

## PLAZA PRESBYTERIAN WEEKDAY SCHOOL

2304 The Plaza - Charlotte, NC 28205

(704) 376-8595



**Director of Weekday School:** Patti Schigoda  
Cell phone: In case of emergency, 704-634-4179  
Email: [pattischigoda@gmail.com](mailto:pattischigoda@gmail.com)

**Assistant Director:** Marian Williams  
Cell phone: In case of emergency, 704-661-9936  
[mariancwilliams@gmail.com](mailto:mariancwilliams@gmail.com)

**Weekday School Office:** Phone - 704-376-8595  
**School Office Hours:** 8:30 a.m. - 1:30 p.m., Monday-Friday, Voice Mail  
available for messages.

Tax I.D. # 56-068-5186

### PLAZA PRESBYTERIAN CHURCH

**Pastor:** Rev. G. Thomas Tate  
Phone: 704-376-8594  
**Church Accountant:** Lorraine Piephoff

### THE WEEKDAY COMMITTEE

The Committee is made up of the Chairperson of the Children's Education and Youth Ministry, the Director of the Weekday School, and Church members and representatives from the Parent Advisory Board (see last page) whose children are in the school. This Committee makes recommendations on school policy, tuition, and special problems, to the Children's Education and Youth Ministry for final approval.

The Committee is always open to parent opinion and discussion.

Parent meetings will be held to discuss various aspects of child development, and to hear guest speakers. Special interest groups may be developed as parents see the need.

## PLAZA PRESBYTERIAN WEEKDAY SCHOOL

**OUR PURPOSE** is to provide a loving, learning Christian environment where children may test themselves and their world, gain self-confidence, and develop as whole persons.

**ADMINISTRATION:** The Weekday School is developed and administered by the Director of the School with the guidance of the Session of Plaza Presbyterian Church and its Children's Education and Youth ministry.

**OUR PHILOSOPHY IN WORKING WITH CHILDREN:** Plaza is a place where

- Children learn by doing.
- Teachers plan activities which let children use all their senses to experience their world.
- Children are encouraged to help themselves as much as they are able.
- Teachers plan activities around a theme each week to focus and re-enforce the experiences.
- Children learn to feel good about themselves and their abilities.
- Teachers encourage children to use their imaginations productively.
- Love is shared.
- Spanking does not occur.
- Angry feelings are dealt with in words and calming down tones.
- Children can choose activities on which to work and stay with them to completion.
- Exciting activities are balanced by quiet ones to avoid over-stimulating the children.
- Many discipline problems are simply avoided by redirecting children to new activities.
- Teachers welcome parent participation.
- The needs of the children are our top priority.

**STATEMENT OF RELIGION:** Plaza Presbyterian Weekday School acknowledges and respects the different religions and cultures represented in the program. We feel that preschool children can learn about religion through their own experiences at school of making friends, feeling love and acceptance, respect of self, and respect of others. Our program does not present any formal religious teachings. We do teach the children a blessing at mealtime and emphasize the true meaning of Christmas. We try to be sensitive to the customs of the different religions of all the children and families represented in the program. We encourage each family to attend a church of their choice and certainly invite and welcome families to worship at Plaza Presbyterian Church.

Sunday worship opportunities at Plaza Presbyterian Church include:

Church School	9:40 a.m.
Morning Worship	11:00 a.m.

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**2014-2015 WEEKDAY SCHOOL CALENDAR**

Aug. 18 – Aug. 29	TEACHERS return to school, workdays, home visits
Aug. 28 (Thur.)	Parent/Teacher Orientation - 6:30 p.m. Conference Room
Sep. 2 (Tues.)	Orientation Day. Children and parents are invited to visit classroom for one hour. Teachers will assign shifts.
Sep. 3 - 5	Ones meet - 9:00-11:50 a.m. Twos - Fours meet 9:00 a.m.-12:00 noon ( <i>no lunch</i> )
Sep. 8 (Mon.)	Lunch is added - 12:00 noon-1:00 p.m.
Sep. 11 (Thurs.)	Parent Coffee - 9:15-10:00 a.m., Conference Room
Sep. 24 (Weds.)	First Parent board meeting – 9:15 – 10:30 *Everyone is welcome to attend!!!
Oct. 16 (Thurs.)	Weekday School class pictures (weather permitting)
Nov. 26 (Wed.)	Teacher Workday (no classes)
Nov. 27 - 28	Thanksgiving Holiday (no classes)
Dec. 1 - Dec 5	Scholastic Book Fair
Dec. 22 – Jan. 2	WINTER BREAK! (no classes)
Jan. 19 (Mon.)	Martin Luther King Holiday (no classes)
Apr. 3 (Fri.)	Teacher Workday (no classes)
Apr. 6 - 10	Spring Break! (no classes)
May 21 (Thurs.)	Last Day of School for Children (Traditional School year) “Moving on Ceremony” - noon
May 22 (Fri.)	Teacher Workday (no classes)
May 25 (Mon.)	Memorial Day (no classes)
May 26 – May 29	Teacher Workdays (no classes)
June 1 – June 26	Summer Session I
*June 29 – July 3	Holiday Break (no classes)
July 6 – July 31	Summer Session II

