The South Church Preschool

2024-2025

Program Guide

www.southchurchpreschool.org



A nurturing environment for young children . . .

**Table of Contents**

**Program** 3

Philosophy 4

Program Curriculum 4

Daily Routine 5 Enrichment Programs 6

Field Trips and Special Events 7

**Health and Safety** 8

Physicals and Immunizations 9 Medications 9

Illness Considerations 9-10 Safety 10

Fire Drills 10

Allergy Awareness 11-12

**Registration** 13

Registration 14

Scholarships 14

Class Placement 14

Calendar, Schedule and Sessions 15

**Policies, Procedures and Practices** 16

Arriving and Departing from School 17

School Rules and Routines 17-18

Communications 19

Concerns and Exceptions 19

Discipline 19

Parental Involvement 19

Pictures, Fundraisers and More 20

Snow Days and School Cancellations 20

Teacher Conferences 21

Withdrawal Policy 21

Payment Policy 21

**Contact Information** 22

Preschool Committee 23

Contact Information 23

**PROGRAM**

**Welcome to South Church Preschool**

This Program Guide introduces you to South Church Preschool and may answer some frequently asked questions. In order to make this year a smooth one, please read this program guide carefully.

**PHILOSOPHY**

The philosophy of our program places emphasis on social skills, allowing children to learn through interactive and developmentally appropriate activities. These activities build self-confidence and autonomy and enhance the growth and development of our youngest children.

Our goal is to provide your child with a learning opportunity that will enrich his/her early childhood development and offer your family the best possible experience. We want to be partners with the families of our students. Parents or family members with specific questions or concerns about information contained within the Program Guide may first address these to the Director of the Preschool or may contact a member of the Preschool Committee.

**PROGRAM CURRICULUM**

We provide an animated nurturing environment based on literacy, science and discovery, and creativity. Through this environment, our curriculum is presented through learning activities, appropriate materials and structured group involvement within a loving, caring atmosphere. Moral values and empathy are modeled and encouraged. Each experience builds on another so that over the course of a school year, your child will have the benefit of learning and growing in an environment created with his/her developmental needs in mind.

Our teachers use learning center time to observe children at play (their work) and take note of behaviors and new skills including interpersonal (social) interactions. Teachers interact with students to maximize teachable moments, to assist with initiating play between peers, and toredirect negative or harmful behaviors.

**Learning Centers**

●Library - This area invites children to hear a story or create one. It enhances early literacy and language and sensory skills. It is a cozy, quiet center filled with interesting books that relate to our learning units; both fiction and non-fiction materials can be found here. It can be used as a listening center where audio CD’s can be set up so that children may enjoy listening to stories, either alone, or with a friend, as part of our library center.

●Construction Center - In this learning center, children explore the basic concepts of

mathematics and physics through construction. Cardboard and wooden blocks provide an

opportunity to build imagination and creativity as well as large motor skills.

●Dramatic Play Center - Here, children become anyone they choose within the structure of a safe classroom environment. Using creative role-playing, children can step into pretend roles of various people in their lives and enrich their social and language skills. Teachers remain nearby to assist and observe them. This is an enjoyable center for both girls and boys — our teachers, too!

●Art Center - A variety of art materials make this area one where children explore their

artistic creativity. Age appropriate materials such as markers, scissors, stickers, envelopes,

pencils, glue sticks and plenty of paper enliven the process. Easels are available where children

can use markers, chalk and paint in open-ended activities that help them express themselves

and develop their small motor skills.

●Sensory Center - Sand, water, play dough and shaving cream are some of the materials in

the sensory area. Children love to experience manipulating these materials in ways that are pleasing and relaxing.

**DAILY ROUTINE**

●Arrival - Parents sign their child(ren) in for the day at the entrance to our center. At this

point, teachers escort their students to their classrooms.

●Greeting Circle - Teachers invite the class to meet on the carpet for an introduction to the

day’s activities or to begin a unit. Students share and greet their peers during this time as well.

