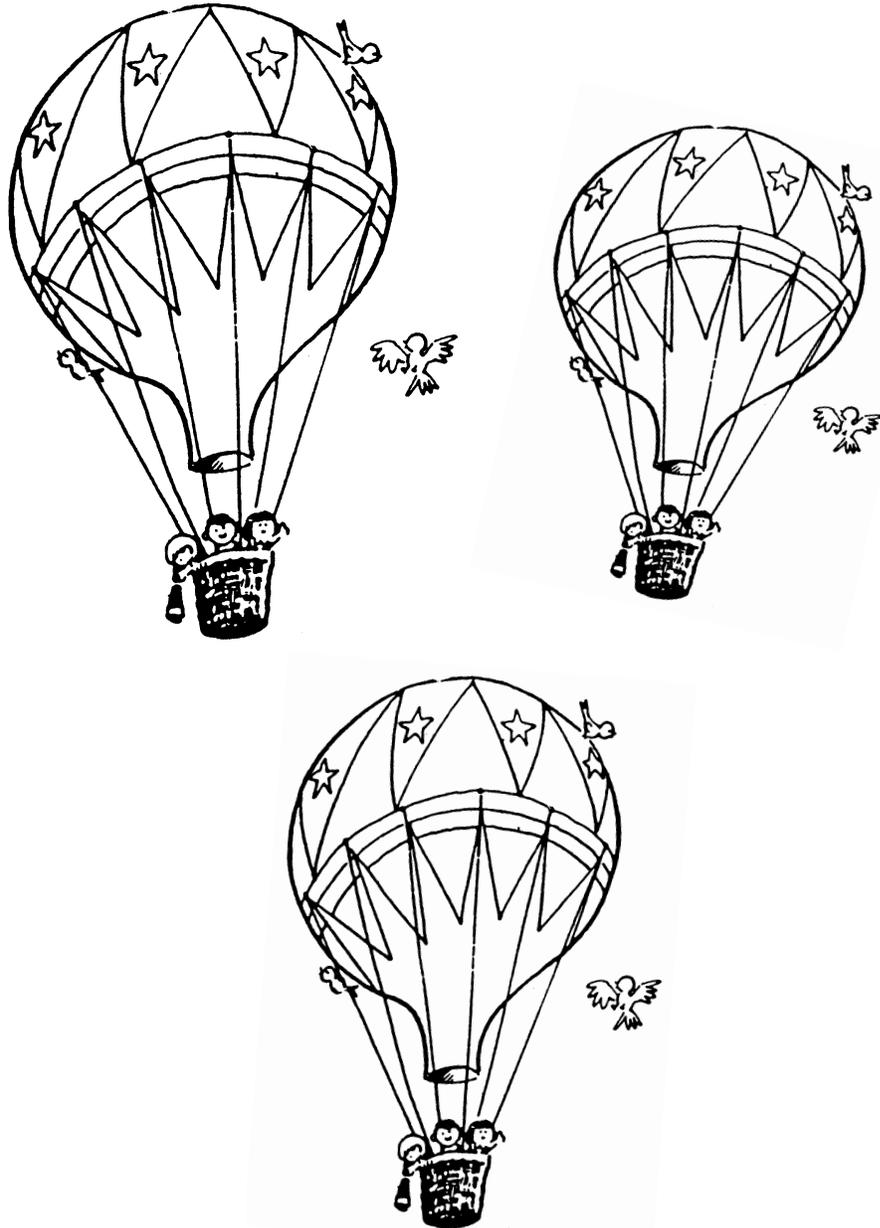


THE CHILDREN'S CORNER

PARENT HANDBOOK



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**THE CHILDREN'S CORNER
PARENT HANDBOOK
2012 - 2013 School Year**

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THE CHILDREN'S CORNER PHILOSOPHY

Preschool is a special place for children. It is a place for children to feel happy and secure and a place where children can learn to trust adults other than mom and dad. Learning to share, taking turns, and trying new experiences are all part of the preschool experience. We realize that each child is different and that each child should be treated as a unique individual. To meet these differences a variety of materials and activities are provided enabling children to progress at their own rate physically, emotionally, intellectually and spiritually. Our goal is for the healthy development of the whole child.

Play is the "work" of children so a free choice time is an important part of each day. It is a time when children can find materials appropriate to their own developmental level. Children are encouraged to be independent in order to foster feelings of self-worth and competence.

