

The Chapel Christian Preschool

Welcome to The Chapel Christian Preschool. We are honored and consider it an immense privilege to assist in the growth and development of your young child. We look forward to the year ahead with great excitement and anticipation. The experiences we provide will be challenging, memorable, and rewarding. This handbook is meant to serve as a guide of what you can expect from us as well as what we ask of you.



Our Preschool director is Shannon Layton. She earned a bachelors degree in Elementary Education (PreK-8) from Indiana University with a concentration in Early Childhood Education. She has worked as a preschool and kindergarten teacher. She also has worked and served at The Chapel for twenty years.. She brings a wealth of experience, knowledge, leadership, and excitement to the preschool program. If you have any questions or concerns, please do not hesitate to call Shannon at (260) 625-6200 ext. 3234.

Mission and Philosophy

The mission of The Chapel Christian Preschool is to touch the hearts of young children and their families with the love of Jesus Christ. The Chapel Christian Preschool is dedicated to giving your child the best start by laying a strong foundation for a lifetime of learning. We will provide a stimulating environment and curriculum which will assist in advancing and expanding your child's intellectual, spiritual, social, emotional and physical growth and development.

The Chapel Christian Preschool's philosophy is that all children have the ability to learn and do great things. Children will pass through the same stages of development however they will reach each milestone at different times. We believe each child is unique and needs love, security, guidance, acceptance and encouragement as they begin their journey toward independence. We will help your child grow in their relationship with Christ. We will teach your child to serve and honor Him in all they say and do while equipping them with the skills and competencies they will need to Change Our World.

Goals and Curriculum

Our curriculum will operate in compliance with guidelines set forth in the [Foundations for Young Children to Indiana Academic Standards](#). These academic standards are issued by the Indiana Department of Education. Our curriculum will be student centered and provide opportunities for children to build concepts and construct their own knowledge through relevant, concrete experiences while providing Bible-centered opportunities for your child to grow in their relationship with Christ.

Play is considered serious work to a young child, yet sometimes adults see it as a frivolous waste of time. Play is a time for thinking, a time for problem solving, a time to organize thoughts and ideas, a time for investigating, and often a time to interact with others. Play allows children time and space to explore their world. Children will work individually and in small groups with activities flowing from task to task. Our curriculum will have playful qualities but provide a strong organizational structure. Our goal is to provide your child with a foundation of skills that will help them easily transition to future educational experiences.

Children enrolled at The Chapel Christian Preschool will:

- Develop a positive self-concept and attitude toward learning.
- Develop self-control and a sense of belonging.
- Develop curiosity about the world and gain confidence as a learner using creativity, imagination, and personal initiative.
- Develop relationships of mutual trust and respect with adults and peers, understand perspectives of others, and learn to negotiate and apply rules of group living.
- Understand and respect social and cultural diversity.
- Use language to communicate effectively and to facilitate thinking and learning.
- Represent ideas and feelings through pretend play, drama, movement, music, art, and construction.
- Think critically using reasoning and problem solving skills.
- Gain knowledge about the care of their bodies and maintain a desirable level of health and fitness.
- Develop a fundamental understanding of a relationship with Jesus Christ and apply Christ-like principles to their daily living.

Security Procedures

Our commitment to your child's safety begins the moment your child steps through our doors. We take the security and safety of our students and staff very seriously. During school hours outside doors will remain locked and only authorized people will be allowed to enter our building. Security cameras are in place to provide surveillance.

Children will only be released to individuals you designate as an authorized adult. Any changes to regular pick up procedures must be in written form and appropriate photo identification will be required.

Daily Procedures

The Chapel Christian Preschool's morning session is 9:15 a.m. to 11:45 a.m.; the afternoon session schedule is from 12:30 p.m. to 3:00 p.m. Your student may arrive up to 5 minutes before the class session begins. Teachers will be planning and preparing for their day and cannot be responsible for students prior to this time. When you arrive please accompany your child into the building. Escort your child to their classroom or to a preschool staff member making sure they have acknowledged your child's arrival. During our dismissal we recommend using our curbside option. All children will be assigned a number and parents will receive a card with this same number to display during the curbside pick-up. Children will be personally escorted from the building to your car.

Late Pick Up Charges

Please arrive on time to pick up your child. If you are late in picking up your child you may be charged \$10.00 after the first 10 minutes and \$1.00 for every minute there-after. Our preschool staff has additional responsibilities they need to accomplish upon dismissal, please be considerate of their time.

