

Chapel Hill Preschool



Parent Handbook

7700 Skansie Ave, Gig Harbor WA 98335

253.853.0234 www.chapelhillkids.org

Established in 1999

Welcome to Chapel Hill Preschool!

Our children are so precious, and we delight in partnering with you to provide educational and social experiences to nurture their growth. We purpose to have a place where your children learn to love school and love God. As the year progresses, I look forward to knowing you and your child better. Please feel free to stop in to chat or call, especially if you have any questions or concerns. We are all working together for the same goal — to grow great kids! We are honored and privileged that you have chosen to trust us with your children.

Blessings to You,

Beverly Burmark,
Preschool Director

Mission Statement

Chapel Hill Preschool, as a ministry of Chapel Hill Church seeks to develop a love of learning in preschool age children. We accomplish this through introducing children to a developmentally appropriate classroom that is Christ-centered and ministers to their social, emotional, physical, intellectual and spiritual needs.

Our Goals

To challenge children to explore the world around them, to discover for themselves the wonder of creation, and to get to know the love of God.

To encourage activities that build self-confidence in each child.

To provide a curriculum based on knowledge of child development and learning that gives each child the opportunity to develop as a unique person and at his or her own individual pace.

To provide a model where children express their ideas and concerns in emotionally healthy ways and learn to appreciate the ideas and feelings of others.

To nurture in children the knowledge that each is special to God-- created, loved, and uniquely gifted by Him.

Chapel Hill Preschool Program

School Hours- 9:00 - 12:00AM or 9:00AM - 1:00PM

Class Size—Classes are limited to a maximum of 10- 16 students, depending upon their age. There is a lead teacher and an assistant teacher for each class.

Staff—The Chapel Hill Preschool staff consists of persons professionally trained and experienced in early childhood education. All staff members sign a profession of faith and are expected to live and teach a lifestyle that reflects the Christian faith.

Daily Program—A typical day includes small and large group activities, independent learning tasks, language, math, art, music, physical activities and story time. Built into these activities are many opportunities to share Biblical truths. The daily schedule for each class is posted in the classroom.

Field Trips—We periodically take field trips away from the facility. At other times, resource people come to the school to share with us. Parents will be notified when any such special activity is planned. For safety reasons, it may be necessary to request each student have a parent or parent-substitute accompany him or her on a trip. When you participate in such an activity with your child, we prefer that other siblings be left at home.

Chapel—This is a time when the classes gather weekly in the Memorial Chapel to sing praises to God and learn biblical truths in a larger group setting.

Birthdays—Birthdays are a special time to honor your child. Your child's teacher will coordinate the classroom celebration with parents.

Holidays and Celebrations—We hold parties for holidays, birthdays, and class chosen events (PJ's & Pancakes for letter "P" day, etc.). Your child's teacher will let you know how you can help with these special fun days.

Lunch Bunch-- Lunch Bunch is offered from 12:00-1:00PM on regular school days. Children may sign up by the day, joining children from other classes for a lunch and play time. Lunch Bunch costs are billed separately. Your child may bring a lunch from home OR you may purchase a lunch from Chapel Hill. If you choose to purchase a lunch, the culinary department offers a special child's menu. Indicate your preference on the menu slip by 9:30am and put it in the designated pocket in the Preschool Office. The cost of purchased lunches will be charged separately.

Disaster Procedures -- Each student must have an Emergency Procedure Card on file at the school as well as a "comfort kit" in a gallon-sized zipped plastic bag. In the event that the building is evacuated and no return is allowed, students will remain with their teacher and class in a designated emergency area. Students will only be released to a parent or legal guardian or others with proper authorization.

Admission and Tuition Policies and Procedures

In the admission of students, Chapel Hill does not discriminate on the basis of the applicant's race, color, religion, sex, national or ethnic origin.

Application forms are available at the office and on our website: www.chapelhillkids.org. Return them at the appropriate time along with the non-refundable registration fee. Early registration is available in December to families who are currently enrolled, and is open to the public in January. All other enrollment documents must be returned before your child begins preschool. Parents are encouraged to make an appointment with the Director to visit the school.

Tuition Costs are based on a 40-week preschool year. Tuition will be billed in 10 equal installments. Other charges/credits that may be incurred will be added or subtracted to the next bill. Payments are made July through April unless otherwise noted.

Installment payments are due on the 10th of each month and will be considered late after the 15th. A late fee may be assessed when tuition is not paid by the 15th of the month. Parents may be asked to withdraw their students from school should tuition payments become delinquent for two months. Students may be readmitted after tuition has been brought current and there is class availability.

Discounts: After one child in a family is enrolled in the school, all other siblings attending the school at the same time are eligible for a 10% reduction in the lower monthly tuition rate.

Withdrawal: A 30-day notice of anticipated withdrawal is required in order to obtain a refund of prepaid tuition. Refunds consist of any tuition that has been paid beyond the 30-day notice and are based on a weekly rate. Tuition will not be refunded after the 30th week of school.

Assessment: Each child is assessed by the teacher at the beginning of the school year. Comprehensive assessment of each child's progress is completed again mid-year and year-end. Parent-Teacher conferences are offered after the mid-year assessments, and year-end. The assessment looks at cognitive skills, language, social-emotional development, approaches to learning, health and physical development including self-help skills. Each teacher uses age specific assessment tools, and children are assessed in a non-threatening testing environment using materials the children are accustomed to. Copies of these assessments and related reports will be kept in each child's file and available only to parents or legal guardians. If the parent would like this information for another party, a written release is required.

