



Country Club Christian Church

6101 Ward Parkway
Kansas City, MO 64113
816-333-6311
E-mail:
lisam@cccckc.org
or
preschool@cccckc.org

PARENT HANDBOOK

Accredited by:
Missouri Accreditation of
Programs for
Children and Youth

Revised October 2016



2012 Cherry Hill Drive
Rosewood Building Suite 206
Columbia, Missouri 65203

Toll-Free: 866.528.1288
Local: 573.256.1288
Fax: 573.256.6877

Dear Parents,

Congratulations! You have chosen to place your child in a program that is accredited by the Missouri Accreditation of Programs for Children and Youth.

Accreditation is a stamp of approval designed to promote quality programs for young children by giving recognition to those meeting prescribed indicators of quality. It does not involve mandatory controls. Rather, the decision to seek accreditation is a voluntary indicator of the commitment of the staff and controlling board of your program toward offering your child high-quality education.

The process of accreditation requires many hours by the staff to meet the prescribed quality indicators. A review team has visited your center to approve the results of this hard work, which is designed to insure quality of curriculum and to encourage communication between home and center.

Missouri Accreditation was chosen over other accrediting bodies because of the higher educational standards required by Missouri Accreditation – a direct indicator of quality.

Meanwhile, be assured that the program you have chosen for your child and the Missouri Accreditation of Programs for Children and Youth is working continually to improve the quality of education that Missouri's children experience. Your support is also appreciated.

Missouri Accreditation Board

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Dear Parents,

Your interest in Country Club Christian Church as a program to serve the needs of the children in your family is exciting for us!

We are dedicated to providing an excellent care and teaching facility in which your child may develop toward the highest potential God has envisioned for him or her. Our programs are planned to enrich the family unit through openness, inclusiveness, and support.

We endeavor to assist you in meeting your needs or to resolve any issues that may develop.

Thank you for the opportunity to serve you.

Sincerely,

Lisa McCleish
Director of Early Childhood Programs

Please note: While we genuinely believe all boys and girls are uniquely special and equally important, for the sake of brevity and clarity, we have chosen to use masculine pronouns (where we do not use both) when referring to children in this booklet. As we realize some parents may not agree with this practice, we appreciate your understanding and accommodation of this decision.

HISTORY: The Weekday Programs of Country Club Christian Church were first established in 1965 with the first preschool program designed mainly for the children of members of the church. The following year, the Moms Day Out Program (now called the Parents Day Out Program) began. Both programs have changed through the years and have become an important service to many community children.

The Preschool was one of only a few early childhood programs in the Kansas City area to be accredited in 1989 by Missouri Accreditation. Our Parents Day Out program became the first of its kind in Missouri to be accredited; it was the FIRST infant and toddler program in Kansas City to be accredited. There are now many more Missouri Accredited programs. Our accreditation was approved in November, 2015 for another 5 years.

Country Club Christian Church Weekday Programs come under the auspices of the Weekday Programs Advisory Council, a division of the Education Council, and the Director of Children and Family Ministries, Rev. Monica Lewis.

All children of the community, regardless of race, sex, or religion, are accepted in the Weekday Programs and will be accorded the same rights and privileges due all children of God.

PROGRAM EMPHASIS: We are dedicated to helping your child develop his own personality and abilities. We strive to minimize competitive activities, with emphasis instead on personal, social, emotional, intellectual, and spiritual development. Cooperative activities and positive interactions with adults and peers promote the development of your child's self-esteem. Additionally, a variety of experiences with age-appropriate art, music, literature, and physical activities assist in your child's knowledge of himself and his effect on his environment.