# PLAZA PRESBYTERIAN WEEKDAY SCHOOL

## WHERE WE'VE BEEN AND WHERE WE'RE GOING

Plaza Presbyterian Church has been devoted to quality early childhood education since 1952. Our ministry in this area began with a kindergarten class of twelve students. Within five years, enrollment increased to 80 students and a private first grade was added. With the advent of public kindergarten, Plaza turned its resources toward preschool education in 1973.

Plaza developed a program that enhances the social skills with an open, developmental approach to learning which allows each child the freedom to grow at his/her own pace. Plaza's open philosophy is based on that of *Gesell Institute's Center for Human Development* (see next page) which allows a child to enjoy the play and socialization of early childhood without academic pressure. This approach better prepares a child for the more structured educational years ahead.

Our ministry to young children also extends to their families. Here you will meet other parents, find a support group, be able to participate in the classroom, or in planning parent activities. Our parents are a vital part of our community and everyone is encouraged to volunteer on some level as available.

Equipment, activities, and learning experiences are planned to foster the following areas of development as your children move through our program:

### **Social Skills**

- Gaining independence from parents, relating to teacher figure, accepting comfort and guidance from teachers.
- Learning to relate to children, how to play together, taking turns, sharing, waiting for a turn.
- Developing self-confidence in relation to the group, standing up for personal rights, doing things independently.

### **Self-Help Skills**

- Taking care of body.
  - Washing hands and face
  - Managing at mealtime
  - Blowing nose
  - Toileting
- Taking care of personal clothing.
  - Putting on and removing coats, hats, mittens, sweaters, shoes
  - Manipulating buttons, zippers, snaps
- Taking care of environment.
  - Proper use of equipment and toys, cleaning up after activities

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## Emotional Skills

- Developing self-control.
- Understanding feelings.
- Finding appropriate outlets for emotions.
- Solving problems and dealing with frustration.

## Physical Skills

- Fine motor development.
  - Manipulating moving parts of objects
  - Building with blocks, working puzzles, stringing beads, painting, coloring
  - Cutting with scissors
- Gross motor development
  - Running, jumping, climbing
  - Throwing and catching ball
  - Pedaling tricycle
  - Dancing to music
  - Balancing on one foot, hopping

## Cognitive Skills

- Awareness of colors, shapes, numbers, letters.
- Labeling body parts and familiar objects.
- Developing listening skills and following directions.
- Making comparisons, answering questions, critical thinking.
- Recognizing similarities and differences, sorting and matching.

## Language Skills

- Joining in rhymes and songs.
- Pronouncing words correctly.
- Increasing vocabulary.
- Speaking in sentence form.
- Relating experiences, describing events.

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## WHAT WE STAND FOR

For well over fifty years the name Gesell has been associated with better understanding of child growth and development. Gesell research has provided fundamental knowledge about the behavior of children between birth and sixteen years. Gesell schedules continue to be standard benchmarks for children's physical growth, language development, socialization, and overall adaptive abilities.

A major focus of Gesell work also has been children in the school setting. All along we have cautioned parents and teachers alike that schools must not treat all children as ready for the same thing at the same time. Differences in rates of growth should help to plan and guide school structure and curriculum. Schools should be made to fit children as they are, not the other way around. In our books, articles, and training seminars, we have vigorously argued for flexible school programs that can meet the needs of all children as they grow and develop through the stages of childhood. Plaza has taken a stand against the push for early academic structure!

