

Faith Preschool and Parents Day Out  
Parent Handbook



2950 Droste Road  
St. Charles, MO 63301  
636-724-7020

# **FAITH PRESCHOOL INFORMATIONAL HANDBOOK**

## **Statement of philosophy:**

Our goal is to educate the whole child. We do this by providing valuable experiences emotionally, intellectually and physically.

- Emotionally – each child will be given the opportunity to feel special and comfortable in the classroom setting.
- Intellectually – each child will be encouraged to have an enthusiasm for learning, creating and exploring using hands on experience.
- Physically – through active experiences children will be encouraged to develop large and small muscle coordination and motor skills.
- Socially – group participation and getting along with others will be encouraged to develop a sense of community, security and belonging.

This booklet has been prepared with the intent to provide you information concerning established procedures, policies and guidelines of our Faith Preschool and Parents Day Out Program (PDO).

## **About the Preschool:**

- The preschool and PDO classrooms are located in the educational wing of the church building.

### **Our contact information is:**

Faith UMC Preschool  
2950 Droste Road  
St. Charles, MO 63301

Phone: 636-724-7020

E-mail: [preschool@faithumcstcharles.org](mailto:preschool@faithumcstcharles.org)

Website: [www.faithumcstcharles.org/preschool](http://www.faithumcstcharles.org/preschool)

Facebook: [www.facebook.com/FaithUMCstcharles/](http://www.facebook.com/FaithUMCstcharles/)

Preschool Hours: Half day programs 9:00-12:00 Full day programs 9:00-3:00  
PDO, Early Care and Extended Day hours: 7:30 AM to 4:30 PM

## **Communication:**

Parents are welcome to visit our school at any time. We will send home a newsletter and calendar each month to keep you informed of our activities. Please save this calendar and keep it as a reference. Your child's helping hand day and special events are included on this calendar. Weekly notes will be posted by each classroom detailing daily activities. Frequently, special notices are posted to relay important information between newsletters. For this reason, please check your students back packs each day.

Parent Teacher Conferences for preschool will be held early in the second semester. At this time, parents will receive written progress reports. If you have concerns at other times, please feel free to call your teacher or the Preschool Director. They are here to help you and your child anytime.

## **PDO (Parents Day Out) Program:**

**Days and Hours:** PDO will operate Tuesday and Thursday from 7:30 a.m. to 4:30 p.m. each day. This is a pay by the hour program. You only pay for the time and days that you are here.

We also offer a PDO program on Monday, Wednesday and Friday but the space is limited, so you will need to reserve your spot. Children enrolled in our preschool program may also come early or stay late on preschool days. They can come as early as 7:30 AM and stay as late as 4:30 PM. An hourly fee will be assessed for those children utilizing this service. Again, you must tell the director if you will be using this service so that we can be adequately staffed.

**Late Fee:** PDO ends at 4:30 p.m. and we trust that parents will work within this time frame. If parents are habitually late (in excess of 3 times) in paying or picking up their child they will not be allowed to use the PDO Program. We realize that situations do occur; a phone call to the director stating why late pickup is happening will be taken into consideration before the late fee is charged.

**A late fee of \$1.00 per minute will be assessed if your child is not picked up by the 4:00 p.m. time frame.**

**Sign-Ups:** Daily sign-up is required for children using PDO. Sign-ups are for the week and not monthly. You may use one day or all five days and you can vary your hours according to your needs. Payment is due at the end of the day unless you use all three days, in which you may pay for the week.

## **Preschool Policies:**

### **Fees:**

**Registration Fees:** An annual registration fee of \$65 will be charged to cover administrative costs and materials. Registration fees are non-refundable.

**Tuition Fees:** Tuition fees are due the first week of every month. Checks, cash or online payment through Brightwheel are accepted. Cash and check payments must be given to the Director. Teachers do not accept payments. Child care service cannot be provided if tuition fees are delinquent. If payment in full is not made for the month, we reserve the right to ask the family to leave preschool. If there are financial issues, please contact the director to discuss the problem. Receipts will be given for all cash payments or upon request from parents.

A discount will be given to families enrolling more than one child from the same family. We prepare for each child, each day, whether the child is in attendance or not. No adjustments will be made for holidays, sick days or vacation times. Calendars are given to each family at the beginning of the school year listing all “special” days, holidays and any yearly events that parents should be aware of. A two week notice of withdrawal is requested.

**Returned Checks:** A \$15.00 fee will be charged for returned checks.

**Late Fees:** Children should be picked up promptly. They must be picked up no later than 5 minutes after Preschool is over. A fee of a \$1.00 per minute, per child, will be assessed. If a parent calls to inform the director of an unforeseen situation, the director will make a decision as to whether or not a fee will be charged.

### **Classroom Policies:**

**Attendance:** We appreciate knowing when your child will be absent due to illness, vacation plans, etc. (Brightwheel can alert your director and is a great resource to use when your child is absent)

**Arrival:** When bringing your child to Preschool, plan to arrive no more than five (5) minutes before the start of school. Doors will not open until 8:55 a.m.

Children do well with routine, so please try to be on time for class. Children feel uncomfortable when they arrive after their classroom has already started the days learning. Parents/escorts must take their child directly into their classroom upon arrival. There is a sign in sheet in each classroom that parents need to fill out daily.

**Dismissal:** The teacher/director will escort all children out to their cars. If you need to pick your child up early, please come into Preschool and get them.

