

Play School



Parent
Handbook

Play School is an active learning program for children age 1 through 5 years. Our goal is to provide a safe and loving Christian environment for children to learn through play, music, crafts and other developmentally appropriate activities.



PLAY SCHOOL

6810 NW 122nd St
Oklahoma City, OK 73142
405-722-1871 extension 304

Director: Rebekah Lowder

Play School is a ministry of Highpointe Church
a non-profit organization.

Play School Classes

Toddler: 12-23 months
Toddler 2's: 24-35 months
Preschool 3: 3 years olds
Preschool 4: 4 year olds

Hours of Operation

9:30 am to 2:30 pm; Tuesday, Wednesday and Thursday
Parents may choose to enroll their child one, two or all three days as availability permits.

Tuition/Fees

Enrollment/Supply Fee

\$25 per child Fall Session

\$25 per child Spring Session

\$25 per child Summer Session

Enrollment fees are paid at the time of registration to hold position in the program.

Monthly Tuition Cost

1 day a week \$65

2 days a week \$130

3 days a week \$195

Tuition is to be paid on the day of the first class session of each month that your child attends. Please be prompt with your payment, or let the director know if special arrangements need to be made. Tuition amounts will remain the same for each month. There are no refunds, credits or make-up days for absences due to illness, vacation or bad weather.

Late Payment Fee

A late fee of \$10 will be assessed when payment is not received by the 10th of the month. When tuition is not paid by the 20th of the month and no special arrangements have been made, the child's spot in the program will not be reserved. A child will not be permitted to enroll for the next session until overdue balances are paid.

Late Pickup Fee

A late fee of \$1 per minute per child will be charged if a child is not picked up by 2:35. This fee will be added to your monthly invoice.

Returned checks: There is a \$25 fee for returned checks.

Invoice: An invoice will be given to you the last week of the month detailing tuition and fees that were applied to your account.

Drop-in/Fees

We are happy to accept drop-ins if space is available. The drop-in fee is \$25, due the day of the drop-in. Completed enrollment forms are required. If your child is only enrolled for one day they cannot exchange for another day without paying a drop-in fee and without prior arrangements being made with the director.

Withdrawal

A two-week written notice is required when withdrawing your child from the program once the session has begun. This allows us to keep our program full and assist other families who may be waiting for a position to become available. You will be charged for your child's spot for two weeks from the date we receive your notice. No refund can be given for days not used. All enrollment fees will apply if your child wishes to re-enroll. Please keep in mind that if your child withdraws and wishes to re-enroll he/she may be placed on a waiting list if the class requested is full.

Enrollment Records

Current and complete records must be on file before a child may attend Play School. Immunization records, emergency information, and persons who may be checking your child out must be kept current.

Any serious allergies, problems, peculiarities of feeding, etc. should be reported on the enrollment form, discussed with the teachers and written on your child's sign-in page of their classroom.

Attendance

Please phone the church, 722-1871 ext 304, the night before or early the morning of the day your child will be absent or arriving late. Unless the director is notified, Children who do not arrive to class before 10 o'clock will be counted absent for the day and their spot open for a drop-in child. No refunds/exchanges will be made for missed days.

Child/Teacher Ratio

All members of our staff are First Aid and CPR trained for infants and children. We have 2 teachers in each of our classrooms. The age and number of children in each class are as follows:

Toddler	2 teachers for 10-12 children
Toddler 2	2 teachers for 12-14 children
Preschool 3	2 teachers for 14-16 children
Preschool 4	2 teachers for 20-25 children

Guidance & Discipline

Discipline is rarely a significant problem. If a situation should occur, discipline will be constructive and educational in nature and appropriate to the child's age and circumstances. The following methods are used:

Recognize and encourage acceptable behavior.

Give clear directions and guidance on the child's level of understanding.

Redirect attention to another activity.

Withdraw the object of contention.

Use Time Out (not to exceed one minute for each year of a child's age).

Request assistance from the Play School director.

If a problem is serious or jeopardizes the objective of the program, the parents will be contacted and the situation appropriately discussed and resolved.

Sickness Policy

Please keep your child at home if they are ill or contagious. Children who show signs of temperature above 98.6 degrees, an acute cold, colored mucus, constant cough, ear ache, red or running eyes, headache, stomachache, skin eruptions or rash, sore throat, vomiting or diarrhea cannot be accepted in our classrooms. A parent will be asked to pick up a child if symptoms begin during the day. Please keep your child home for at least 24 hours following an injury that requires a cast or stitches, head trauma or swelling of any kind, fever, vomiting or diarrhea.

If your child has any of the above symptoms due to allergies, we must have a physician's letter saying the child is not contagious.

Medication

Play School staff cannot administer medications. Epi-pens, inhalers and medications for serious illnesses may be administered by the Play School director or director substitute if medication is pre-measured with exact dosage and a signed card with written instructions and parent's permission is on file. Medications will be stored in the Play School Office.

Please do not keep medications—Tylenol, allergy medicine, prescriptions, and the like—in your child's bag.

Calendar/Events

Lots of fun activities are planned during the school session such as seasonal parties, special guests, arts and crafts, and water days.

Play School follows the Putnam City Schools calendar. We will be closed on the same holidays, in-service days, etc.

We offer an eight week summer program with an elementary track open for older siblings.

Bad Weather

In case of bad weather, we will be closed if Putnam City Schools are closed. If we close due to weather, please look for Putnam City Schools or Highpointe Church closings.