A good environment for emotional development is one in which every child's feelings are accepted. It is important to learn that other children have ideas which might be different or opposite from theirs. This also means negative, as well as positive feelings, can be expressed. If negative feelings lead to "out of bounds" behavior and discipline is required we stress that it is all right to have negative feelings but not to act them out in negative or destructive ways. We feel it is important for a child to feel good about himself before he can feel good about others.

Expressing oneself verbally is a goal for children at each age level. Both written and oral communication skills are encouraged daily. To help with social development, children are encouraged to observe or actively participate in group activities. By sharing, taking turns and respecting each other's ideas children are encouraged to accept responsibilities and make decisions.

Our program is not too pushy or too passive. The teachers are a guide and source of information, but children learn by experiencing and doing. They will be challenged and not allowed to drift aimlessly. Good early education is a bonus for their future school years and we are very happy that you've chosen The Children's Corner to be a part of your child's early school experience.

OPERATING POLICIES FOR THE CHILDREN'S CORNER PRESCHOOL

HEALTH STANDARD POLICIES

In order to provide a healthy environment for learning, the School reserves the right to refuse to admit students who exhibit any of the following: temperature, excessive cough, excessive nasal discharge, vomiting or other visible symptoms. Children may be sent home from school if any of the above symptoms occur while at school. Teachers will use their discretion in determining the health status of students. If a child's condition or behavior presents a threat to the health or safety of any classmate or teacher, the School will determine if that child should remain in the program.

If it is necessary to take a temperature, either an auxiliary or tape temperature will be used.

Medicines will not be dispensed by teachers.

Notice will be given of all known communicable diseases.

The School may conduct spot checks for lice. Standard procedure for treatment of lice must be completed before a child can return to school. If lice are reported, precautions will be taken for treatment of school equipment.

Teachers are covered under the Good Samaritan Law.

WHEN TO RETURN TO SCHOOL AFTER AN ILLNESS

Chicken Pox: Child should return only after complete scabbing has occurred.

Conjunctivitis: Child should return only after visible signs have disappeared.

Vomiting/Diarrhea: Child should remain at home if either of these occurs during the night - even if no other symptoms occur.

EMERGENCY AND ACCIDENT POLICY NOTIFICATION

The School will notify parents if an accident has occurred at school and what action was taken.

In the event that a child needs to leave school due to an illness or accident, the School will:

1. Make every effort to first contact parents.
2. Use emergency numbers as the second contact choice.
3. Summon an ambulance, if emergency measures need to be taken and no one can be reached from the above numbers. The cost of such transportation will be the parent's responsibility.

OPERATING POLICIES FOR THE CHILDREN'S CORNER PRESCHOOL (Continued)

FIELD TRIPS

Each child must have a signed field trip permission slip on file with classroom teacher. Written notice will be given of any field trip to be taken.

Teachers are not allowed to transport children on field trips. They may, if necessary provide their own transportation to and from a field trip.

Indiana State seat belt law will be enforced on all field trips.

INCLEMENT WEATHER POLICY

If ***EITHER*** IPS or Washington Township districts **CANCEL** school due to weather, The Children's Corner will ***NOT*** have school. "DELAY" schedules do ***not*** affect our start schedule. **Please check email** on class days when inclement weather is obvious and you suspect school might be cancelled.

SAFETY DRILLS

Each classroom will conduct fire drills and tornado drills to familiarize children with proper safety procedures.

TUITION

The Children's Corner is a non-profit school and relies on tuition to meet expenses. Therefore, withdrawal of a student requires a notice of two weeks. If a child withdraws and the place can be filled from a waiting list, the balance of the child's fees will be refunded. However, if no replacement is available on the waiting list, the balance of the tuition and fees will be required.

If it is felt by the teacher and the director that the child should be withdrawn for physical or educational reasons, the balance of the tuition will be refunded.

Payment of tuition and fees are payable on a semester basis, in September and January of the School Year. An installment payment plan is available, upon request, and includes a one-time \$30 processing fee. Late fees of \$10 are assessed if a semester payment, or installment payment is not received by the late payment dates indicated on the Tuition and Fee Statement. If after three months of tuition or fees being in arrears, the account will be turned over to a collection agency.