## A DEVELOPMENTAL APPROACH IN THE CLASSROOM

Gesell Institute believes the aim of education is to promote the total development of each child. Language, motor, personal-social and intellectual growth must all be major considerations in the classroom.

Unique to Gesell theory is the concept of "adaptive" development. Adaptive development reflects the child's capacity to integrate all the areas of growth. It is the child's ability to profit by past experience and to initiate new experience. Children show their adaptive behavior through their intelligence, memory, and problem-solving skills. By drawing attention to all areas of development through adaptive behavior, Gesell theory focuses on the need for balance in a child's school program.

Teachers who understand adaptive behavior develop classroom programs that seek a balance between active, child-initiated learning and teacher-directed instruction. The success of this approach rests on the teacher's ability to bring to the classroom an understanding of child behavior, developmental learning theory, and curriculum content through the following principles:

### **Respect for individual differences -**

All children, but young children especially, learn best in environments arranged with attention to developmental levels of growth. Therefore, teachers who understand all areas of growth as well as stage theories of development are better able to trust

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children and themselves in the learning process. Since children grow at different rates, the ability to assess these differences is also essential to classroom planning.

### **Information from many sources -**

Evaluation of children's growth should be gathered from a variety of sources: parents, classroom observation, developmental assessment and other appropriate records. Such information can assist teachers and administrators in determining individual programs for children and in determining flexible class groupings.

### **Keen observation of behavior -**

Teachers need to be good observers of children's readiness for new levels of content, skills, and activities. A clear understanding of the developmental value of given activities and their relationship to a child's present level of development is essential. Teachers' perceptions need to be communicated beyond the classroom to parents and administrators.

### **Trust in children's initiative -**

Classrooms with a developmental approach should be structured with trust in children's natural abilities. This encourages learning on their own through active participation and interaction with the teacher, classmates, and appropriate materials. Such a structure nurtures the child's innate drive for purpose, competence, autonomy, and responsibility. Therefore, we encourage teaching that allows for physical movement, freedom of expression, active communication, plus individual and group problem-solving.

Initiative is also nurtured when all of the classroom is accessible to the children. The resulting choice and decision making produces interest and motivation and leads to learning which is meaningful, relevant and life-long.

### **Curriculum content through integrated learning -**

Optimal learning is dependent on children's manipulation, experimentation, questioning, and communication. A developmental classroom needs, therefore, to be activity-centered, drawing directly from the child's reality. Integrated theme learning allows children to live and think in the classroom as they do naturally the rest of the week. Integrated theme learning permits art, music, and drama to be at the center of the classroom, not on its fringes. Themes encourage spontaneous and instructive play in the classroom and draw on the developmental progression in content areas such as reading, math, writing, science, and social studies.

All of these principles rest on the assumption that children deserve to feel secure and successful in school. Security and self-esteem are fundamental to learning and normal development. Therefore, the classroom must ensure dignity and respect for the child. An underlying sense of trust in the unfolding of each child's interests and potentials should be the paramount guide for the teacher.

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## PARENT INVOLVEMENT

One of the wonderful aspects of life at Plaza is that parents are encouraged to be actively involved in the school. Please make sure that you are included in our Yahoo group so that you will receive emails containing important information. A monthly newsletter keeps parents informed about school-wide concerns, needs and activities. Classroom teachers make parents aware of classroom themes and events through their invaluable monthly class letters. Through these channels you can always feel in touch with what is going on in your child's education. But the communication need not be just one way. There are, in fact, many ways in which you can become involved in supporting the school.

Teachers welcome parent support in the classroom: to share an interest, to donate supplies for a special project, to assist with field trips, or just to spend a morning helping out. Each class should have at least one **Room Parent** who acts as a liaison between parents and teacher. The room parent traditionally organizes a class coffee at the beginning of the year to help parents get acquainted. They have also assisted the teachers by recruiting parent help when needed and have organized Christmas and year-end gifts for the teachers and custodian.

The **Parents Advisory Board (PAB)** provides a forum in which interested parents may express concerns, share interests, and provide input. The board plans special school events such as fundraisers, teacher appreciation, end-of-year celebrations, and parent workshops. The Advisory Board is a fairly informal body. Although there should be at least one or two representatives from each class, all parents are welcome and encouraged to attend the monthly meetings. Ideally, there will be a chairperson or co-chairpersons who will facilitate the meetings. The goals and achievements of any particular year will reflect the interests, needs and enthusiasm of the group as a whole.

