



FRIENDS IN  

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FAITH

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CHRISTIAN PRESCHOOL

603 Tulip Street Liverpool, NY 13088 • 315.457.4090 •

**[friendsinfaith\\_cp@yahoo.com](mailto:friendsinfaith_cp@yahoo.com)**

## PURPOSE

Friends in Faith Christian Preschool seeks to provide a quality education in a Christian environment. We desire to:

- Meet the individual needs of each child as we grow together as children of God
- Model God's love as well as Christian values and principles in a caring Christian community
- Promote the growth and development of each child cognitively, emotionally, physically, socially, and spiritually

## ENROLLMENT

ADMISSION - Entrance is available to children ages two, three, and four without regard to race, color, religion, national origin, economic status or sex. All children must reach the program age by December 1<sup>st</sup> of the year enrolled. Applications are accepted on a first come, first serve basis.

We want what is best for your child. Therefore, a child is eligible for the program unless a special need is present, or arises, which the program is not designed to handle and the school determines it is unable to meet. [The family is responsible for advising the school of special needs, and all pertinent documentation must be turned in before classes begin and updated as necessary during the school year.](#)

It is expected that all 3 and 4 year olds will be toilet trained. (Pull-ups are permitted at the beginning of the school year.) We offer scheduled use of the bathroom and, of course, will take a child to the bathroom if he/she asks or shows signs that the bathroom is needed. Although we understand that accidents will happen, families may be called to the preschool to change their child's clothing, and/or the child may be dismissed from the program until toilet trained. (Please see the "Changing Policy".) We do have clothing at the preschool in case of accidents that may be washed and returned at your earliest convenience. But as children are often more comfortable in their own clothing, we ask that you leave a change of clothing in your child's school bag.

REGISTRATION - A non-refundable fee is required to secure a place in the program. This fee may be paid by cash, check, or money order and made payable to "Friends in Faith Christian Preschool".

WITHDRAWAL - **Two (2) weeks written notice is required prior to withdrawing a child.**

## WHAT TO WEAR

[Children should wear comfortable, washable "play clothes" in which they are allowed to get dirty.](#) Many learning activities and playing outside can be "messy" and children should not be afraid to participate for fear of getting dirty. Clothing with an elastic waist is easiest for a child to manipulate and to pull down in a toileting emergency. Clothing should be appropriate for a Christian environment.

Please label all clothing that your child will remove at school, including hats and mittens, with your child's name or initials.

Children should wear supportive shoes. Sneakers or rubber-soled shoes are best.

## **DAYS AND TIMING**

**SCHOOL YEAR** – The school year begins the third Monday in September and ends the Thursday before Memorial Day.

**BEFORE CLASSES BEGIN** – Prior to the beginning of the school year families will be invited to an evening of “MEET THE TEACHER OPEN HOUSE”.

**CONFERENCES** – Parent/Teacher Conferences will be offered to families of students in the *Beginning Friends* Class (3 year olds) and for the *Pre-K* class (4 year olds).

**ARRIVAL** – Please do your best to be prompt! The self-directed playtime at the beginning of our preschool day is a very important time for the children. It gives them time to acclimate to the school setting; have social time with their peers; choose what activities or toys they would like to play with; and to practice life skills such as sharing, waiting, cooperating with others, etc. This also gives the teachers the opportunity to spend time interacting and playing with the children and modeling Christian behaviors.

The outside doors will remain locked at all times. Someone will be at the door to admit the preschool families from 9:25 to 9:35. Doors to the classrooms will be opened at 9:25 A.M. If you arrive before this time, please wait in your car.

If you and your child arrive after the outside doors have been locked, please push the round button on the upper gray box to the right of the preschool entrance double doors. If you stand in front of that box, you can be identified; someone will talk to you and buzz you in. If no one responds, there is a doorbell on the left side of the double doors. In that case, someone will come to the door to let you in.

**DISMISSAL** - Please do your best to be prompt! Someone will be at the door from 11:55 AM to 12:05 PM. Children will not be allowed to leave with anyone except those individuals designated by the family on the written permission form. Please give a written note to the teacher if your child is to ride home with another student or anyone not listed as an authorized person on the permission form. For safety reasons, we will ask those we do not recognize to show identification.

In an emergency, please make arrangements for someone to pick up your child and notify the director immediately. The person picking up your child must have proper photo identification, preferably a driver’s license.

If you are separated or divorced, please submit a copy of any court-issued documents referring to child custody. A child cannot be withheld from leaving with a parent unless there is a copy of such a court order in our file.

When dropping off or picking up you child, please watch your child carefully as vehicles cut through the parking lot to avoid the traffic signal. Also, do not leave your car running or leave young children unattended in your vehicle!

