



**Preschool
& Kindergarten
at tmc**

**3500 W. Franklin Road
Meridian, ID 83642**

Parent Handbook

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Welcome to The Preschool and Kindergarten at Ten Mile Christian

Welcome to The Preschool at Ten Mile Christian. The staff of The Preschool at Ten Mile Christian is excited to have you join us on the beginning of your child's educational journey. We know it is an honor and a privilege to have your child at our school, and we will do our best to make this an awesome first learning experience for your child.

When we dreamed of our preschool, we dreamed of a place where children would have the opportunity for academic excellence interwoven with God's Word. While children are learning, we want them to feel surrounded and filled by God's love.

In our caring classroom environment, with certified early childhood teachers, we look forward to a safe, enriching and fun environment for all children in our care. Our teachers are required to have a complete background check through the FBI, including fingerprinting. As well, all of our teachers are CPR and First Aid Certified and maintain continuing education each year.

Again, we are so glad to have you join us in this adventure and look forward to a wonderful, blessed year together. Please read the following pages for more information on our day-to-day procedures and be sure to sign that you have read and understood this handbook. If you ever have any concerns or questions, please notify the director of The Preschool at Ten Mile Christian and she will be happy to speak with you. Thank you for your interest in our program and **Welcome to Preschool!**

Mandy Murphy

Director, The Preschool and Kindergarten at Ten Mile Christian Church

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Like us on Facebook, follow us on Instagram to stay updated on events.

Policies and Procedures

Enrollment

- Our school year begins the Tuesday after Labor Day in September and ends the Friday before Memorial Day in May

All parents (or legal guardians) are encouraged to pre-enroll their children for each school year. To secure registration, we require one month of tuition and the activity fee and the facility fee. The activity fee is utilized each year to help purchase classroom supplies, cover field trip costs, snacks and needed equipment. The facility fee is utilized to cover building and grounds, maintenance and improvements.

Enrollment is based on first come, first served basis, and priority will be given to those currently enrolled in our program. In the event that our classrooms reach the program's capacity, a waiting list will be created and openings will be filled based on availability. The director of The Preschool at Ten Mile Christian will notify all parents of their standing on the waiting list.

- Enrollment for **Returning Students** : Registration will be available first to our returning students the last week of February each year. One month tuition, activity fee and facility fee required.
- Enrollment for **Siblings* of Returning Students** : Registration for siblings of currently enrolled students will take place the last week of February each year. One month tuition, activity fee and facility fee required.
- Enrollment for **New Students** : Registration for new students will take place the first full week of March each year. One month tuition, activity fee and facility fee required.

***Siblings:** Siblings will receive a 25% discount on monthly tuition. Full tuition is due for the oldest child and 25% of tuition will be due for the second and successive children all enrolled at the same time.

Family Fee: Two or more classes enrolled, one discounted rate for fees (see Tuition for details).

Early Withdrawal

Once you begin a school year with The Preschool at Ten Mile Christian, we understand you are committing for the whole or the remainder of the school year, i.e. the end of May. If it becomes necessary for you to withdraw your child early, we require a two week notice before withdrawing the child. If tuition has been paid, we will NOT be able to return or to prorate. The best way to withdraw and not lose any money would be to let us know in the middle of a month. If you know at the beginning of the school year that you will not be able to complete the year, please advise the Director right away.

Potty Trained Policy

Children enrolled in the preschool classes for ages 3 and up, must be potty trained by the first day of school. We understand that accidents may still happen. These accidents are unusual incidents that occur infrequently. We have a three accident policy in place. If a child has three or more accidents in a month's time we will reevaluate his or her placement in preschool.

Potty Trained children can:

- Communicate to teachers that they need to use the restroom.
- Independently use the bathroom facility without assistance.
- Wear cloth underwear. No Pull-ups or diapers are allowed.

Enrolled children who are not potty trained by the first day of school will be eligible to move to the top of our waiting list. You may decide to continue to pay tuition until potty training is completed in order to hold your child's place in the class.