●Learning Centers and Projects - Children return to learning centers while teachers set up

project tables. At project tables, children are invited to explore new areas of interest in small

groups as they work on a unit project or activity, which can take more than one day to

complete. Children are encouraged but never forced to do a unit activity.

●Clean up - This is considered an important activity for learning teamwork and responsibility.

Children work together with teachers each day to clean up play areas and toys. Teachers model

clean up consistency and help children with simple instructions to expand their understanding.

●Second Circle - During this time children gather together for songs, stories and more. We may discuss the weather, mark our calendar, explore a new idea or review what we have learned. Colors, shapes, patterns, the seasons and stimulating stories provide the framework for many of our units. This is a cozy part of the program where teachers have a chance to work with their class as a large group and help bring children together.

●Snacks - Snack time provides a chance for children to enjoy social time at the tables. Everyone participates in daily snack time together. With prior arrangements, school year and summer birthdays can be celebrated at snack time.

● Lunch for 4 and 5 Day (Pre-K) Programs – Students in the Pre-K programs are required to

bring a small lunch that can be eaten within a 20 minute time period. Water is always available

to our students and we welcome individual water bottles. State regulations require that ice

packs **MUST** be put in the student’s lunch box.

Please know that we are an **Allergy Aware Center** and have designated the classrooms as

Nut-Free Zones. That means no peanuts or tree nuts or products containing peanuts or tree

nuts may be brought to school for lunch or snack. \*See additional information under Health

and Safety.

●Outdoor Play - In good weather, outdoor play is a daily activity. Each class has 15-20 minutes

outdoors. Children are supervised by their teachers in the fenced play area and use their

whole bodies to develop and practice large motor skills.

●Closing Circle - The class is invited to the carpet again for a closing circle. Children may share

a closing song or hear a story. They are reminded to gather their belongings and are

dismissed individually to their parents and/or designated adults after they have been signed

out for the day.

\*Please note that there will always be at least two teachers over the age of 18 on the premises

during regular preschool hours.

**ENRICHMENT PROGRAMS**

●Gym Class- Once a week, for our 3, 4 and 5 Day Pre-K classes and twice a month for our 2 Day classes, students participate in a 30-minute Gym Class. Our gym teacher leads the children in age appropriate exercises and activities. On gym day, your child might be involved in running, jumping, scooters and sports. The school owns a variety of equipment such as hula hoops, scooters, parachutes, mats, jump ropes, hopscotch, balls and more!

Our goal is to help the students work on their motor skills while at the same time introducing

them to some of the things they’ll encounter in a kindergarten gym class. By showing the

children that gym and exercise can be fun and safe, we establish the foundation for a lifetime

of fitness.

●Music - Once a month, all the children have an opportunity to enjoy the Music and Movement

Class for one hour with our music teacher. The children learn a variety of songs,

use rhythm instruments and are invited to participate in other music and movement exercises. This program helps children develop listening and differentiation skills and

provides a playful way to begin using their vocal skills and build confidence. Teachers incorporate the music into their classroom curriculum and circle time activities, as well as the special events that take place throughout the school year.

●Spanish – Children in our 5 Day Pre-K program will be introduced to Spanish vocabulary

words once a week.

**FIELD TRIPS AND SPECIAL EVENTS**

●Field Trips - A variety of field trips are planned each year. These trips enhance and expand

the classroom curriculum. Parents will be notified in writing prior to each trip. Please be aware

that some field trips and/or special events may shorten the length of the school day. Parents

will be notified in advance when this will happen.

●Special Events - Over the course of our year, your child will have an opportunity to learn from classroom visitors and participate in many special events. Your child will celebrate various holidays and seasons giving each child a greater understanding of community rituals and traditions. Our staff is sensitive to the needs and traditions of all families and invites your participation. You may also have a skill, hobby or vocation to share with the children. Please speak to your child’s teacher if you would like to assist with any of the many special programs. Parents and Grandparents are invited to come into the class and read stories to the children and participate in snack time.

