



Preschool Enrichment Program

Highland View Church of Christ

Dear Parent,

We welcome you and your child to the Preschool Enrichment Program (PEP) at Highland View Church of Christ! We are so glad that you and your family will be involved in our program. We have created our classes to serve children ages six weeks through age five.

The PEP at Highland View has been established to help meet specific needs in your family. Our goal is to provide a safe, loving educational environment for your child while providing you with time to address other responsibilities. While your child is in our care, we strive to offer a comfortable, enjoyable place to learn and grow while interacting with peers and teachers. We take this responsibility very seriously. Each activity will be age appropriate and serve to meet the intellectual, emotional, and spiritual needs of each child. We hope that our program will help build a spiritual foundation as we work with you in your child's life.

Please read the following policies carefully. If there are any questions or concerns that you have, please feel free to share them with the director, assistant director or your child's teachers. We look forward to building relationships with you and your child!

Preschool Parent Policies

Hours of Operation

The Preschool Enrichment Program (PEP) is held on Tuesdays and Thursdays from 9:00 a.m. to 1:50 p.m., year around. We will follow the Oak Ridge School System schedule regarding holidays and snow days.

Enrollment Requirements

To enroll a child, parents must complete all appropriate forms. Before a child can attend, we are required to have a current copy of their health and immunization record from their pediatrician showing up-to-date immunizations. Children under age 30 months must show proof of a well visit (which is indicated on the Department of Human Services Child Health Record).

Tuition

Parents can enroll their child one or two days per week. Tuition is due by the 10th of each month for the number of days that your child is enrolled that month. Tuition paid after this time is subject to a \$5.00 late fee. Fees are listed below:

- \$15.00 per day for the first child
- \$8.00 per day for the first sibling
- \$6.00 per day for the second sibling

Registration Fee

There is an annual registration/supply fee of \$50.00 due once per school year. This fee will be collected at beginning of school year or at beginning of child's enrollment. For those registering in spring for the fall session, registration fee is due before child can be put on fall enrollment. Registration fee is non-refundable. The fee for siblings is \$20.00 per child. This registration fee is used for supplies, picture developing, reimbursing teachers for out of pocket costs for their rooms, etc.

Sick and Vacation Credits

We do not offer sick or vacation days. In order to keep your child enrolled, we require payment for the full hours they are enrolled, not the hours the child attends.

Arrival and Departure

Because our teachers are preparing their rooms and we meet for morning prayer, children are to be dropped off at 9:00 a.m., no earlier unless special permission is granted. Children must be picked up at 1:50 p.m. Children picked up after 2:00 p.m. may be subject to a \$1.00 per minute late fee.

Please try to be on time and plan on your child attending the entire session. This will give your child maximum benefit and allow them to experience a variety of activities. This will help prevent disruption in the class, which can be upsetting for children.

Security Cards

To maintain a high level of security, each child is issued a yellow security card. When the child is dropped off, the parent will be given their child's card. When the child is picked up, the card should be returned. A child cannot be released to anyone without proper identification. If an individual arrives to pick up a child and appears impaired or unable to safely transport the child, we will not release the child until an emergency contact can arrive.

Emergency contacts are listed on the emergency information form that each child has on file.

Illness

Generally, children should be kept at home if they do not feel well, have a fever, vomiting or diarrhea, cough or nasal congestion sufficient enough to suggest a respiratory infection. Keeping a child home when they are sick will help prevent the spread of illness in our classes.

Children may attend the program when there has been NO fever or vomiting in the last 24 hours. In instances of head lice, all nits (eggs) must be removed before the child can return. In cases of strep throat, the child must take a prescribed antibiotic for 24 hours before their return to preschool.

Donations

Each family who is financially able is asked to donate one bottle of juice and one snack periodically. Your donations help us minimize expenses and allow us to provide higher quality supplies for your child's class. Occasionally we will request in the monthly newsletter: juice, snacks, baby wipes, Kleenex and/or antibacterial wipes (especially during cold and flu season).

