

INFORMATION AND ASSISTANCE

Windover Hills Nursery School and Preschool are located in the Educational Wing of the Church Building at 6751 Ridge Road in South Park Township. The school phone number is 412-653-6899.

The teaching staff is as follows:

Laura Bracker, Karen Hoover, Jill Mihoces, and Jill Piel

Parents are invited to discuss their children with the teachers, but not during class hours when the teachers must concentrate on the children. The teachers are usually available after hours for a conference by appointment. It is the policy of our school to only communicate with the child's parents, unless permission is otherwise granted.

ARRIVAL AND DEPARTURE

All children must be accompanied to and from classroom by an adult. No child will be permitted to leave with anyone other than the parents or scheduled carpool, unless the teacher has been notified by a parent prior to the end of class by phone or note. Outside doors will be locked at all times EXCEPT for 5 minutes before class begins and 5 minutes prior to dismissal. Those other than parents picking up children will need to show photo ID.

Children will not be admitted to the classroom more than 5 minutes prior to the start of class. Do not leave until a teacher has acknowledged the child's presence. Kindly be prompt in picking up your child, but do not arrive more than 5 minutes early. Again, please do not take a child without the responsible teacher acknowledging his/her departure.

For the safety of the children, please impress upon them that a parking lot is like a street; they should hold hands and obey the adult in charge.

Please use only the main double-door entrance for arrival and dismissal.

PLEASE ESCORT THE CHILDREN IN AND OUT OF THE BUILDING.

Unless the school has been notified of an emergency that would cause a late pick-up, there will be a \$10.00 PER CHILD fine assessed for every 10 minutes a parent is late in picking up a child or car pool. This fine is due to the teachers at the time of the late pick-up or the next school day. Failure to pay the fine is treated as a late payment and, if not paid, may result in your child being unable to attend this school.

HEALTH

Parents are requested to inform the school of any physical or emotional conditions which might affect or limit the child's activities. Examples would include: special educational needs, allergies, speech difficulties, or unusual circumstances in the family. Knowledge of these or similar conditions will help the teacher to help your child.

If your child has an outright cold, the first three days are critical. Please do not send your child to school during this period. If your child has a runny nose, tissues are preferable to a handkerchief. We would like your child to be fever-free for at least 24 hours before returning to school. Since we are not licensed to give a child medication, please try to give your child their medicine before or after they come to school. ***A child who is not well enough to play outside is not well enough to attend school.***

Please let the teachers know if your child has been diagnosed with a communicable disease (i.e. chicken pox, lice, pink eye). Should a child become obviously ill, the teachers will call the parent to come for the child, for both the child's and the group's benefit.

It is now a policy of the school to keep a vaccination record on each child. Please submit this to the teachers prior to the start of the school year.

CLOTHING

Please dress your child to allow for hard play and vigorous activity. Slacks, jeans, or anything informal will do. A jacket or sweater that can be added or taken off for indoor or outdoor play should be included. **Label all jackets.**

Please have your child wear shoes appropriate for playing, i.e. sneakers. Dress shoes and flip flops are discouraged.

SNACKS

The parents are asked to supply the daily snack. You will be notified when to send in your "goodies". Please keep the snack simple and nutritious and save the special treats for parties. Some favorites are pretzel rods, cheese sticks, graham crackers, fruit, or veggies and dip. We do not recommend fruit roll-ups as a snack. The preschool will supply napkins and water and will have extra snacks on hand in case you forget. If you forget to bring your snack, please send in a snack to replace the one used by the preschool. **Please refrain from all nut products.** Gum is not permitted in the classroom.

BIRTHDAYS

We love parties! When your child has a birthday, we will arrange for you to be responsible for the snack near that day. You may want to send in cookies, miniature cupcakes, donuts, or some favorite treat of your child. You may, if you wish, also send in drink, napkins, and favors. We will celebrate every child's birthday, even summer birthdays.

PARTIES

Parents are asked if they would like to plan the Halloween, Christmas, Valentine's Day, and Easter parties. A sign-up sheet will be available at the beginning of the year for parents to sign up for one party. Parties will be held the last 45 minutes of class time.

There will be no graduation parties permitted on church property during school hours.

FIELD TRIPS

Parents will also be asked to assist on field trips made throughout the school year. The Carnegie Museum, Round Hill Farm, Trax Farm, and The Aviary are some of the places the children have visited in previous years. The majority of times field trips will be taken by car. A sign-up sheet will be posted at the beginning of the school year. It is preferred that no other children (ie siblings) other than the preschoolers go on these trips.

CONFERENCES

We will have individual conferences with all parents in January and an optional conference in May. In addition, the teachers will contact parents if they see a need to discuss their child's progress.

DISCIPLINE

The school utilizes a "stop light" system. If a child's behavior is moving in the wrong direction, he will be told and will be put on yellow. If he continues this behavior, he will move to red and will need to sit out of the activity for a few minutes. The child will move back to green if the behavior improves. Parents will be notified if the behavior becomes an ongoing problem.

WINDOVER HILLS SCHOOL BOARD OF DIRECTORS

We are interested in having one parent from each age group represented on our school board of directors, which meets 2-3 times per year. If you are interested, please contact the office manager.

Payment Options and Policies

All tuition payments should be by check or money order, payable to "Windover Hills Schools". Payments are due on the 25th of the month preceding the month to which the tuition applies (i.e. October's tuition is due on September 25th).

PAYMENT OPTIONS

	<u>Nursery School</u>	<u>Preschool</u>
Monthly:	\$110.00	\$140.00
Semi-Annual:	\$485.10	\$617.40
Annual:	\$950.40	\$1209.60

Price above reflects a 2% discount for making 2 payments (semi-annual) and a 4% discount for one annual payment.

LATE FEES

The following policy is in effect for all parents: If the tuition has not been paid by the due date, a \$20.00 late fee will be assessed. If payment of the tuition and late fee is not received by the Office Manager within 5 days of due date, your child will not be permitted to attend school until payment is received.

WITHDRAWAL POLICY

For the monthly payment option, September's and May's tuitions are due by August 25, 2015. May's tuition is refundable with two weeks' notice of withdrawal.

For the semi-annual and annual payment options, following a two weeks' notice of withdrawal, the prorated portion of the tuition for the remainder of the year will be refunded.

MISCELLANEOUS FEES

A \$40.00 application fee was collected when your child was accepted to the school.

A \$20.00 fee will be assessed for all returned checks. If a check is returned, future payments must be made via money order or cash.

There will be a \$10.00 per child fine assessed for every 10 minutes a parent is late in picking up a child or car pool. (11 to 20 minutes late - \$20; 21 to 30 minutes - \$30).

SPECIAL CIRCUMSTANCES

If your payment will be late due to unforeseen circumstances, special arrangements may be made. Please talk to the School Office Manager.

Please note: If you are requesting the EIN number of the school for tax purposes, we ask that the request be given to the office manager by April 1.

***Financial questions should be directed to Scott or Ashley Pritchard at 412-819-0153.