

**POLICIES AND PROCEDURES OF**  
**FARLEY COMMUNITY CHURCH PRESCHOOL**  
**880-3878**

**SCHOOL CALENDAR**

Farley Community Church Preschool will follow the same schedule as the Huntsville City Schools. We will be closed the same days as the Huntsville City Schools plus Good Friday (if this day comes during a regular school week).

**CLASS SIZE**

We limit the number of children in our classes. The 4-Year-Old class size is 12 children. The 3-Year-Old class size is 8 children. The 2-Year-Old class size is 6 children.

**TUITION**

Tuition is due the first day of the month. When the next month's tuition is due, we will put a yellow tuition envelope in your child's totebag. Please return the next month's tuition in your child's totebag in this yellow envelope.

There will be a late fee of \$5 per week if the check is not received by the 10<sup>th</sup> of the month. If there is a problem, please contact Donna Callaway. MAKE CHECKS PAYABLE TO FARLEY COMMUNITY CHURCH. There will be a \$25 fee for each returned check.

Two weeks notice should be given if you plan to remove your child from our roll.

No parent will be allowed to be more than 30 days in arrears. If arrangements are not made, the child will be dropped from our roll. If two checks are returned, ALL further payments MUST be made in cash.

**TOTEBAGS**

Each child will be given a canvas totebag. This is for your child to bring to school with him/her daily and will be taken home each day by your child. No other backpacks or totebags are to be brought by your child. The totebag will be a major means of communication between the home and the preschool, so check it daily

**MESSAGES**

Verbal messages cannot be accepted by a teacher. When you, as a parent, have a message which should be transmitted to the teacher, you must send a written note. Messages to the parent will be placed in the child's totebag.

We have an "open door" policy and you are welcome to visit any time. Please limit the time that you are in the classroom, though, so that your child's teacher may spend her time teaching the children in her class. Parent conferences may be scheduled with your child's teacher at some time other than the 9:00-12:00 teaching time. For the safety of the children, we ask that you please check in at the office before going to your child's classroom.

**CLOTHING AND PERSONAL BELONGINGS**

All items (coats, hats, sweaters, mittens, books, etc.) must be plainly labeled with the child's first and last name. Please print your child's name so that he/she can learn to recognize his/her own name. Please have your child wear playclothes of any kind to school. Your child should wear clothes to school that he/she is able to manage by himself/herself. PLEASE PUT A CHANGE OF CLOTHING (SHORT-SLEEVED SHIRT, LONG PANTS, SOCKS, UNDERWEAR) in a ziploc bag. This will be kept in your child's room all year. If clothing is used, please send replacement clothing in a clean ziploc bag the next school day.

Tennis shoes are the best shoes for preschool. Because of safety, no child will be allowed to climb on any playground equipment unless he/she is wearing tennis shoes.

## **ILLNESS AND MEDICATIONS**

Be sure your child is physically fit to attend school. If your child is not well enough to participate in all activities, please keep your child home.

A child must be free of fever for 24 hours before he/she may return to preschool. If your child has chicken pox, all pox must be scabbed over before a child may return to school.

We are not allowed to administer any medication. **DO NOT SEND MEDICATION OF ANY KIND TO SCHOOL WITH YOUR CHILD.** A cut or abrasion will be washed and dried and covered with a band-aid if your child gets hurt at preschool.

Please inform your child's physician that your child is attending Farley Community Church Preschool. In case of emergency, he should be aware of the fact that we may be bringing your child in for emergency treatment.

## **DROPPING OFF AND PICKING UP**

We will unload all preschoolers at the drive-thru beginning at 8:55 each morning. A teacher will help your child get out of the car. Please have your child unbuckled and all "good-byes" completed when we open your car door. Please do not allow your child to open or close the car door. Too many smashed fingers might happen! At the end of the day (12:00) we will have the children at the front glass doors. Please pull up and get your child from these doors. If you are late picking up your child, there will be a \$5 late charge for every 5 minutes you are late. If there is an emergency, please call the office and let us know. If you are late bringing your child to school, or need to pick up your child before 12:00, please come into the office and let us know. This is for the safety of all the children.

Children enrolled in Mom's Time Out should be brought into the classroom by the parent at 9:15 a.m. and picked up in the classroom at 1:45. Hopefully this will help us avoid traffic jams in the drive-thru area. Please do not park in the drive-thru. We may still have some preschoolers being dropped off.

## **BAD WEATHER**

Any time the public schools are closed due to bad weather, we will also be closed. If the public schools are closed early during the day due to inclement weather, we will close the Preschool 30 minutes prior to the public school dismissal. If the public schools start late, we will be closed and will NOT be able to make up these days.

## **BIRTHDAYS AND PARTIES**

Your child's teacher will be contacting you to help with the class holiday parties.

Each child's birthday will be celebrated during the school year. Invitations to private parties are passed out ONLY if enough invitations are sent for ALL children in his/her class.

Do not bring gifts, party favors, candles, balloons, or plastic pick decorations for birthday parties.

## **SHOW AND TELL**

Show and Tell Day is one day each week. If your child is going to bring a pet or anything alive, please call your child's teacher the day before. All Show & Tell items need to be able to fit into your child's totebag.

## **SNACK PROGRAM**

Once a month, your preschooler will be bringing home a "snack note." These notes tell you which day during the month to send snack for your child's class. On occasions, your child may bring home a snack note that asks for a specific item (in place of a snack) for your child's class. This is usually in conjunction with something his/her class is studying or it is an ingredient needed for a cooking experience. If you have any questions regarding possible snacks, please contact your preschooler's teacher. A drink is always available. Please send the snack in an UNBREAKABLE container.

## **STAYDAY AND LUNCH**

Stay Day is offered every day. If you choose, your preschooler may send \$5 (in an envelope marked with his/her name) and a lunch and may stay until 2:00. This is strictly optional. Please put the labeled envelope in your child's totebag. You may also include the cost of Stay Day in your child's tuition payment.

Do not send any food or beverages in cans or glass jars. Please send a straw with a thermos, or a cup will be provided. Please cut all items (including all fruit) into small, bite-size pieces. Children can easily choke on large pieces of food.

At the recommendation of Huntsville Hospital, we do not allow the following items to be brought for lunch or for classroom snacks:

- whole hot dogs
- nuts
- hard candies
- whole carrots
- popcorn (for 3 year olds and younger)
- whole grapes
- raisins
- marshmallows
- gummy candies

## **DISCIPLINE**

Children are not allowed to mistreat themselves, others, or property with their mouths, hands or feet. If inappropriate behavior occurs, a "time out" procedure will be used. If necessary, we will ask for your assistance in correcting a persistent problem.

## **SAFETY PROCEDURES**

Please remember to come to the office if you must bring your preschooler to school late.

Never leave your child unattended.

Weather drills will be held during the season.

Fire drills will be held at varying times.

## **FIELD TRIPS**

If field trips are planned, you will be notified. No field trip will be taken without written notification to the parents and written consent from the parents. Due to insurance policies, no younger brothers or sisters will be able to join us on a field trip. Field trip permission slips must be signed and returned before a child may go on a field trip.