

**PARENT HANDBOOK  
2015-2016**



1660 Kessler Boulevard East Drive  
Indianapolis, Indiana 46220  
(317) 251-9489  
[www.northminsterpreschool.org](http://www.northminsterpreschool.org)  
[preschool@northminster-indy.org](mailto:preschool@northminster-indy.org)

## **MISSION STATEMENT**

The mission of Northminster Community Preschool (NCP) is to provide a safe and stimulating environment that promotes the social, emotional, physical, and intellectual development of each child.

## **PHILOSOPHY**

It is the philosophy of Northminster Community Preschool that children are unique individuals who deserve a loving, secure environment that promotes a sense of wonder and discovery in learning. We believe that children learn best through play and we provide a developmentally appropriate curriculum. We value an inclusive environment that respects the unique qualities of each child. We partner with parents to promote and enhance the child's growth and development.

## **ABOUT OUR SCHOOL**

Since our school was organized in 1972, we have been dedicated to providing a well planned program for child development in a Christian atmosphere. We provide learning experiences for children of the church membership and the community in an environment which encourages the child to:

- Ask questions
- Explore and experiment
- Develop a new security and independence in the world outside the home
- Make friends and learn to interact with other children and adults.

Under the leadership of qualified teachers, the classes include a balance of guided play activities, creative art work, singing, outdoor and indoor large muscle play, language development, story time and various other group activities.

NCP is non-profit and self-supporting, functioning as a service to the community with the approval of the Session and Christian Education Committee of Northminster Presbyterian Church. Classes are staffed with qualified, experienced teachers and assistants. All staff members are trained and certified by the American Heart Association in Pediatric CPR and Emergency First Aid Procedures for infants and children. The school is licensed to operate by the Marion County Board of Health and is inspected annually.

We are grateful to Northminster Presbyterian Church for its support and for sharing its facilities with us. We are also grateful to our parents for their confidence in us, their enthusiasm, and their wonderful children -- without whom we would have no purpose. We are looking forward to another wonderful year at NORTHMINSTER COMMUNITY PRESCHOOL.

## **HEALTH AND SAFETY**

**HEALTH FORMS:** We must have your child's health form **before** your child enters school. This is a rule of the Division of Public Health in Marion County. We are very willing to comply with this law because it provides for the health and safety of all of our children. Your cooperation in this matter is greatly appreciated.

**ACCIDENTS AND ILLNESSES:** Please keep your child at home if he or she is not feeling well. It is not fair to other children to expose them to any unnecessary germs. If your child has a communicable disease, let the teacher know as soon as possible so that she can alert the other parents. We also ask that children stay home until they are free of fever, without medication for 24 hours. With all of the concern regarding the flu, please be especially cautious if your child exhibits flu-like symptoms.

If a child becomes ill or is injured at school, we will contact the parents immediately. If we cannot reach them, we will try to reach one of the “emergency people” listed on the Emergency Medical Information form. An accident report will be filled out by the staff member present at the time of the accident and will be given to parents at pick-up.

Changes at home do affect a child’s behavior at school. Please share with us any information which will make us more sensitive to your child’s needs.

**EMERGENCIES:** If an emergency arises during school hours, please call the church office at 251-9489 with an emergency message. If it is after school hours, contact your child’s teacher or the Director, Haley Holdaway, at (317)797-4047.

**POTTY TRAINING:** No child may attend preschool unless he or she is fully potty trained. We understand that accidents do happen occasionally, but we are not prepared to deal with this problem on a regular basis. We suggest that children have a change of clothing, including underwear and socks, permanently in their tote bags.

