

Stepping Stones Preschool Operating Policies

Hours of Operation

The Center hours are from 7:45 am until 5:00 pm.

Preschool is 8:00 am - 12:00 pm.

Admission Procedures

Interested parents should either call or stop by the preschool to request that their child be enrolled. All required forms such as application, emergency contacts, and immunization record must be returned to the preschool before the child's first day of enrollment. The registration fee of \$50.00 is due at the time of registration in order to hold your child's slot for fall. This is a non-refundable fee.

Fees

Tuition is due the first school day of each month. A \$20 late fee will be charged if tuition is not paid by the 10th of the month. A \$30 fee will be charged for any returned checks. Tuition is to be paid regardless of absences from school or holidays from the day of admission until the day of withdrawal. We will follow a similar calendar to the Enterprise City Schools Calendar for holidays.

- 7:45am - 12:00pm
Monday - Friday
\$295.00 a month (10 payments)
- 7:45 - 5:00pm
Monday - Friday
\$110 a week
- Summer Tuition is \$110 a week
- Summer Registration Fee \$25
- Summer Supply Fee \$25

Arrival and Departure Procedures

Upon arrival, parents should pull into the circle drive or park on the grass. Please walk your child into the building and sign him/her in. At the end of the school day, parents should walk into the building and sign your child out. If you need to speak to a teacher, please be courteous and park in the grass so as not to block the driveway.

Snacks and Meals

We will provide a morning snack. Lunch and an afternoon snack will also be provided for the extended day children. Parents may bring a cake, cupcakes, ect. for snack on the day of their child's birthday if they wish. This is certainly not required but is welcomed. Please let your child's teacher know in advance if you will be doing so.

Clothing and Personal Belongings

Children should wear comfortable clothes suitable for indoor and outdoor activities. All coats and sweaters should be marked with the child's name for proper identification. If your child has a "security item" that will make them more comfortable while at school, it is permissible to bring that item. The preschool will not be responsible for any toys or other personal items brought by your child if they are broken, lost, or damaged.

Discipline

Our preschool uses positive techniques of discipline. We do not anticipate having a big discipline problem; however we will not allow any child to willfully harm another child. We will talk with the child and use time out if necessary. Praise and encouragement will be given for appropriate behavior. In some instances, a child may need to be removed from a situation temporarily if he or she is unable to act in accordance with the classroom rules. Under NO circumstances will the preschool use physical punishment or any other procedure which might humiliate, hurt, or frighten a child. As a parent, please feel free to contact us at any time if you feel there is an issue that is not dealt with correctly.

Emergency Plan

In case of a medical emergency with a child, an attempt will be made to notify the parent immediately. If parents cannot be reached or if the situation warrants, an attempt to contact the child's doctor will be made and the child may be transported to appropriate facilities to receive medical assistance.

Routine fire drills are conducted by the preschool periodically. In the event of an actual fire, drill procedures will be followed.

When the Enterprise City School System closes due to severe weather (as issued by the National Weather Service) our preschool will be closed as well. Parents will be notified as soon as possible.

If power, heat, or water is temporarily unavailable the preschool will endeavor to remain open if at all possible. We cannot, however, compromise the health and safety of the children. Parents may have to be notified to come earlier than usual to pick up their children should this occur.

Special Events

There will be field trips planned throughout the year in order for children to gain new experiences away from the school setting. We will need parents help and will ask for volunteers for these events.

We will have at five special parties during the school year. They will be Fall Festival, Christmas, Valentine, Easter and the end of the year party. We will divide the parents into groups or post a sign-up sheet and ask that you help with one party during the year.