●Field Trip and Special Events Fee - Each year families are asked to help defray the cost of

special events and field trips. A special events fee of $60 will be requested from parents of

3, 4 and 5 Day Pre-K program students to cover all field trips and social events for the year,

and a $45 special event fee will be requested from parents of students in our 2-day. This is a

one-time payment. Parents will NOT be asked for any additional fees throughout the school

year. Please note - No child should be excluded because the family is unable to contribute.

Please speak to the school Directors if you need special assistance.

**HEALTH**

**AND**

**SAFETY**

**HEALTH AND SAFETY**



The health and safety of our South Church Preschool students is an important part of our program. One component of the health aspect is to ensure that all students meet the state requirements of having a current physical and up-to-date immunizations.

●Physicals and Immunizations - The State of Connecticut Department of

Education requires that all students in preschool programs have an annual

physical and meet specific immunization requirements which includes an annual

flu shot. The Health Assessment Record must be completed and signed by the student’s

primary care provider. This form and the immunization requirements may be found on the

South Church Preschool website.

●Medications – There is not a nurse on staff, so teachers complete emergency medication

administration training as required by the state to ensure that students have access to emergency medication while at school. For example, students who have asthma may need to use their inhalers while at school and children who have food allergies may need access to their epinephrine auto-injectors while at school. Staff are trained how to administer these medications to young children.

When emergency medication is brought to school, it must arrive in its original package with the

pharmacy label. It must also be accompanied by the Authorization for the Administration of

Medication by Child Day Care Personnel form completed by their Primary Care Provider.

Parents should attach a recent picture of their student and should bring medication, forms

and pictures to the school on or before their school visit.

Our staff cannot apply lotions, sunscreen, or anything topical to the students. Staff cannot administer eye drops or any kind of oral daily medications that are not accompanied by a care plan that is authorized by a physician. However, since our schedule is 3 hours for our younger students and 4 hours for our older students, non-emergency medications should be administered at home. In addition, no medications, lotions, hand sanitizers, or sunscreen can be stored in students backpacks or brought to school. This is a state requirement.

●Illness Considerations - For the health and well-being of all students, the following

guidelines are carefully followed:

* + children who have a fever (temperature of 100° or higher), cannot come to school. If they arrive with a temperature of 100° or higher, they will be sent home whether or not there are any other signs of illness.
  + a child cannot be on any kind of cold or cough medication while in school, unless the symptoms are related to allergies or a chronic condition. A note from their physician may be submitted if an exception is warranted.
  + children who have signs and symptoms of illness such as a constant cough, sniffles, red eyes, sore throat, headache, abdominal pain, nausea, vomiting or diarrhea and/or consistent lethargic behavior at school (with or without a fever) cannot come to school, and will be sent home by teachers if any of these symptoms are present during the day.
  + children diagnosed with an infection (throat, eye, ear, etc.) cannot come to school. These children should be on antibiotics without the use of fever-reducing medications for 48 hours before returning to school.

Return to School After Illness

When a child has been absent due to illness, he/she should not return to school until he/she has been without a fever or symptoms of illness for at least 48 hours or has been on medication. The student must be fever free without the use of fever-reducing medication for 48 hours **before** returning to school.

Children are excluded from attending school for 48 hours for the following reasons:

1. Children need to come to school ready to learn and participate and it takes 1 – 2 days at a minimum to recover from an illness.
2. It is more difficult for children to fend off other germs that they may come in contact with while at school.
3. We want to promote health and safety for all children and staff and limit the spread of germs.

The staff will take the temperature of any child who appears ill during the school day. Any child who has a fever or is showing obvious signs of illness will be sent home. If a child becomes ill at school, they will be isolated with a teacher until their parents or caregiver are called and arrive. Parents/caregivers are asked to please be available, or have someone be available to pick up a sick child within 15-30 minutes. If there is no answer on the parent’s cell phone, the emergency person will be called within 10 minutes and be expected to pick up the student shortly after the call.