### **ARRIVAL AND DISMISSAL PROCEDURES**

Our preschool has arrival and dismissal at the classroom door. We ask that parents use the north parking lot behind the church (accessible from Kingsley). When arriving at school, parents should accompany their child into the building, assist in hanging up coats and tote bags, and wait until classroom door is opened. **We would ask that other children not be left unattended in parked cars.** Teachers will remain in the classrooms to complete preparations and to greet and supervise the arriving children. Dismissal will also take place from the classroom. Parents should park in the north lot and meet their child at the classroom door. **Use extreme caution when walking or driving through the parking lot!** Safety of our families is our number one concern. Please do not use the parking spots designated for the handicap unless you qualify. Smoking is not acceptable on the school premises, inside the school building, or during off-campus activities, such as field trips.

### **OPEN DOOR POLICY**

**VISITATION:** You are welcome to visit the classroom at any time. We ask, however, that you wait until the second month of school in order to allow the teachers and children to have an adjustment period. It is helpful to all concerned if visits can be limited to approximately 45 minutes unless other arrangements are made in advance with the teacher. Since the teacher’s first

responsibility is to the children, please do not expect a conference while classes are in session. The teacher will be happy to talk to you at another time about any questions or concerns.

**CONFERENCES WITH THE PRESCHOOL DIRECTOR:** Haley Holdaway, Director of the preschool, will be available for conferences with parents, either in person or by telephone. The Director's door is always open! Please feel free to contact her with any comments, questions or concerns. She is eager to get to know each family at Northminster Community Preschool and to help make this year a happy and productive time for each child.

**PARENT/TEACHER CONFERENCES:** Conferences to discuss your child's progress will be scheduled in February and as needed. Please arrange a time to speak with your child's teacher when you have questions or concerns.

## **GENERAL POLICIES AND PROCEDURES**

**CLASS SIZE:** Class sizes may vary from year to year, but we feel that a good teacher-to-student ratio is important for effective communication and supervision in the classroom. Two adults are assigned to each preschool class. Each class has one lead teacher and one assistant teacher.

Age of Youngest Child in the Group	Max Number of Children Supervised by one Caregiver	Max Number of Children Allowed in One Group
Toddler	5	10
2 years	5	10
30-36 months	7	14
3 years	10	20
4 years	12	24
5 years and older	15	30

**CLASS ROOMS:**

3/4 Year Olds: Tuesday and Thursday                      Room 114  
4/5 Year Olds: Tuesday, Wednesday and Thursday      Room 113

**CLASS SCHEDULES:**

3/4 and 4/5 Classes: 9:15 - 11:30 am  
Extended Day: 11:30 - 2:30 pm

Extended Days:

3/4 Year Olds: Tuesdays and/or Thursdays

4/5 Year Olds: Tuesdays, Wednesdays and/or Thursdays

**DISCIPLINE POLICY:** The NCP staff provides a warm and welcoming environment which is conducive to student learning. Students respond well to high expectations for both academic performance and behavior. The staff uses positive guidance to communicate to children, using helpful statements and encouraging the children to make good choices with adult support. *Conscious Discipline*, by Becky Bailey, is our framework in guiding children in the right direction.

**SNACKS:** Northminster Preschool complies with Chapter 8 of The Code of The Health and Hospital Corporation of Marion County which states that all food and beverages shall come from a source approved by the Health Officer and shall be in sealed packages and containers. Home prepared foods are not permissible. The preschool will supply the children with a simple snack each day. However, because all children like to feel special, some parents may want to sign up for a specific “snack week”, perhaps during their child’s birthday week, and provide the class with a few of their child’s favorite snacks. This would be exciting for the child and appreciated by the school. Snacks can also be donated to the school “snack cabinet” at any time. Some suggested snack items would be: microwave popcorn, graham crackers, Teddy Grahams, Cheese Bits, Ritz Bitz, pretzels, animal crackers, small boxes of raisins, etc. **We ask that snacks contain no peanuts or nuts of any kind due to possible allergies.**

**LUNCHESES:** Children participating in Extended Days must bring a healthy lunch. All containers, including lunch box, must be labeled with your child’s name. Please include an ice pack to keep food cool.

