



A friend loves at all times. Proverbs 17:17

Parent Handbook

2017-2018

Legacy Circle Preschool
dba Circle of Friends
8801 Mid-Cities Blvd
N Richland Hills, TX 76182
(817) 503-1863

www.legacycoc.org/circle-of-friends

email address: legacy.cof@gmail.com

ADMISSION PROCEDURES

The following items must be provided **before** your child attends the first day of class:

1. Completed **Circle of Friends** Registration Form
2. Registration Fee of \$60.00. **This fee is non-refundable.**
3. Fall portion of the Supply Fee.
4. Copy of your child's immunization form with proper signatures showing current immunizations.

TUITION AND REGISTRATION FEES

Legacy Circle Preschool dba **Circle of Friends** is a non-profit organization and operates on the funds provided by tuition and fees. All tuition and fees are used to provide salaries and supplies and refreshments; therefore, all fees *must* be paid in advance and on time.

The Registration Fee is \$60.00 per family, due when your child/children are registered. This fee is non-refundable and secures a place for your child/children.

The **Circle of Friends** Supply Fee schedule is as follows:

	Fee Amount	Due Date
Fall	\$50.00	At Registration
Spring	\$50.00	12/10/2017 (late after this date)
Total	\$100.00	

If needed, payment may be mailed to:

Circle of Friends
c/o Legacy church of Christ
8801 Mid-Cities Blvd.
N. Richland Hills, TX 76182

Tuition payments are due for the entire month and are due the first week of each month. A late fee of \$10.00 will be assessed if payment is not received by the 10th of each month or arrangements must be made with the Director. Monthly tuition is due as follows:

	Tuition Amount
1 child	\$185.00
2 children	\$360.00
3 children	\$535.00

Tuition due has been calculated based on the total number of days in the school year. This takes into consideration months of differing lengths and therefore, **a full month's tuition is due every month.**

Circle of Friends will not accept post-dated checks. There will be a \$15.00 fee assessed on all return checks. All tuition for the year must be paid in full to receive your child's "Me Book" at the end of the year.

Your checks should be made payable to **Circle of Friends**. A mailbox is located at the entrance next to the bulletin board for your convenience. Please put your child's name on your check. If you are paying in cash, please see a Director for a receipt.

ME BOOK FEE'S

The "Me Book" is an optional book that costs **\$40.00**. This fee is due at the time of registration. This book will better preserve the pictures of your child and will provide you a beautiful, high quality, hard cover book to treasure for years to come.

ABSENCES AND WITHDRAWALS

If you must withdraw your child during the school year, you are required to notify the Director at least one month in advance. This allows a child on our waiting list time to prepare for classes. If this condition is met, any unused portion of the child's Supply Fee will be reimbursed. If not, the Supply Fee, Me Book fee, and any other balances will be retained to offset tuition due. Any withdrawal after March 31st of the school year will still be obligated for the April and May tuition.

CALENDAR

Circle of Friends will follow the Birdville Independent School District calendar for holidays, with the exception of one extra week to be taken during the Christmas break. Circle of Friends will operate Tuesday and Thursday from September through the middle of May. Circle of Friends will follow the Birdville ISD for weather related closings. If the Birdville ISD announces a school closure, Circle of Friends will not be opened that day. If Birdville announces a delay, Circle of Friends will either be delayed or closed. Parents will be notified via email. Please check the Birdville ISD website at schools.birdvilleschools.net for weather related closing information. Days missed due to weather will not be refunded or made up at the end of the year.

ARRIVAL AND DISMISSAL

School hours are 9:00 am to 2:00 pm on Tuesdays and Thursdays. Parents may leave their child in his/her assigned classroom no earlier than 8:50 am. Please avoid lingering when you bring your child as this often causes increased anxiety in the child. Remember to sign in every day and include phone numbers where you can be reached as well as the name of the person picking up your child in the afternoon.