## SICKNESS POLICY

Children spreading illnesses to play mates is often unavoidable. However, we can minimize the amount of germ exchange by keeping children at home when they have one of the following symptoms:

- Fever or diarrhea within the last 24 hours.
- Vomiting within the last 24 hours.
- Coughing/ chest congestion.
- Frequent sneezing/continually runny nose.
- Thick mucous coming from nose.
- Feels bad and cannot participate in planned daily activities.
- Children with contagious illnesses such as pink eye should be kept home for duration of illness.

This will mean a few extra days at home during the course of the school year. Parents cooperating to protect our children's health can only mean that everyone

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stays healthier. **Parents will be called and asked to pick up their child if any symptoms appear during the school day.**

### **HAND WASHING**

The most effective defense against the spread of illness, is proper hand washing! We ask that all parents wash both your child's hands and your own hands before you enter the classrooms each day.

### **SEAT BELT POLICY FOR FIELD TRIPS**

All children will need a car seat or booster in order to participate in fieldtrips. A parent must give his/her permission for each trip taken. Ones do not take field trips. Twos may take a few at the end of the year. Threes take a few in the spring. Fours take the most field trips because they are developmentally ready for them. They have a longer attention span, can follow directions and enjoy the experience.

When classes take field trips, parents are asked to help out with transportation and supervision. Any parent has the option of transporting his/her own child on field trips. Just tell the teacher you plan to go on every field trip. You also have the option to keep your child at home on the day of a scheduled trip if you have concerns about the safety of your child. Field trips are taken because they are an enrichment to the program. They are taken with a purpose in mind to benefit the children.

### **POLICY CONCERNING CLASSROOM DISCIPLINE**

Because our classrooms are set up to be creative, inviting, fun places to be with a variety of age-appropriate activities, we expect the children to generally be a happy group of busy children with only occasional, developmentally appropriate problems of sharing, getting along, and following directions. With younger children, distraction and redirection techniques are used. With older children, we encourage them to talk to their classmates and problem solve together. If needed, the teacher will facilitate. If a child is uncooperative, they may be removed from the situation and a teacher will help them manage their behavior. Inappropriate activity will be stopped. Teachers will communicate any concerns or problems to parents at a time outside of class.

Occasionally, there is the exceptional child who, for one reason or another (learning disabilities, severe behavioral-emotional problems), is unsuited to our classroom environment and who needs to be in a different situation better suited to his/her needs with adults who have been specially trained to deal with these issues. It is unfair to the teachers and the other children to keep a child who continues to be disruptive or a physical threat after appropriate measures have been taken (parent conferences, outside professional help) to solve the problems. A child who is a persistent, disruptive element in the classroom over a long period of time will be asked to leave the school.

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## DROP-OFF AND DISMISSAL

**IN THE MORNING** from 8:55-9:15, the director will open the school door and greet the children. Please park your car and deliver your child to the classroom. If you arrive earlier, please respect the time teachers are preparing the classrooms for your child. You are welcome to take your child to the playground if you arrive early. Doors to the building will be locked at 9:20 a.m. for security. You may ring the doorbell after this time. \*Please keep in mind that it is much easier for children to transition into the classroom when they arrive on time.

Children in the **one-year-old class** should be picked up in the classroom at **12:50** p.m. If you have an older child in the school, pick up your one-year-old first. Older children will be called out to parents waiting outside the door.

**A DISMISSAL SIGN** will need to be made for children in the Two's & Three's. The sign will be used in the hallway to "mark" your child's place as he/she waits to be picked up. The teacher will laminate it for you. One's and Four's do not need dismissal signs. Please be prompt in picking your child up at 1:00! Late charges are as follows: \$10.00 for 10 minutes late and \$1.00 for each additional minute.

**IMPORTANT:** Before loading children into your car, put your car in park, put the emergency brake on, and turn your engine off. Please get out and help settle the children in your vehicle.

Parents planning to visit and play on the playground after school will need to pick up their children at the door. For the children's safety, please go immediately to the playground. Congestion at the door makes it difficult to see that each child gets safely reunited.

Any change in your child's pick-up plans needs to be received by the Director and the teachers. Emergency changes may be called into the office. If you cannot reach the director in the school office, call her cell phone at 704-634-4179.