Lunch Bunch

Monday through Friday we will provide extended care for students over the lunch hour for an additional fee. Our Lunch Bunch program will be offered from 11:45 a.m.-12:45 p.m. Children attending morning sessions of preschool will stay an hour longer and children enrolled in afternoon sessions will arrive an hour earlier for lunch. Children will be required to bring their own packed lunch. Parents will be given a monthly calendar to select the days they would like their child to attend. Lunch Bunch will only be offered if a minimum number of students participate. Appropriate staffing will be maintained for Lunch Bunch. Therefore, refunds will not be given to students who miss their Lunch Bunch session (this includes absences due to illnesses.) However, if Lunch Bunch is canceled by The Chapel Christian Preschool a credit will be issued. Lunch Bunch is offered on delay days. The alternate time for Lunch Bunch on delay days is 12:45 p.m. -1:45 p.m.

Parent-Teacher Communication

Communication between preschool staff and parents is important and encouraged. Please be aware during school hours our priority is to be attentive to the children in our care. We are happy to have short conversations when you drop off or pick up your child however if longer discussions are necessary please schedule an appointment. In addition, preschool staff will communicate through daily take home folders and weekly newsletters. Individual progress reports will be given twice a year.

Volunteers

The Chapel Christian Preschool welcomes parents to visit and volunteer. Arrangements should be made with the Director or child's teacher prior to your arrival. A criminal background check will need to be completed prior to volunteering.

Clothing and Personal Belongings

Children will be working with a variety of media such as paint, glue, etc., therefore spills and stains are inevitable. With that in mind, please dress your child in washable, comfortable play clothes. Student clothing should uphold Biblical principles of modesty and reflect a life style that is honoring to God.

Students should keep an extra, complete set of clothing in their book bags. This would include a shirt, pants, underwear, and socks.

Students will participate in outdoor activities and recess weather permitting. Every child needs appropriate outdoor clothing for each season. Please label all clothing items and personal belongings with your child's first and last name.

Field Trips and Special Events

Several field trips and special events have been planned to broaden your child's educational learning experience. **The costs associated with these field trips and events are covered by the one-time yearly Activity Fee paid by August 1st.** Off-campus field Trips are limited to Pre-K classes only. In-house field trips and special events will include all preschool classes. Permission slips will be sent home with students to inform parents of our plans. Volunteers will be needed to help transport and chaperone field trips. Parent volunteers will be required to have a completed criminal and motor vehicle background check on file prior to assisting with children.

Fire and Tornado Drills

Our preschool will conduct fire and tornado drills periodically. Each class has a predetermined procedure for moving children to safety in a quick, quiet, and orderly fashion.

Snacks

The Chapel Christian Preschool encourages healthy, nutritional food choices. Parents are asked to bring a snack for their child's class on a rotating basis. Snack schedules will be provided by classroom teachers at the beginning of each month. Please avoid purchasing snacks that contain peanuts or tree nuts due to an increase of allergies caused by these products. **If your child is allergic to any foods, please provide us with this information.**

Holidays and Birthdays

Children often enjoy bringing a special treat to school to celebrate their birthday. Please check with the classroom teacher to select a convenient and appropriate time to celebrate. Children with summer birthdays may choose to celebrate on or around their "half" birthday.

Parents may be asked to contribute to holiday parties and other celebrations. Participation and contributions are certainly appreciated but optional. Information and sign-up sheets will be made available by your child's teacher.

School Pictures

A photographer will come to our Preschool to take individual pictures and a class photo during the first part of the school year. You will be informed of the date and will have the opportunity to purchase your child's photograph. You are under no obligation to purchase pictures.

Discipline and Guidance Policy

We believe the best way to prepare children for future success is to help them develop self control, learn to resolve conflict, become increasingly responsible for their own actions and behavior, and learn to care about others. The Chapel Christian Preschool will reduce negative behavior by offering children an intellectually, stimulating, organized, and respectful learning environment. We will use positive guidance techniques that offer developmentally appropriate choices and set clear, consistent rules and consequences. We will use positive reinforcement and praise to encourage appropriate behavior.

Occasionally, children will need to be separated from a group for a short period of time when they become overwhelmed with emotion. The Chapel Christian Preschool will only use “time out” as a last resort for serious or continuous behavioral problems. We firmly believe children should never be humiliated or feel rejected. Physical, verbal, or emotional abuse is not tolerated. Parents will be contacted and informed of any ongoing or serious behavioral problems.

Emergencies

Your child’s health and wellness is a matter of great importance to us. We will take proactive steps to protect your child’s well being. Unfortunately, from time to time, accidents may occur. All injuries will be documented and you will be informed. Staff members are first aid trained and CPR certified and are prepared to handle emergencies. If an emergency situation occurs we will take whatever steps are needed. This may include calling 911 if necessary, to obtain an appropriate and expeditious response to the situation. Parents will always be contacted as quickly as possible and advised of the situation. **Please make sure your child’s registration information is up-to-date at all times.** In the event you are unable to be reached, the individuals you designate as emergency contacts will be called.

