

Landmark PRESCHOOL

Handbook



...a fun place to
play and learn!

COVID -19 INFORMATION

This plan is in place if we go into a mandatory situation again!

At the onset of school we are NOT requiring students to wear masks. If you choose for your child to do so that is totally up to you. We do have limited amount of staff that will be interacting with your child, with small enrollment numbers and our ability to social distance during classes we feel as though we will be safe. We will administer temperature checks each morning. If your child is not feeling well we do ask that you keep them at home. We will do all that we can to provide a safe environment for your child.

Registration, Admission and Fees

Registration and fees will be completed prior to start of school. Enrollment priority is given to church members and secondarily to siblings of past students. Any remaining openings are then filled from the waiting list as determined by the Director of Landmark Preschool.

Remittance should be given to the director at morning drop off unless other arrangements are made. Checks should be made payable to: Landmark UPC.

Your promptness will be appreciated as we operate on a tight budget. Salaries, supplies, and materials are dependent on monthly tuition payments.

Tuition

2 days per week – Full year - \$1,260; Two Installments of \$630 or \$140/month – Tuesday & Thursday (2 ½ -5-years)

3 days per week - Full year - \$1,710; Two Installments of \$855 or \$190/month – Tuesday, Wednesday & Thursday (4 & 5 year olds)

Registration Fee: A non-refundable registration fee is due annually at the time of application. The registration fee is \$50
This fee covers cost for insurance and expendable supply items.

If your child is absent, or if the School is closed for holidays, snow days, conference days, teacher workdays, etc., tuition is still required. Tuition is due on the first day of the month. After the 10th of the month, a \$15 late fee is charged. If the account is not paid in full by the 1st of the next month, your child may not attend their class until the tuition plus the late fee is paid in full. There will be NO exceptions.

If you need receipts for tuition payments please let us know. End of year statements are available by request for tax purposes.

You may pay online for the full year, in two installments or by the month. Cash and checks are accepted as well. A service charge of \$25 will be charged for each returned check.

Hours of Operation

All children attend class from 8:30 am -11:30 am

Early drop off @ 8:15 am is available with prior arrangements at a fee of \$10. There will be a late fee of \$5 per 5 mins past pickup time. PLEASE do your best to be on time for pickup. Most of our younger workers are in school and are working around their school schedules.

Drop off/Pick up

You may come inside to drop off in the mornings (**Not before 8:25am unless prior arrangements have been made**) and pick up your child at the end of the day (at 11:30am). We ask that you do not disrupt the class if it is still in session.

Absences

If you know your child will be absent or late, please notify the school as soon as possible. This information affects classroom activities.

Calendar/Inclement Weather & Closings

The Preschool calendar is designed to coordinate with the schedule of the Davidson County Schools. In the event of inclement weather, we will follow the decision of the **Davidson County Schools** regarding closings or delays. On delay days, we will begin school at **10:00am** regardless of whether it is a **one** or **two** hour delay.

Missed days due to inclement weather

- First 3 days lost to inclement weather are forgiven.
- After 3 days the Director will make a decision concerning scheduling make up days.

Insurance

Students are covered under the church insurance policy for a limited amount of medical and liability insurance while participating in activities sponsored and supervised by the school.

Celebration of Birthdays/Class Parties/Daily Snack

Parents may bring snacks to celebrate birthdays. Please let the teacher know several days in advance for planning purposes.

- All birthday/party snacks must be peanut/tree nut free.
- Summer birthdays may be celebrated anytime if desired.
- Snack time is enjoyed each morning. Parents are asked to bring a snack that your child enjoys!

Please notify teacher of any food allergies!

Discipline

Hitting or biting will result in a “time out” period, conducted in an appropriate way for this age level.

Dress

Dress your child in comfortable play clothes. We ask that your child wear tennis shoes for safety purposes. Please keep an extra change of clothes in your child’s book bag, in a plastic bag clearly marked with your child’s name. (include a change of underwear & socks) We exchange clothing when the seasons change.

Emergency Procedures

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of their physician. Current parent work numbers and home numbers must be in each child’s file. If your job changes or home number changes, make sure to get that new information to the Director.

Illness

Please do not bring your child to the Preschool if they have had a fever over 100 degrees, vomited, had diarrhea, or shown other signs of illness within a 24 hour period. If your child becomes sick at school or has been left sick with us, we will call you to come for them. If your child is absent due to an illness, please call us so we can keep an account and, if necessary, notify other parents about communicable diseases. Your child must be symptom-free for 24 hours before returning to the School.

Student Health Requirements/Immunizations

A health form must be filled out by your pediatrician and must be turned into the Director by the opening of school.

North Carolina state law requires the following:

“A certificate of immunization should be presented to the child care operator for each child who attends the facility. The child care operator should check the certificate to ensure the child meets immunization requirements.” The law further states, “If a child’s immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency.”

Our School policy is to uphold this law without exception. Therefore, if an immunization record is incomplete, the School must notify the parents in writing that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice.

Social Media

Please use *great* discretion when using social media with pictures or words concerning the preschool, the teachers and its students. Public abuse of the above stated will **not** be tolerated and actions will be taken at the Directors discretion.