●Safety - As required by Connecticut state law, teachers complete

first aid training, infant/child CPR and emergency medication administration

●Fire Drills - State Guidelines require that we conduct monthly fire

drills. Fortunately, we do not have to release the fire alarm for all

these drills. Our teachers will put strategies in place where students

will be calmly instructed throughout these drills.

What you need to know about being Allergy Aware . . .



Food allergies are ever increasing and some estimate that 1 in 13 children have a food allergy and half of those allergies are life threatening. With those numbers in mind, we are working to lessen the possibility that our young students will come into contact with their allergens while at school. To make that happen, we have developed the actions below to help keep our students healthy and safe. Please join us in our efforts to be Allergy Aware!

1. **Celebrations** – To guard against potential food allergies, cupcakes are **not** permitted for birthday or holiday celebrations. We encourage other options to ensure that everyone is included in the celebration. Other options for these celebrations include stickers or pencils or nonedible goodie bags.
2. **Education** - Teachers are educated on the signs and symptoms of an anaphylactic/ life-threatening reaction and know how to administer an individual student’s auto-injector administered epinephrine.
3. **Medication** - Staff and families work together to make sure that appropriate medication and doctor’s orders are at the school.
4. **Snacks** – Parents should provide their own snack each day for their child. These snacks will still need to be peanut and tree nut free. Always read the labels to ensure that the product is not only nut free, but has **not** been processed in a factory that produces nut products. **Students will be monitored at all times while eating at the tables.** We will still have a snack helper roster so students can help the teachers by passing out napkins, cups and plates when necessary. The teachers will be providing you with a healthy snack

suggestion list to help with acceptable choices. If a classroom has a dairy CONTACT allergy, then the Head Teacher may have a few further restrictions on what parents in that classroom can send in for their child. Children will be required to wash their hands before and after snack time. Always read the ingredient label to ensure that the product is peanut and tree nut free and is not processed in a factory that processes nut products. Please re-read the label each time the item is purchased as ingredients change.

1. **Allergy Aware Zone** – Our center is a Peanut and Tree Nut Aware Zone, so any snack

brought to school cannot contain any type of nut product or be made in a facility that handles nuts. Other precautions may be implemented to meet the specific needs of our students and those will be communicated to you as needed. Although we cannot guarantee that your student will not come into contact with their allergen while at school, we do work to reduce the risk and have a plan in place if contact occurs. Thank you for helping us keep the students of South Church Preschool healthy and safe!

REGISTRATION

**REGISTRATION**

Our non-profit preschool is open to all children regardless of race, nationality or religion. We are a nondenominational program. We celebrate all holidays and enjoy many different cultural events throughout the year.

Enrollment for the 2024-2025 school year begins on December 1, 2023. A completed **registration** **fee of $200** will reserve a place for your child(ren). **This registration fee is non-refundable.** Should you register your child and subsequently withdraw from our center, we would refund any tuition paid minus the $200 deposit following the enrollment of a student to replace the one who has left the program (see withdrawal policy).

Tuition is determined yearly by the Preschool Committee. Specific information about tuition can be obtained from the Registration Administrator.

**SCHOLARSHIPS**

It is important that every child has access to the South Church Preschool Program. Scholarship assistance is available and information can be obtained from the Business Manager. **The deadline for scholarship applications is the last Friday in March before the next school** **year**. Scholarships may also be available during the school year for families who experience unexpected hardship. Each scholarship application will be acted on by the Preschool Committee.

Annual scholarship assistance is awarded by the Preschool Committee. Each year during the budget process, the Committee determines a total dollar amount of assistance for the upcoming school year. The Preschool Committee receives scholarship applications during annual registration. Applications are reviewed by the Committee with identifying information removed. Assistance is awarded according to need, based upon a standard set of criteria such as total family income, number of dependents, and exceptional circumstances. These awards will be made at the first meeting of the Committee following the application deadline. Late applications may be considered if the total budgeted amount of assistance has not been awarded.