If your child becomes ill while at preschool, we will notify you immediately so you can make arrangements to pick up your child. Ill children will be separated from other students and will be comforted until you arrive. A doctor’s note may be appropriately asked for if there is concern regarding your child’s return to school.

Illness Guidelines

Please do not send your child to school if they exhibit any of the following symptoms:

- Fever at or above 100° F within the past 24 hours.
- Vomiting or diarrhea within the past 24 hours.
- Shows evidence of a communicable disease or rash such as chicken pox, pink eye, scabies, ringworm, impetigo, head lice, etc.
- Discharge from the eyes, ears, and/or profuse colored nasal discharge.

Medications

If your child needs to take medication (prescription or non-prescription) during school hours a doctor’s note will be required and a medical release authorization form will need to be completed. All medication must be in its original container. Please do not bring medications to school unless absolutely necessary.

Absences

If your child will be absent due to vacation or illness, please notify the school as soon as possible so we can plan accordingly. Parents are responsible for monthly tuition regardless of partial attendance.

Severe Weather

If Southwest Allen County Schools are delayed or closed due to unsafe weather conditions, The Chapel Christian Preschool will follow their decision. Information regarding any changes will be posted on our web site at www.thechapel.net. **If Southwest Allen County Schools are delayed two hours, the preschool will run on an alternate schedule. Morning classes will begin at 11:15 a.m. and end at 12:45 p.m. Afternoon classes will begin at 1:30 p.m. and end at 3:00 p.m. Lunch Bunch will still be available on these days. The alternate Lunch Bunch time will be 12:45 p.m. – 1:45 p.m. School days and “flex days” have been added into the school calendar to compensate for delays and cancellations.** Unless an exuberant amount of snow cancellations occur in a given year, additional snow days will not be made up. Decisions regarding snow make-up days will be evaluated on a year by year basis.

Registration Fees and Tuition

A non-refundable registration fee is due at the time enrollment applications are submitted. Tuition may be made in one payment, two separate payments or monthly. Preschool tuition rates are based on an annual fee and have been divided into nine monthly payments to make it easier on families. Therefore, tuition rates will remain the same each month even though the number of days students attend will vary month to month. Your first tuition payment will be due on or before August 1st for the month of September. Subsequent tuition payments are due on or before the fifteenth of each month following. The last tuition payment will be due on April 15th. **All checks should be made payable to The Chapel Christian Preschool.**

A one-time yearly activity fee will be charged for all students and is required to be paid by August 1st.

Late Payment Fee: A \$15.00 charge will be assessed to your account late payments made after the 15th of the month. Tuition payments that are in arrears and that have not been discussed with our business department may be at risk of the student’s termination from The Chapel Christian Preschool program.

Credit Card Payments: Each payment made by credit card will incur a processing fee.

Returned Check Fee: The Chapel Christian Preschool charges a non-sufficient fee on checks that are returned to us. The fee will be based on what the bank charges us.

Absences: Tuition must be paid in full, without deduction for absences of any kind. This is necessary due to operational costs. By continuing to pay tuition, you will be guaranteeing a spot for your child upon your child’s return. Extenuating circumstances should be discussed with the director.

Withdrawal Notice: If you need to withdraw your child during the school year you will need to notify The Chapel Christian Preschool Director one month in advance. Without proper notification you will be obligated to pay the following month’s tuition.

Confidentiality Policy

All personal records of children and families are kept strictly confidential. Information pertaining to admission, progress, and health related issues shall be confidential, unless we have written permission for disclosure from the parent or guardian.

Supplemental Information

Admission to The Chapel Christian Preschool is a privilege granted to those students and families who desire to participate in our Christ-centered educational program. We reserve the right to exclude new enrollment or terminate the existing enrollment of a child at any time to those who do not support or cooperate with the goals of The Chapel and The Chapel Christian Preschool or whose tuition payments are in arrears. This parent handbook contains general information concerning the policies and procedures of The Chapel Christian Preschool and is subject to change or be revised at the administration’s discretion. Parents will receive written notice of any changes.

The Chapel Christian Preschool Handbook Signature Form

Child's Name _____

We acknowledge we have received and have read The Chapel Christian Preschool Handbook in its entirety. We agree to follow the guidelines set forth in this handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Please sign and return with The Chapel Christian Preschool Enrollment Form
2505 West Hamilton Road S. Fort Wayne, IN 46814 260-625-6200 ext. 3234