CHILDREN AS INDIVIDUALS: Each child is accepted on a trial basis and encouraged to develop at their own pace. Although our staff is not specifically trained in special needs, we welcome all students and will work with parents to develop a plan to include the child in all aspects of our program. As an example, if a child is unable to master a specific skill, the teachers will provide alternative ways for that child to practice and improve that skill. Because we believe that all children develop at their own pace, many of our activities are open-ended, and children feel comfortable working at their own pace. If we find that our school setting can't meet the needs of a specific child, we will meet with the parents to develop a plan to find a school setting that is more suited and can better meet the child's needs. We have annual speech and hearing screenings, as well as community resource contacts that are shared with parents on a regular basis. If a therapist needs to work with a child or observe a child, we are happy to schedule that, as well as share information with them as allowed by the parents.

PARENTAL PARTICIPATION is always encouraged. We are hopeful you will contribute of yourself and take the time to "experience" your child's classroom. You are always welcome to visit the Parents Day Out rooms. The Preschool encourages parental participation in the program through volunteering in the classroom, helping with special events and attending field trips.

FAMILY ATMOSPHERE: Since we encourage parental participation, and since there are less than 55 children in either the Parents Day Out Program or the Preschool on any day, we can provide a family atmosphere, with much personal contact, for you and your child. We will make every effort to work with you regarding concerns or situations that arise.

All families are invited to participate in all church functions. We especially encourage you to consider those occasions of particular interest to families with young children.

CLOTHING: Your child will be actively involved with other children throughout the day in the classroom and outdoors. Even infants and toddlers will go outside as much as possible. Please dress your child to be able to enjoy the outdoors and be comfortable inside doing all kinds of creative activities. Since your child will be increasingly encouraged to care for his/her own needs, please see that clothes offer the opportunity for increased self-esteem that children experience from caring for their own needs. Each child should have a change of clothing in his or her backpack.

SNOW DAYS will be observed when an announcement is made on ABC, Fox 4 and NBC 41 that “Country Club Preschool” is observing a Snow Day. You may call our  number (816-333-6311) to find a recording if school is cancelled. If bad weather necessitates the closing of the church during a program day, an effort will be made to reach the parents and ask them to pick up the child early. Of course, a caregiver or teacher would stay with the child until he is picked up. There is NO reduction of tuition when bad weather days occur.

SAFETY: Fire escape plans and tornado plans are posted in all rooms. Either a fire drill or tornado drill is practiced monthly during the school year. Earthquake procedures have been discussed with the staff. Because of the age of the children and the fact that most children are not here daily, more emphasis is placed on staff preparedness than on training the children for such an emergency.

For your child’s safety, we ask that you sign-in children when you bring them and indicate who will pick up the child by printing the name on the right side of the sign-in sheet. The person picking up the child must also sign him out. If we are not familiar with that person, please advise them to provide identification.

SECURITY: All families will be issued a security code, which will open the north door during program hours. We will give the code only to parents. Parents may give the code to those who may be picking up their child. If you or someone picking up your child does not have the code with them, entrance may be made through the East Door.

CONFIDENTIALITY OF FILES: All files of children who attend Country Club Christian Church Weekday Programs are confidential. Only the Director, office staff and your child’s teacher/caregiver can access these files. Parents have the right to view their child’s file, which is located in the office, at any time.

HEALTH POLICY: All enrolled children must provide immunization information and a health assessment signed by a professional as required by the Missouri Health Department. Before your child starts our program, current immunizations and a health assessment signed by a licensed physician are required to be in our office. If your child has special health needs, you will be asked to complete a Specialized Care Plan form which will be kept in our office. Please notify us if your child acquires a communicable disease so other parents may be alerted to possible contact with the disease.

In accordance with Section 210.003.7, RSMo. (Revised Statutes of Missouri Legislature), the parent or guardian of a child enrolled in any of our programs may request notice of whether there are any enrolled children at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note: the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file. As of June 1, 2014, we no longer enroll children whose parents choose to decline all immunizations.

We prefer NOT to give medication - especially considering the limited time children are here. Should it be necessary to give medication, please complete a form, which will be provided upon request, and bring the medication in a prescription container with a measuring dispenser. No aspirin will be given due to its link with Reyes Syndrome.