Hours of Operation

The Preschool at Ten Mile Christian is currently holding morning preschool classes on Monday - Friday from 9:30 a.m. -12:00 p.m, Kindergarten from 9:30 a.m. – 3:30pm and afternoon childcare classes from 12:00 p.m. – 3:30 p.m. If enrollment reaches capacity, then additional classes may be added or you may be placed on our waiting list. All parents of current preschoolers and those on any waiting lists will be notified by the Director of the additional class times.

Holidays

The Preschool at Ten Mile Christian will be closed for the following Holidays:

Thanksgiving (1 week in November)

Christmas Break

Martin Luther King Jr. Day or Human Rights Day

Presidents' Day

Spring Break (1 week in March)

Good Friday

Please note: In the case of severe weather that closes area schools, The Preschool at Ten Mile Christian will also close. Please follow West Ada School District closings.

Join our text service through Brightwheel, like us on Facebook and follow us on Instagram to stay updated on school closures and other upcoming events.

Vacation and Sick Days

Please call our office (208-888-3101) or message the director in Brightwheel if your child will be missing school for any reason. This helps us plan our day and alleviates our concern for your child.

We cannot adjust tuition due to sickness or vacations. Contact the Director if you have a special need or concern in this area.

Tuition

Tuition at The Preschool at Ten Mile Christian will be due on the **FIRST** of each month. If any payment is received after the **FIFTH** of the month, a \$20.00 late fee will be charged. Tuition paid after the **TENTH** of the month may result in the forfeit of your preschooler's spot to the next child on the waiting list.

Tuition may be paid in one of the following ways:

- By **check** (made out to The Preschool at Ten Mile Christian) Please do not give tuition to your teacher or place in your child's folder.
- By **credit or debit card**: through our Brightwheel App option to set up recurring payments as well
- By **bill pay**: To set us up in your bank's bill pay you will need the following information: The Preschool at Ten Mile Christian, 3500 W. Franklin Road, Meridian, ID 83642. 208-888-3101.

A one-time **Activity Fee** of \$100.00 and a one-time **Facility Fee** of \$125.00 is due at the time of enrollment to hold your child's place in a class.

Tuition per classroom 2022-2023: (Children the age of the class by September 1st of the school year, Kindergarten age 5 by September 1st of the school year)

2 days a week: \$187*	9mo - 23mo olds	3 days a week: \$240*	4 year olds
2 days a week: \$187*	2 year olds	5 days a week: \$299*	Pre-K 4/5 year olds
2 days a week: \$187*	3 year olds	5 days a week: \$400*	Kindergarten Full Day

Discounts:

Choose the discount that best benefits your family, discount stacking not available.

*Siblings: Siblings will receive a 25% discount. Full tuition is due for the oldest child and 25% of tuition will be due for the second and successive children all enrolled at the same time.

Family Fee: 2 or more classes enrolled, one discounted rate for total fees: \$350.

*Full Payment: We offer a 7% discount off the entire school year's tuition paid by September 1, of the school year.

* Military Discount: Students with a parent in our US military receive a 5% discount on tuition each month.

Financial Assistance

Please make every effort to speak to our Director if you need help financially. We cannot guarantee assistance, but we can assess the situation and do what we can to assist, if help can be made available.

If you would like to donate to a scholarship fund to help struggling families, please let the Director know.

Arrival and Departure

The Preschool at Ten Mile Christian begins each day **PROMPTLY** at 9:30 a.m. Please make every effort to arrive on time as this insures a smooth start to the day. Children may come to class as early as 9:20 a.m., but not before. The Preschool at Ten Mile Christian requires all adults to park and turn off their cars in the parking lot. Children must be physically walked in, and given into our care. Upon arrival, you must check in your child through our “Brightwheel” system. No child will be admitted to the classroom without being checked in.

The Preschool at Ten Mile Christian ends each day at 12:00 p.m. Kindergarten ends at 3:30 each day. Afternoon childcare classes end at 3:30 each day. Please plan on arriving a few minutes early in order to check your child out through the Brightwheel system. No child can be dismissed without being checked out by an authorized adult. If the child is to be picked up by someone other than the parents or guardian (who must be entered into our system), his or her name must appear on the approved pickup list on the child’s profile. ID will be checked before leaving the premises.

