



Parent Handbook 2020-2021

1660 Kessler Boulevard East Drive
Indianapolis, IN 46220
(317) 251-9489 ext. 21
www.northminsterperschool.org
preschool@northminster-indy.org

Shiloh O'Rourke- Director

MISSION STATEMENT

The mission of Northminster Community Preschool (NCP) is to provide a safe, nurturing 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

NCP was organized in 1972 and has 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 sense of security and independence

Under the leadership of qualified teachers, our classes include a balance of guided play activities, creative art work, singing, outdoor large muscle play, language and literacy development and number/letter recognition.

NCP is a 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 in Pediatric CPR and Emergency First Aid Procedures for Infants and Adults. All staff members go through a background check. The school is licensed to operate by the Marian County Board of Health and 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 families for their confidence in us, their enthusiasm and their wonderful children.

HEALTH AND SAFETY

HEALTH FORMS- All students must have a health form on file before the first day of school begins. This is a rule of the Division of Public Health in Marion County. We are very willing to comply with this law as it provides for the health and safety of all of our students.

EMERGENCIES- if an emergency arises during school hours, please call the church office at 317-251-9489 with an emergency message. If it is after school hours, contact your child's teacher or the Director, Shiloh O'Rourke, at 310-484-9914.

FIRE AND TORNADO DRILLS- Students will participate in fire drills on a regular basis and an annual tornado drill. A shelter in place drill will also be practiced in preparation for the unlikely event of an intruder.

BUILDING SAFETY- The north entrance will remain locked while school is in session. It will be unlocked for drop off and pick up times (8:50 am and 1:50 pm per the arrival/dismissal policy). The church is monitored with closed-circuit cameras 24 hours a day (interior and exterior). New security doors have been installed. With the placement of these 3 new doors our hallway is closed off from the rest of the building. Doors will remain locked during the day and a code or key is needed to unlock them.

ILLNESSES AND ACCIDENTS- Please keep your child home if he or she is not feeling well. Please refer to the COVID-19 Parent Agreement. If your child has a communicable disease, let the teacher and director know as soon as possible so other parents can be alerted. We ask that children stay home until they are free of fever without medication for 72 hours. Please be especially cautious if your child exhibits flu-like or COVID-19 like symptoms. Students will have their temperature taken each morning at drop off. If a student has a temperature above 100 degrees, they will not be able to attend school that day along with any siblings.

If a child becomes ill or injured at school, we will contact parents immediately. If we cannot reach them, we will try to reach one of the listed emergency contacts listed on the Emergency Medical Information sheet.

An accident report will be filled out by the staff member present at the time of accident and will be given to parents at pick up.

POTTY TRAINING- Children must be potty trained to attend preschool (3/4's & 4/5's classes). We understand that accidents do happen occasionally and ask that a change of clothing (including underwear and socks) be kept in their tote bags at school during the school year.

ARRIVAL AND DISMISSAL PROCEDURES

For arrival we ask that parents use the north drive in the north parking lot (accessible from Kingsley) to enter the school parking lot. Beginning at 8:50 am parents can begin to form a carline with the first car stopping in front of the white double doors. A staff member will be outside by 8:55 am to begin screening temperatures and having families sign in their child/ren. Parents may (if they choose) unbuckle their child for an easier temp check and exit. We ask that parents please pull ahead when their child has safely exited, and a staff member closes the car door.

For dismissal, parents may begin a carline at 1:50 pm using the north drive in the north parking lot with the first car pulling all the way to end of the sidewalk that runs along our building. A staff member will bring your child/ren to your car. Parents will need to ensure their child/ren are properly buckled before exiting the parking lot. Parents may pull into a parking space to do so. Please be very aware during drop off and pick up. Please do not use parking spots designated handicapped unless you qualify.

CONFERNCES WITH THE PRESCHOOL DIRECTOR- The director will be available for conferences with parents, either in person or by phone.

PARENT/TEACHER CONFERENCES- Conferences to discuss your child's progress will be scheduled in February on an as needed basis. Assessments will be sent home as well. Please arrange a time to speak with your child's teacher if you have questions or concerns.

GENERAL POLICIES AND PROCEDURES

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

CLASS ROOMS- 3/4 Year Old's: Tuesday and Thursday Room 114
(Wednesday's only to begin the school year)
4/5 Year Old's: Tuesday, Wednesday and Thursday Room 113
2/3 Year Old's: Tuesday and Thursday Room 136

CLASS SCHEDULES- All classes will meet from 9 am to 2 pm.

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 with children and helpful statements to encourage children to make good choices.

SNACKS- Please pack a small, easy to open and eat snack for your child/ren. This may be packed in their lunch box or in their tote bag. Examples- cheese sticks, crackers, goldfish, bananas, veggie straws, pretzels.

LUNCHES- Children eat lunch in their classrooms with their teachers. Please provide a healthy lunch for your child. Please include spoons/forks, straws and ice packs if necessary. We do not have a microwave to warm up lunches.

ALLERGIES- NCP will be Peanut Free this year. Almond butter, Sun butter, and Nutella may be sent in as an alternative. We thank you for following this policy for the health and safety of our students.

BIRTHDAYS- Treats/snacks may not be brought in for birthdays this school year. Our staff will do the most they can to celebrate your child/ren on their birthday. Please do not send in any favors or gifts.

CLOTHING- Please dress your child in clothing that is durable and comfortable. Clothing should be easy to pull up and down during restroom breaks (tights are quite difficult for little girls). Shoes that give support and allow freedom of movement are encouraged (please avoid flip flops, heeled shoes, Crocs). Closed toed shoes should be worn to school each day. This is for the safety of the children when in the classroom and out on the playground. Please consider labeling jackets, hats, coats, sweatshirts, etc.

TOYS- We ask that all toys be left at home, except on Show and Tell days, which will be shared with you from the teacher.

INCLIMENT WEATHER- In the event that school is dismissed or canceled because of severe weather, an email or an alert on the Remind app will be sent to you. You may also call the preschool office, 317-251-9489 ext. 21. If you are uncertain as to whether or not school will be in session, you may call your child's teacher or the director. 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 THE NEXT SCHOOL YEAR- NCP will register for the following school year starting in January. We will send an Application for Enrollment home with each family in January, as current families and alumni of NCP have first option for fall classes.

TUITION INFORMATION-

Registration Fee (Non-refundable) \$ 100
(includes equipment fee, resource/supply fee, water bottle and tote bag)

Monthly Tuition 2/3 Class \$ 120
3/4 Class- \$ 120 (\$220)
4/5 Class- \$ 330

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 speak to the director ahead of time and a payment plan may be arranged. Any unpaid balance without notice 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 could be suspended from the program until the time 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 \$25.00 charge to offset the charge assessed to NCP by the bank.

Please make checks payable to:
NORTHMINSTER COMMUNITY PRESCHOOL
Payment can be sent to school in your child's tote bag, given to the
director or mailed to Northminster Community Preschool
1660 Kessler Boulevard East Drive
Indianapolis, IN 46220
You may also pay via PayPal on our website
www.northminsterpreschool.org

We thank you for choosing NCP and look forward to a wonderful
school year with you and your children.