

# **NORTHVIEW CHURCH PRESCHOOL HANDBOOK**

## **Dear Parents,**

Welcome to Northview Preschool! Our purpose is to provide a program in a biblical based environment where learning is fun and exciting.

The staff at Northview Preschool are excited to join you in your journey of encouraging your child to grow mentally, physically, emotionally, socially and spiritually. Our program is designed to accomplish these goals by: enhancing positive self-esteem in your child and building their independence; preparing each child educationally with age appropriate academics; stimulate physical development by providing challenging small and large muscle activities; encourage positive social interaction with their peers; and to help your child to naturally experience God's presence in his/her life each day.

In the following pages we have provided you with information about our program. We hope that this information will help this school year be an incredible journey for you, your child, and our staff.

**Sandy Agerter**

***Preschool Director***

*“And Jesus grew in wisdom, and stature,  
and in favor with God and men.”*

**LUKE 2:52**

## OFFICE STAFF & CONTACT INFORMATION

### **DIRECTOR**

Sandy Agerter

*sandy.agerter@northviewchurch.us*

### **ASSISTANT DIRECTOR**

Linda Charles

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### **COMMUNICATIONS COORDINATOR**

Gretchen Hawkins

*gretchen.hawkins@northviewchurch.us*

### **PHONE**

317-581-2035

### **LOCATION**

12900 Hazel Dell Parkway | Carmel, IN 46033

### **OFFICE HOURS (September-May)**

**MONDAY - FRIDAY**

8:30am - 2:00pm

**[www.northviewschool.us](http://www.northviewschool.us)**

## **PRESCHOOL CLASSES OFFERED**

### **LAMBS**

**Age:** 3 months to 17 months

**Teacher/Child Ratio:** 1:3

**Class Size:** 6

**Days Offered:** Monday and/or Thursday + Wednesday and/or Friday

The Lambs class is designed to be a time for children to be nurtured while enjoys a relaxing duty-free morning. During your child's time in the Lambs class, he/she will receive tender-loving care while playing, singing, and doing large motor development activities.

### **BUTTERFLIES**

**Age:** 17 months to Young 2

**Teacher/Child Ratio:** 1:5

**Class Size:** 10

**Days Offered:** Monday and/or Thursday + Wednesday and/or Friday

Butterflies are older toddlers who are sure on their feet and ready to sit at the table for lunch. In the butterflies class we begin to introduce some classroom structure. Structured activities happen during circle time where the teachers introduce colors, shapes, Bible stories and picture-making. Social development is key to a child's learning; therefore children are given more time geared toward child-initiated playtime. The Butterflies also go outside to play weather permitting. During inclement weather they ride toys and play in our indoor play area.

### **TEDDY BEARS:**

**Age:** 2 by May 31st and Young 3

**Teacher/Child Ratio:** 1:6

**Class Size:** 12

**Days Offered:** Monday and/or Thursday + Wednesday and/or Friday

The Teddy Bears are better equipped to handle structure and are ready to sit in groups for stories and crafts. Along with their structured activity time, the Teddy Bear class will be given a child-initiated playtime. Their structured activity time includes learning about numbers, and letters, painting, hearing a Bible story and doing a craft. The Teddy Bears will also enjoy time outside (weather permitting) or time riding toys and playing in our indoor play area.

## **PRESCHOOL CLASSES CONT.**

### **ZEBRAS**

**Age:** 3 and Young 4 by May 31st

**Teacher/Child Ratio:** 1:6

**Class Size:** 15

**Days Offered:** Monday and/or Thursday + Wednesday and/or Friday

At this age the children in the Zebras class are prepared to handle longer structured times while still enjoying child-initiated playtime. During our structure time each child will participate in group activities including games, letter and number recognition, phonetics, storybook time, craft time (where they paint on a regular basis), and hear a Bible story. Teachers will introduce line leaders in order to get them use to the concept of taking turns. The Zebras will also go outside to play (weather permitting), or enjoy time playing indoor on riding toys in our indoor play area. The teachers in the Zebra class strive to prepare each child for preschool activities.

## **PRE-KINDERGARTEN CLASS**

### **OWLS**

**Age:** 4 and Young 5 by May 31st

**Teacher/Child Ratio:** 1:9

**Class Size:** 18

**Days Offered:** Monday, Tuesday, Wednesday, Friday + Thursday and Tuesday  
*All children must enroll for the three-day-a-week program.*

The Owls class is our pre-kindergarten class. During the course of the day, children will have child-initiated play time in which they play with and explore a variety of toys such as puzzles, painting, coloring, riding toys, etc. In our structured time the teachers will work on phonics and number skills utilizing songs, rhymes, games, worksheets and artwork. The children will also hear a Bible story and verse each day. Children will attend a structured music class once a week, taught by a degreed music teacher. Creativity is encouraged through singing, experimenting with rhythm instruments, painting, art, crafts and collages. For further information on this pre-kindergarten class, please pick up the Pre-Kindergarten Guidelines.

