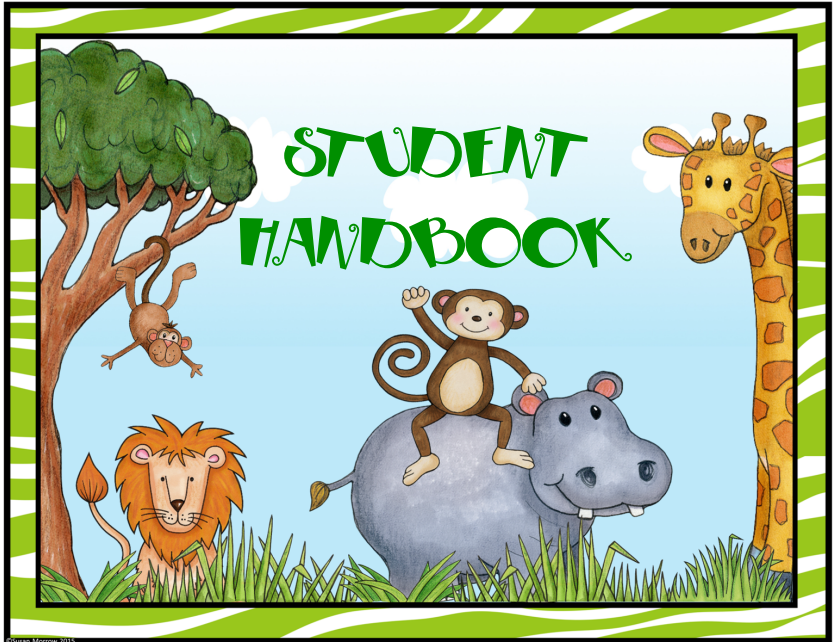


Chapel Hill Christian
Preschool & Kindergarten



2024-2025

Mission of Chapel Hill Christian Church Preschool

- *To provide a Christian environment that encourages your child's spiritual growth.
- *To promote the development of your child's educational, emotional, and social skills.
- *To prepare your child for a positive kindergarten experience.

Carrie Allen, Preschool Director

I would like to welcome you and your child to an exciting and fun-filled year. It is my goal to provide a Christian environment for your child to learn the basic skills for a successful kindergarten experience, to help your child to learn to function well in a learning community, to encourage your child in creative exploration and self-expression, and to build your child's self-esteem.

Steve Allen, Senior Minister

Thank you for selecting our Preschool for your child. The school is an outreach ministry of Chapel Hill Christian Church. Not only can the learning needs of your preschool child be met here, but also the spiritual needs of your entire family at the church. We have programs for all age groups at Chapel Hill. I personally invite you to join the Chapel Hill family on Sundays for worship.

Other opportunities for your child at Chapel Hill Christian Church:

- * Sunday Worship Service at 9:30 a.m. and 11:00 a.m.
- * Children's programming at 9:30 and 11:00 a.m. on Sundays
- * Sunday Evening Junior High and High School Groups at 6:00 p.m.
- * Camp opportunities at The Ark Christian Ministries
- * Summer events for families and children

LOOKING FORWARD
TO A GREAT
SCHOOL YEAR!



Available Preschool Classes

3's Class	Tuesday 10:00-11:45 a.m.
3's 2-Day Class	Tuesday and Thursday 9:00-11:30 a.m.
4's Class	Monday and Wednesday 12:30-3:00 p.m. Tuesday and Thursday 9:00-11:30 a.m.
4's 3-Day Class	Monday, Wednesday, Friday 8:45-11:45 a.m. or Monday, Wednesday, Friday 12:30-3:00 p.m.
Pre-K Class	Monday, Wednesday and Friday 9:00-11:30 a.m. or Monday, Wednesday and Friday 12:30-3:00 p.m.
Pre-K 5-Day	Monday through Friday 8:45-11:45 a.m.
Kindergarten	Monday through Friday 8:30 a.m.-12:00 p.m.