**PLEASE DO NOT LEAVE YOUR CAR UNATTENDED** in the covered walkway at any time! It inconveniences many other parents. Your "minute" to just "pop in and drop something off" sometimes turns into five and causes many angry feelings and congestion in the parking lot.

**\*Please do not park in the designated handicapped spots!**

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## INCLEMENT WEATHER POLICY

Plaza will follow the inclement weather policy of Charlotte Mecklenburg Schools. If they are closed or delayed we will be too. If we open on delay, we will still dismiss all children at 1:00 pm. Since we do not take all of the same days off as CMS we don't have make-up days built into our school calendar, therefore missed days cannot be made up. Please check your local news sources for information on weather related closings. The Director will send out an email announcing any closings or delays ASAP upon confirmation.

## REGISTRATION POLICY

Registration for returning families is held in February. All efforts will be made to accommodate requested attendance schedules but there is no guarantee. Siblings of attending children will be given priority over new children but are not guaranteed placement. Requests for teachers or peer placements will be considered but cannot always be granted. Rosters will be filled as registrations are received so please return registration forms and fees in a timely manner. Any remaining space will be offered to new families in March. Registration fees are only refundable through May 1<sup>st</sup>. One month's tuition is due in August and is not refundable. It will be credited towards tuition in May of the following year. Registration for summer sessions will also be held in February.

## BIRTHDAYS AND CELEBRATIONS!



Birthdays and holidays are exciting times for everyone, especially children, but they can sometimes be overwhelming. It is our belief that these events should be recognized and celebrated in a child-sensitive, non-stressful way. Sending in a special treat such as cupcakes or a birthday cake is the ideal way to celebrate at school. Too much fanfare, such as treat/candy bags, presents, etc., can cause frustrations and tears. The simpler, the better. Invitations for out-of-school parties can be sent home via cubbies, etc., as long as all children in the class are included. Children do talk with each other about parties, and even our youngest children are sensitive to feeling left out. Please do not send the children to school in costumes. They can hinder gross motor play and very young children can be overwhelmed and frightened by masks, wigs, etc. If your child's birthday falls in August, you can choose to celebrate their half/birthday or make some other arrangement.

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## BABYSITTING AND RELATED ACTIVITIES

Plaza Weekday School does not condone nor prohibit teachers and staff from babysitting or transporting children enrolled. The school shall remain harmless of any wrong doing or liabilities resulting from arrangements occurring outside of regular business hours between off duty employees and families. Any such arrangements may not be conducted by staff during normal work hours (8:30 – 1:30) and cannot interfere with the employee's job responsibilities.

## FOOD AND THINGS AT PLAZA

**EATING IS A SOCIAL EVENT.** Children gather together at Plaza at mid-morning to share a snack, socialize, and refresh themselves. The food that is presented in this relaxing situation is a lesson in itself. We hope to provide food that:

- is nutritious, low in sugar, low-fat and has little processing
- builds good food habits for children
- introduces new foods as well as favorites

To maintain these high standards, we need lots of help from parents! We ask that parents take turns providing snacks for their child's class (plus teachers) depending on the number of days a week your child attends. Teachers will have snack calendars for sign-up with explanations of how often each family needs to help with snacks for the class. We provide water at snack and suggest that you limit juice and desserts so that the children will be encouraged to eat their nutritious food.

- **To ensure freshness and sanitary standards, only commercially prepared, sealed/unopened, ingredient labeled food is acceptable. This means NO home baked goods without express permission from the Director. Fresh fruit and vegetables and cheese are allowed.**
- **Please refrain from sending candy to school.**
- **Please help us facilitate self help skills by sending lunch packaging that the children can open and close by themselves!**
- **Please be mindful of choking hazards when preparing food for young children! Sliced grapes, diced fruit and vegetables, etc.**
- **Allergies and food sensitivities will be addressed as needed. Some classes may be zoned peanut free if necessary to protect a severely allergic child.**

Cooking is an important "hands on" lesson in science (change of state), math (quantities, measuring, counting), socializing, and competence. Your child's teacher will need extra food at times for special recipes. Perhaps instead of providing snacks that day, you could donate some of the foods for the cooking project. Check with your

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child's teacher for specifics. Please include an icepack in your child's lunch. Lunches will be served at room temperature.