In the event of severe weather during operating hours, safety procedures will be followed for your child's protection.

Birthdays

We welcome the opportunity to help celebrate your child's birthday. Your child may want to bring treats (cookies work best) for his/her class. Please make arrangements with your child's teacher.

Newsletter/Teachers Notes

A monthly newsletter will be sent home with your child to keep you informed of special activities, announcements and reminders.

Teacher's notes will be sent home each day to inform you of the activities, lessons, reminders, care and needs of your child from the day.

Promotional Material

The distribution of promotional material at Play School will be limited to programs or events sponsored by or benefiting Highpointe Church.

Security

The doors will be locked during the day. Play School parents and children may enter from the back, west side entrance. Doors will be unlocked from 9:30-9:45 and again at 2:15-2:45. Occasionally, the west door is unlocked for an event that is taking place in the church fellowship hall. The doors are secured when the event is over. After doors are secure you will need to enter through the office entrance on the east side.

Parking

For everyone's safety, do not pull into/park under the breeze way or circle drive when dropping off or picking up your student. Please park in a parking space before entering the building.

Check-in

Check -in time is 9:30 a.m. To respect our teacher's preparation time, we ask that you stay outside the classroom until our clocks say 9:30. We encourage you to arrive on time and start the day with the rest of the class.

Check-out

Check-out time is 2:30 p.m. Please be considerate of our teachers and their commitments.

Sign-In/Out

Each classroom has a Sign-in/Out notebook and each child has a designated page in their classrooms' notebook. Please sign in and out your child and include all numbers where you can be reached in an emergency and any change from the usual person authorized to pick up your child. To ensure the safety of security of your child, we will not release any child to any other person without prior notice. The play School director must be notified, before check out, if anyone other than parents/guardian will be picking up your child. Persons picking up the child will need to be listed on the authorization sheet on the enrollment form, show proper identification and sign the check out form.

Say Goodbye Hints

It is normal for children at this age to go through separation anxiety, children arriving and children already in class adjust more quickly when parents say their good-byes at the door and leave without delay.

Prepare you child for being left.

A quick hug is preferable to repeated farewells.

Let your child enter the room themselves or with the aid of the teacher.

Do not cause unnecessary anxiety for your child and others by lingering in or outside the classroom.

Say goodbye rather than sneaking out while your child is looking the other way. Help your child understand that they can trust you. They will learn that you say goodbye, but you always come back.

Labeling Items

Please help make our classrooms easy to manage by labeling everything brought from home. This would include bottles, diapers, lunches, drink cups, blankets, diaper bags, coats, pacifiers, clothing, etc.

Food

Breakfast

Teachers have spent time preparing for class and are ready to involve your child in the activities and lesson plans for the day. Please be sure that he/she has been fed breakfast before coming to Play School.

Beverages/Sippy Cups

Children will need to bring their drinks for the day. No-spill cups are required in all classes. Please send one for snack time and one for lunch. Do not send carbonated beverages. If necessary, only water will be added to the cups during the day. Teachers do not have immediate access to a refrigerator, if the beverage you send needs to be kept cold, please use a thermo type, no spill cup.

Snacks

Play School provides snacks for your child each day. Snacks may consist of one or more of the following: goldfish, animal crackers, pretzels, cheerios, vanilla wafers, graham crackers and the like. Please be sure to note any food allergies on your enrollment forms.

Lunch

Every child needs a packed lunch with a drink from home every day. Lunches should contain foods that the child is able to manage alone. If your child's lunch must be kept cool, please pack an ice pack in their lunchbox. We ask that your child's lunch not contain anything that requires refrigeration, microwaving or a can opener. Here are some suggestions:

Cubed/String cheese	Chopped veggies
Diced fruit	Raisins
Crackers	PB Crackers
Cubed meat	Chewy fruit snacks
PBJ (light on the jelly)	Cold cuts
Small sandwiches	Cereal bars

Most children prefer a lunch you pack to a store-bought, prepared lunch. If you have a child in the Toddler or Toddler 2 class, please do not send foods that require a utensil. Please send disposable utensils if needed.

Clothing

For the best possible experience, your child needs to wear appropriate play clothes, and preferably tennis shoes. Two-piece outfits are helpful for diapering, toilet training and for older children to be able to use the restroom independently. Be sure to dress your child for the weather, since we plan to be outdoors part of each day, whenever possible. All clothing including gloves and hats need to be clearly labeled for teacher identification as well as your child's. Please be sure to pack a complete extra set of clothes if your child should need them for any reason.

Because our classrooms are rich in hands-on activities, be aware that clothing may be stained by paint, markers, glue, etc.

Diapering/Toilet Training

Please send 3 or more labeled disposable diapers/pull ups and ointment if needed. Cloth diapers/training pants may only be used if a child is extremely allergic to disposable. If your child is potty training they must wear pull-ups until they are accident free at play school for one month.

Rest time

Each class has a rest time during the day. Children do not have to go to sleep, but are asked to rest quietly. Play School provides sheet covered mats and blankets that are laundered regularly with bleach and mild detergent . Please make us aware of any detergent allergies your child may have or develop.

Check list for what to bring everyday

___3 or more labeled disposable diapers/pull ups as well as any ointment

___Complete labeled change of clothes for unseen accidents

___2 labeled no-spill cups with non-carbonated beverage

___Packed labeled lunch with finger foods

___A labeled jacket/sweater if weather is cool

Please...

Do not bring toys and videos from home.

Put treats/food in your child's lunch only.

Chewing gum is not allowed.