Class is dismissed at 2:00 pm. Please be prompt in picking up your child. A late fee of \$10.00 will be assessed for every 10 minutes you are late. If you arrive at 2:10 to pick up your child, you are considered late. Please pay the day you arrive late, or a fee will be added to your account.

The doors near the elevator are to be used when dropping off and picking up your child. This is marked as Entry 4. For the safety and protection of our children, these doors will be locked at 9:15 am and unlocked at 1:50 pm. Parents are welcomed to visit the school at any time, but, between 9:15 am and 1:50 you must ring the bell located outside the main doors (Entry 4) in order to be let in by a CoF staff member. If no one answers after the bell has been rung, please proceed to the church office located near the Mid Cities Blvd entrance.

RELEASE OF CHILDREN

Be sure to notify your child's teacher if someone other than his/her parents will pick him up. Children are released only to parents or others designated on the registration form. **THERE WILL BE NO EXCEPTIONS.** If an emergency arises and you must call to authorize someone to pick up your child, you will be asked to give your driver's license number to identify yourself and identification will be required of that person picking up your child.

INFORMATION CHANGES

We must be able to reach you in case of an emergency. If any information on your enrollment form should change (address, telephone number, medical information, etc.), please inform the Director IMMEDIATELY. Also, be sure to notify us if the information for your emergency contacts should change.

ILLNESS AND INJURY

Your child's health is of major importance to us. We ask that you not send your child to school if he/she does not feel well enough to participate comfortably in all activities. **WE DO NOT ADMINISTER MEDICATION EXCEPT IN EMERGENCY CIRCUMSTANCES.** Please do not send medicine in your child's lunch box to be taken with a meal. We ask that you keep your child at home if any of the following conditions exist:

1. Wound (or sore) drainage
2. Abnormal rash, itching or swelling
3. Fever of 100 degrees or higher within the past 24 hours.
4. Unusual skin appearance; i.e. ringworm, poison ivy
5. Sore throat
6. Nausea, vomiting, or diarrhea within the past **24 hours**.
7. Questionable eye redness, drainage, or inability to open eyelid upon awakening in the morning.
8. Runny nose due to infection
9. Fever blisters or cold sores of Herpes Simplex I.

Please notify the Director immediately if your child has a communicable disease.

Parents will be notified when a child becomes ill at school and must be picked up immediately. The child will be isolated and made as comfortable as possible until you arrive to take him/her home.

An accident report will be completed anytime a child is injured at school. This will be kept in the child's file and the parent will be notified depending on the severity either immediately or when the child is picked up.

In the event that a critical illness or injury requires the immediate attention of a physician, emergency procedures will be performed in the following order:

1. Emergency medical services will be called
2. The child will be given emergency first-aid treatment or CPR when needed:
3. The physician listed in your child's record will be contacted
4. Parents will be contacted. If they cannot be reached, contact will be made with one of the emergency contacts listed on the child's registration form.

IMMUNIZATIONS AND HEALTH ISSUES

Each child enrolled or admitted to **Circle of Friends** must have completed all immunizations required for his/her age group by the date of admission. A copy of the immunization record must be on file in our office. Please notify the Director of any new immunizations your child receives during the school year.

CLOTHING AND PERSONAL TOYS

Children should be dressed in comfortable, washable play clothes. They will be involved in painting, gluing, cooking projects, etc. Please dress them appropriately. Every effort will be made to protect their clothing but accidents do happen. Sandals are strongly discouraged. Children should bring a change of clothes. Please make sure all items are marked so that we may return your child's things to his/her bag.

If your child wears diapers, we ask that you send enough to make it through the school day and mark the diapers with your child's initials. We do not keep extras on hand. Due to health regulations, we require disposable diapers. If your child is potty training, we ask that you send disposable training pants.

Personal toys are discouraged. Please leave these at home unless the item is requested by the teacher or is needed by your child at rest time.

Labels are needed on everything brought to school. We want your child's property to remain his and avoid losses.

