LEARNING CENTER

Preschool
Parent Handbook

COLLEGE CHURCH OF THE NAZARENE

2020 E Sheridan St. | Olathe, KS 66062
twardlaw@collegechurch.com | 913.489.6270

PRESCHOOL PARENT HANDBOOK

College Church Preschool is a non-profit early childhood ministry and community service of College Church of the Nazarene. The preschool was established in the fall of 2002. College Church Preschool program offers classes for Older 2s/Young 3s, 3, 4/5 year old children.

"Children are a gift from God!" Psalm 127:3

Our Philosophy

College Church Preschool recognizes parents/guardians as the primary faith givers and teachers of young children. We join in partnership with them to help each child develop to his/her full potential. We believe that learning occurs when children are loved, accepted, and respected. In our care children will have the opportunity to explore and learn through play and structured activities.

Our Staff

The preschool recognizes that the first six years of life are the most formative in the growth of your child. Therefore, our goal is to select teachers with these qualities:

- Degree in Elementary or Early Childhood Education
- Demonstrate knowledge, experience, and expertise in Early Childhood Development
- Complete 16 in-service hours a year in Early Childhood Education or Developmental Courses
- First Aid/CPR Certification
- Ability to share and model their faith.

Educational Philosophy and Curriculum

Our program and curriculum are designed with a Christian foundation to provide a variety of learning experiences for your child. The learning experiences are age appropriate. They promote growth and development in the following areas:

1. Spiritual Development: We want children to know that God created the world, that Jesus loves them, and that Jesus is their friend. We teach that Jesus was born on Christmas, died on the cross, and rose again at Easter. Bible Stories are told on a level that children can understand, emphasizing good morals and behaviors. Prayer is a part of our daily activities. For example, we pray before eating snack. The children will be introduced to many Bible stories and will learn more about the people in the Bible through daily curriculum.
2. Social Development: We encourage the children to develop the skills of respecting the rights of others, to make friends, and to learn to share with friends. The staff will help the children to use their words to express their feelings rather than using inappropriate aggression or language.
3. Mental and Emotional Development: Teachers will help each child develop a positive self-concept and the ability to identify and verbalize his/her emotions.
4. Intellectual Development: Language skills and basic listening abilities are taught through music, story time, puppets, circle time, and other auditory activities. Preschool curriculum also addresses reading, math, science, and social studies. "Hands-on" activities are provided for developing discovery and reasoning skills.
5. Physical Development: Indoor/Outdoor play is provided to develop gross motor (large muscle) coordination. Children will have the opportunity to develop through running, skipping, jumping, parachute play and other various activities. Fine motor (eye hand coordination) is incorporated into our classroom projects through manipulation of small toys, puzzles, scissor skills and art projects. Children are encouraged to practice daily health and safety habits.

Our curriculum, daily schedule of activities and outstanding staff will provide your child with the skills they need for kindergarten. We use the Olathe School District Early Childhood Education Curriculum as a roadmap to assist us in our lesson planning and our assessments.

Payment and Fees

Tuition is due the first of each month, beginning July 1st. Tuition is paid one month in advance. Your next month's tuition will be due September 1st. Your last month of payment will be April 1st. No tuition is due the month of May. Payments are made through your Brightwheel account.

- Older 2s/Young3s - Tuesday/Thursday 9:15-11:45am
  (Must be 2 1/2 by March 1st and potty trained NOT required)
  $185 per month

- Three's Class- Tuesday/Thursday 9:15-11:45am
  (Must be 3 by September 1st and potty trained – NO Pull-Ups)
  $185 per month

- Four's & Five's Class- Tuesday/Wednesday/Thursday 9:15-11:45am
  (Must be 4 by September 1)
  $215 per month

- Lunch Bunch (Extended Day) Tuesday —AND/OR— Thursday 11:45-2:15pm
  $90.00/one day $180/both days per month; Bring a sack lunch.

Because of our continuing expenses, it is necessary that the monthly tuition be paid regardless of absenteeism to maintain your child's enrollment. Thank you!

Registration Fee

A $100.00 non-refundable registration fee is due at the time of enrollment.

Late Payment Fee

Tuition payment is due the first of each month. After the tenth of the month, a $25.00 late fee will be charged. If an account is one month past due, we reserve the right to withdraw your child from enrollment.

NSF Checks

There will be a $25.00 charge on all returned checks.

Early Withdrawal

A two-week written notice is required to withdraw your child. Prepaid monthly tuition will be refunded; current month's tuition will not be prorated.

Late Pick UP Fee

A late pick up fee of $1.00 per minute will be charged if your child has not been picked up 5 minutes after class has been released.

Days & Hours

Classes will be in session from September through May. We follow the Olathe School District schedule, except for a couple of days. A calendar for the year will be provided with information on the days that preschool will not be in session. Our morning classes meet from 9:15-11:45am. Lunch Bunch (extended day) classes meet from 11:45-2:15pm on Tuesday or Thursday.