**HOLIDAYS AND SNOW DAYS** - The preschool will follow the Liverpool Central School District calendar. If Liverpool schools are closed due to weather, we will be closed. If Liverpool schools open with a one-hour delay, all classes will begin at 10:30 and dismiss at noon. If there is a two-hour delay, we will cancel classes for that day.

## UNENROLLED SIBLINGS

Attendance of unenrolled siblings is strongly discouraged during the regular preschool day due to safety and distraction issues. Siblings are encouraged to attend birthday/special day celebrations and family activities.

## HEALTH

A medical report form will be filled out by each child's physician and must be turned in to the director by **September 1st** to avoid the child being dismissed from the preschool.

Children who become ill at school will be moved to a quiet area and will receive necessary attention until families can be notified. Please make arrangements to pick up your child as quickly as possible for their comfort and the well being of the other children.

If your child is ill and will not be in school, please call the preschool at 457-4090 to let the staff know.

A child exhibiting the following illnesses should not be sent to school or will be required to be removed from the school: diarrhea, temperature elevation, vomiting, a severe cold (running nose, runny eyes, cough, and/or congestion), any contagious disease or condition including ringworm, impetigo, lice, scabies, pinkeye, etc., or any condition that keeps your child from feeling well enough to enjoy being and playing with the other children. **A child sick with diarrhea, vomiting, fever, or other contagious illnesses must remain at home until *symptom-free* for a **MINIMUM of 24 hours**.** The preschool reserves the right to request a physician's release for any medical/health condition before returning to the classroom.

Please let us know immediately if your child develops a communicable disease so we can inform the other preschool families, if necessary.

With any young children, minor accidents (bumps, scrapes, scratches) will occur. We will attempt to let you know the circumstance if such an accident occurs. In the case of a serious accident, the school staff will render first aid while contacting parents. If needed, the school will call emergency personnel.

## SNACKS

Snack time is an important part of each day at preschool. It is a time to teach and learn many social skills associated with eating among peers and adults. Good manners, taking turns, sharing, serving food, and cleaning up afterwards will be modeled and practiced.

At "MEET THE TEACHER OPEN HOUSE", each child and his/her family will bring a package of snacks. A list of suggested snacks (store bought) will be included in the information packet that is mailed out in the summer prior to attendance. As the supply runs low, you will be asked to replenish snacks and water.

Cups and napkins will be provided by the preschool.

## SPECIAL EVENTS

BIRTHDAYS/SPECIAL DAYS – Family members are strongly encouraged to attend their child’s *special day* in the classroom. Please see the classroom teacher if you would like to bring in a special store bought snack that day. The celebration must be kept simple so that the focus will be on the child – not the celebration. So please, no goodie bags!

If you would like, your family may bring a book to share with the class. The children really enjoy when a family member or another special person reads a book to the class.

FAMILY EVENTS – Bring the whole family to the *Family Dinner Celebration* (held in November); *Happy Birthday, Jesus, Parties* (at least 1 adult with each child); the *Friends in Faith Family Carnival* (indoor carnival held in May); and *Liverpool Memorial Day Parade* (come march with the preschool family!).

HOLIDAYS - Holidays celebrated at the preschool will be Thanksgiving, Christmas, Valentine’s Day, and Easter.

FIELD TRIPS – The staff will be arranging field trips during the school year. These field trips will be open to all preschool families. Families will be notified prior to all field trips and are strongly encouraged to accompany and drive their child. If this is not possible, please arrange for another adult to transport your child and inform the director in writing prior to the field trip. You will also be notified as to any fees and when they must be paid.

## TUITION

Our tuition is figured on an annual basis and may be paid in a lump sum or monthly. For those choosing monthly payments, tuition is due on or by August 15, September 15, October 15, November 15, December 15, January 15, February 15, March 15, and April 15.

A \$10 late fee will be imposed on any tuition payments that are received on or after the 21<sup>st</sup> of the month UNLESS the director is informed before. This will be STRICTLY ENFORCED!!! Tuition may be dropped into the box in the upstairs coatroom or mailed to the preschool (603 Tulip Street, Liverpool, NY 13088). Make checks payable to Friends in Faith Christian Preschool.

Late notices will be distributed by the 22<sup>nd</sup> of the month (September-April). In the event of failure to fulfill the financial commitment, preschool services may be terminated.

Tuition is not adjusted when the school is closed for holidays, inclement weather, or when a child is unable to attend for an extended period of time. If your child is withdrawn from the program during the school year and wants to return in that same school year, providing there is space, another \$50 registration fee will be imposed.

A \$25 fee will be charged for all checks returned by the bank.

## BEHAVIOR MANAGEMENT

Children “learn what they live”. Our example of honest and fair action with all children, loving and calming words, and gentle hugs of encouragement are the most powerful ways that we teach