EMERGENCIES: In the event of an emergency, your child would be transported by ambulance to the nearest emergency room that is available to provide services appropriate to the injury of the child. You may specify on your health form if you have a preference. Every effort will be made to notify you or others listed on your enrollment form. Please keep this information up to date to facilitate reaching you. Medical treatment is the financial responsibility of the parent.



ILLNESS: In an effort to provide a healthy environment for all children, we cannot accept children who have vomited or had a fever or diarrhea within the last 24 hours or who have an infectious, running nose.

There are no facilities or staff to care for sick children at Country Club Christian Church. It is important that you notify us of a means to contact you or another person authorized by you who can pick up your child in the case of an emergency or illness. Sign-in sheets have a space for this information, as does your enrollment form. You will be notified if your child becomes ill. You must pick him up within one hour or make arrangements for someone else to do so.

ACCIDENTS: Minor accidents will be treated by caregivers and office staff. If the child sustains a head injury or requires more than minor first aid, his/her parent will be contacted. An incident report will be completed by the caregiver to be signed by the Director and parent.

No **SICK DAYS** are allotted in the fee schedule. However, we would appreciate you letting us know if your child will not be attending due to illness. This makes it possible to allow substitutions, as explained immediately following, which may be of benefit to you at some time.

BUYING/SELLING DAYS: In our Parents Day Out program, parents can buy and sell days within their child's classroom. If you know in advance that your child will not be in attendance in his classroom, you may request a "I Would Like to Sell a Day" flyer to post on the classroom door. An interested parent will contact you to buy your child's day. Likewise, if you would like to buy a day from another family in your child's classroom, you may request a "I Would Like to Buy a Day" flyer. An interested family will contact you to sell their child's day to you. Parents, please make contact with each other regarding payment transactions; the office will not be responsible for arranging payments between parents.

DROP-IN ATTENDANCE: Families may request to drop-in on a day when their enrolled child doesn't already attend. A \$10 fee will be added to the daily rate.

VACATION: Weekday Programs does not allow make-up days for absences. Families may attempt to sell or trade days (see **BUYING/SELLING DAYS** above) in the event of a vacation or days not attending.

CHRISTIAN TRAINING will be included in the curriculum in the same manner that Jesus taught those who lived around Him:

1. By example,
2. Talking with those around Him and serving their individual needs,
3. Telling stories or parables in meaningful situations.



While there is no specific requirement of a Christian curriculum, prayer before eating, seasonal stories, and examples of love are incorporated into our programs.

DISCIPLINE: We feel that the most effective discipline occurs in an interesting, active program planned to meet the needs of the individual children served. Caregivers and teachers will try to anticipate potentially hazardous situations and redirect a child's attention or move a child away from what is dangerous to himself or others. Children will be encouraged to discuss differences of opinion, express their own feelings, and learn to work out problems with their peers. At no time is physical punishment used.

Should continuous unacceptable behavior occur, the problems would be discussed with the parents in the hope that we can work together for the benefit of the child and other children in the room.

Every effort will be made to work with the parents to develop an appropriate response for the child that assures his safety and self-respect, the safety of the other children, and the respect of the staff. If a child is unable to fit into the program, the parents may be asked to remove the child from the program.

If you have concerns about your child's behavior or discipline in his room, please discuss your concerns with the caregiver, the teacher, or the Weekday Programs Director.

Criminal record and child abuse/neglect checks are conducted on all staff and volunteers. Staff training includes information about signs of possible child abuse and the approved procedures for reporting.

STAFF DEVELOPMENT: Research clearly shows that the adult/child ratio and educational level of staff most directly forecast the quality of early childhood education and care. CCCC has led the way for area programming by instituting a professional development plan for all of its Weekday Programs. All employees are encouraged to increase their professional early childhood education and care skills.

