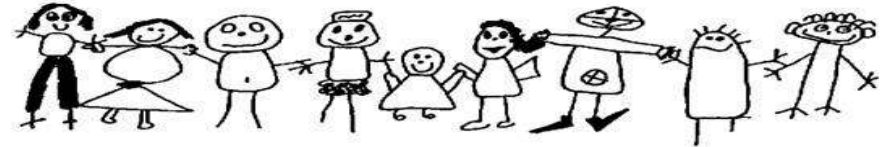


Congregational Preschool

2011-2012



Parent Handbook
1050 E. 23rd Ave.
Eugene, OR 97405

CONGREGATIONAL PRESCHOOL

Congregational Preschool offers a developmental program with opportunities for young children to participate in a variety of educational activities designed to challenge and increase their skills. Each child is encouraged to pursue individual interests and progress at his or her own rate. Congregational Preschool provides a child-directed, teacher-inspired educational environment where children grow and learn.

MISSION STATEMENT

Congregational Preschool welcomes children and their families to a safe, warm, inspiring developmental environment where children can explore their world with the respect and support of skilled teachers who honor the uniqueness of each child.

THE PROGRAM

The focus of the day is on child-directed play and exploration. Varied open-ended learning centers and materials are available which are based upon the children's developmental needs and current interests. An art or craft project is provided daily, and spontaneous activities are also encouraged. A healthy portion of the day is allotted to outdoor play in our play yard specifically designed for young children. A balance of group and individual child-directed and teacher-led activities make up the remainder of the day as children have snacks, stories, music, games and dramatic play. Emphasis is on the fun and social nature of learning. CPS creates a safe, warm and relaxed atmosphere for children. Positive guidance, natural consequences, redirection and the setting of clear-cut limits are the only discipline strategies employed and endorsed by the staff.

REGISTRATION GUIDELINES

Incoming students must be of class-appropriate age by September 1st of the year they enroll. Registration is held in March. Priority Registration is held for one week and is NOT on a first-come-first-served basis.

It is open to children in the following order:

1. students who are currently enrolled in CPS
2. children of FCC families
3. children of CPS employees
4. children whose siblings are currently enrolled in CPS
5. children of previous CPS families

Open Registration is held after Priority Registration and is open to families new to the school. Open Registration will be a lottery format. Applications will be taken until a deadline in March and then a lottery will be conducted. Those not successful in the lottery will be put on a waiting list.

If during Priority Registration, more children sign up for a particular class than space allows, a lottery will be held to determine the enrollment. CPS will guarantee each returning child a space in the school for the following year, but cannot promise each child their choice of classrooms.

Children who wish to repeat a class level will be admitted on a space available basis at the discretion of the teachers.

A non-refundable registration fee of \$50.00 is required with each submitted registration form. Letters of acceptance are e-mailed by the Registrar in May. In order to hold a place in the school until fall classes begin September tuition is due by June 1st. This money is not refundable unless the family moves from the Eugene area. If parents have any questions about registration, they should talk with a teacher or the director.

INCLUSION

CPS may serve as a placement site for a few preschool age children receiving State Early Childhood Intervention Services. CPS believes that it is important to include children of varying skills and diverse backgrounds in its program. We feel such inclusion enriches the experiences for all of us.

POLICY OF NONDISCRIMINATION

CPS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CPS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

SCHOLARSHIP PROGRAM

CPS has a scholarship program to provide partial or total tuition for children who would otherwise be unable to attend the school. Scholarship forms are available upon request and are reviewed by a Scholarship Committee and if approved are awarded so long as funds are available. Short or long-term scholarships for CPS family emergencies will be considered throughout the school year.

TUITION

Tuition is charged monthly based on the 9-1/2 month 4J academic school year even though some months have scheduled vacations. The entire tuition will be charged for each month your child is enrolled, whether or not your child is present.

September's tuition is due by June 1st. In the fall, the half-month tuition for June is due by September 15th. From October through May, tuition is due on the 1st of each month.

Tuition bills are placed in your child's classroom prior to the due date. Tuition is considered delinquent after the 5th. There will be a \$10.00 charge for late tuition, which will be applied to the next month's tuition bill.

Make checks out to Congregational Preschool and place them in the lock box in the hallway next to the two-year-old classroom or sign up for bill pay through your financial institution.

If a child is withdrawn from school, two weeks' notice must be given to CPS in order to receive a refund or to not be obligated for part of the next month's tuition. No refunds will be made for June tuition for any child withdrawn after December 31.

HEALTH INFORMATION AND INSURANCE

Current health forms are required for each child. These forms, which include an immunization form, are provided prior to the start of school, along with a medical release form to be used in case of an emergency, and must be completed and returned to the school before the child may attend class.

Each child is required to pay \$5.00 for group insurance. This nondeductible policy covers the child to, from, and during his/her time at school, and must be paid before the beginning of school.

AT-SCHOOL NEEDS

Children should come to CPS in comfortable, washable clothes suitable for active play. Shoes with non-skid soles are best, and boots are advisable for rainy or muddy days.

Children are asked to leave their own toys at home or in their cars during school hours.

ARRIVAL AND DEPARTURE

School begins promptly at 9:00 a.m., and parents are requested to have their children in class on time. A child must be signed in by an adult, and signed out when taken home. Please use a full name, not initials, when signing a child in. If anyone other than the usual adult is to pick up a child, a teacher must be informed. The Church has asked that CPS parents use the parking lot located at 24th and Harris streets when picking up and dropping off their children.