LATE ARRIVALS (anyone arriving after 9:40 a.m.) Come to the front desk in the lobby and let the preschool staff know and we will let you in the classroom area. If you are volunteering, you will need to sign our guest log located next to the telephone in the lobby. **Special note about arriving late:** We begin our day promptly at 9:30 a.m. and this is often our large group time. Arriving late is disruptive to the class and places your child at a disadvantage. We understand the occasional late arrival but please make every effort to arrive on time.

LATE PICK UPS are discouraged and can **result in a \$5.00 fee** for every five minutes you are late after 12:05 p.m. (after 3:35 for p.m. classes). If there is an emergency that will require you to be late, please call The Preschool at Ten Mile Christian and notify the Director.

In the case of special custody arrangements between the child’s parents, please provide complete detailed instructions and any legal documentation in your child’s information records. All instructions will be enforced by the staff of The Preschool at Ten Mile Christian in cooperation with the parents. Please inform the director of any changes made in custody arrangements so those may be noted in the file.

Personal Belongings

Your child's teacher will provide a list of recommended spare clothing and any additional items needed for the classroom.

Please leave your child's personal items such as toys, books, blankets or stuffed animals at home or in the car. Your child's teacher will specify a special day for your child to bring and share items from home. Please provide a backpack or bag in which to store the item to be shared so that it does not become a distraction from other scheduled activities.

On cold days, jackets or coats, hats and gloves will be needed for outdoor play time. If temperatures reach 20 degrees or below, or other unfavorable weather conditions occur, the children will play indoors instead.

Pictures and Publicity

The Preschool at Ten Mile Christian will reserve the right to photograph and/or videotape parties, special programs, fieldtrips outings, or other school related activities. However, in order for your child to be photographed and used by The Preschool at Ten Mile Christian for publicity and teaching purposes, written consent by the parent or guardian will be obtained at the time of the child's enrollment, included on the registration form. If left unsigned, children may be included in photos with a group of 5 or more.

Program Outline

The educational curriculum at The Preschool at Ten Mile Christian offers age-appropriate activities in a loving, Christian based environment. All children, from our 9-month olds to our Kindergarteners are encouraged to explore and experience their surroundings in order to achieve personal and spiritual growth and development. The Bible is used as the foundation of our Christian based curriculum.

A curriculum calendar will be sent home each month with your preschooler. This calendar will be a guide to inform parents of what your child will be learning about each week. Special class field trips will also be announced on these calendars, as well as Holiday closures and any other important class-related information.

Outdoor play is an important part of our class schedule. Please come prepared with appropriate clothing for the weather. If temperatures reach 20 degrees or below or other unfavorable conditions occur, the children will play indoors instead.

Here is a sample of what an average preschool day may look like:

- Opening (Welcome song/prayer, Bible story, music and movement, name recognition, alphabet-letter/number, community building, role playing)
- Project (related to the theme, story reading)
- Snack
- Centers (reading/language, dramatic play, writing, math, science, fine motor skills, blocks, art)
- Outside Play (Gross motor)
- Closing circle (review day/skills)

Field Trips

Field trips are an important part of our preschool curriculum, 1-3 trips may be planned in a school year and will often coincide with the curriculum. Permission forms will be sent home for each field trip. All students' fees are covered through their Activity fee. Children age 3 and up travel by bus with a certified/licensed driver. Parents are invited to attend. If non-enrolled siblings are accompanying a parent on a field trip, that parent will need to drive their own vehicle. Occasionally it is not permissible to bring younger siblings due to space issues. Please read any information that comes home regarding field trips to have all the information you need.

Staffing

Quality staff is extremely important to the success of our program. All of our teachers will be selected with the following characteristics in mind:

1. A love for God and children.
2. The desire to make a positive impact on the lives of all the children entrusted to us.
3. Dependability and consistency.
4. Flexibility and willingness to grow and learn in an ever-changing environment.
5. Fun and resourceful.
6. Knowledgeable and educated in early childhood development.
7. Willing to go above and beyond the call of duty for the benefit of the children.
8. A positive and constructive communicator.
9. Good personal hygiene.

The Preschool at Ten Mile Christian will maintain the appropriate staff-to-child ratio at all times and ensure that we are following the ratio standards based upon the State of Idaho.