Parents Day Out caregivers and Preschool teachers have regular staff meetings that frequently include training. In addition, the teachers and caregivers are expected to meet Missouri state licensing requirements regarding in-service education, which is 18 hours annually. Our Staff Development Program encourages early childhood college classes at all levels.

MISSOURI STATE LICENSING: Country Club programs are in compliance with the Department of Health Rules for License-Exempt Facilities. You may ask to view inspection papers.

Since licensing regulations are aimed specifically at health and safety, we have also chosen to be accredited by Missouri Accreditation of Programs for Children & Youth, whose standards meet all licensing requirements but also require high quality of early childhood programs, such as adult/child ratio, quality interaction between adults and children, teacher training, and program standards that enhance children's development. These records are also available to you.

Parents' demand for quality childcare has resulted in an increase in the number of Missouri accredited centers in the Kansas City area.

In May, 1989, the Preschool was proud to obtain accreditation. Parents Day Out was accredited one year later. Annual reports are required to remain accredited until a full review in 2020. Your child will be the beneficiary of the high standards that we maintain.

FUND RAISERS: A few fund raisers are planned for the school year. These are specifically designed to maintain the high quality of care and education for which we are known and to allow us to keep the cost of the program as low as possible. The church is extremely generous in providing a well-maintained building, custodial services, utilities, and many other practical and necessary services. However, the program does share in the cost of these services.

PARENTS DAY OUT

PHILOSOPHY: The mission of the Parents Day Out Program of Country Club Christian Church is to reach out to the parents of our church and community by providing safe childcare in a loving, Christian environment that encourages the social, physical, intellectual, emotional, and spiritual growth of each child.

OBJECTIVES:

1. To experience the love of God through interaction with the Parents Day Out staff in the church setting.
2. To provide parents with quality childcare, enabling them to comfortably entrust their children to us on a scheduled per-day basis.
3. To build each child's self-esteem and personal security through positive interaction with other children and warm, competent caregivers.
4. To encourage the development of each child through a variety of age-appropriate experiences such as music, art, movement, stories, and games.

TYPE OF PROGRAM: Our program is planned to meet the needs of your child beginning with caregivers who are concerned about each one of the children and involved in their growth and maturity. Activities are planned for each class that are age-appropriate and offer a variety of art, music, drama, and well-supervised social interaction with other children. The processes of art (gluing, coloring, painting, etc.) are stressed above the finished product to help children gain skills and confidence in their new abilities.

All children will use the outdoor playground as frequently as weather permits. Please dress your child appropriately for outdoor play. Children under 12 months will be taken outside in a stroller when possible.

SCHEDULE: Parents Day Out is open Monday through Friday from 8:30 am to 2:30 pm, during the school year. The Summer Program is open on Mondays, Tuesdays, Wednesdays and Thursdays from 8:30 am to 2:30 pm, during June and July. Children are assigned to classrooms according to their age and remain in that classroom for the entire school year. Classes have approximately 6 months in age span. We strive to maintain the same caregivers in each room throughout the year. We will assign children who are here more than one day per week to the same classroom as much as possible. Since all staff work part-time, children may not always have the same caregiver each day of the week.



LUNCHES: Please provide a nutritionally-sound lunch and drink for your child in a **small paper or re-usable bag**, which will allow us to refrigerate all lunches. Large, padded or hard-surfaced lunch boxes cannot be accepted because of the space required to refrigerate them. Country Club Parents Day Out provides snacks for children. On special occasions, such as birthdays, you may provide treats or a party for your child, if you wish. Please discuss your plans with the caregiver in advance.

FOOD ALLERGIES: If your child has any food allergies or special dietary needs, it is your responsibility to inform the office. We will then inform your child's teacher so that appropriate measures are taken to protect your child.