Age Eligibility

- * To qualify for the 3's Class, your child must be 2 by August 1 of the enrollment year.
- * To qualify for the 4's Class, your child must be 3 by August 1 of the enrollment year.
- * To qualify for the Pre-K Class, your child must be 4 by August 1 of the enrollment year.
- * To qualify for the Kindergarten Class, your child must be 5 by August 1 of the enrollment year.

Other Stipulations for Enrollment

To qualify for the 3's Class, your child must be in the process of potty training. The child must wear pull-ups to class if not completely potty trained.

To qualify for the 4's, Pre-K and Kindergarten Classes, your child must be potty trained. We do keep spare clothing for occasional accidents..

Cancellation of School

It is the policy of the Chapel Hill Christian Church Preschool Board to keep Preschool in session except for those times when Western School Corporation closes its schools because of weather. Please listen to Western's announcements over the radio stations WWKI-100.5, WIOU-1350, or WZWZ-92.5 beginning as close to 6:00 a.m. as possible and as late as 8:30 a.m. You may also call the Preschool office (765-453-4602) to check to see if school will be in session. If you are signed up for Remind, a message will be sent.

If Western Schools are on a two hour delay, Preschool/ Kindergarten WILL BE in session at the regular time.

Emergency/Severe Weather Drills

The Preschool will conduct periodic drills to practice in case of an emergency such as tornado or fire. Your child will be moved to a location that is as safe as possible.

Discipline Policy and Notification

If a child is exhibiting behavior such as fighting, using obscene language, biting, spitting or any other disruptive or harmful actions, immediate redirection of this behavior will be necessary. The Preschool Director or a staff member may hold the child on her lap or have him/her sit on a chair for a time-out period until he/she has regained self-control. If the child refuses to move to the chair when directed, the Preschool Director or staff member will carry the child. At no time will any child be left alone or subjected to corporal punishment or any abuse, verbal or otherwise.

If a child is involved in the behaviors described above, an Incident Report will be completed by the Preschool Director or a staff member and a copy of that report will be provided to the parents.

We shall not enroll or maintain any child whose needs we can not meet or whose behavior would be dangerous for other children in the Preschool.

Visitation

You are welcome to visit at any time during school hours. Please notify the Director when you would like to visit the school.

Due to safety concerns, all doors to the church building will be locked during school hours. ***If you arrive after the schedule drop off time, we ask that you call the number posted on the door.*** Someone will come to receive your child. In addition, please send a note if you will need to pick up your child early for an appointment. We will have them ready at the drop-off door.

Pets/Toys

It is the Policy of Chapel Hill Christian Preschool/Kindergarten to NOT allow any pets or toys to be brought from home.

Parent/Teacher Communication

If you wish to speak to a member of the Preschool staff during drop-off or pick-up, please park your car and wait until all students have arrived or departed.

Parent and teacher conferences will take place once a year the last week in January. If you have any questions or concerns regarding your child's progress, feel free to contact the Director.

Payments and Fees

1. Tuition Fees

- A. The annual preschool tuition for the 2024-2025 Preschool year is \$495 for the 3's; \$920 for the 4's and 2-day 3's; \$1,170 for the Pre-K and 3-day 4's Class, \$1,835 for 5-Day Pre-K, and \$1,970 for half-day Kindergarten plus the registration fee. *The preschool fees are divided equally in 9 month payments, September through May. **Note:** It is the parents responsibility to obtain a receipt which will be your acknowledgement of the tuition payment (for cash payments).*
- B. A non-refundable registration fee is collected when a parent submits a Registration Form.
- C. Monthly tuition fees for each child are due to the Director by the 10th of each month. Checks are accepted and should be made out to Chapel Hill Christian Preschool. If you pay the tuition with cash, you **must** bring your payment to school for a receipt. A copy of the receipt will be necessary should any discrepancy arise.
- D. When a payment is late, the Preschool Director will communicate by letter and give a date whereby the parent must submit a payment or make arrangements for such.
- E. If, after step D, there is no response, the Chairman of the Board will communicate by phone. If, after ten days, there is no attempt by the family to rectify the situation, the Chairman will inform the family that the child must be removed from the Preschool until the fees are paid.

