



Parent Handbook 2020-2021

A ministry of Second Presbyterian Church
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(317) 252-5517

www.childrenscircle.org

[www.Facebook.com/childrenscircle](https://www.facebook.com/childrenscircle)

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Office Hours: 8:30 a.m.- 3:00 p.m.

Children's Hours: 9:00 a.m.- 2:30 a.m.

Children's Circle Preschool admits children of any race, color, nationality or ethnic origin.

This Handbook is dated October 23, 2020 and supersedes all other handbooks.

Children's Circle Preschool Parent Handbook

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CLOSURE DUE TO WEATHER:

Check **WTHR (13)** or **wthr.com**

We will be listed as

**"Children's Circle of Second
Presbyterian"**

or "like" us at

[www.Facebook.com/childrenscircle](https://www.facebook.com/childrenscircle)

for Facebook updates



Welcome to Children's Circle Preschool, a place of discovery...

Children's Circle Preschool (CCP) has been serving the community since 1967, offering a nurturing, Christian setting where children can develop the skills and confidence necessary to live in today's world. Our experienced staff guides children toward discovery of who they are and what they can do.

Our Mission:

The Mission of Children's Circle Preschool is to extend the Second Presbyterian Church family of faith and its Christian traditions to a weekday program for young children in our congregation and in the community. This ministry embraces excellence in education by nurturing the whole child- physically, emotionally, spiritually, socially, and intellectually.

Our Philosophy:

Children's Circle Preschool is a weekday, developmentally-appropriate, activity-based Christian program. We meet the needs of every child in a fun, creative, nurturing environment. We believe in the value and unique qualities of each child. We strive to develop confidence, compassion, creativity, curiosity, and competence in each child. We believe a learning environment should be safe and loving, challenging and stimulating, and developmentally-appropriate. We believe our role as teachers is to model Christian values, respect each child, provide security and acceptance, be good observers of children, encourage independence, be good listeners, and assist and support parents. We also acknowledge a reciprocal learning process- as children learn, we also learn from them.

Organization and Structure of Children's Circle Preschool:

The Children's Circle Preschool Board determines the policy and evaluates the affairs of the school. The Board is under the authority of the Session of Second Presbyterian Church.

Children's Circle Preschool operates under Marion County Health and Hospital Code Chapter 11 as a child care facility and is inspected annually by the Marion County Health Department.

What We Believe About Educating Young Children:

Our ideas of how young children learn are drawn from the research of Jean Piaget, Lillian Katz, John Holt and other early childhood educators as well as the National Association for the Education of Young Children. NAEYC is dedicated to improving the well-being of all young children, with a particular focus on the quality of education and developmental services for children ages birth through eight years. Our basic premises are as follows:

- No two children are the same- Each child has his own "time clock." Walking, talking, cutting teeth are all milestones that are unique to each child.
- Play is learning- We believe in the power of play. Children learn best through hands-on concrete experiences. Play allows children to navigate social situations, learn about cause and effect, problem solve, and work collaboratively.
- Today is the day that counts- we focus on enjoying the experience at hand rather than just preparing for the next stage.

- Children need choices- Teachers provide a wide variety of experiences each day. Our goal is to help children master skills while providing challenges to help them grow.
- Developing social competence is as important at the 3 Rs- Sharing, interacting with peers, and participating in group activities lay the foundation of school success. It is our responsibility as Christians to pass on to our children the message of God's unconditional love and his presence in our lives.

Our Programs:

Nursery, Toddlers, Twos, and Young 3 Classes- These classes provide young children an opportunity to be cared for in a nurturing, Christian environment. This is so much more than babysitting as our staff provide creative, developmentally- appropriate activities including art, music, and sensory play. Using the activities planned for these young children help them learn about themselves, learn about their feelings, learn about others, learn to communicate, learn about moving and doing, and acquire thinking skills. Bible stories and Christian traditions are also part of the daily curriculum.