Your child will only be released to the authorized person(s) you have listed on your child's information sheet. They will need to show proof of identity before we release your child to them. If someone new will be picking up your child and they are not listed on the information sheet, you will need to contact us directly with that person's name. Children will NOT be released until we have confirmation from a parent about the person picking up.

**Dress:** We recommend children wear sturdy, washable play clothes to Preschool. Many activities involve paint, sand, mud, water, etc. This is a very important part of your child's learning and we want them to feel free to participate without getting good clothes dirty or stained.

It is always a good idea to have a change of clothes and underwear in your child's backpack for any mishaps that might occur.

We encourage children to wear tennis shoes or a tie type of shoe to help in their participation of large muscle activities such as running, climbing and playing on playground equipment. Open toed shoes, sandals and slick soled shoes are not adequate for these activities.

Lost articles of clothing, outerwear, backpacks, etc. can be a problem so please label everything with your child's name to avoid confusion. We will have a lost and found, so please feel free to ask about lost items.

Each child should have a backpack large enough to hold a folder, change of clothing and any artwork that might be sent home. We try to build self independence by encouraging the children to carry their own things to the carline after school and backpacks are a good way to promote this. Also check backpacks daily for important papers that may be sent home from the teacher and/or director.

**Field Trips:** Field trips are planned to help further the educational experiences of the children. All parents are notified in advance of upcoming field trips and must sign a field trip/activity form before their child can leave the building. An exception to this would be short walks around the preschool or to the park located next door to preschool. All children must have a car seat available on field trip days.

**Inclement Weather:** We do follow St. Charles Public School District policy on school closings because of bad weather. Our Preschool closing will be posted on the following TV listings:

- Channel 4 listed as – Faith PS/PDO
- Channel 5 listed as – Faith PS/MDO

Any time St. Charles Public schools are closed due to bad weather, we will also be closed. The school district is listed as City of St. Charles School District. The Director will also post the closing on the Preschool's answering machine and Facebook page.

**Snacks:** Due to health guidelines, please bring commercially prepared food and drinks. Check with your teacher about special "snacks" for birthdays and celebrations. Teachers will also announce any food allergies that a child might have in the classroom.

**Faith Preschool and Parents Day out is NOT a nut free school.**

**Lunch:** We do not cook at school nor do we warm food up. If your child will be having lunch with us, they will need to bring a lunch from home. Please include an ice pack, a drink and any utensils that they will be needing.

## **The Staff:**

The following will be completed on each staff person working with children: regular background checks by the State of Missouri, annual physicals, TB tests, and certain staff will be CPR certified.

## **Health Care and Emergencies:**

**Emergency Procedures:** We have regular fire and disaster drills at preschool. We urge you to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. The children are taught to listen to their teachers directions. We will assemble and do a head count on everyone. We will assemble in a designated location and do a head count on everyone present.

**Health Records:** It is necessary that each parent/guardian provide evidence of their child's physical examination within the last six months preceding enrollment at preschool. We have a form for that purpose to be signed by the physician and presented to preschool during the first month of enrollment.

**Immunizations:** Children cannot attend Preschool without proper immunizations. Immunization records must be on file with current and up to date immunizations listed.

**Medical Problems:** If your child has a special medical condition: food allergies, asthma, seizures, etc., please have the physician include this on the health form.

**Communicable Disease:** If a child is exposed to or contracts a communicable disease it is essential that this information be reported to the Director. Information of possible exposure to a communicable disease will be posted for the rooms involved.

**Medication Policy:** Preschool does not supply or give medication to any child enrolled.

**Safety:** Preschool teachers will make every attempt to ensure the safety of all children. However, should a serious accident occur, the child will be taken care of first by contacting 911 and then the parents will be called immediately. We can take care of small bumps, bruises or scraps. Sometimes a little water and “TLC” will make everything better. Parents will be informed of any mishaps at pick up time.

**Sick Child Policy:** We contact parents as soon as a child shows signs of illness (fever, vomiting, etc.). The child may not return to preschool until he/she is symptom free for 24 hours. If your child is placed on an antibiotic, it is necessary that your child be on this medication for at least 24 hours before returning to school. Some conditions may require a note from the physician declaring the condition is noncontiguous.

**Screenings:** Parents As Teachers offer screening of overall development, hearing and vision. The goal is to provide early detection of potential problems to prevent difficulties later in school. The City of St. Charles School District schedules screenings at Harris Elementary. This is a FREE service and we strongly recommend taking advantage of it.

## **Sensitive Issues:**

**Child Abuse/Neglect/Parental Abuse of Drug/Alcohol:** We will not release the child to a parent if we believe that the parent is under the influence of alcohol or drugs. If we believe there is a concern for the safety of the child we will contact the police.

The entire staff is mandated by the law to report any suspected case of child and/or sexual abuse or neglect. The Director will be notified and a call will be made to the hotline if the staff suspects any type of abuse.

**Divorced/Separated Parents:** Our position is to be supportive of the child in this difficult time. If needed, separate calendars, newsletters and important papers can be sent to each household to continue contact with each family member. Preschool cannot deny access to any child from a parent unless we have a copy of a court order on file.

## **Annual Inspections:**

The State of Missouri, Department of Family Services, annually inspects our Preschool. We are also inspected by the State Fire Marshall and the State Health and Sanitation Department. There is a State form to be signed by parents stating that dates of inspection, philosophy of the program and classroom child ratio numbers have been presented to all families attending Preschool.