Arrival and Dismissal

The preschool doors open promptly at 9:15am for each class. Parents are to walk their child into the building, where your child's teacher will greet them to start their morning. As a safety to all children, when bringing in your children, parents need to turn off their vehicles and bring in any other children/siblings. Please do not leave young children unattended in the parking lot.

More detailed information for arrival and dismissal procedures will go home at Meet the Teacher Night.

Your child cannot be released to anyone except to you or persons listed on the enrollment form. When carpooling with another family, verbal or written consent from all families is required. If you have been delayed, please call immediately. If you are unable to pick up your child in the usual manner, please phone the preschool to give notification and a description of the substitute. We will ID anyone that we have not met.

Enrollment Forms

All preschool enrollment forms must be completed and returned to the preschool by August 1st. Enrollment forms include:

1. Registration form
2. Health form with physician's signature
3. Immunization record
4. Emergency Medical

Please notify the preschool as soon as possible if your address, phone number (home/work/cell) or emergency phone number changes from what is listed on the enrollment forms.

Illness

We appreciate knowing when a child will be absent. We need to know about illness, especially infectious diseases. Please keep your child home if:

1. Temperature over 100.0 degrees. Child must be free of temperature for 48 hours.
2. Severe cold and/or sneezing with green discharge
3. Persistent cough or sore throat
4. Earache
5. Red or sore eyes
6. Green or yellow discharge from ears, nose, or eyes
7. Nausea and/or vomiting
8. Diarrhea
9. Undiagnosed skin irritations or symptoms/signs compatible with a communicable disease, particularly if a child has been exposed.
10. Swollen glands
11. Undiagnosed skin eruptions or skin rash
12. General signs of listlessness, weakness, drowsiness, flushed face or headache
13. Signs and symptoms compatible with a communicable disease, particularly if the child has been exposed.
14. THE GOLDEN RULE: Do not expose others to illnesses to which you would not want your child (or yourself) exposed to.

Before returning to the Center, children should be free of these illnesses for 48 hours and on an antibiotic if needed for 24 hours. In some cases, your child will not be able to return unless with a doctor's note stating that your child is not contagious. Please call the Center to give notice of absences.

In your child becomes ill at the Center, it is imperative that we can reach you by phone. Because of health concerns and for your child's comfort you or an authorized person will need to pick up your child from the Center as soon as possible.

In case of an emergency, we will try to contact you first. Enrollment papers include an Emergency Medical Release Form, which authorizes the Center to contact your physician and to approve of any necessary medical care until you can be reached.

If your child has been diagnosed with a communicable disease, please notify the Center immediately. Parents of your child's classmates will be given notification of the possible exposure, as well as symptoms to look for, incubation period and date their child was exposed. Your child's name will be kept confidential.

If your child has had surgery, been to the emergency room, or has been hospitalized, a physician's release form and physician's instructions need to be brought with your child on the day they return to the Center.

***Even if your child has been released by your physician to return to the Center, we reserve the right to request your child to remain at home to aid in his/her recuperation.*

Dispensing Medication

WE ARE NOT ABLE TO DISPENSE ANY MEDICATION, without written instructions from the parent or guardian. You will find a medical release form in the office or in your child's classroom. All non-prescription drugs will only be given as directed on the bottle label. All prescription and non-prescription drugs must be contained in the original bottle with the child's name and instructions with the appropriate dosage. All medicine will be kept under lock and key for your child's protection.
***Prescription medicine of one sibling will not be given to another sibling.*

Parent Teacher Conferences

We know that you as a parent are an integral part of your child's learning development. We will keep you aware of your child's experiences at preschool through newsletters, parent participation opportunities and conferences. We hold parent teacher conferences in the fall and/or the spring of each school year depending on your child's class. Times will be scheduled with your child's teacher. If at any time you have questions or concerns, please feel free to call the office to talk with your child's teacher.

Dress

Children are encouraged to wear casual, comfortable clothing that is suitable for playing and appropriate for the weather. Please also avoid dressing your child in sandals or dressy shoes. Rubber soled tennis shoes are the safest for running and climbing on the playground and in the gym.

Discipline

Should discipline problems occur while your child is in our care, we will follow the recommendations of the developmentally appropriate/cognitive philosophy in dealing with them. We will not use any form of punishment that is humiliating, frightening, or physically harmful to your child. Parents will be notified of problems and be encouraged to work with the staff to alleviate or resolve any issues.

Responsibility of College Church Preschool

We cannot be held responsible for damage to personal property and lost articles. We ask that children keep their personal toys at home. If an injury occurs while in our care, College Church Preschool will pay for any medical expenses not covered by the child's health insurance policy. Parents are to file with their health insurance company first.

Notice of Non-Discrimination

It is the policy of College Church Preschool not to discriminate based on race, color, ancestry, national origin, age, sex, handicap, disability, or religion.

Safety Drills

Each classroom has a plan of action for the care of your child in disaster situations, such as fire, tornado, storms, etc. Practice drills shall be conducted monthly.

This handbook is not all inclusive, and is subject to change

Last Updated 6/19/2025