CAREGIVER QUALIFICATIONS: Country Club has experienced a very unusual stability in staff with several of our caregivers having been with us for over 10 years. In accordance with Missouri Accreditation standards, the lead caregiver in each classroom has obtained a minimum of 9 hours of Early Childhood Education on the college level, and the assistant caregiver, a minimum of 3 hours. All have experience, knowledge, and a love of children.

Caregivers are required to meet licensing requirements of 18 in-service training hours per year. Caregivers have planning time built into their schedule to enable them to plan activities for your child that are age-appropriate and fit the needs of individual children in their class.

DROP-OFF AND PICK-UP: Take your child directly to the room to which he is assigned. Use the provided sign-in sheet to sign in your child, and leave information about how to reach you during your absence, as well as information as to whom will be picking up your child. Identification will be requested from those persons with whom we are not acquainted. Please have previously written information or specific directions you want to give the caregiver. Do not expect the caregiver to remember verbal instructions. If it is important to you or your child, **WRITE IT DOWN**.

WHAT TO BRING:

The first day of each semester:

- A box of tissue

- Baby wipes

Each day:

- Disposable diapers, if appropriate

- Lunch and drinks (or bottles)

- Change of clothes

- For some classrooms, a crib sheet and blanket are needed.



NAPS: All children will be given the opportunity to rest after lunch as required by state licensing regulations and the standards set for accreditation. Children are not required to sleep but we find that, because of the extra activity of being with other children and playing outdoors, most children do. If you do not wish to have your child sleep here, you may pick him up before naptime.

ACCIDENTS: Minor accidents will be treated by caregivers and office staff. If the child sustains a head injury or requires more than minor first aid, his/her parent will be contacted. An incident report will be completed by the caregiver to be signed by the Director and parent.

EMERGENCIES occur when we are least prepared for them. It is imperative that you keep current the information in our files and provide us with an emergency number when we cannot reach you at home or work.

TRANSPORTATION: Parents Day Out does not include field trips. Transportation would be utilized only by ambulance for an emergency.

BIRTHDAYS are great fun for all of us. Can you think of a more fun way to celebrate than planning a party for your child with his/her friends at Parents Day Out? Please discuss your plans with the caregiver in advance.

CHILD ABUSE AND NEGLECT POLICY: Staff are alert to the physical and emotional state of all children. When any sign of injury/suspected abuse is detected, the center's Director is notified immediately.

Country Club Christian Church staff will not discipline children by use of corporal punishment or failing to provide necessities of care.

TRANSITION CLASS: For those children who are nearly ready for preschool, parents should consider the Transition Class. This class is designed to emphasize school readiness through self-help skills, large and small group participation, structured activities and beginning academics. There will also be opportunities to participate in special events of the preschool. The curriculum is based on the High Scope Curriculum used by the preschool. The schedule is the same as Parents Day Out: children attend 8:30 am—2:30 pm and parents can enroll for 1—5 days per week.

SUMMER PARENTS DAY OUT is offered Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30 am to 2:30 pm during June and July. Children may be enrolled for 1, 2, 3 or all 4 days each week.

Summer tuition is payable at enrollment, which normally occurs in March. If you are enrolling your child for more than one day, half payment may be made at enrollment and the remaining payment made by May 1. We do not require an enrollment deposit for the summer session. **SUMMER TUITION IS NON-REFUNDABLE.**

FEES/ TUITION PAYMENT OPTIONS/ ENROLLMENT PROCESS

REGISTRATION FEE: A \$50 fee is assessed for each day of the week a child is enrolled in Parents Day Out during the school year. This is a **NON-REFUNDABLE FEE**.

LATE PICK-UP FEE: Children must be picked up by 2:30 pm during the school year as well as during the summer session. If you are late picking up your child, a late fee of \$2.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the third late pick-up, the fee doubles to \$2.00 per minute, per child.