Preschool 3 and Pre-K Classes- Preschoolers are naturally curious about the world around them. With this in mind our days are planned around themes that are meaningful to three to five year olds. Children are introduced to activities that encourage independence and a joy of learning. Using The Creative Curriculum® the activities planned for these children will focus on social/emotional development, physical development, cognitive development, and language development. Bible stories and Christian traditions are also part of the daily curriculum.

Friday Friends Classes- Friday Friends offers Preschool 3 students an optional third day at school. Friday Friends students must be enrolled in a Young 3 or Preschool 3 class. The classes dive into a theme and enjoy a day of play, art, gross motor activity, and socialization. Friday Friends classes are made up of a combination of students from all our Young 3 and Preschool 3 classes and students may have different teachers than they do in their Young 3/Preschool 3 classes.

Classroom Information:

CLASS	DAYS	HOURS	MAXIMUM CLASSROOM RATIO	AGE REQUIRMENTS
Nursery	1 or 2 days per week: M,T,W,H,F	9:00-2:30	8 students/2 teachers	9 months by September 1
Toddlers	1 or 2 days per week: M,T,W,H,F	9:00-2:30	10 students/2 teachers	16 months by September 1
Twos	1 or 2 days per week: M,T,W,H,F	9:00-2:30	12 students/2 teachers	24 months by September 1
Young 3	2 days per week: M/W or T/H	9:00-2:30	12 students/2 teachers	31 months by September 1
Preschool 3	2 days per week: M/W or T/H	9:00-2:30	16 students/2 teachers	3 years by September 1
Friday Friends	Fridays only	9:00-2:30	16 students/2 teachers	3 years by September 1
Pre-K	3 days per week: M/W/F or T/H/F	9:00-2:30	18 students/2 teachers	4 years by September 1

Health and Safety:

Medical Records- All enrollees must have the following on file before being admitted to a classroom:

- completed Registration Form
- Security password on Registration Form
- completed Personal Profile Sheet
- Emergency Medical Release Form
- Immunization Records

Illness- Children must be in good health and free of communicable diseases. Do not send children to school with a fever over 100°, excessively runny nose, diarrhea, vomiting, conjunctivitis, or persistent cough. Children will go through a health screening each morning at drop off including a temperature check. Any child who develops symptoms will be isolated in the office area until a parent or emergency contact can pick the child up. Children must be symptom and fever free for at least 72 hours and without aid of medication before attending school. Any child exhibiting symptoms of COVID 19 will be asked to remain at home for 10 days.

Allergies- Regulations prohibit us from giving most medication. We are able to administer emergency care if needed. Please list any allergy information on your child's Personal Profile Sheet and discuss them with your child's teachers. Please make the Director aware of any life threatening allergies and the need to have medication at school. Medication must be accompanied by a doctor's note.

Accident/Incident Reports- We do all we can to keep your child safe at school, but sometimes accidents occur. Should your child be hurt, you will receive a copy of an Accident/Incident Report describing the injury, how it occurred, and the steps taken to comfort your child. It is CCP policy not to disclose the name of a child who may have caused injury to another child or who was injured while attending school.

Child Protection- A Child Protection class is mandatory for all staff. Indiana law mandates that Child Protective Services be contacted if there is any suspicion of child abuse or neglect.

Medical Emergency- In the event of a medical emergency, the office staff will attempt to reach the parents or emergency contacts. If parents or emergency contacts cannot be reached, the Director, or a person acting on her behalf, will call 911 and accompany the child to the hospital. Parents are responsible for medical costs incurred.

Fire, Tornado, Earthquake- Emergency procedures are posted in all classrooms and reviewed regularly by CCP staff. Drills are conducted regularly.

Security Procedures- Second Presbyterian Church is a busy place. We secure our hallways with security doors which are closed during the school day, and by steering outside traffic away from the areas we use. We have and regularly review lockdown procedure should we need to secure the building.

Confidentiality- CCP staff will maintain confidentiality with information about children in our care. All forms and information about children are kept secure. Class lists with phone numbers and addresses are distributed.