### TEACHER SUBSTITUTES

On occasion our staff may need to find a substitute for their classroom, whether planned or at the last minute. We ask for volunteers who think they would enjoy helping in this way. It is often difficult for a child to have their parent in the classroom, so we try to avoid that situation if possible. Substitutes will be compensated for their time in the classroom.



### SCHOLASTIC BOOKS

Each month, Scholastic Book Services offers a list of children's books that parents may buy. These are paperbacks of quality children's books. Because they are soft bound, the price is usually a few dollars per copy. The hard bound versions average \$10 - \$12. This is a great way to get good books into children's hands inexpensively. The school also benefits by using bonus points to purchase books for the classrooms. We will schedule a Scholastic Book Fair each year for Holiday gift giving.

#### **PLEASE.....**

- Send in the exact amount of the payment with the order. Checks are to be made payable to *Scholastic Books*.
- Put the payment and order form in an envelope.
- Please place payment and order forms in the manila envelope posted outside the weekday school office.

Books will be delivered in approx. 2 weeks time.

There is **NO** obligation to buy books. We are not trying to achieve any level of sales. One can never have too many books!

**PARENT/TEACHER EDUCATION:** There are books available to parents on a lending basis on the bookshelf outside the Weekday School Office.

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## PLAYGROUND SAFETY



One of the wonderful things about Plaza is the opportunity for parents and children to enjoy our beautiful playground after school. Please dress the children in comfortable clothing and play appropriate shoes! Although many children are very independent, it is imperative that children be carefully supervised when playing on the playground. Please remember that there can be a wider range of children on the playground after school. Please follow the guidelines we follow during school hours to ensure everyone's safety and proper use of equipment.

- **Children's play needs to be supervised at all times.**
- **Please encourage children to keep sand and mulch in proper areas.**
- **Keep children off fences, playhouse roofs and outsides of climbing equipment.**
- **Children are not allowed to play with sticks. They can throw them over the fence.**
- **See that children slide down slides feet first, on their bottoms. Climbing up the slide is not safe.**
- **Children should be seated while using any swings. Supervise the clearance space in front and back of swings.**
- **No glass containers on playground, please!**
- **Please place all trash in trash can.**
- **Children needing to use the restroom must be accompanied by an adult.**
- **Please keep the gate closed at all times.**

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- **Children must always be accompanied by an adult when re-entering the building after school.**
- **Urinating on the playground is not acceptable.**

Thank you for helping to ensure the safety of all our children.

## WEEKDAY SCHOOL POLICIES

1. School hours for students are 9:00 a.m. - 1:00 p.m. Children in the Ones class dismiss early at 12:50 p.m. Children will bring a lunch and drink from home. Parents must be prompt.
2. Late charges: \$10.00 for 10-minute late pickup; \$1.00 for each additional minute after that.
3. The school calendar will be published in the handbook at the beginning of each school year. Our calendar may differ from that of Charlotte Mecklenburg Schools.
4. The school will close for inclement whenever the public schools close or open late. Days lost to inclement weather will not be made up.
5. Tuition is due on the first of each month. If payment will be late for any reason, notification must be made to the Director.
6. Registration fees (requested in February) must be paid in full by the close of current school year.
7. Registration fees and class size are to be determined annually by the governing board with Session approval.
8. Registration fees are non-refundable.
9. A 10% discount per child is available for Church members & Church and Weekday School staff.
10. A 10% discount is available for younger siblings of non-Church members enrolling more than one child.
11. A current health certificate will be required each year before a child enters school. This must include a record of immunization as required by State law.
12. The Director shall maintain an emergency file on each student. Staff members shall have access to this file whenever school is in session.
13. Scholarships are available on a limited basis and are awarded as to need by the Director of the School.
14. Parents are required to provide healthy snacks, according to the number of days child attends per week (see handbook).
15. Parents are needed for field trips, classroom activities, and fundraisers (see volunteer sheet).
16. Parents should make an appointment with the teacher to discuss concerns rather than during classroom time.
17. Missed days cannot be made up. Only enrolled children may attend school. Children may attend only on their scheduled days. If unusual or emergency circumstances arise, such as a prolonged illness, a child may be added if there is space in the class and only with director approval. Tuition fees will be paid per diem.

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18. May's tuition is prepaid in August. If you withdraw your child before May, the tuition is forfeited.
19. Returned checks will result in a \$12.00 fee to cover bank charges.
20. Families are required to follow the school's sickness policy (see handbook). Please notify the teacher if a child has had medication before coming to school. Staff members cannot administer medications.