SEMESTER TUITION PAYMENT SCHEDULE: If you are paying your child's tuition by the semester, first semester tuition is due by **September 1st**; second semester tuition is due by **January 15th**. **If you WITHDRAW your child before the end of the semester, any prepaid tuition will be refunded after you give us a two-week notice (except for the NON-REFUNDABLE REGISTRATION fee).**

MONTHLY TUITION PAYMENT PLANS: If you wish to be on a monthly tuition payment plan, please contact the office. **Monthly payments are due on the first day of each month, however you have a 10-day grace period in which to submit your payment. All tuition must be paid in full by April 1st of the current school year.**

LATE TUITION PAYMENT FEE: A \$15 late payment fee will be applied if a monthly or semester tuition payment is not made by the date it is due. If payment is not made by the 20th of the month, your child's space will be considered available for replacement by another child on our waiting list.

ENROLLMENT PROCESS—PARENTS DAY OUT

1. Call us at 816-333-6311 to schedule an appointment for a tour of our program and facility. Although you are always welcome to stop by at any time, we recommend an appointment so that we may spend as much time with you, answering any questions you may have.
2. Complete the enrollment form and return it with the **NON-REFUNDABLE** registration fee.
3. Complete and return all required paperwork (available in the school office):
 - CCCC Medical Information form
 - Notice of Parental Responsibility form
 - Missouri Medical Exam form (completed by your pediatrician)
 - Current immunization record
4. Bring your child on the first day of his class.

PRESCHOOL

PHILOSOPHY: Country Club Christian Church Preschool is an outreach ministry of the church which supports the spiritual, social, emotional, intellectual, and physical growth of the child through a developmentally-based curriculum. A nurturing atmosphere is essential to encourage the child to fully develop the spirit of inquiry and discovery of knowledge. Active exploration, with all the senses, in a variety of experiences is the manner in which children learn best.

OBJECTIVES:

1. The child will experience the love of God through interaction with the preschool staff in the church setting.
2. The child will actively work and play in cooperative situations with peers and adults as well as individually.
3. The child will develop the ability to use a variety of skills in the arts, physical movement, and knowledge of objects.
4. The child will learn to express him/herself through language, drama, and graphic representation of his/her own experiences and become adept at communicating with others.
5. The child will develop decision-making and task-completion abilities through maximum opportunities of choice.

CURRICULUM: The High Scope Curriculum (also called Cognitively Oriented Curriculum) is designed to encourage the child's growth by hands-on experience with a variety of materials and resources under the direct supervision and encouragement of a highly qualified teacher. This curriculum encourages personal growth and problem-solving skills. It balances teacher-directed learning and child-initiated activities to encourage a joy of being actively involved in the learning situation. The curriculum is enriched by weekly music classes, Spanish, a gymnastics series, special events, guests, and field trips.

PROGRAM DESIGN: The Preschool consists of three-year-old classes which meet Tuesday, Wednesday, and Thursday from 9:00 am to 12:00 pm, and pre-Kindergarten classes which meet Monday through Thursday from 9:00 am to 12:00 pm (a Tuesday/Wednesday/Thursday Pre-K option is also available). If you are enrolling your child in a pre-Kindergarten class but do not plan to send him to Kindergarten the following year, or if you want to leave open the option of another year of preschool, please notify us so we may work out a program to allow you the most flexibility.

In order for your child to enter the three-year-old preschool program, he must be three years old and potty-trained by the first day of school. In order to enter the Pre-K program, your child must be four years old by November 30th and potty-trained.

ACCIDENTS: Minor accidents will be treated by caregivers and office staff. If the child sustains a head injury or requires more than minor first aid, his/her parent will be contacted. An incident report will be completed by the caregiver to be signed by the Director and parent.