**CLASS PLACEMENT**

Class placement is the responsibility of the Preschool Director in cooperation with the staff and the Committee. In the best interest of every child and each class, placement for each year is considered permanent. Any withdrawal, late enrollment, or change in placement of a student may affect class dynamics. After the school year commences, if a parent or teacher feels a different placement is in the best interests of a child, the parent or teacher must put that request in writing. Any request for change will be reviewed by the Preschool Committee. Written notification of a placement decision will be forwarded to parent / guardian within ten (10) school days.

**CALENDAR, SCHEDULE AND SESSIONS**

Our school year begins after Labor Day weekend and ends no later than the first week of June.

**2024-2025 Preschool Programs:**

**2-Day Preschool Program for 3 year old Students**

Students will meet Thursday and Friday 9:00 am– 12:00 pm. **Children must be 3 by September 30th of the current school year to be eligible for this program. Students should be toilet trained for this program.** We do not have the staff or facilities for students who need to be changed regularly. Students who attend must be able to understand that they need to visit the bathroom for toileting issues. Teachers will **ASSIST** students, but the children must be fairly independent when it comes to using the toilet. Any child who enters our program and is having consistent issues in this area will be invited out of the program until he/she is ready to handle their personal hygiene more independently.

In January, the 2-day students will have an opportunity to extend their school day until 1:00, if their head teacher recommends and/or approves.

**3-Day Preschool Program for 3 year old Students**

Students will meet Monday, Tuesday and Wednesday 9:00 am – 12:00 pm. **Children must be 3 by August 31st of the current school year to be eligible for this program.** Children must be toilet trained.

In January, the 3-day students will have an opportunity to extend their school day until 1:00, if their head teacher recommends and/or approves.

In January, the 3-day students will have an opportunity to extend their school day

uuuntil 1:00, if their head teachers recommend and/or approve.

**4-Day Program for 4 year old Students**

Students will meet Monday, Tuesday, Wednesday and Thursday 8:45 am – 12:45 pm. **Children must be 4 by January 31st of the current school year to be eligible for this program.** Children must be toilet trained.

|  |
| --- |
| **5-Day Pre-K Program for 5 year old Students**  Students will meet Monday through Friday from 9:15 am - 1:15 pm. **Children must be turning 5 by January 31st of the current school year to be eligible for this program.** |

POLICIES, PROCEDURES

AND

PRACTICES

**ARRIVING and DEPARTING FROM SCHOOL**

For the protection and safety of our students, parents must sign their child in and out at each session he/she attends. Parents **MUST** notify the staff if someone different will be providing transportation for your child. Family members or friends who provide transportation should be prepared to present a **photo ID,** if requested by our teaching staff before the child is released.

To ensure the safety of your children, prevent traffic congestion and potential accidents, we ask that parents enter through the South Congregational Church parking lot on Main Street and drive past the back of the church building into the preschool parking lot. Parents should park and walk children into the building through the double doors next to the ramp. After signing the child in, parents should exit the preschool parking lot on to High Street.

Prompt arrival and departure is important! On time arrival allows our teachers to make the most of the children’s day; children walk in with their classmates and join in the introduction to the day’s activities. Punctuality also helps with separation anxiety.

**School Rules and Routines**

**ARRIVAL: Our 4-day session** students should arrive promptly at 8:45 am at the front ramp entrance. Their teachers will be there to greet them. **Our 5-day session** students should arrive promptly at 9:15 am at the front ramp entrance. Their teachers will be there to greet them. **Our 2-day and 3-day students** should be dropped off promptly at 9:00 am through our back-playground entrance. Their teachers will be there to greet them. Staff will not remove children from school buses, cars or vans during arrival.