SNACK INFORMATION AND SUGGESTIONS

GENERAL INFORMATION

All snacks must meet State Board of Health regulations, so please keep the following in mind:

- ALL drinks must be brought to school in original, unopened cans or plastic containers. Frozen or powdered drinks must be brought in original, unopened containers - they can be opened and mixed at school using the school's utensils and pitchers. Water is a great drink also. **Please no juice boxes; glass bottles or Go-Gurt for snacks. Juice boxes CAN be used lunches. NO GO-GURTS IN LUNCHES, PLEASE.**
- ALL food products must be brought in their original, unopened packages. You may bring pre-packaged snacks from the store or you may prepare snacks at school using the school's utensils. If you prepare snacks at school bring fresh, unopened food products to the school's kitchen and prepare them there. For example, fruit must be brought to the school in an unopened bag originally purchased at the grocery and the fruit can then be washed and sliced at school. (arrangements need to be made to use the kitchen at school)

SOME GUIDELINES TO KEEP IN MIND

- Many times a snack is not needed on a field trip so it's a good idea to check with the teacher. Also, if your snack day falls on a party day check with the teacher to see if something special is needed.
- Snack time is very limited, so please have snacks and juice ready to serve when you leave them at school. Two and Three year old's parents' participation includes setting out the snack; so advanced preparation will make snack time smoother.
- Participation on snack day is required only in the Two's and Three's Program.
- Napkins and cups are at school, so you need to only bring the food and drink. For your child's birthday celebration; however, you may bring party napkins or cups.
- Please limit "sweet" treats to birthday celebrations.
- Please check to see if any children have specific food allergies. Many times parent's whose child has an allergy provide a list of snacks that their child can eat.

PRE-PACKAGED SNACK SUGGESTIONS

Cheese Singles

Cheese Crackers

Graham Crackers

Party Mixes

Pretzels

Raisins

Wheat Crackers

Fruit Snacks

Teddy Grahams

SNACK INFORMATION AND SUGGESTIONS (Continued)

JUICES / WATER

Juice can be apple, orange, white grape juice or some other non-staining fruit juices in PLASTIC bottles or cans. Frozen or powdered juice can be brought also and prepared as discussed previously. When you arrive at school, please put the juice in the refrigerator so that it is cold by snack time. **Please label drinks** clearly with the teacher's name. For safety, PLEASE NO GLASS CONTAINERS.

HOW MUCH TO BRING? (Approx. one 46 ounce container per 8 children)

<u>2's & 3's</u>	<u>one 46 ounce container or $\frac{1}{2}$ gallon</u>
<u>3's & 4's</u>	<u>two 46 ounce containers or 1 gallon</u>
<u>Pre-K's</u>	<u>two 46 ounce containers or 1 gallon</u>

SNACKS PREPARED AT SCHOOL

If you would like to you may fix snacks at school. You may use the church kitchen and utensils to do the following (not available on Thursday):

- cut oranges into quarters but not peeled
- make carrot sticks
- cut apples into quarters (apples for 2 and 3 year olds should be peeled)
washed seedless grapes
- cut bananas in half
- sliced pineapples
- prepare veggies for dipping
- make microwave popcorn
- other fresh fruit in season

The children would enjoy these and only a small quantity for each child is needed.

A FEW WORDS ABOUT BIRTHDAY TREATS

While you may want this treat to be something special it doesn't have to be big and fancy. We prefer that cakes and cupcakes are not chosen for the snack as they are both messy and are too filling to eat. Something special can just be your child's favorite treat. Ice cream cups or cookies also work nicely.

WAYS TO HELP THE MORNING (or afternoon) RUN SMOOTHLY

1. Arrive and pick up on time. Children worry when left after others have gone. Classroom doors will open when we're ready. We'll try to be on time, also.
2. Please let us know about any changes in your household - moving, new baby, new pet, death or extended trips. These events affect your child's life, too.
3. Inform us of any change of address and/or phone number or email address
4. Put children's names on coats and lunch boxes.
5. We dress for play and your child should also. They'll participate more easily if they are comfortable. Also, dress for the weather. We still go outside even as the weather gets cooler. If your child wears boots to school, ***PLEASE send regular shoes for your child to change into so we can keep our floors from becoming slippery.***
6. Please keep your child at home if they have experienced vomiting or diarrhea the previous night.
7. Read the monthly calendar - it is our main communication with you. These will be emailed.
8. Sometimes we ask for 'unusual' items - egg cartons, toilet paper rolls, etc. You may not recognize them when they return home. Try to take artwork home with you on the day it's created. Children are most excited about it the day it's made.
9. Call your lead teacher with any questions or concerns - their home number is on the class list.
10. The more we work together the better your child's experience will be.

