

# Christ Church Pre-School (Early Childhood Opportunity Center)

## Pre-School and Childcare Center

134 E. Gay Street  
Warrensburg, MO 64093  
660-909-2278

## Parent Handbook

Note: The Early Childhood Opportunity Center is in a transitional period while the new building is constructed, and has changed it's name to Christ Church Pre-School. Any occurrence of "Early Childhood Opportunity Center" or "ECOC" found in this handbook is in reference to the Christ Church Pre-School.

# The Early Childhood Opportunity Center Mission Statement

To provide each child with an opportunity to learn and grow in a nurturing, Christian environment that promotes the optimal development of each individual child and to prepare them with the skills and pre-school education needed for kindergarten.

# **Welcome to the Early Childhood Opportunity Center!**

We are very pleased you have chosen the ECOC for your child's preschool education. We hope to make your experience fun, educational, and memorable for your child.

Please read through the parent handbook carefully. We want you to be well informed of our policies and procedures here at the ECOC. If, at any time, you have questions or concerns about your child, please bring it to our attention immediately. we want your family to feel comfortable at the ECOC. We want to encourage open lines of communication so that your needs are being satisfied.

If there is anything that you feel is not covered in this handbook, please let us know.

# **Hours of Operation**

The ECOC is opened from 6:30 a.m. to 5:30 p.m., Monday through Friday.

## **Snow Days and Holidays**

The ECOC will follow the Warrensburg school district on snow days. We do this for the safety of our children. The ECOC will be closed on the following holidays:

New Years Eve, New Years Day, Christmas Eve,  
Christmas Day, Thanksgiving Day, day after Thanksgiving,  
Memorial Day, Labor Day, Independence Day, Good Friday

# Tuition

Tuition is due every Monday for that week. There is a tuition box located in the modular building for payment. Please try to avoid giving your money to the staff to ensure proper controls over payments. Tuition rates are as follows:

- Infants (under 12 months): \$150/week
- Toddlers (12-24 months): \$125/week
- Twos and up: \$105/week
- Part-time: \$75/week
- Drop-in rate: \$35/day

## Late Fees

Weekly tuition payments are due on Mondays. If we do not receive payment by Monday evening, late fees will be assessed. You will be charged \$5 a day (including Saturdays and Sundays) until payment is received. If payment is still not made by the following Monday, the daily fee will double to \$10 a day. After two weeks, if tuition is still not paid, your child may be dismissed from the program.

## **Returned Check Fee**

If a check is returned there will be a charge of \$25 on your account. Also, payment must be made (the day the check is returned) in cash. You will be notified the day the check is returned. If payment is not received that day, your child may not attend school the next day or until payment is received.

## **Late Pick-up Fees**

Our business hours are from 6:30 a.m. to 5:30 p.m. Monday through Friday. After 5:35 p.m., if you have not picked up your child, your account will be charged \$1.00 per minute until your child is picked up.

## **Enrollment Fees**

There is a \$50.00 enrollment fee per family. Once you have completed an application form and paid the fee your child will be enrolled at that time. You may also use the \$50.00 to hold your spot for 30 days if you do not want to start immediately.

## **Vacation**

Once you have been enrolled the ECOC for 6 months you will receive 2 weeks of free vacation time. This time can be used for vacation time or illness. Please notify us when you plan to use this time so you are not billed.

# Attendance

If your child will be absent or arriving late, we ask that you call and notify us. This is for our lunch count in the mornings.

## Immunization and Health/Safety

All students are required by law to show current immunization and check-up records at the time of admission to the ECOC. Forms will be provided at the time of enrollment. A copy of these records shall be kept on file at all times.

Students suffering from a communicable illness should remain at home. Parents will be notified at once if a child becomes ill while at school.

When your child gets sick at the ECOC we will do the following:

- Take the child's temperature and report all the symptoms to the person in charge.
- Contact the parent and determine an appropriate course of action.
- Separate the child from the other children.

When asked to pick up your child from the school due to an illness, we expect you to arrive at the school within 60 minutes. Also, we will send a child home whenever we feel the child is not well. This includes a temperature, diarrhea, vomiting, a pale complexion, or simply not participating in any activities.

# **Injury/Accidents**

If your child is injured at the ECOC, staff will provide initial emergency care. For more serious injuries, staff will initiate emergency first aid as required by the condition and call for help. Staff will record all injuries with an accident report. Parents will receive a copy of the accident report and one will go into the child's file.

