

## **Parent Information and Policy Booklet**



*"...living, loving & learning  
one step at a time."*

**Waterloo Church of the Nazarene  
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**Annette Cain, Director**

## Our program

### **Spring/Fall Semesters:**

Stepping Stones is a play and rest program for children 6 months through two years of age, and a preschool for three to five year. Our goal is to provide a safe and loving Christian environment for children to learn through play, music, crafts, and other developmentally appropriate activities. Our preschool uses a theme based curriculum to introduce the skills needed to enter public school.

### **Summer Semester:**

Stepping Stones is a play and rest program for children 6 months through twelve years. Our summer program gives children a chance to have fun and make friends.

## Class Days and Hours

Stepping Stones offers classes Mondays, Wednesdays, and Thursdays. You may choose to attend one, two, or three days a week, as available. Our hours are 9:30am – 2:30pm.

## Tuition

Tuition is to be paid on the first school day of each month. Please be prompt with your payment, or let the Director know if special arrangements need to be made. A late fee of \$5 will be charged when payment is not received by the 10<sup>th</sup> of the month and a \$10 fee will be charged if not paid by the 20<sup>th</sup> of the month and no special arrangements have been made. In an effort to make tuition less complicated, we have taken the total cost for the semester and divided it equally between the months. So, 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.** Tuition is as follows:

<u>Infants, 1's, 2's</u>		<u>Potty trained 2's and up</u>	
1 day	\$85	1 day	\$80
2 days	\$170	2 days	\$160
3 days	\$255	3 days	\$240

We offer a 15% discount if more than one child is enrolled per family. The youngest child is full price and additional children are 15% off. Sibling discount is for children enrolled in the two or three day program only.

## Enrollment fees

Enrollment fees are paid at the time of registration to hold a position in the program. Enrollment fees are per child and non refundable. Fees are as follows:

Spring/Fall Semester	\$65
Summer Semester	\$50

## School Arrival

The front doors are open promptly at 9:30am. We encourage you to arrive on time and start the day with the rest of the class. Our teachers arrive early to prepare their classrooms, but students will not be allowed to drop off before the 9:30am start time. **For the safety of our children and our workers, the front doors will be locked at 10:00am on days when the secretary or pastors are not in.** Please call 313-9808 or 341-2751 if you need to enter our facility before 2:15pm. If you will be later than 10am, please make arrangements with the director. This allows for the teachers to start their day on schedule and stay on schedule.

Teachers have found children adjust more quickly when parents say their good-byes at the door and leave without delay. Please sign your child in on the clip board in the main hallway on their classroom sheet. Please leave a number where you can be reached for that day. During the sign in, the parent will note whether they will pick up the child or someone else will.

### **What to bring to school everyday**

Every child should bring a labeled bag or backpack with a change of clothes and sunscreen (summer). If your child needs a comfort item to sleep, you may keep that in the backpack as well (blanket, teddy bear, pacifier, etc). No toys please!

### **Discipline**

We view discipline as a lesson in self control, not punishment. Here are the stages of discipline if self control cannot be regained...

- One on one conversation between child and teacher (on the child's level) to discuss the problem and a possible solution.
- Choices are given whenever possible so the child can practice making good choices.
- When a child cannot or will not make a choice, the teacher makes the choice for them.
- Change of scenery/space (another center, sitting by someone else...)
- Time Out (sitting quietly away from others to calm down and think)
- Conversation between director and child
- Conversation with parents.

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

### **Class size, teacher ratio, ages of participants**

Our classes are grouped by the age of your child on September 1<sup>st</sup> for the fall/spring semester and June 1<sup>st</sup> for the summer term.

<b><u>Room</u></b>	<b><u>Age</u></b>	<b><u>Ratio</u></b>
Lambs	6mo-12mo	1:4
Teddy Bears	12mo-23mo	1:6
Kittens	2 yrs	1:6
Puppies	3 yrs	1:8
Monkeys	4 yrs	1:8
Horses	5 yrs +	1:12

### **Naptime**

Each class has a rest time during the day. Children do not have to go to sleep, but are asked to rest quietly. Please bring a mat for your child to sleep on. You may bring a plastic or fabric mat. We will disinfect plastic mats and we will send fabric mats home to be washed when needed. All mats will be sent home at the end of the semester. (Plastic is preferred due to the ease of cleaning when dealing with lice.)