Evacuation- If there is a need to relocate the children in case of an emergency, we have a mutually agreed upon plan with St. Luke Catholic Church (7575 Holliday Drive, 252-3912) to transfer children to their location. Parents will be notified by phone of the evacuation. Please notify the CCP Office of any changes in phone numbers.

Closure Due to Weather- Should CCP need to close or delay opening due to weather, our status will be posted on WTHR (13) or wthr.com. We will be listed as "Children's Circle of Second Presbyterian Church." Updates will also be posted on our Facebook page (www.Facebook.com/childrenscircle). A two hour delay means that drop off will begin at 11:00.

What to bring:

CCP will provide each child with a tote bag- please use this bag. Please pack only essentials for the school day- lunch box, spare clothes, diapers and diaper cream (for younger students), small rest mat or towel, small lovey if needed.

Clothing- Send your children in comfortable clothing that can get dirty. We use smocks for messy art projects, but accidents still happen. Dress your child for the weather understanding that we will play outside unless it is below 32° or raining. Closed toe or athletic shoes provide the surest footing on our playgrounds. Please send a spare set of clothes in your child's bag everyday (including socks and underwear). Label everything clearly!

Comfort Items- Special items from home (blankets, stuffed animals, etc.) can help children adjust to school. Please limit "loveys" to one item and label "loveys" clearly so they make the trip home each day.

Rest Time Items- All classes will take an age appropriate amount of time to rest each day. Not all children will sleep, but a quiet part of the day is important. Nursery students will rest in a crib and sheets are provided. We advise sending in a blanket, crib sheet, or nap mat for Toddlers and Twos to cover the small cot they will rest on.

We recommend rest items that a child can manage on his or her own (a towel or nap mat) for our Young 3, Preschool 3, and Pre-K students.

Lunch- CCP will provide each child with a reusable, covered container which holds just the right amount of food. The container fits in most lunch boxes with room to spare for an ice pack and a drink. To limit the number of hands touching your child's lunchbox, please send a lunch that your child can manage independently. **CCP is a NUT FREE school- NO nut products.** We also ask our families to avoid juice boxes and squeeze yogurts, as they can be very messy. Please cut foods so they do not present a choking hazard.



Daily Routines:

Dropping off your child- Drop off begins at 9:00 each morning. We will use a curbside drop off routine. As families pull up to the curb, we will complete a quick health screening of each child before assisting them out of the car (temperature must be under 100°, no runny nose, cough, diarrhea, vomiting, shortness of breath). Children will then be escorted to their classrooms where their teachers will be ready to start the day.

Picking up your child- Dismissal time is by 2:30. Families will park and walk to the pick-up area to gather their child(ren) and their bags. Only adults (18 years or older) will be allowed to pick children up. Children will only be released to adults listed on their Student Profile Sheet or with prior notification to the office by phone or email. We will check the ID of anyone we do not know before releasing your child to them. Children must always be accompanied by an adult while in the parking lot.

Late Pick-Up Policy- It is important that you arrive on time for pick-up. Children become nervous when they are the last to be picked up. Should you know you will be late, please call the CCP Office (317-252-5517) and let us know, so we can reassure your child. Should late pick-ups become a habit, you will be charged a late pick-up fee of \$5 beginning at 2:35 and an additional \$5 for every 15 minutes after that.

Communication Between School and Home- Teachers will provide families with a newsletter and/or calendar outlining the upcoming month's activities. A school wide newsletter will be distributed each month with upcoming events, reminders, and parenting information. Nursery, Toddler, and Twos classes will post information outside their classrooms about the day's events.

Teachers will set up communication methods through classroom apps or email. Each teaching team will inform parents of their methods as part of our Orientation.

Parent-Teacher conferences are scheduled in early February for all Preschool 3 and Pre-K classes. Parents in any classroom may always request a conference at any time.

Teachers may request additional conferencing to discuss issues or develop action plans for a child.

It is a parent's responsibility to make the CCP Office aware of any changes in address or phone numbers and to keep medical information up to date.