Those ratios will be:

- 9 Months to 23 Months Class 8-12 children to 2 teachers
- Two-Year-Old Class 10-14 children to 2 teachers
- Three-Year-Old Class 10-16 children to 2 teachers
- Four/Five-Year-Old Class 12-18 children to 2 teachers
- Kindergarten Class 12-20 children to 2 teachers

The director of The Preschool at Ten Mile Christian is responsible for the proper supervision of the staff and its program. In the absence of the managing director, the director's assistant will assume the responsibilities of the program.

Health & Safety Requirements and Policies

Immunizations

In accordance with Idaho State Law, each child in attendance at The Preschool at Ten Mile Christian must have a current copy of their immunization records on file. Required immunizations are as follows:

*DTP, *OPV, *HIB, *MMR, and *HEP B

EXEMPTIONS: Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.

Sick Child Exclusion

Any child who becomes ill while attending school will be separated from the other children and a parent or guardian will be notified.

The following symptoms will be cause for dismissal for the day:

- Fever of 101.1 degrees or higher
- A green discharge from the nose, mouth or eyes
- Diarrhea twice within an hour
- Any undiagnosed rash
- Vomiting
- Persistent cough
- Redness and swelling in hands or feet
- Complaining of muscle aches and/or unusual fatigue

Decisions to dismiss a child from school will be based on the observations of the child and the best interest of the other children in the class. Please do not send your child back to school unless he/she has been symptom-free without medications for 24 hours, 5-10 days after positive COVID test.

If the parent or legal guardian of the child cannot be reached, the first person listed on the child's emergency contact list will be notified to pick up the child.

Parents or guardians should notify the managing director if the child has been diagnosed with a communicable disease. All parents will be notified in the event of a possible exposure to a communicable disease and advised on the appropriate measure to take if the child should become infected.

Medications

At this time, The Preschool at Ten Mile Christian, will not administer *prescription* medications to the children in their care unless it is deemed necessary by their attending physician.

In the case where it is deemed necessary, a note from the doctor with explicit instructions must accompany the child and the following procedure must take place.

Parents must sign the medication in on the medication log located at your child's classroom. You must list the name of the child receiving the medication, the type of medication, the specific dose, date and time that each dose is to be given. Parents must sign and date the log as well. Please be specific and avoid using the term "as needed". As your child receives each dose, the initials of the staff member and the time will be noted on the log. Please note that this is a daily log and will need to be filled out each day that your child requires his or her medication. (Special arrangements may be made if your child is required to take medication for an extended amount of time.)

All prescription medication must be prescribed in the child's name and cannot exceed the specific instructions on the label. All other medicine must be in the original commercial container and labeled with the child's name. Medication will not be dispensed in the excess of the recommended dosage of the container for the child's weight and age without written authorization from the child's physician.

All medication must be checked in at the classroom check-in area. Please do not take medication into your child's classroom or leave it in your child's bag. All medication requiring refrigeration must be brought in its own cool storage, such as a mini cooler or thermal bag.

The Preschool at Ten Mile Christian will keep children's liquid or chewable Acetaminophen or Ibuprofen to be given with written permission in the event it is needed for fevers over 99 degrees. A Non-Prescription Medication consent form is included with the Registration Form.

Food and Nutrition

Snacks...

The Preschool at Ten Mile Christian will provide and serve a snack each day. Be sure to note any allergies to food products that your child may have in the enrollment information. Also, please refrain from bringing your own snack to school out of courtesy for the feelings of the other children, unless needed to accommodate for allergy. If your child will be celebrating a birthday and he/she would like to bring a special treat to share, please prearrange the day and time with your child's teacher and clear the snack choice with the teacher in case of other allergies.

Smoking Policy

Ten Mile Christian Church and The Preschool at Ten Mile Christian is a smoke-free and vape-free environment. Thank you for your cooperation.

Emergency Procedure

In the event that a severe injury or acute illness of a child warranting immediate medical attention occurs, the child will be transported to the closest emergency facility. At the same time, another staff member will notify the parent or guardian of the emergency situation, and direct him or her to the medical facility to which the child was transported. If the parent or guardian cannot be reached, the next available person on the emergency list will be notified. The director will accompany the child to the hospital and remain with the child until the parent or guardian has arrived and is briefed on the situation.

