

ORGANIZATION

Established in 1976, Bradley Community Preschool operates as a nonprofit organization and is a ministry of the Bradley United Methodist Church. The Bradley Community Preschool Board is included as part of the Nurture Team of the church. The Board establishes the policies, oversees the activities and is responsible for the operation of the preschool.

PHILOSOPHY

The philosophy of Bradley is to provide a safe environment for children to develop socially, spiritually, physically, emotionally and cognitively. Our classroom activities are designed to stimulate language, to develop a child's awareness of the world around him/her, and to encourage a positive self-image.

GOALS AND CURRICULUM

After much research and discussion with others in education in the Greenfield area, we provide the following activities to accomplish the 8 qualities of a good, well-rounded preschool. These are endorsed by the National Association for the Education of Young Children.

QUALITIES OF A GOOD PRESCHOOL PROGRAM

1. GOOD LANGUAGE EXPERIENCES

We accomplish these by letting the child express ideas with end of the week verbal reports, show and tell, and small-scale interviews. We also teach children the names of common things. Children are encouraged to use correct sentence structure. Also, children are asked to follow simple, 1 to 2 step directions.

2. SOCIAL INTERACTION – TIME TO PLAY

The children are given time daily (at least 30 minutes) for free choice play.

3. HANDS ON ACTIVITIES

The children are given a great variety of manipulatives throughout the year.

4. FIELD TRIPS TO APPROPRIATE PLACES

Children in classes 3 and up have a variety of age-appropriate field trips. Some experiences will be presented at school as well.

5. PROVIDING FREQUENT STORY TIMES

We have daily story time and ask comprehension questions afterwards. Sometimes, stories will be presented with puppets and flannel boards.

6. DEVELOPING LARGE MUSCLES

We provide time each day on the playground or in the large muscle room. This time could include organized large muscle exercises and games.

7. DEVELOPING SMALL MUSCLES

We provide opportunities for cutting, drawing, painting and coloring.

8. BEING WARM, CHEERFUL, AND LOVING WHILE PROVIDING THE NECESSARY DISCIPLINE AND STRUCTURE

We provide teachers that honestly love and care for your child. We encourage each child in our program to take care of his/her personal needs, (bathroom, tie, zip, button, etc.) but we assist when help is needed. As children are ready, we introduce letter recognition, basic number skills (counting, sorting), color recognition and shape recognition. As children are ready to write, we strive to develop correct grip and handwriting habits although our program does not concentrate on pencil and paper activities.

Bradley Community Preschool Parent Handbook

STAFF

The staff consists of team teachers who have had additional training in one or more of the following ways: Lab Schools, Workshops, Conventions, and In-Service Days. Staff members also receive first aid training every 3 years and CPR training every 2 years.

CLASSES

The morning classes meet from 9 AM to 11AM. The extended day class meets from 11 AM-1:00 PM.

CLASS ROSTERS

Class rosters are distributed to enrolled students and their families. This information is provided for the purposes of assisting in forming car pools and other Bradley Preschool-related activities only.

REGISTRATION

Registration for returning children and members of Bradley United Methodist Church is held in February. Registration is opened to the community on Open House night in March. A registration fee per child is required with the completed registration form. Half of this fee will be refunded if the child is pulled out on or before July 1.

CONFIRMATION

Once children are accepted, confirmation letters will be issued. For children who have been registered in early spring, confirmations should be expected in mid May. For children registering after Open House a confirmation letter will be sent as soon as class placement is made.

Advanced May tuition is also due at the time of the confirmation. Children who are withdrawn prior to May 1 are eligible for a refund of May tuition. Parents are to give two weeks written notice prior to withdrawal.

TUITION

Yearly tuition is divided into 9 monthly payments as a courtesy to our families. Tuition and supply fees are payable on the first day of the month. (for example, September tuition is due September 1). On the 10th of the month, any unpaid account will be considered delinquent and a fee of 10% will be assessed. If the account (including delinquency assessment) remains unpaid by the 20th of the month, the child may be removed from the class. **Tuition is not prorated; a child enrolled one day of the school month is considered enrolled for the entire month and will be charged the full monthly tuition. For students enrolling after the start of the school year, the starting month's tuition will be either the monthly class fee or \$10 for each class remaining in the month, whichever is lesser. For the months following the starting month, the regular monthly tuition rate applies.**

All checks are to be made payable to: Bradley Preschool. Please write the child's name on the face of the check. Tuition checks can be dropped off during regular preschool hours or mailed to:

Bradley Preschool
201 W Main St.
Greenfield, IN 46140-2097

Bradley Community Preschool Parent Handbook

If you are paying in cash, please bring the exact amount as change is not kept in the preschool office.