Guidance and Discipline- Our classes are planned with developmentally appropriate activities in mind so there are few discipline issues. When necessary, chew use redirection and appropriate behaviors are explained in simple terms. Time outs are rarely used and only to allow a child to regain his or her composure. Corporal punishment is never used.

Toilet Training- Although we understand young children may occasionally have accidents, CCP policy states that children enrolled in Preschool 3, PS 3 Friday Friends, and Pre-K classes must be toilet trained. This means accidents are few and far between and a child can manage toileting skills on his or her own. Preschool 3, PS 3 Friday Friends, and Pre-K classrooms are not equipped with diaper changing facilities, and, to maintain our student/teacher ratios, teachers may not leave their classes to change children. If a child is consistently having accidents, the parents will be contacted for a conference.

Registration, Financial Agreements, and Tuition:

Registration- Registration for the following year is open to current families in January. New families may register in February. A registration fee and supply are collected at the time of registration. A pre-paid tuition payment for May of the following year is then collected to guarantee placement in a class. ***All prepaid fees (registration fee, supply fee, and May tuition) are non-refundable.***

Tuition- Tuition may be paid by the year, semester, or monthly. Monthly tuition for September through May is based on nine equal installments. Tuition payments are due on the first of each month and are considered late after the 10th. A late fee of \$5 may be assessed after the 10th. The full monthly tuition is due regardless of attendance. We are unable to make tuition adjustments for illness, vacation, or weather related cancellations. ACH tuition payments are available. See Director for ACH form.

At the time a family is two months in arrears (45 days) the Director will schedule a meeting to discuss a payment plan. Enrollment in the program may be discontinued if the payment plan is not followed. If your family is experiencing a financial hardship, see the Director for information about tuition assistance. ***All accounts must be paid in full by April 30.***

Withdrawals- Should it be necessary to withdraw a child after registration or during the school year, notify the Director in writing two weeks in advance.

If you find yourself in financial hardship, please see the Director for information about tuition assistance, as all prepaid fees are non-refundable (including May prepaid tuition).

"If a child goes home feeling safe and loved, the day has been a success!"

These are abbreviated guidelines for the start of school and may be changed at any point. CCP will continue to update based on Centers for Disease Control (CDC) and Marion County Public Health Department (MCPHD) recommendations. We appreciate all the changes our families and staff are making to make this a positive school year. This only works if we all do our part!

STUDENT DROP-OFF and PICK-UP: To minimize the number of people in the building, CCP will use a curbside drop-off and pick-up. After a temperature check and daily health screening (see more below), CCP staff will help children out of their cars, gather their bags, and walk them to class where their teachers will be ready to start the day.

Parents will park and pick-up their children outside the building at the end of the day. Children are dismissed by class and will be escorted to the pick-up area by their teachers. Teachers and parents will be able to communicate about the day.

DAILY HEALTH SCREENINGS: Families will be asked to closely monitor their child's health. If your child or someone in your immediate family is exhibiting symptoms of illness, please keep your child home. Daily temperature checks will be administered at drop off. Children with a fever (100.0° or higher) or exhibiting symptoms of illness will be asked to return home. **The Director has the final say on whether a child may attend school for the day based on daily health screening.**

Questions you will be asked during daily health screening (a sign with these questions will be displayed in the drop-off area):

- Has anyone in your household had any of the following symptoms in the last 72 hours: fever, sore throat, cough, chills, body aches, shortness of breath for unknown reasons, or loss of smell or taste?
- Has anyone in your household been tested for COVID-19 and are awaiting results?
- To the best of your knowledge have you been in close physical contact to any individual who tested positive for COVID-19 in the past 14 days?

If you answer yes to any of these questions, we will ask you to keep your child(ren) home.

FACE COVERINGS: CDC and Marion County Public Health Department recommend face coverings for any child over the age of 2, but masks are not required in schools for students in 2nd grade and younger.

CCP will support each family's choice for their children and will help students in masks keep them on properly.

Per Marion County Public Health Order, all CCP staff and any adults entering the building will be required to wear face coverings except when eating and drinking.