## **TEACHING STAFF**

There are two teachers per class. Both teachers are highly trained and experienced and either one or both teachers are degreed. All teachers have an application on file and references have been checked.

## **CLASSROOM**

### **Tissues and Wipes:**

Each parent is asked to donate tissues, wipes or paper towels to be used during the year.

### **Play Clothes:**

We will go outside (weather permitting, temperatures over 35° F), paint, work with glue and do the things kids do. Please dress your child in appropriate clothing.

### **Label Your Child's Belongings:**

Please label your child's lunchbox, coat, and backpack and extra clothing. If you change bags halfway through the year, don't forget to label the new bag.

### **Snacks and Lunches:**

Northview will provide a midmorning snack. Please send a sack lunch with finger foods and a clear liquid drink, which will not stain the carpet. Do not send red Jell-O, Kool-Aid or Go-gurts. The lunch cannot be refrigerated, so pack accordingly. We suggest you use a cold pack in your child's lunchbox to keep perishables fresh.

### **Toys From Home:**

We discourage parents from sending toys from home, except security items (i.e. blanket or stuffed toy) and toys for show and tell. Any toys sent from home must conform to our policies regarding wholesome play, be safe and non-violent. Please do not allow your child to bring in guns, swords, knives, etc.

## **DISCIPLINE POLICY**

### **Coping with Discipline Problems:**

Discipline Problems are going to happen with small children, partly because they are not born with the knowledge and experience of adults.

## **DISCIPLINE POLICY CONT.**

**The following are strategies we use for handling discipline problems:**

- 1.** We try to identify the cause of the misbehavior so we can understand the reason for it and help the children cope better. For example, a child may be trying to get extra attention because there is a new baby at home.
- 2.** We use positive or neutral techniques, rather than negative ones, whenever possible. Children respond more quickly to praise than to criticism.
- 3.** We have a variety of discipline techniques ready to use so we can vary them depending on the child and the situation. For example, reasoning may work well with a 4-year old, but distraction is a better technique to use with a 2-year old.
- 4.** We will use techniques that encourage the children to solve problems for themselves and increase their self-control, rather than rely on adults to intervene. For example, children who ask the teacher to make another child relinquish a toy to them are told to ask the child if they could have the toy when the child is done with it.
- 5.** Time out is a used means of enforcing rules. It's real purpose is to give a child a chance to think about his/her actions; time to think of other, better ways to act. It will be short to fulfill its purpose. A recommended time in "time-out" is 1 minute per year of age of child. For example a 4-year old would receive a 4 minute time out.

### **Aggressive Play Policy:**

In line with providing a safe and secure environment, we discourage children from playing games which involve shooting, fighting, high kicking, capturing, or potentially hurting other children or themselves. We ask your assistance in enforcing this policy by telling your child that he/she will not be allowed to act out/ play aggressive games (Power Rangers, Batman, Gargoyles, etc.).

We will encourage the children to play cooperative games and we will take disciplinary action if a child persists in playing aggressively.

## HEALTH POLICY

### Illness Policy:

Please do not bring your child if he/she has a runny nose with green or brown mucus, a congested cough, diarrhea with a fever, upset stomach, or a fever - which is not due to teething (over 100°). If your child has or has been exposed to a contagious illness, please do not bring him/her until you are sure the child is no longer contagious. **Your child may return to class if he/she has been fever, diarrhea, and/or vomit free for 24 hours.**

### Medication:

Staff members are not permitted to give medication to a child. Should your child need an epipen or an inhaler you will need to fill out a Medical Release form (available from your teacher) and return the completed form to your child's teacher.

### Hygiene:

The staff practices safe hygiene procedures such as hand washing and routine disinfection of toys and surfaces as recommended by health care professionals.

### Records:

It is critical that we have accurate and complete records for each child. This includes any history a child has of such medical conditions as epilepsy, seizures, etc. We need to have on file an emergency medical consent form and your child's health form. All records are held in strict confidentiality. **It is imperative that you notify the director of any changes in your child's medical condition, address, phone number, parents' employment, or immunization history.**

### Absences Due to Illness or Travel:

We do not refund money for absences due to illness or travel.

## ARRIVAL AND DEPARTURE FOR PRESCHOOL

### Drop-Off:

Drop-off is at 9:00 a.m. Doors will open at 8:58 a.m. **NEVER LEAVE YOUR CHILD BEFORE 9:00 a.m.** Prior 9:00, teachers are setting the room up for the day and they are in and out of the room. We encourage you to bring your child on time to maximize his/her learning. Because children are most alert in the morning, we usually plan the academic activities before other activities. Bring your child directly to the class and check him/her in with the teacher before you leave.