**DISMISSAL:**  Students in the **4-day session** will be dismissed at 12:45 pm by their teachers at the front ramp entrance. Students in the **5-day session** will be dismissed at 1:15 pm by their teachers at the front ramp entrance. Students in the **2-day and 3-day sessions** will be dismissed at 12:00 pm by their teachers at the front ramp entrance. Consistent routines play an important role in a child's school experience. Pick up routines should be prompt and consistent. Your child and their teachers should be made aware of who will be picking up each day. If there is a change in pick up routine, please make sure that your teachers know who this person will be when you are dropping off in the morning. We have a sign-in and sign-out sheet, so parents can fill that information in on the clipboard. If there is a change during the day, we ask that you please call the preschool office number (860) 430-6734 ahead of time and inform us of that change. **No child will be dismissed to anyone who shows up unannounced**. Prompt pickup is imperative; **a child counts on you to arrive on time for pick up and so do your teachers**. Staff will not place children in school buses, cars or vans during departure.

**Security:** Our Center has a security system and camera. The doors of the school are locked throughout the day. If parents will be picking up or dropping off a child after their designated time they should inform their head teacher in advance or call the school at (860) 430-6734, so a staff member can be there to greet you. There is a buzzer at the front ramp for late arrivals or early pick-ups.

**Tardiness:** It is so important that parents arrive at school on time so that the students can enter the classroom with the rest of their peers. If your child arrives late, it makes for a much more difficult start to the day. Arriving on time helps with separation anxiety and social relationships, so we are asking that parents please cooperate in helping us get their students acclimated to school by arriving promptly.

If a parent runs into a problem arriving on time for pick up, we ask that you call us and inform us that you will be late. If teachers do not receive a phone call when you are late picking up, they will then call you and/or your emergency contact. If a pick-up person is more than 20 minutes late, with or without a phone call, our business manager will automatically charge a fee of $50.00 to you. If no one shows up to pick up the student, and no one can be reached within 45 minutes, the Department of Children and Families (DCF) and the police will be contacted. Consistent tardiness will warrant a meeting with teachers and/or a fee of $50.00.

Please help us keep your child feeling safe emotionally, while they are at school, by following these important rules and routines. Your cooperation will be greatly appreciated by your child and their teachers.

**Our 2-Day preschool program** will be dismissed at 12:00 pm

In January, the 2-day students can extend to the 1:00 pm time upon head teacher recommendation and/or approval.

**Our 3-Day preschool program** will be dismissed at 12:00 pm

In January, the 3-day students extend to the 1:00 pm time upon head teacher recommendation and/or approval.

**Our 4-Day preschool program** will be dismissed at 12:45 pm

**Our 5-Day Pre-K program** will be dismissed at 1:15 pm

All students will be dismissed individually at the end of their school day and signed out by their parents, and or listed caregiver.

**COMMUNICATIONS**

It is our goal to create a partnership with parents to ensure a positive experience for each student. In an effort to keep parents informed, a monthly newsletter is distributed and additional information is available on the preschool website: [www.southchurchpreschool.org](http://www.southchurchpreschool.org)

In case of an emergency or special concern, a message may be left for our staff on the main preschool phone line at (860) 430-6734. After school hours, all messages received will be returned as soon as possible. During the summer months parents should call the main preschool line to leave a message.

**CONCERNS AND EXCEPTIONS**

Any concern, inquiry or request for an exception to a policy from parent(s) or guardian(s) should be submitted in writing to the Director, with a copy to the Preschool Committee in care of the Business Manager. All requests will be reviewed and a written response will be provided.

**DISCIPLINE**

Our discipline policy is derived from our belief that good discipline is education and guidance.

Our goal is to build leadership and self-confidence in our students with the idea that our students feel secure that they are in a safe and fair environment.

The strategies we use in our classroom are as follows:

* The use of positive guidance
* Redirection
* Setting clear limits
* Continuous supervision by staff throughout the day and especially when the students are interacting independently at school
* Specifically prohibiting abusive, neglectful, corporal, humiliating or frightening punishment
* Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people
* Managing a child’s behavior using techniques based on developmentally appropriate practice

**PARENTAL INVOLVEMENT**

Each year there are many opportunities for parents and other family members to participate in and to support our preschool program. The newsletter will suggest many of these opportunities, which include field trips, holiday celebrations, classroom visits, guest readers, etc. Our staff welcomes your ideas and interests in the many ways you might be involved. We are grateful for your partnership.

