



PARENTS

Please read through this handbook. In it, you will find our policies and procedures. Feel free to ask your child's teacher or call us at the church office if you have any questions concerning the things that you have read. We look forward to getting to know you and your child.

PURPOSE AND AIM

Part of our aim is to prepare children for kindergarten. Children will be involved in arts & crafts projects, participate in games, and sing songs. They will learn to write their names and recognize the letters of the alphabet. Other activities will introduce and reinforce their knowledge of numbers, shapes, colors, manners and basic science concepts. Bible stories will be taught weekly. It is our hope that each child will become more at ease with the group, learn to take turns, and show consideration for others. Emphasis will be placed on each child's significance. Teachers will work to create an environment of security, friendship and love. Christian ideals will be honored and Godly principles will be upheld.

SCHOOL HOURS

Tuesday School hours are from 9:30-11:30 am. Please **do not** bring children into the classrooms **before 9:25** because teachers need this time to prepare for class. Please promptly pick up your child at 11:30 am. We follow the Westerville school district schedule. If for any reason Westerville schools are not in session (snow day, holiday, Spring break, etc.) or observe a two hour delay, Tuesday School will also close. The doors will be locked at 9:40am and will be unlocked at 11:20am for the children and staffs safety.

DROP-OFF & PICK-UP

Children should be dropped off and picked up at their classroom door. Children will never be allowed to leave the classroom until a parent or other designated adult arrives to pick them up. Please keep teachers informed of who will be picking up your child. Parents will be asked to fill out a pick-up form on Orientation Day so teachers will have a written record of who is allowed to pick up each child. If someone not listed on this form needs to pick up your child, please send in a written note including the person's name and a brief description of that person. The safety of your child is a priority.

IMPORTANT DATES

- September 8** Orientation 10:00-11:00 AM
September 15 First Day of School
October 6 Doughnuts with Dad
October 20 Firemen are coming
October 27 Fall Harvest Party
November 3 *No School (Election Day)*
November 24 Thanksgiving Feast
December 1 Getting ready for Santa 6:30-7:30pm
December 15 Christmas Party
December 22 *No School (Winter Break)*
December 29 *No School (Winter Break)*
January 12 Muffins with Mom
February 2 Pajama Party
February 9 Valentine Party
March 16 Goodies with Grandparents
March 23 Easter Party
March 30 *No School (Spring Break)*
May 11 Graduation at 7:00 PM

FEES AND SUPPLIES

There is an enrollment fee of \$130.00 which is due on Orientation Day. This helps to cover the cost of supplies during the school year. Tuesday School is a ministry of the Spring Road Church of Christ and our staff is made up of volunteers. This allows us to use the entire enrollment fee on craft supplies, toys and other materials for the children. Please send in the following supplies for your child by the first day of school: a paint shirt or an art smock (to protect clothes from paint) with your child's name on it, and a glue stick. We will have a sign-up at orientation for other classroom supplies that will be needed. A Tuesday School bag with your child's name on it will be handed out on the first day of school. Please bring this bag to class each and every week. At home, please empty those bags every weekly to look over your child's papers and look for notes and reminders.

ILLNESS

If your child has a fever or was sick to his/her stomach that morning, please do not send him/her to school. This helps in preventing the spread of germs and sickness. Please call the church office if your child develops a contagious disease that may affect the other children: 614-882-1900.

DISCIPLINE

If any discipline is necessary it will be carried out in a firm but loving manner. If a child is particularly disruptive, he or she may be removed from the group and gently helped to understand that the school is not the time for such behavior. If the behavior continues, a time out may be assigned in the classroom or with another adult on staff. Parents will be notified if this happens. Tuesday School reserves the right to exclude a child from school (prohibit attendance) if he or she causes physical harm or displays extremely disruptive behavior.

CLOTHING

Please send your child to school in play clothes. They have active playtime as well as messy crafts and painting projects. Their clothes may get dirty, and it is important for them to be comfortable at school.

TOYS

We kindly ask that toys are not brought from home. This can be disruptive to the class, which has been carefully planned out. Certain days may be set aside as sharing days, and you will be notified by your child's teachers about those days.

ACTIVITY CALENDAR

A calendar with special activities, important dates and snack reminders will go home every month.

BIRTHDAYS

If your child's birthday falls during the school year, you are encouraged to bring in a special (pre-packaged) treat for the class to honor your child's special day. If your child has a summer birthday, a 'half birthday' is suggested. Sign up on the classroom snack list on the day you wish to celebrate your child's birthday.

SEPARATION ANXIETY

Some children may experience "separation anxiety" (crying clinging, reaching for you) when left at preschool. This is a normal adjustment process, harder for some than others. It is easier on your child, the staff and you if you do not prolong the process. Tell them good-bye, that you are positive they will have fun and that you will be back to hear all about Tuesday School when you pick them up. Give them a hug and a kiss and then go ahead and leave. We will always call you if they do not settle down. Most children are fine within a few minutes. When you delay leaving, the children become more anxious about when you are going to leave. Please feel free to call and check on your child if they are crying when you leave. We care about your child and want to do whatever we can to help them adjust as easily and as quickly as possible.

SIGNATURE

I have read the above information.

Signature: _____ Date: _____