Health and Safety at School

One of our primary considerations in the preschool is to insure that our children are in a safe and healthy environment. Therefore:

- All students must have an immunization record on file.
- No student who appears ill will be admitted to the program that day.
- Do not send your child to school if he/she has had within the last 24 hours: a fever, vomiting, sore throat, cold, watery or inflamed eyes, diarrhea, runny nose, constant cough, an undiagnosed rash, or sores. **During the COVID pandemic, this has been extended to being symptom free for 48 hours without medication.**

Hand washing Policy: We will ask all adults and children to wash their hands before they start preschool for the day, after coughing, sneezing or toileting, and before eating.

Medication: Please take care of all medication needs at home. An exception may be made if the child has a life-threatening ailment which requires medication be administered during school hours. Such medication must be prescribed by a physician and be in the original container with full instructions on the label, and will be kept in the preschool office with a completed Medical Permission form.

Illness or Injury at School: Should a child become ill at school, they will be isolated under adult supervision and a parent contacted. If we cannot reach a parent, we will contact those designated on the child's emergency card. Minor injuries will receive first aid treatment by a staff member if necessary. You will be notified of any such event. If a student is seriously injured, we will immediately call 911, then contact parents.

Attendance Policy: Please notify the school at 253.853.0234 or 253.853.0288 if your child will be absent for any reason.

Locked Doors: To improve the safety of your child, classroom doors and interior hallway doors will remain locked during preschool hours. If you need to sign your child out early or to see the teacher, please go to the Preschool Office.

Toileting Assistance: The Preschool Staff will assist your child with toileting, including diaper changes, wiping and clothing changes as needed unless you direct otherwise.

Clothing: We encourage active play and "messy" art. Please send children in washable, comfortable play clothes and closed-toe shoes. Sandals and "flip flops" are a safety concern, especially in the playground.

Discipline Statement

At Chapel Hill Preschool, we believe children find security and direction where there is consistent adult guidance and discipline. Our teachers both model and teach appropriate behavior. We earnestly strive, when correction is necessary, to discipline in an atmosphere that reflects Christ's love and acceptance.

We use several disciplinary techniques that help children to internalize rules and become self-directed in their behavior. These techniques include:

- **Offering Choices** – providing an environment in which children can make choices that are good for them and for the group.
- **Problem Solving** – helping a child or group of children work through a situation to a natural, positive, conclusion.
- **Natural and Logical Consequences** – stating school rules in clear and appropriate language and indicating the consequences of not obeying the rules. Discipline measures are fair and consistent.
- **Redirecting** – distracting the child's attention from the disruptive behavior by helping him/her get involved in another acceptable activity.
- **Taking a break** – sometimes a child needs to take some time away from the group in order to regain some self-control and rejoin his friends.
- **Positive Reinforcement** – above all, we work at "catching them being good," and offer genuine praise for appropriate behavior.

No child enrolled in Chapel Hill Preschool will be subject to any form of **corporal punishment**, nor will any child be subject to any disciplinary action that results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of a punitive nature. Additionally, no Chapel Hill Preschool child or staff member will be subjected to any form of **sexual harassment** or intimidation by another student, staff member or parent.

School Calendar

School begins after Labor Day in September, and meets through mid-June. The Preschool uses the Peninsula School District Calendar as a guide which generally includes a break for Christmas and New Year holidays, a week for President's Break, and a week for Spring Break. We are also closed on school holidays for Veterans' Day, Thanksgiving, Martin Luther King's Birthday and Memorial Day. When Peninsula School District closes for inclement weather, Chapel Hill Preschool will also be closed. When "Late Start" (two hour delay) is declared, Preschool will offer classes 11:00- 1:00. Preschool Summer Camps are offered each Summer. Children may enroll for one week or multiple weeks of camp. The cost of these camps is not included in the regular school-year tuition and is paid at the time of camp registration. Refunds for pre-paid tuition may be given up to two weeks prior to the start of each camp.

Working Together

Parent Orientation: Parents are invited to attend a parent orientation each fall. The Director and teachers will be present to help make our partnership get off to a good start.

Communication: You will receive a newsletter/calendar from your child's teacher once a month. Teachers may also send information by email and post classroom photos to an online group. Please take the time to read them. They offer you an opportunity to talk with your children about the learning experience in the classroom.

Assist in Classroom: Come join in! Be an extra pair of hands at centers, art and play time. Read a story, share your profession and special experiences. Schedule the time with the teacher to best fit both of your schedules. A background check is required of adults who assists in a classroom.

Child Orientation and Conferences: In order to ease your child's transition into preschool, your child's teacher will be sending you a letter describing the events of the first day of school. If your child is a returning student, please feel free to visit their former teacher for hugs, hello and good wishes. Formal conferences for all students are held twice a year—once mid-year and again towards the end of the year. Individual conferences may be scheduled as needed.

Conflict resolution: Please ask when you have a concern. We operate under a conflict resolution policy based on Matthew 18:15. First talk with the person you have the conflict with, then to their supervisor. If the issue is still not solved to your satisfaction, make an appointment to talk to a Pastor.

Parent Education: Chapel Hill Preschool and the Church periodically sponsor education classes designed to assist in refining positive parenting techniques. Chapel Hill Church offers a lay counseling program which supports parenting on a more individual basis.