Written report of all accidents, both minor and severe, will be documented, parent/guardian will be notified and the report will go in the child's file at The Preschool at Ten Mile Christian.

Fire Procedure

Fire drills will be conducted on a regular basis to practice the correct procedure in the event of an actual fire at The Preschool at Ten Mile Christian. Each classroom will have a fire escape plan posted by the door. The teachers will be trained and required to follow the practiced plan quickly and safely.

Severe Weather

In the event of a severe weather storm, your child may need to be picked up from the preschool in a timely manner. If the storm should cause The Preschool at Ten Mile Christian to lose its power for more than one hour, pick-up will be necessary. The school will remain closed until power is restored.

Security

In order to provide a safe and secure environment at Ten Mile Christian Church, please use the west entrances to the classroom wing (Family Life Center) when dropping off and picking up your children for preschool. Classroom hallways will be locked and secured after check-in (at 9:40am). Children will be under strict supervision at all times when using the playground areas outside the building. PLEASE SEE THE ARRIVAL AND DEPARTURE SECTION OF HANDBOOK.

When arriving at The Preschool at Ten Mile Christian to pick up your child, ensure that you have the proper identification and be prepared to show it when requested by a staff member. This procedure enables the staff of The Preschool at Ten Mile Christian to familiarize themselves with the visitors who enter the school and to ensure the safety and well-being of all the children within our care.

Anyone without identification or any unknown person found loitering on the premises will be asked to leave immediately. Any person other than the parent or legal guardian picking up the child must have been previously cleared by the parent/guardian and listed on the child's enrollment information. If notification has not been received, the child will not be allowed to leave the building or playground areas until appropriate authorization has been given.

Discipline and Guidance

The Preschool at Ten Mile Christian is a structured, loving learning environment. The teachers will strive to build character based on biblical principles and Christian values and promote good behavior. Acceptable standards of behavior will be clearly and consistently communicated to the children at an age-appropriate level. Children are encouraged to control their own behavior by making acceptable choices, communicating and cooperating with others, and solving problems by sharing their feelings and using their words to work problems out. Guidance through redirection and providing a wide range of interesting activities to keep the children focused is an important part of our classroom structure. Praise and positive reinforcement will be lovingly and consistently given to encourage desired behavior.

Occasionally some children need time in a quiet space to transition into the class in the morning or at other intervals in the day to help them transition to different activities. A "Time Out" or "Time Away" period will be used only when necessary and will be kept to a minimum. Corporal punishment or total isolation of a child will never be used by anyone as a form of discipline at The Preschool at Ten Mile Christian.

We will make every effort to keep you informed of your child's behavior in class in all regards. To this end, periodically we may send home a "Behavior Report" to inform you of how your child responded on any given day. As a parent/guardian, we want you to feel connected and excited to see how your child is growing and maturing.

If the child consistently needs to have time out or time away from the classroom or displays behavior that is dangerous to other children or teachers, then the child's teacher may request a meeting with the preschool director. This meeting may also include the child's parents depending on the nature of the child's actions. Following the meeting, a procedure will be implemented to attempt to meet the specific needs of the child without compromising the welfare of the other children in the class. A written procedure will be added to the child's personal file and shall include, but will not be limited to, the following information:

- A documentation of the events that occurred leading up to the meeting.
- Actions taken by the teacher to assist the child in understanding.
- Possible solutions discussed to help the child's behavior improve.
- A scheduled time frame anticipated for the improvement of the behavior.

Should the child's behavior not improve within a scheduled time, possible removal of the child may be necessary.

In the case of a child who is biting, the child will first be placed in a "time out" area to demonstrate that the behavior is not acceptable. Every effort will be made to prevent biting in the classroom. The following steps may be taken:

- Toys that are a source of conflict between children will be removed.
- Children will be encouraged to verbalize their frustrations.
- Children involved in conflict will be separated.
- Parents may be encouraged to give the child extra rest.
- Tylenol may be suggested to be given before school for tooth or cavity pain.

If a child bites three (3) times in one day, the parents or guardian of the child will be called to come pick up the child. If the child is sent home, the teacher or the director of The Preschool at Ten Mile Christian will request a conference with the parent or guardian in an effort to determine a possible cause and to create a possible solution for the biting behavior. If the child is sent home three (3) times in a four-week period of time, the child will be removed from The Preschool at Ten Mile Christian and will not be allowed to return until the biting has subsided.