POTTY TRAINING

All children entering the 3's classes should be fully potty trained and bathroom self-sufficient prior to the first day of school.

REST TIME

All classes (excluding the 4 year old classes) should bring a nap pad, quilt, or heavy towel marked with the child's name. Every child is required to rest not necessarily sleep. Your child might like to bring a pillow and blanket for cover. Please be sure to notify your child's teacher if your child needs a pacifier, special blanket or toy to rest. If your child is in one of the 4 year old classes and needs to rest, please notify the teacher and arrangements will be made.

LUNCH AND SNACKS

Parents will provide a lunch for each child enrolled in the program. Please send food easily handled by the child, do not send soups or food requiring heating or refrigeration. Younger children, especially those in the 1 year and 2 year old classes often require more than one drink.

We ask that parents sign up to bring a snack. Each parent will need to sign up no more than once per month. This snack needs to be a sealed store bought item. Please try to bring things that do not contain a lot of sugar. Goldfish crackers, cheez-its, and animal crackers are good options. Notify your child's teacher IMMEDIATELY if they have any food allergies or are on a restricted diet.

DISCIPLINE

Limits and rules are established for the benefit of each child as a member of the group. We believe enjoyable activities reduce discipline problems. Any intervention on the part of staff members is to redirect inappropriate behavior and prevent problems and will be done in as loving and positive a manner as possible.

Should the behavior of your child interfere with his/her learning or that of the class, the following procedure will be followed:

1. The teacher will make every effort to handle minor discipline problems in a positive, constructive manner.
2. If the teacher is unsuccessful in redirecting undesired behavior, she will notify the parent.
3. In the event that a child's behavior continues to be a problem and no solution can be found the parent will be asked to withdraw the child at the end of the current month.
4. In the event, the administration deems the child's behavior to be a serious threat to the safety of other students, the parent will be asked to withdraw the child immediately. No tuition balance will be refunded.
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SPECIFIC BEHAVIOR ISSUES

We strive to provide a safe learning environment for all children. Whenever a child bites, hits, kicks, or is physical with another child or teacher, the parents will be notified and the incident will be recorded. We do realize some behaviors can be common in preschoolers. However, for the safety of all students and staff, a student who acts out physically (biting, hitting, kicking) three times will be removed from the program without a refund for the current month.

CURRICULUM

Our teachers utilize a variety of different curriculum resources, such as Frog Street Press, Handwriting without Tears, and Teacher Pay Teachers. However, our overall curriculum is not a pre-packaged set of lessons. We have found it most effective for our teachers to plan based on the needs of their specific class. We utilize a flexible curriculum plan that draws from a variety of different sources to best fit the needs of each class.

WHAT TO BRING

Each child should bring the following to class each day:

1. Nap pad for resting (excluding 4 year old classes)
2. Change of clothes
3. Disposable diapers or disposable training pants, if needed
4. Lunch including a drink
5. Backpack or bag

PARENTAL INVOLVEMENT, COMMUNICATION AND NOTIFICATION

We encourage parents to be involved in the special activities, parties, etc. of their child's class. Parents are welcomed to visit the class room at any time. We do ask that you check in with the **Circle of Friends** office when you enter the building.

Be sure to check your child's folder at the end of the day for notes regarding upcoming class or all-school activities. In addition, there is a bulletin board located just outside the school office where notification of upcoming events, activity plans, and announcements will be posted.

You will be notified in writing of any changes in policies and procedures.

CRITICISMS AND CONFERENCES

We want good parent/teacher relationships, so please feel free to discuss anything that you may not understand or like. Since your child senses your feelings, it is essential that good relationships with the staff exist.

Circle of Friends 2017-2018 Calendar

August 31	Meet the Teacher
September 5	First Day of School
November 21 & 23	Thanksgiving
December 10	Spring Supply Fee Due
December 19-January 4	Christmas Break
January 9	Return from Christmas Break
March 13 & 15	Spring Break
May 17	Last Day of School *

*Early dismissal (12:00).