WAYS PARENTS CAN BE INVOLVED

- Board Member -** The school is overseen by a volunteer Board of Directors. You can be one of them! There are usually two or three meetings a year. Some positions have specific duties.
- Room Parent -** You help the teachers by arranging the drivers for field trips, and making arrangements for special events. Think about this for next year or for a future child.
- Field Trips -** Every parent should help by volunteering to drive on the field trips.
- Substitute -** Sometimes extra hands are needed if one of the regular staff is sick or absent for other reasons. OR help out when special projects are going on.
- An Evening of-
Art @ The Corner** This very social event is the school's only fund raiser this year. Call Co-chairs Laura Hill (289-9396) or Christina Dooley (735-2393) to volunteer to be actively involved.
- Share -** If you have a special interest or talent let us know. We love to have parents visit the classrooms or maybe you work somewhere that would make a great field trip!
- Visit -** We are not a co-op (except in the 2's and 3's) but we love to have parents visit. So hang your coat up and come on in!

SOME FREQUENTLY ASKED QUESTIONS

- Where do I park?** The best parking is available in the parking lot east and north of our of our building. Also, the turn around area west of the church can be used for drop off and pick up.
- Should I call?** When your child is going to miss school for ANY reason **please** call the lead teacher at the number listed **on the class list or call the church (253-1277/ext. 28)**.
You should also call the lead teacher with questions you have about anything that happens at school. If you are going to be late picking up or dropping off your child you can call the church **(253-1277/ext.28)** to let us know.
- Field Trips?**
- 2-3's - No field trips are taken in the 2-3's program - the children may venture down the hall if the older children are on a trip.
 - 3-4's - Community trips are scheduled *about* once a month. Parents drop off and pick up at trip site or help transport the class from school and back again. Proper car seats as required by law.
 - Pre-K - Parent drivers take turns driving from the school to the field trip site and back to school again. Trips occur about once a month. Proper car seats as required by law.
 - K-E - Parents drive children from school to the field trip site and back to school. Trips occur about once a month. Car seats or boosters as required by law.
- What if someone else needs to pick up my child?** Teachers must be informed either in person, in writing or by phone if a change is occurring in the normal routine - Church's Number (253-1277/ext. 28)
- What should my child wear to school?** Please dress your child in comfortable play clothes. Tennis shoes or shoes that cover the toes are best. Please put your child's name on coats, hats, lunch boxes, etc.
- We're celebrating! May we invite classmates?** Of course, but please send invitations through the regular mail not in the totes at school. Everyone realizes that it is almost impossible to invite the entire class and we want to avoid hurt feelings.
- Tuition payments** Payments should be mailed to Judi at her home address which is: 5466 N. Pennsylvania Street, Indianapolis, IN 46220

YOUNG TWO'S, and TWO'S & THREE'S

10 Tips For Participating

1. Arrive 10 minutes early to help set up. Plan to stay a few minutes after class to help clean up and to discuss the day's happenings.
2. When you come to help, realize that it is a special day for your child and he or she may not act in their usual manner. They may require more of your attention or they may not be anxious to share you with the other children. Of course you cannot ignore the needs of the other children but just try not to be too concerned about your own child's behavior.
3. You are twice as tall as a two or three year old so bend to his or her level.
4. We only offer a choice where one exists. Many two and three year olds will automatically say "No" when unspecific choices are offered.
5. Describe the positive behavior you want. "We go up the ladder and down the slide" as opposed to "Don't climb up the slide".
6. Play is work of children. When everyone is busy at his or her play it's okay to sit quietly and observe. By watching and observing we can learn a lot about each child.
7. DO intervene if you see a problem developing. Redirect children to another activity if necessary. The safety of the children is a prime concern.
8. Help children "use their words" to solve problems. "Hitting hurts people. Ask her to move, please." " I was using that toy. Thank you."
9. Recognize that each child has his own rate of growth and development. All children grow and mature in different areas at different times.
10. If a child needs to be disciplined, we let the child know that we love them but we are not happy with the action. The more we can make each child feel good about himself, or herself, the easier it is for them to accept others. Redirection, restatement of rules and time out are the most frequently used methods of correction used.

NOTES