When a child requires medical attention, staff will notify the director for assistance. Next, parents will be notified of the situation. If you cannot be reached, a decision will be made by the director as to whether to proceed to the emergency room via ambulance or staff car. We will continue to contact someone in the family for notification.

## **ECOC Staff**

All staff meets or exceeds the following:

- The teacher/child ratio established by the Missouri Child Care Licensing regulations
- Physical exam requirements
- Child abuse and neglect screening
- Criminal background check requirements

# Educational Program

Each classroom's program will vary due to different age levels. All activities and lessons are age appropriate and geared to assist development at all stages of a child's life. Below is a brief description of the program goals and structure.

**Preschool Program:** Children will learn basic preschool skills through various teaching techniques. This includes worksheets, learning centers, circle time, fieldtrips, crafts, and pre-school games.

**Lesson Plans:** Each classroom has a weekly lesson plan, which is posted near the entrance of the classroom for parents to view. Parents may receive a copy of the lesson plan upon request. Lesson plans will include a 5-day schedule around a weekly theme and will consist of special activities, crafts, and circle time.

**Monthly Newsletters:** At the end of each month, the ECOC will release a newsletter for the following month, which will inform parents of the upcoming themes, activities, and fieldtrips. Also, it will include any ECOC announcements, new policies, etc. This is primarily to keep parents informed of upcoming events and involved in their child's development.

# **Birthdays**

If it is your child's birthday, you are welcome to bring birthday treats for your child's class. We encourage parents to come celebrate with their child and his/her friends. Our staff keeps track of upcoming birthdays. Please let your child's teacher know if you plan to bring treats for your child's birthday.

# **Television**

Television is used sparingly in the classroom. Staff consults with the director about the suitability of any program or videos. We allow each classroom a "Movie Day" once a month as a special event. At this time children may bring their favorite movie to the ECOC for viewing. All other times, the VCR is used only for educational purposes.

# **Outdoor play**

Children play outdoors for a minimum of 1 hour each day unless prevented by weather conditions or special medical reasons. Weather conditions where the heat index is at a dangerous level or the wind chill is below freezing level would prohibit children from outdoor play.

# **Nap and Rest Time**

Nap and rest time begins at 12:00 p.m. and ends at 2:30 p.m. The ECOC provides mats and clean sheets for children to rest on. Parents are required to provide a pillow and blanket for their child. Parents may also bring a naptime stuffed animal for their child.

Children who do not fall asleep after 30 minutes are allowed to engage in quiet activity (reading a book or coloring) until naptime is over.

## **Parent-Teacher Conference**

The ECOC holds parent-teacher conferences annually. Parents will be notified in the monthly newsletter when it is time for the conferences. Staff will schedule times for parents to come and discuss issues such as progress or behavior. Parents are encouraged to voice opinions, suggestions, and other comments relating to their child's progress. All conferences will be scheduled after the ECOC is closed.

# Clothing

You will need to bring an extra change of clothing for your child to ECOC. Additional clothing such as coats and gloves may be necessary for outdoor play. Children need to be dressed for play and free from worry about ruining good clothes. Accidents can happen and children tend to get dirty during outdoor play.

## Meals and Snacks

We offer nutritionally balanced meals and snacks (breakfast, morning snack, lunch, and afternoon snack). Food is prepared by our dietitian and is served in the child's classroom by staff. All meals and snacks meet the state licensing regulations.

- Please let us know of any food allergies your child might have.

# Discipline

At the ECOC we believe in discipline with dignity. A program called Love and Logic will be shared with all the staff. This program teaches problem solving and taking responsibility and has been proven effective with even the youngest of children.

Children hitting, biting, kicking, or using excessive force will be temporarily separated from the group until the behavior can be controlled.

Nurturing language and positive role modeling will be used at all times.

In the event of a severe infraction of the rules, a behavior report will be sent home.

If the behavior continues, and the staff/director have done all they can, the parent will be notified and the child may be sent home.

# Closing

We are very pleased you have chosen to join our family here at the ECOC. We hope this parent handbook has helped you to understand our policies and procedures. Please feel free to inform us of any important topics you would like to see addressed in this handbook. This is an evolving process and we need and appreciate any comments and suggestions you might have. We are here for you and want to make this a wonderful experience for you and your children. Thank you.

This electronic copy of the parent handbook is simply for reference. If you have not gone through the enrollment process, please stop by the ECOC office and pick up a hard copy, as it includes an acknowledgement form you must sign prior to your child attending the pre-school.