### **Food**

6 mo – 12 mo of course will bring enough bottles for the day and baby food or whatever they may be eating at that time. Each child will bring a lunch and drinks for the day. No-spill cups are required for babies through 4 year olds. Five year olds and older should bring water in closeable squirt bottles or juice packs. Finger foods that your child can handle on his/her own and that require no special preparation or refrigeration are required. Please do not send glass containers, or carbonated drinks. Here are some suggestions for lunch:

cubed cheese	PBJ	PB crackers
diced fruit	small sandwiches	string cheese
crackers	raisins	chewy fruit snacks
cubed meat	chopped veggies	yogurt/gogurt

### Health Issues

Children cannot fully enjoy their time at Stepping Stones when they are not feeling well. Children who show signs of temperature above 99 degrees, an acute cold, colored mucus, constant cough, red or running eyes, skin eruptions, or rash, sore throat, or vomiting or diarrhea cannot be accepted in our classrooms. Please do not send your child to school until they have been free of fever, vomiting, or diarrhea, or have been on antibiotics for 24 hours. If your child gets sick at school you will be notified as soon as possible to come and pick them up.

**Please notify us if your child has any allergies, dietary restrictions or any other health issues we need to be aware of.**

### School Calendar Closings

Stepping Stones follows the Edmond Public schools for decisions regarding our calendar and weather conditions. Please listen to the local news reports to be aware of weather related closings. If bad weather occurs while we are in session, our teachers are trained for emergencies and will do everything in our power to keep your child safe.

### Medication

Stepping Stones is willing to give your child medication when absolutely necessary, but only under the following conditions:

- medication is pre-measured with exact dosage
- a signed card is on file with parent's permission and instructions for giving the medication
- medication is only given by director

### Pick Up

A child will not be released to anyone except the parent unless the person's name is listed on the information form and they show a valid driver's license. We must be strict with this policy in order to provide a safe, secure environment for your child. Pick up time is at 2:30pm.

**At 2:35, there will be a \$5 late fee and then \$1 for every minute after 2:35pm. Late fees must be paid before a child can return to class.** Please remember that most of our teachers are parents and they need to be able to pick up their children and go home as well.

### Withdrawal

A two-week 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.

### Labeling Items

Please label absolutely everything you send to school with your child. This prevents the wrong items from going home with the wrong children. This also ensures that we are giving the correct pacifier, bottle, teddy bear, etc. to the correct child.

### Clothing

Children at Stepping Stones play and get messy. We often play outside on the playground. Play clothes are the most comfortable and appropriate. Tennis shoes are best for the playground. The closed toes help protect little feet. Two-piece outfits are helpful for children learning to go to the bathroom by themselves. Accidents and spills happen in all age classes so please bring a change of clothes for your child every day. During cool weather, also send a jacket or sweater for outdoor play.

### **Potty Training**

If your child is potty training, he/she must wear pull-ups until they are accident free for one month. We will take your child to the restroom frequently, but we can't make them go. A child enrolling in the 3 year old class needs to be actively working on potty training.

### **Toys**

Children should not bring any toys to school unless it is something they need to rest with.

### **Family Issues**

If you have custody of your child, and there are individuals who are not to pick up your child, please provide us with a copy of the court order. If we do not have a copy in your child's file, it is more difficult to help you protect your child. A court order gives us the tools if this comes into question.

### **Gymboree On-the-Go**

Beginning this month, a qualified Gymboree teacher will come and teach a 30 minute class one Wednesday a month. This will be for the 1 year old - 5 year old classes. Children enrolled on Wednesdays will automatically be enrolled in the Gymboree program. There will be an additional \$8 fee added to your tuition price for that month.

### **Supplies**

We require families to bring a few supplies to help supplement the supplies that we use on a daily basis (baby wipes, Clorox wipes, glue, snacks, etc). Please refer to the list of supplies for each classroom. These will need to be brought to meet the Teacher night or the first day of school.

### **Newsletter**

A newsletter and calendar are emailed monthly to keep you informed of special activities, announcements, and reminders.

### **Pictures**

We will occasionally take pictures of the children when they are playing, sleeping, or doing activities. These may be used in the church, publications, or on the website. If you would like to opt your child out of the pictures, please make a note on your enrollment form.

### **Substitutes**

If you have a desire to be a substitute teacher this year, please come to the office to fill out a form. If you have a child enrolled in our program, your pay goes directly toward your next month's tuition.

### **Donations and fundraising**

Stepping Stones works to keep our fees and tuition as low as possible for our families while still providing superior programming. Because profits are limited, we depend upon donations (toys, paper & craft items, snack, etc.) and fundraisers to raise cash for needed items and new toys. We appreciate any involvement you can provide.

### **Special Activities**

Stepping Stones offers lots of fun activities during the school session such as holiday parties and theme days (ex: pj day). Parents may also celebrate their child's birthday by bringing a special treat for the class.