If a check bounces, payment of any fees charged to the preschool account by our bank will need to be reimbursed. Future payments may be required to be paid by cash, cashier's check, or money order.

HEALTH POLICY

Children must have had a complete physical exam within one year prior to enrollment in Bradley Preschool. Bradley's Medical Form is available on the web site and may also be picked up at the church. This form should be filled out as quickly as possible after enrollment.

It is inevitable that children will contract viruses, bacterial infections, and other illnesses. We ask that you, as parents, honestly determine the health of your child before sending him or her to school. If you were up frequently during the night with your child and suspect illness, please do not send your child to school simply because there is no fever. In addition, if your child has had a fever of 100 degrees, vomited, or had diarrhea during the past 24 hours, do not send him or her to school. **As a courtesy, call or e-mail Mrs. Burt (462-8858 or preschool@bradleyumc.org) when your child will not attend class as scheduled due to illness or family emergency.** Should a child become ill at school, parents or others on the emergency card will be called and he/she will need to be picked up immediately.

If Bradley Preschool staff becomes aware of a disease outbreak, parents will be notified. This information will include the contagious disease discovered and information about the symptoms of that disease. To protect our students' privacy, no information about which student or class the disease surfaced in will be shared.

If your child has been exposed to a communicable disease, we ask that you notify us promptly of the exposure (ie Chicken Pox, Conjunctivitis, Strep Throat, Impetigo, and Head Lice). Do not bring your child to school if you are aware of an illness that has not yet been diagnosed by a health care provider or treated with an antibiotic for 24 hours.

Do not bring your child to school if there is evidence of head lice. Bradley has a nit-free policy regarding head lice. If head lice are discovered, parents will be asked to pick up the child immediately. In addition, the child is required to be checked by a certified health care provider and provide written notification that the child is nit free before the child will be re-admitted to school. Additional checks by school personnel may be required at appropriate intervals to assure the child has not been re-infected.

SCREENINGS AND EVALUATIONS

In an effort to ensure that each child has the best educational start, Bradley Preschool works in conjunction with Hancock, Madison, Shelby Educational Services to screen all children three and over for speech and language difficulties.

If the Bradley Preschool teachers, at any time during the year, become concerned that a child is not progressing within normal preschool ranges, the parents will be contacted about evaluations and screenings available through Hancock, Madison, Shelby Educational Services. Any

screenings or evaluations done through Hancock, Madison, Shelby Educational Services are at no cost to parents in their district. If a parent suspects speech or other difficulties, please contact the teachers for classroom observations and follow-up.

ARRIVAL AND DISMISSAL PROCEDURES

Your child will be met at your car by a teacher and escorted into the building. This procedure will start 10 minutes before class and will end right at class time. Under no circumstances should a child enter the building alone. If the teachers are gone from the sidewalk when you arrive, you must accompany your child to his/her classroom. While we realize that unusual situations do arise, please make an effort to see that your child arrives on time. It is disruptive to have children arriving after class has begun. At dismissal, we ask that you enter the front church doors and sign in at the designated Parent Room for your child's class. Please wait in the Parent Room, not the hallway, until your child's teacher indicates that they are ready to dismiss. **Each student will be assigned an access code to get into the locked Main Street doors during preschool hours. Whoever is picking up the student will need the code to enter the building. This code will only work during the time the student is at school.**

LATE PICK UP PENALTY

For the safety and ease of dismissal of the children, all parents or other persons picking up children are expected to be in the parent room before dismissal time. Each child is expected to be picked up promptly at 11:00 AM for morning classes, and 1:00 PM for the extended day class. A late fee will be charged after a 5 minute grace period at the rate of \$1.00 per minute. This fee is due before your child's next class.