CLEANING/DISTINFECTING PRACTICES: CCP has established strict cleaning and sanitizing practices for classrooms and equipment following CDC and Marion County Public Health Department guidelines. CCP will have a staff member dedicated to cleaning high touch areas throughout the day. We will continue our strong handwashing practices throughout the school day.

SOCIAL DISTANCING: CCP has established daily schedules and routines that will allow classes to be separated and socially distanced. Each class will use common areas (playground and gym) on their own. Traffic patterns will allow classes to be in the hallways separately.

Classrooms that are shared across the week (a Mon/Wed class and a Tues/Thu class) will have their own toys and supplies that different classes will not share.

Classrooms will be set up to allow for extra space and movement for students.

Place markers are used where appropriate to space children out and limit contact.

SOCIAL AND EMOTIONAL HEALTH: CCP is committed to making sure school is a place where children can thrive and have fun. We will work hard to ensure the social and emotional well-being of our students with more time set aside for one-on-one interactions with teachers, a more relaxed daily schedule and time for play, art, music, Bible stories, and time outdoors.

POTENTIAL CLOSURES: Should state and/or local officials deem it necessary to close schools, CCP will follow recommendations stated by Marion County and/or the state of Indiana. Families will be informed immediately and tuition payments will be put on hold until reopening plans are announced. Refunds will not be issued for partial months.

Should the Director and CCP Board decide it is best for CCP to close, tuition payments will be put on hold until reopening plans are announced. Refunds will not be issued for partial months.

COMMUNICATION: CCP will communicate regularly with families through weekly emails and updates. Each classroom will establish communication practices so parents will have routine feedback about their child and activities in the classroom. Of course, parents are always welcome to reach out with questions, concerns and information that will help us better serve their children.

COVID SYMPTOMS AND TESTING- Students or staff members who have someone in their household, (or someone with whom they have had close physical contact) who has been tested for COVID will be asked to stay home until negative Nasal RT-PCR COVID test results have been received.

- **If a child becomes sick during the day–** An ill child will be removed from the classroom immediately and comforted in the CCP “clinic.” Parents will be notified to pick-up their child as soon as possible.
- **Symptomatic with Another Explanation (Strep Throat, Flu)-** Students /staff members may return to school 72 hours after resolution of fever AND a note (emailed prior to date of return) from a medical provider stating the student/staff has an alternate diagnosis, and the medical provider believes it’s appropriate for the patient to return to school.
- **Symptomatic, Not Tested without Alternate Explanation-** Students/staff members must remain home for 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.
- **Symptomatic, Tested and Negative-** Students/staff members may return to school with a negative Nasal RT-PCR COVID test (sent to school prior to returning) and 72 hours fever AND symptom free without fever reducing medicine.
- **Asymptomatic, Tested and Negative-** Students/staff members may return to school UNLESS student/staff member has had close physical contact with a confirmed case (within 6 feet for more than 15 minutes). Then student/staff member must quarantine for 14 days (refer to “Close contact with COVID-19 Positive Case” below).
- **Tested and Positive-** Students/staff members must remain home for at least 10 days from the date symptoms began AND be 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms.
- **Close Contact with COVID-19 Positive Case-** Students/staff members must quarantine for 14 days before returning to school. Students/staff members must remain symptom-free. If an individual develops symptoms, they must stay home for 10 days from the first appearance of symptoms and be fever-free for 72 hours before returning to school.
- **Positive Case Reporting-** Please report any positive cases directly to the school, as soon as possible. CCP will report confirmed cases to MCPHD and will follow their directives.

SHARED INFORMATION- CCP values the privacy of all our families and staff and will work hard to protect it. Any positive cases in a student or staff member will be reported to MCDPH and names and birthdates will be shared. We will also share information about positive cases with our families including classes affected. ***We will not share students' or staff member names with other CCP participants.***

*CCP will continue to adapt and develop our guidelines based on guidance from the CDC and MCPHD.
Updated 10-23-20*