EXTENDED SESSION (12:00—2:30 pm) is offered on Monday, Tuesday, Wednesday, and Thursday afternoons for 4-day Pre-K children and Tuesday, Wednesday and Thursday afternoons for 3-day Pre-K and 3-year-old Preschoolers. Although Extended Session is administered by our preschool teachers, the program is more relaxed, but there are always planned activities. Children who stay provide their own sack lunch. The teacher for Extended Session may not always be the same teacher that your child has during regular preschool classes. Each Extended Session must have 8 children. No Extended Session is held after the Christmas Program in December or the Family Picnic in May.

SELLING DAYS/BACK-UP CARE: A child who is enrolled in Extended Session may sell his Extended day to another child in the same classroom, if he is ill or away on vacation. Also, if your child is not signed up for Extended Session and you wish for him to “drop in” to Extended Session only on special occasions, call the office a maximum of one week ahead of time to ensure sufficient space; we will charge your account the current daily rate plus \$5.00 for the day(s) your child “drops in” for Extended Session.



TOILET TRAINING: Children who have mastered the significant skill of control of their bodies are best ready to learn in the structured environment of our Threes and Pre-K Classes.

TEACHER QUALIFICATIONS: Country Club Christian Church Preschool employs teachers with exceptional qualifications for educating your child. All of our teachers have degrees in Education, some with Master’s. All teachers have had public school experience as well as preschool experience. In addition, several are parents of children who were once preschoolers at CCCC.

PRESCHOOL CAMP: Camp is available on Mondays and Fridays from 8:30 am to 2:30 pm for preschooler-age children; they **must be 3 years old and potty-trained to attend Camp**. You may enroll for an entire year, or on an as-needed basis; however, as-needed care must be scheduled in advance to ensure we maintain our licensing ratio. Whether your child attends Preschool Camp on a regular basis or on an as-needed basis, you must register your child for this option.

BEFORE SCHOOL CARE: For those parents who need an earlier drop-off, you may send your child to Before School Care, from 8:30 am to 9:00 am, available Monday, Tuesday, Wednesday and Thursday mornings. **Children who are not enrolled in Before School Care cannot be dropped off at Preschool until 9:00 am.** Families using this option on an as-needed basis will need to call the office in advance to ensure availability. Whether your child attends Before School Care on a regular basis or on an as-needed basis, you must register your child for this option.

LUNCHES: Please bring your child's lunch in a small paper sack or flexible, re-usable lunch bag so that all lunches may be refrigerated. Space is a serious consideration when it comes to refrigerating each classrooms' lunches. We cannot accept lunches in large, padded or hard-sided containers.

DROP-OFF AND PICK-UP: Parents are expected to bring their children into the classrooms. Parents will be notified at the beginning of the school year where the teachers will bring the children to meet them for pick-up. If a person, other than the parent, is expected to pick up the child, please contact the office and inform the teacher. Identification will be requested if this person is not known to the teacher. Parents must sign their children in and out on the sign-in/sign-out form each time they attend.

CLASSROOM SIZE: Our preschool is small with small classes to allow for maximum learning opportunities. We expect to have about 10-12 children per class in our Three-Year-Old Preschool classes and 12-13 in our Pre-K classes. If more children are enrolled, an aide will be hired. Classroom sizes and adult/child ratios are important considerations in enrolling children.

SPECIAL EVENTS provide many additional learning experiences. The cost of these is included in the tuition.

FIELD TRIPS are arranged for the Pre-K children twice each school year. These trips are taken in a leased school bus with seat belts, which all children must wear. The Country Club Christian Church Weekday Programs Medical Information form (which you will receive, complete and return before your child begins his school year) must be **notarized** on its reverse side in order for your child to participate in off-campus field trips.

A **LIBRARY**, maintained by church volunteers, is available to parents and children in the Weekday Programs. Preschool classes visit the library weekly and may check out books, with the approval of the teacher and parent. A child who does not return his library book on the appointed day his class goes to the library will not be able to check out another book until his previously checked-out book is returned. Parents will want to avail themselves of the excellent books on parenting. Parents are responsible for replacing, or paying for, any lost books.