SCHOOL CALENDAR

Classes for Bradley United Methodist Preschool will begin in mid-August. For the convenience of our staff and constituents, we observe scheduled vacations coinciding with the Greenfield Central School District. School closings due to bad weather are also determined by Greenfield Central Schools. **If Greenfield Central Schools are delayed due to hazardous morning weather, Bradley United Methodist Preschool will delay the morning class by 1 1/4 hours. This would mean that classes would start at 10:15 and end at 11:45. On such occasions, please listen to your TV for information and announcements.** If for any reason we should need to cancel class due to a problem only affecting our preschool, we will contact you by phone and/or email as quickly as a determination to cancel is deemed necessary. Should weather become inclement during class sessions, you may pick up your child early.

FIELD TRIPS AND PROGRAMS

Bradley Preschool plans to enrich the student school experience by organizing a variety of programs and field trips. Our **programs** will include our Grandparents and Special Friends Day, seasonal celebrations and guest speakers. On **field trip** days, we will not be meeting at the preschool. We will meet at the field trip destination. Parents will be responsible for providing transportation to and from field trip sites. Each child is required to have a parent-assigned adult responsible for them during the entire offsite field trip. Some field trips may not be at your child's regular preschool hours. We will send home field trip information as soon as possible. To make the experience special for your child, we request no siblings attend.

DRESS

Because our curriculum allows for finger painting, pasting, cooking, and other similar activities, play clothing is highly recommended attire, indoors and out. **Tennis shoes are highly recommended for safety on the playground.**

ALLERGIES AND ASTHMA

Please do not allow your child to wear perfume or aftershave to preschool. We have some students and teachers with allergies and asthma. Perfume and aftershave can trigger an attack.

SNACKS

Snacks are provided on a rotating basis by the parents for our younger students. A monthly schedule will be provided and a bucket to transport the snack will be sent home the class preceding the child's turn. In order to promote healthy eating choices, we ask that all snacks be low in sugar, and water will be provided as a beverage for all children during snack time. For special occasions (as established by the teachers), other beverage (milk, juice, punch) and special snack items may be shared. For the Pre-K classes, parents will be asked to provide a specific item in bulk. As snack items are used, teachers will request additional items to replenish the supply.

Suggestions for the snack bucket:

Fresh fruit (apples, bananas, grapes)	Pretzels	Cheese and crackers
Fruit or jello cups	Graham crackers	Trail mix
Snack crackers	Vegetables and dip	Yogurt
Popcorn	Celery and peanut butter	Granola bars
	pudding cups	Raisins

BIRTHDAYS

Each child will have his/her birthday acknowledged at some time during the year at Bradley Preschool. Parents may, if they wish, send a snack for their child's birthday. We ask that you check with your child's teacher prior to that day in order to make specific plans.

OTHER CONCERNS

1. Please do not allow children to bring toys from home. The classrooms are well equipped.
2. Private party invitations are not to be distributed on school property unless everyone in the class is invited.

PARENT INVOLVEMENT AND VOLUNTEERS

You are encouraged to visit whenever possible. We ask that you refrain from visiting during the first two weeks. This time is needed for the children to get used to their teachers. Please do not bring other children in the classroom during the visit.

Our preschool was founded by parents, and parent volunteers are still a big part of our culture. If you are able to help with things like putting together the monthly newsletter, precutting more difficult pieces for a craft, making a fun learning game from directions we provide, for example, we welcome your assistance!

Bradley Community Preschool Parent Handbook

CONFERENCES

Prior to the start of school, a Parent/Teacher/Child Orientation Conference will be scheduled. The purpose of this conference is to introduce the Bradley student to his/her teachers and familiarize him/her with the room and preschool surroundings. Parent/Teacher Conferences will be scheduled in the spring for children in the Pre-K classes. If a need arises, a conference may be requested at any time for any child in any class.

CONTACT INFORMATION

Please feel free to contact the Bradley Preschool Director, Mrs. Jan Burt, by phone 317-462-8858 or e-mail preschool@bradleyumc.org with any questions, comments or concerns regarding your child's preschool experience. In an emergency, if you are unable to reach the Preschool Director during your child's class, please call Bradley United Methodist Church at 317-462-2662 and the secretary will page Mrs. Burt. Calendars, school newsletters and assorted forms are available on our website, www.bradleypreschool.com.