### TUITION POLICY

**TUITION IS DUE ON THE FIRST DAY OF EACH MONTH. May tuition is paid in advance, in August and is not refundable.**

For your convenience, please place checks for tuition payments in the mailbox located on the Weekday School Office door. If payment is made with cash, a receipt should be obtained from the person receiving it. Credit card payments can be made with a small upcharge. Online bill pay is also accepted. The Weekday School Director is in charge of the finances for the Weekday School.

The school needs your cooperation in receiving tuition promptly. Our teachers' salaries come directly from tuitions. All other monies are spent on supplies. We need each and every fee in a timely manner to meet our monthly obligations. Remember, the teachers still need to be paid even if your child is out of school for some reason. Days lost to illness cannot be made up. Children may "drop" in **if space is available**, at a rate of \$25.00 per day. Financially, your registration commitment is for the entire school year. For example, if you register your child for 5 days a week and decide to "drop" a day, your financial commitment will still be for the 5 days until we fill the empty spot. We do realize that there may be times when families face unexpected financial problems. If you anticipate difficulty in making prompt tuition payments, please consult the Weekday School Director. \*If outstanding tuition balance reaches 2 months in arrears, the child or children will be withdrawn from the program.

### TUITIONS 2014 - 2015

<u>Age on 8/31</u>	<u>Days Meeting</u>	<u>Monthly Tuition</u>	<u>Class Size</u>	<u>Teachers</u>
1s	2 days	\$245.00	4-5	1
	3 days (T, W, TH)	\$305.00	8	2
	5 days	\$425.00		
2s	2 days	\$235.00		
	3 days (T, W, TH)	\$290.00	11- 12	2
	5 days	\$405.00		
3s	3 days (T, W, TH)	\$285.00	12 - 13	2
	3 days (T, W, TH)	\$285.00	8	1
	5 days	\$395.00		
4s	3 days (T, W, TH)	\$290.00	14	2
	3 days (T, W, TH)	\$290.00	12	1

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5 days

\$400.00

12

### Registration Fee:

\$125 - families with one child

\$200 - families with 2 or more children

- Fees for music class (2's, 3's, & 4's) and most field trips are included in tuition rates.
- Younger siblings and church members receive a 10% discount on tuition.
- Availability of days dependent on enrollment numbers

## OUR THOUGHTS ON TOILET LEARNING

Children learn to use the toilet just as they learn to roll over, sit up, crawl and walk. It is but one of many developmental processes. At preschool, all children are encouraged to experiment using the toilet when they show signs of readiness, typically sometime between 24 and 36 months. Respecting the fact that all children are individuals, here are some issues to consider before you begin the process.

**Cognitively** - Does your child have the words to indicate what he or she is feeling? Does he or she seem to understand the process?

**Physically** - Does your child sense the urge to go? Can he or she "hold" on long enough to make it to the bathroom? Does s(he) have the necessary self-help skills, such as taking down clothing and pulling them up again?

**Emotionally** - Does s(he) show interest in learning? Is s(he) willing to try?

Children of this age are struggling to establish their independence, therefore many power struggles get started when parents work too hard at toilet teaching. A child-paced and child-oriented approach can cut down on frustrations and avoid disappointment.

## OUR POLICY ON DIAPERING

Children do not need to be using the toilet to attend preschool. They do need to be consistently "dry" to come to school without a diaper or pull-up. Having many "accidents" throughout the day is a sign that the child is not quite ready. Pull-up diapers offer the protection needed, along with giving the child that important sense of independence. For sanitation purposes, cloth diapers cannot be accommodated.

## What should I wear to school?

Children at Plaza are active learners! Please dress them comfortably and safely, in clothes that can get dirty! It is also important and beneficial to make sure that they can manage all of their clothing independently. Clothing can sometimes turn into a battleground, even with young children, but if you limit their choices, the issue can be less challenging. Here are some suggestions based on our experiences:

## PLAZA PRESBYTERIAN WEEKDAY SCHOOL

-All children should wear sport type shoes. “Crocs”, cowboy boots, flip- flops, dressy sandals and the like are simply not appropriate for active play. If the shoes do not stay on the children’s feet when running or climbing, they are not safe for play. Leotards, tights, and bathing suits, all have their place, but are not easily managed by the children themselves. Same goes for belts and overalls!