**BIRTHDAYS:** If you would like to provide a special treat for your child on his/her birthday, please notify the teacher ahead of time. However, these special treats must also conform to The Health and Hospital Code. Some parents like to celebrate this special day with a special treat, although this is not necessary. **We would prefer that you not bring cake or cupcakes as they are difficult to serve and clean up.** Please check with you child’s teacher for appropriate birthday treat suggestions. No favors or gifts, please. Children with summer birthdays may arrange a day in the spring to celebrate.

**FIELD TRIPS:** These experiences are educational and fun for the children, teachers and parents alike. Field trips will be planned for each class throughout the year. **We hope that parents will be available to go on at least one field trip during the school year as either a driver or an extra rider.** We do ask, however, that brothers and sisters do **NOT** accompany you on field trips. You will need to give your full attention to the children in your child’s class. **SAFETY** is our #1 concern on all field trips. The following regulations are required of all drivers:

1. Vehicles must be in good operating condition.
2. All children must be in car seats or booster seats while in transit.
3. Drivers must have a valid driver’s license and insurance.

4. No smoking is allowed during field trips.

**CLOTHING:** Dress your child in clothing that is durable and comfortable. Their clothing should be washable and easy to get in and out of in the restroom. Pants and tights are particularly desirable for little girls in colder weather. Select shoes which give support and allow freedom of movement. **Please have your child wear closed toe shoes to school.** This is for the safety of the children when out on the playground or in the big room. Labeling is important! **Please mark every item of clothing (including shoes) with your child's name.**

**TOYS:** We ask that **all** toys be left at home, except on SHOW AND TELL days, when your child may want to bring a special toy or article to school to share with the other children. There are plenty of age-appropriate toys available in each classroom.

**INCLEMENT WEATHER:** In the event that school is dismissed or canceled because of severe weather, an email will be sent to you. You may also call the preschool office, 251-9489, ext. 21, to check the phone message. If you are uncertain as to whether or not school will be in session, you may call your child's teacher or Haley Holdaway (797-4047). If our school is closed because of inclement weather, it is our policy **not** to schedule make-up days or to issue tuition refunds.

## **REGISTRATION, TUITION, AND FEES**

**REGISTRATION FOR NEXT YEAR:** Northminster Community Preschool and Mothers'-Day-Out Program register for the following year starting in January. We will be sending a Registration Application home with each child in January, as families and alumni of Northminster Schools have first option for fall classes. If you would like more information, contact Haley Holdaway or Patti Griffey soon after Christmas break to learn registration dates. We do not take any registrations before the official registration date.

### **TUITION INFORMATION:**

Registration Fee (Non-refundable):		\$95.00
includes equipment fee, resource fee, field trips, tote bag		
Monthly Tuition:	3/4 Class	\$102.00
	4/5 Class	\$150.00
	Extended Day	\$62.00 for each day chosen

### **REMINDER TO PARENTS:**

Under the monthly tuition payment plan, it is important that payments be received on the first class day of each month. If you should occasionally have a problem meeting this deadline, please talk to Haley Holdaway ahead of time, and she will be happy to help you work out a payment schedule. Any unpaid balance of which she is not notified will be considered delinquent, and a late fee of \$5.00 will be charged after the tenth of the month in question. Should a tuition payment not be made by the end of the month and mutually agreed upon payment plan made with the director, the child will be suspended from the program until the time that the tuition payments

are current. Your promptness in paying greatly facilitates the bookkeeping and will be very much appreciated.

Any check returned for non-sufficient funds will be subject to an additional **\$15.00** charge to offset the charge assessed the preschool by the bank.

**Please make checks payable to:  
NORTHMINSTER COMMUNITY PRESCHOOL**

You may deposit your checks in the tuition box in the hallway, give them to Haley Holdaway, or mail them directly to the school at the following address:

**NORTHMINSTER COMMUNITY PRESCHOOL  
1660 Kessler Boulevard, East Drive  
Indianapolis, IN 46220**

Tuition envelopes will be attached to monthly newsletters.