Personal Items and Lunch

Your child should bring a sack lunch (that requires no refrigeration), diaper bag (for younger children), and clothing that will permit outdoor play. Please send appropriate clothing for the weather conditions. Items should be clearly labeled with. Please encourage your child to leave personal toys (unless it is show-and-tell day) at home or in the car so they will not be misplaced or broken in the classroom.

Parental Involvement

We know you will be interested in what your child is learning and doing in the classroom. We highly encourage parents to visit and participate in your child's class at any time. This can be arranged with your child's teachers. Parent/Teacher Conferences may also be scheduled at any time.

Discipline

The time your child spends in the program should be a happy, secure time of learning. Planning and preparation on the part of each teacher helps ensure this. If a problem persists with an individual child, however, the need may arise to remove that child

from the situation by using “time out”. If the problem persists the parent will be contacted so the problem can be addressed in other ways. In extreme circumstances, the P.E.P. reserves the right to disqualify a child from further attending the program.

Teacher Qualifications

Our teachers are a unique, special group of people that have been selected because of their true love for God and children. We strive to hire mature Christian teachers that are not only experienced and well-qualified to teach preschoolers, but that will also set a good example for the children in their care. Teachers must have a minimum of a high school education and several years of appropriate experience, and some of our teachers also hold college degrees. For more specific information, please feel free to see the director.

Class Activities/Curriculum

Each class follows a different schedule. The schedule is posted inside each classroom to give you more specific information about daily activities. Each class uses the *Wee Learn* curriculum. This is an effective, Christian curriculum that incorporates the Christian faith into stimulating, educational activities for children.

Class Specifics

The **Infant Class** is comprised of infants and one year olds, the class routine incorporates a great deal of flexibility depending on the child’s individual needs. The children participate in free play, snack time, outside play, simple art projects, and hear stories and music. They are introduced to basic biblical concepts, such as God’s love for them and God’s creation of the world.

The **Toddler Class** is comprised of two year olds and is involved in similar activities as the Infant Class (free play, outside time, stories and music), but also begin exploring more advanced concepts appropriate for their age. The children learn about colors,

nature, and participate in more “hands on” art projects. They are introduced to the concept of group time where they begin to work on shapes, alphabet and numbers as well as interacting with the teachers as they hear biblical concepts through their daily activities.

The **Preschool Class** is three year olds who are beginning to further develop their cognitive skills as they work on counting, number and letter recognition. Children begin learning to write their name. During group time, children work on these concepts as well as verbal communication skills, interaction with peers, and self-control. The class also enjoys free play, learning centers, and outside time each day. Bible stories and lessons are also incorporated into daily activities. Development of more advanced social skills is an important aspect of this Preschool Class.

The **Pre-Kindergarten Class** learns academic skills that children will need in order to be prepared for kindergarten. Children are introduced to beginning reading and math concepts through daily activities. The class spends time studying each letter of the alphabet to ensure recognition and awareness of the English language. In addition, they will practice writing upper and lower case letters and numbers throughout the year. They will work on learning their phone numbers and addresses. Daily activities and lessons include focus on Christian values and biblical concepts. Group time is an important part of the daily routine, where children improve listening ability and participation skills. Children are encouraged to further develop social skills such as sharing, manners, and empathy for others.

It is our program’s goal that when a child completes the Preschool Enrichment Program he/she will be fully prepared to begin kindergarten.

Lunch Suggestions

Avoid choking hazards such as hotdogs, nuts, raisins, grapes, raw celery, whole raw carrots, and popcorn. These foods are considered risky for children under four. Serving alternatives: raw carrots can be grated, and hotdogs can be sliced lengthwise and then crosswise. Another suggestion is to cut sandwiches into fourths.

Please do not send things that need to be heated. We also suggest sending healthy snacks such as applesauce, or yogurt.