**PICTURES, FUND-RAISERS and MORE**

●Class pictures are taken in the fall of each year. Individual and group photos may be

purchased online through the photographer’s website.

Our staff takes pictures of students during the school day, during enrichments programs as

well as during special events and field trips. Parents receive consent forms that ask for

permission for students’ photos to be posted in our preschool and on our preschool website.

Names are NOT used on our website.

●Scholastic Book Clubs are a monthly opportunity for your family to build a library at a

discount. The book flyers will be available to parents and caregivers. The preschool benefits

from the purchases.

●Fund-Raisers are held during the year to assist our school in acquiring special materials

and equipment that enhance and enrich our program. Very often, the costs of these items

cannot be sustained within the operating budget. Your support and cooperation are helpful in

assuring the success of these endeavors.

**SNOW DAYS and SCHOOL CANCELLATIONS**

If South Church Preschool is **cancelled**, parents will be notified by their head teacher through

email.

If South Church Preschool has a **2 hour delay**, the following schedule will be in place:

The 5-Day (Pre-K) Session will be held from 11:15 am – 1:15 pm

The 4- Day Session will be held from 11:00 am – 1:00 pm

The 2- Day and 3-Day Sessions (9:00 am – 12:00 pm) will be cancelled

If South Church Preschool announces a **snow day early dismissal:**

The 4-day session will dismiss at 11:00 am

The 5-day session will dismiss at 11:15 am

The 2-day/3-day sessions will dismiss at 11:00 am

\*We urge parents to use their discretion in driving children to school during inclement weather.

**TEACHER CONFERENCES**

Your child’s teacher will make every effort to keep you informed of your child’s individual progress. In the spring, parents of our students receive a progress report. In addition, parents of our 4-Day and 5-Day students will have a conference with their child’s teacher.

ALL STUDENTS WILL RECEIVE A WRITTEN ACHIEVEMENT REPORT IN THE SPRING OF THAT SCHOOL YEAR.

If at any time during the school year, you have questions regarding your child’s adjustment to school or his/her progress, please feel free to contact your Head Teacher or the Director of our school.

**WITHDRAWAL POLICY**

Once a child is accepted into the program and a space is held for him/her, the family is financially obligated for the total annual tuition unless another child fills the space. Waiver of tuition is granted in the following circumstances:

●A family moves more than thirty-five (35) miles from South Glastonbury.

●A child is five by December 31st and the family decides to send him/her to public school.

●A child on the waiting list fills the vacancy.

***\*If a vacancy in the class is not filled by another child, the registered family is responsible for the tuition for the remainder of the year.***

\*In ***exceptional circumstances***, if it is determined that the needs of a child are beyond the

capabilities of our program, he/she may be asked to leave and tuition will be refunded on a

pro-rated basis.

**PAYMENT POLICY**

In accordance with the Tuition Agreement, tuition fees are payable within 10 days of the due date. If after 10 days the payment has not been received, you will be contacted by the Registration Administrator and a late penalty will be assessed.

**Contact Information**

**Professional Staff**

Ms. Stephanie Letizia, Director teach2kds3@aol.com

Ms. Stephanie Murtha, Assistant Director murthastephanie@gmail.com

Ms. Heidi Gourley, Registration Administrator heidigourley@gmail.com

Ms. Lynne David, Business Manager

**Preschool Committee**

Jan Helyer

Matt MacEwen, Chair matt.macewen@gmail.com

Cheryl MacEwen

Carolyn Mitchell

Jeni Waldo

**Contact Information**

Preschool Office, Director, Assistant Director and Registration Administrator (860) 430-6734

South Church Preschool Website: www.southchurchpreschool.org

The Congregational Church in South Glastonbury Office (860) 633-4651