Parent Participation

Parent/Teacher communication is an integral part in the success of The Preschool at Ten Mile Christian. As a part of this communication process, we will provide the following forms of interaction for you:

- **Bulletin Boards**: Bulletin boards both inside and outside of each classroom will call attention to activities. Parents are encouraged to check the bulletin boards daily to stay current on the ongoing activities of the school.
- **Behavior Report**: Periodically we will send home a report in which your child gets to show how they did that day in class. This may be a smiley face, sad face, surprised face etc. Communication is very important to each child's success in the classroom.
- **Parent/Teacher Conferences**: Formal Parent/Teacher conferences may be scheduled to keep parents informed about the progress of their children in the preschool. Informal Parent/Teacher conferences may take place daily as parents arrive or depart with their children. It is at this time that we encourage interaction between parents and teachers to share information and offer ideas and/or suggestions that will add to mutual understanding and respect.
- **Newsletters, Email and Texts**: These are the forms of communication used by The Preschool at Ten Mile Christian to inform parents of current events, make appointments or collect data.
- **Parent Access and Information**: At any time, parents can request to see their child's file. Any parent or guardian whose child is enrolled with The Preschool at Ten Mile Christian may have access to the child under normal circumstances at the discretion of the school's director. Limitations and visitation may be necessary to ensure disruptions are kept to a minimum. Parents are encouraged to schedule their visits or their volunteer time, in advance, with the classroom teacher. A parent or guardian may be denied access to his/her child if it is in violation of a divorce decree or other order issued by the court. Appropriate measures will be taken to ensure that The Preschool at Ten Mile Christian is in compliance with all court orders. The parent/guardian must provide The Preschool at Ten Mile Christian with a legal copy of any court documentation regarding the custody arrangement of the child/children enrolled at the preschool. Any changes in the decree/order must be submitted to the director of the school in the form of a certified legal document.
- **Communication Policy**: The Preschool at Ten Mile Christian strives to provide the best possible care for every child and stands behind the exceptional quality of our program.

However, situations may occur in which parents or guardians may disagree or feel unhappy about some aspect of the school. If this should occur, they are encouraged to call and schedule an appointment to speak with the Director of the school. If necessary, a conference will be scheduled to discuss what measures are needed to ensure the satisfaction of all those involved. All questions and concerns about the school and its operation can be addressed by the Director of The Preschool at Ten Mile Christian. If there are specific questions about your child's day and classroom activities, they can be addressed by the attending teacher in your child's classroom.

- **Note to Parents:** Please inform your child's teacher of any disruption in your child's schedule which may affect him/her while at school (i.e. amount of sleep, change in diet, health issues, or an emotional event; birth/death in the family, a move and etc.). These will enable the teacher to better meet the individual needs of your child.
- **Dismissal:** The Preschool at Ten Mile Christian hopes that a child never has to be dismissed from the school. However, such occurrence may take place if necessary. Dismissal will occur in the event that the Director of The Preschool at Ten Mile Christian in her sole discretion determines that the policies and procedures of the parent handbook have not been met and every effort has been made to resolve the issue at hand.

Transportation

A licensed and insured driver from a professional bussing company will be hired by The Preschool at Ten Mile Christian to transport children for a scheduled field trip outing. In order to transport any child, the school must have a written permission slip on file from the parent or legal guardian. Prior to any outing, the parent/guardian will be notified of the event in writing.

All vehicles used by The Preschool at Ten Mile Christian will meet the State of Idaho's safety and licensing requirements.

Children are expected to observe the rules of the bus at all times. If order cannot be maintained on the bus, the driver will return to the school and the parents will be notified.

Teachers will have a copy of the scheduled route, a list of all children in the vehicle and a list of phone numbers indicating where parents/guardians can be reached in the event that any child becomes ill or injured. Attendance will be taken prior to leaving the school, and a count of all children will be taken regularly during the outing. A final attendance will be taken on the bus while preparing to leave the scheduled event.

Children arriving late for a previously scheduled outing may be left behind, so please arrive on time the day of a scheduled outing.