## **ARRIVAL AND DEPARTURE FOR PRESCHOOL CONT.**

### **Pick-Up:**

Pick-up is at 1:00 p.m. Doors will open at 12:58 pm. **If someone other than yourself will be picking your child up, you must notify us in writing!** This includes a parent we do not know, grandparents, friends, aunts and uncles! This is for your own protection. If you carpool, you may write a standing note for us to keep in your child's file. The teachers will check before letting your child leave with someone other than you. The person picking your child up will need to show their driver's license prior to the teacher releasing your child with them.

## **FIELD TRIPS**

The Owls classes may go on one or two field trips during the year, depending on their developmental readiness. Fees may be charged for these events, if needed.

## **FIELD TRIP POLICY**

Your child's safety is our number one concern. To ensure a safe and enjoyable field trip, all Pre-K and office staff have gone through training and are certified to drive passenger vans and will follow the following policy:

- 1.** All students will ride in the church vans (9 per van/shuttle) with one teacher and one adult/parent chaperone.
- 2.** Car seats/booster seats are optional. If you would like your child to ride in their car seat/booster seat, please label the seat and buckle the seat into the van on the day of the field trip.
- 3.** If you prefer to drive them yourself, and are not a chaperone, we will have a form for you to sign that will state that you are responsible for them which will dismiss us from the responsibility of your child that day. You will be responsible to take, stay with and take home your child from the field trip. We will not be able to have the child come to school before or after the field trip so there is no confusion.

## **SCHOOL CLOSINGS**

If Carmel schools have a one or two-hour delay due to weather, school will begin at 10:30 a.m. and pickup time remains the same, 1:00 p.m. If Carmel schools have an elearning day due to weather, the Northview Preschool Director will decide if classes will be held or cancelled for the day. You will receive a text and email regarding any Northview Preschool delays or cancellations.

## **MAKE UP DAYS**

### **Full Day Cancellation:**

If a session (M/Th OR W/F) is cancelled 3 or more full days due to inclement weather; we will have 1 make up day per session.

### **Delay Start Day:**

On days when preschool has a one and a half-hour delay (class beginning at 10:30) there will be NO make up days.

## **CALENDAR**

We will mail all registered families a yearly calendar the second week of August. Parent orientation will be held in the evening the week before Labor Day. For the most part, our calendar coincides with Carmel schools, except that we begin classes after Labor Day and end classes the third week of May.

Calendars for individual classes will be available at the beginning of each month from your child's teacher.

## **HOLIDAYS**

We are a Christian program, and as such have special policies regarding holidays. We do not apologize for these policies, but feel all parents should be aware of them

### **Halloween:**

We will be celebrating Harvest Day instead of Halloween itself. In recognition of Harvest Day, each class will take a hayride to our pumpkin patch located on the school grounds.

## **HOLIDAYS CONT.**

### **Thanksgiving:**

Thanksgiving is taught as a historical day in which the first settlers, Pilgrims, thanked God for their first Harvest (which the Indians helped them plant and grow).

### **Christmas:**

Christmas is a wonderful celebration of our Savior's birth. We will be celebrating with telling the actual events of that glorious day.

### **January and February:**

Teachers may teach about the Presidents and our country during these two months. In February, we talk about Valentine's Day, and that this is a day about God's special love for each of us.

### **Easter:**

Easter is a time when we teach about the death and resurrection of Jesus. We do not emphasize the horror of Jesus death because of the young age of the children, but rather on how Jesus rose from the dead to give new life, connecting this to the theme of new life in the spring.

When celebrating the Christian holidays we will be emphasizing the true meaning of the holiday, but be assured we will not diminish the children's other fantasies of the holidays.

## TUITION AND FEES FOR PRESCHOOL

### Deposit Fee:

A deposit fee of \$50 per family and one month's tuition for the school year, will be due at the time of registration. **The fee and one month tuition will hold your child's spot for the fall and are non-refundable.**

### Monthly Fees:

	1 Day A Week	2 Days a Week	3 Days A Week
Lambs	\$105	\$210	-
Butterflies	\$105	\$210	-
Teddy Bears	\$105	\$210	-
Zebras	\$105	\$210	-
Owls (Pre-K Only)	-	-	\$305

### One-Time Annual Fees:

	1 Day A Week	2 Days A Week	3 Days A Week
Curriculum & Crafts	\$50	\$75	\$100
Music	-	-	\$75

### Multiple Child Discounts:

We offer a discount to families with multiple children in the program. Families with two children receive a discount of \$5 per month. Families with three children receive a discount of \$10 per month.

### Owls Classes Curriculum and Craft Fee:

\$100 for the year. **Fee is due in September.**

### Music Fee:

All Owls classes will participate in a music class once a week. The class is taught by a teacher with a music degree. **\$75 for the year. Fee is due in September.**

### Late Pick-Up Fee:

Please be prompt. We give a five-minute grace period, after that we charge \$2 per child for every five minutes you are late.