1. Late Fee
A 10% fee may be assessed on tuition payments received after the 10th of the month.

- 2.. Late Pick Up
An additional charge of \$8.00 per half hour or any portion of a half hour over 10 minutes late will be assessed.

- 3.. Student Withdrawal
Please notify the Preschool Director in advance of any withdrawal. *You are responsible for the remaining part of the tuition through the month that the withdrawal occurred, plus any previously unpaid fees.*

Accidents

The Preschool Director or staff member will notify the parent of any child experiencing an accident while at the Preschool. An Accident Report will be completed by the Director or staff member and a copy that report will be provided to the parent. Reports will be filed for those situations requiring first aid treatment or additional medical care. An Emergency/Medical Care Consent and Authorization form must be completed each enrollment year.

Illness

Please call the Preschool Director to verify your child's absence.

Do not bring your child to Preschool/Kindergarten if he/she has had diarrhea or fever, vomiting, excessive runny nose, cough or contagious illness within the last 24 hours. If a child becomes ill

at school, the Director will contact the parent or contact person to pick him/her up. If a student is picked up for illness, they may not return for 24 hours or until symptoms are resolved.



Immunizations

The Preschool requests that you provide an updated immunization record each school year.

Supplies Needed

For the 4's and Pre-K Class, please provide a pencil box with two pencils, jumbo crayons, and four glue sticks. Also provide your child with a backpack for carrying school papers (8 1/2" by 11" or larger) back and forth each day.

For the 3's Class, please provide one pull-up (under clothes if your child is potty trained) and one change of clothes (to leave at school-remember to send clothing that would be appropriate for all seasons) and a backpack for carrying school papers (8 1/2" by 11" or larger) back and forth each day.

Kindergarten and 5-Day Pre-K Classes, please see the teacher for a class supplies list.

In September, please send one roll of paper towels and one box of tissues. In January, please send in one roll of paper towels and one package of baby wipes.

Arrival and Departure

Children will be received for classes five minutes before classes are scheduled to begin in the morning and the afternoon.

Please remain in your car with your child until a member of the Preschool staff comes to your car. To provide the safest possible pick-up and drop-off environment for your child, *we ask that you do not park and walk children to the preschool door.* If you miss the scheduled drop off time, please call the number listed on the preschool/kindergarten door and someone will let your child in the building. If you need to pick up your child early from school, please send a note with the time you will be picking them up and we will have them ready at the door.

If you cannot pick up your child and wish to send someone instead, you must fill out a Child Release Form and give it to the Director before pick up. If it is impossible to get the form turned in, you may call the Director giving permission to release your child.

When a person unfamiliar to the Preschool staff picks up a child, a staff member **will** ask to see their driver's license for identification. Under no circumstance will a child be released to anyone not approved by parents and identification reviewed.

Birthday Parties

Birthdays are significant days for your child. The Preschool Director and staff will make every effort to make your child feel special on this important day. Please check the monthly calendar for a Birthday Treat Day. There will be a specific note when your child is scheduled to bring treats. With the number of students, your child's celebration day may fall on a different day than their actual birthday. Please *do not* send balloons or gum to school with your child. We will celebrate all summer birthdays before the end of the school year.

Snacks

There will be a special day for your child to bring a Birthday snack. Please keep an eye on the monthly calendar for the date and the number of snacks needed. The Preschool will provide water for the children to drink with their snack. The snacks for the 3's classes and Kindergarten/Pre-K 5 day Classes will be provided by Preschool. If you are interested in sending a snack for your child's class, please send the snack (a total of 10 for Preschool or 14 for Kindergarten/Pre-K 5-day) in a package marked with your child's name. All snacks must be individually packaged (no homemade snacks).