OPTIONAL SCREENINGS for sensory-motor perception and for speech and language development are available for a fee.



CONFERENCES are offered annually or as requested. The teachers and the Director are always available to resolve problems with you. We want to make this preschool experience a positive one for you and your child. Please allow us the opportunity to work with you if issues arise.

EMERGENCIES: It is extremely important that you keep information current as to how you or another trusted person can be reached if there is an emergency. If you are away from home, please make a note on your child's classroom sign-in sheet informing us about whom should be called and at what number they can be contacted.

WHAT TO BRING:

On the first day of each semester (to leave here):

- Box of tissue
- Rest rug
- Change of clothing in a marked plastic bag should your child have an accident

Each day:

- Lunch, if your child is staying for Extended Session
- Clothing appropriate to the weather and outdoor play
- A large school bag in which to carry home treasures and notes

SUMMER SCHOOL is offered on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30 am to 2:30 pm during June and July. Children may be enrolled for individual days or weekly sessions. All preschool children are invited to attend. Classes must have at least 8 enrolled or they will be cancelled.

Summer tuition is payable at enrollment, which normally occurs in March. If you are enrolling your child for more than one day, half payment may be made at enrollment and the remaining payment made by May 1. We do not require an enrollment deposit for the summer session. **SUMMER TUITION IS NON-REFUNDABLE.**

FEES/TUITION PAYMENT OPTIONS/ENROLLMENT PROCESS

REGISTRATION FEES: A **NON-REFUNDABLE** fee of \$200 is required at registration. We will credit \$100 during the 2nd semester, if your child attends for the entire school year and all tuition payments are made on time. If you withdraw your child from preschool before the end of the school year, the \$100 credit will not be applied. A **NON-REFUNDABLE** registration fee of \$20 is assessed for each day of Extended Session your child attends. Extended Sessions must have 8 children enrolled or they will be cancelled.

LATE PICK-UP FEE: Children must be picked up by noon or 2:30 pm, depending on your child's schedule. If you're late picking up your child, a late fee of \$2.00 will be assessed for the first 5 minutes past pickup time, and \$1.00 per minute thereafter. Following the third late pick-up, the fee doubles to \$2.00 per minute, per child.

SEMESTER TUITION PAYMENT SCHEDULE: If you are paying your child's tuition by the semester, first semester tuition is due by **September 1st**; second semester tuition is due by **January 15th**. **If you WITHDRAW your child before the end of the semester, any prepaid tuition will be refunded after you give us a two-week notice (except for the NON-REFUNDABLE REGISTRATION fee).**

MONTHLY PAYMENT PLANS: If you wish to be on a monthly payment plan, please contact the office. **Monthly payments are due by the first day of each month, however you have a 10-day grace period in which to submit your payment. All tuition must be paid in full by April 1st of the current school year.**

LATE PAYMENT FEE: A \$15 late payment fee will be applied if a monthly or semester payment is not made by the date it is due. If payment is not made by the 20th of the month, your child's space will be considered available for replacement by another child on our waiting list.

ENROLLMENT PROCESS—PRESCHOOL

1. Call us at 816-333-6311 to schedule an appointment for a tour of our program and facility. Although you are always welcome to stop by at any time, we recommend an appointment so that we may spend as much time with you, answering any questions you may have.
2. Complete the enrollment form and return it with the **NON-REFUNDABLE** application fee.
3. Complete and return all required paperwork (available in the school office):
 - CCCC Medical Information form
 - Notice of Parental Responsibility form
 - Missouri Medical Exam form (completed by your pediatrician)
 - Current immunization record
4. Bring your child on the first day of his/her class.

We look forward to making your experience at Country Club Christian Church Weekday Programs an exceptional one! We strive for excellence in all of our programs. We recognize that working creatively and conscientiously with parents is essential to a quality program; we, therefore, invite you to express your feelings, comments and concerns to us at any time.