2024-2025 Calendar

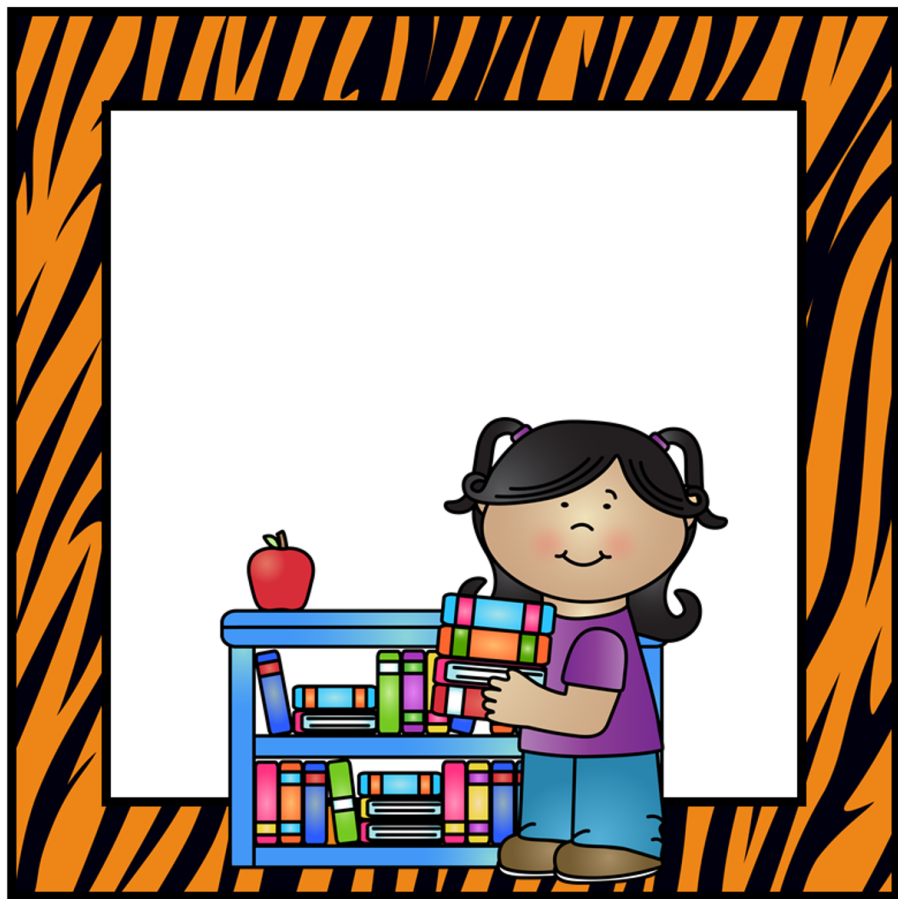
2024

Orientation Nights	August 26 and August 27
September 3	First Day of Class
First Week of October	School Pictures
October 21-25	Fall Break
November 27, 28, 29	Thanksgiving Break for Kindergarten, Pre-K and 4's Classes
November 26 and 28	Thanksgiving Break for 3's Classes
December 12	3's Last Day before Christmas Vacation
December 19	4's Last Day of Class before Christmas Vacation
December 20	Pre-K AM, 3-Day 4's, PM Classes, Kindergarten and 5-Day Pre-K Last Day before Christmas Vacation

2025

January 6	Classes Resume
January 20	Martin Luther King's Birthday (No School)
February 17	President's Day (No School)
March 24-28	Spring Break (No School)
April 18	Good Friday (No School)
May 5-9	Last week of Preschool for 3's and 4's Classes
May 9	3's and 4's Promotion Program at 5:30 Family Fun Night 6:30
May 17	Last day of Preschool for Pre-K
May 18	Pre-K Graduation at 11:00 a.m.
May 21	Last Day for Kindergarten/5-Day Pre-K – Graduation at 6:00 p.m.

NOTES



Chapel Hill Christian Preschool

A Ministry of

Chapel Hill Christian Church



2600 West Alto Road
Kokomo, IN 46902-4681
Preschool Phone: 765-453-4602

"See what love the Father has given us, that we should be called children of God." 1 John 3:1