SCHOOL YEAR

CPS is in session during the public school calendar year, observing most of the same holidays and school workdays. When 4J schools close because of inclement weather, CPS will do the same. If 4J schools are delayed two hours because of inclement weather CPS classes will not be held that day. If 4J schools are delayed one hour because of inclement weather, CPS classes will be delayed for one hour also. CPS begins the Monday after public schools begin, and ends a short time before 4J elementary schools ends for the school year.

STUDENT ILLNESS POLICY

Parents are asked to help control the spread of illness among children at school by following these guidelines:

CHILDREN SHOULD NOT ATTEND SCHOOL WHEN:

- They have a temperature over 99.6, or a sore, red throat;
- They have had a fever, vomiting, and/or diarrhea within the past 24 hours;
- They have a contagious condition such as pinkeye, impetigo, etc;
- They have a cold with a hacking cough, even if they have no fever; or
- Parents do not want the child to play outside.

ADVISORY COMMITTEE MEETINGS 2011-2012

September 30, Friday	12:30 p.m.
October 25, Tuesday	12:30 p.m.
November 29, Tuesday	12:30 p.m.
No Advisory Meeting in December	
January 31, Tuesday	12:30 p.m.
February 28, Tuesday	12:30 p.m.
March 27, Tuesday	12:30 p.m.
April 24, Tuesday	12:30 p.m.
May 31, Thursday	evening

ROOM PARENTS 2011-2012

MWF 2s	Sarid Ditton	ssahara77@hotmail.com
TTH 2s	Sara Roadman	seera22@gmail.com
MWF 3s	Melanie Reicher	mellie7795@yahoo.com
TTH 3s	Becky LeDuc	rebeccaeduc@comcast.net
MWF 4s	Jen Volem	pheno_02@hotmail.com
M-F 4s	Laurel McCorkle-Diaz	fredwilma@comcast.net

ADVISORY COMMITTEE 2011-2012

President	Jen Thoennes	345-4970
Vice President	Stephanie Chandler	338-8194
Secretary	Becky LeDuc	517-3327
Treasurer	Sarah Hunter	344-1236
Fundraisers	Karen Stapleton	653-7181
	Jossi Stokes	221-1737
FCC Board Liaison	Andrea Heid	344-0861
FCC Associate Minister	Janet Scott	345-8741
Director/Registrar	Tara Parrillo	953-7758
	(tarasnumber@comcast.net)	

Teachers	Aimee Varnon	342-3691
	Amy Kranitz	554-1769
	Elisa Jones	517-3277
	Heidi Davidson	685-0769
	Kathy Wasil	342-1095
	Kirsten Frazer	683-9648
	Kim Strong	345-6780
	Nell Lamb	485-6096
	Sarah Lowe	344-9326
	Shannon Tom	683-3321
	Teresa Whittier	344-6575

TEACHER E-MAIL ADDRESSES

Aimee	varnon.welch@mac.com
Amy	akranitz14@gmail.com
Elisa	Elisa_jones@comcast.net
Heidi	heididavidson@comcast.net
Kathy	wassy5@q.com
Kirsten	k.frazer@comcast.net
Kim	strong@4j.lane.edu
Nell	nelljlamb@comcast.net
Sarah	sarielo712@comcast.net
Shannon	greenietom@q.com.com
Teresa	whittier6575@msn.com

CONFERENCES

CPS encourages frequent communication between parents and teachers. Conferences are held early in December but can be held at other times at the request of a parent or teacher. It is strongly suggested that parents with questions about registration and placement request a conference early in the school year.

CONFIDENTIALITY

At CPS it is our policy to treat information regarding each child and their family with absolute confidentiality.

SNACKS

Parents are encouraged to sign up to bring healthy snacks to school. There is a snack calendar in each classroom. On the advice of pediatricians, CPS will not serve popcorn or nuts at snack time. In addition, to protect those children who have severe nut allergies, CPS is a nut-free school.

CELEBRATIONS

If parents wish, birthdays may be celebrated with simple refreshments. Direct any questions about appropriate refreshments to your child's classroom teachers. Other holidays will be observed with low-key celebrations, and parents are encouraged to share special family holidays with the class.

VISITATIONS

Parents are welcome to visit the school at any time. An adult must accompany a non-enrolled visiting child throughout his or her stay.

GRIEVANCES

CPS parents who have a grievance should speak to their child's teacher about their concern. If such conversation does not meet their expectations, the parents should speak with the Director of CPS. If they are still not satisfied they should meet with the President of the CPS Advisory Committee to discuss their concerns. If necessary, the President will bring the problem before the CPS Advisory Committee for added input and consensus.

CPS CALENDAR 2011-2012

Classes begin	September 12 & 13
Teacher In-Service Day (no school)	October 14
Fall Pancake Breakfast	October 22
Veteran's Day (Friday.)(no school)	November 11
Thanksgiving Break	November 24 & 25
Parent Conferences (no school)	December 1 & 2 (Th/Fr)
Winter Break	December 19 - Jan 3
Teacher In-Service Day (no school)	January 3
Classes Resume	January 4
Martin Luther King's Birthday (no school)	January 16
Teacher In-Service Day (no school)	January 27 (Friday)
President's Day (no school)	February 20
Priority Registration for 2008-09	Feb. 27- March 2
Open Registration for 2008-09	March 5-9
CPS Fundraiser - Auction/Pizza Party	March 9
Spring Break	March 26-March 30
Teacher In-Service Day (no school)	April 2
National Teacher Appreciation Week	May 7-11
Trike-a-thon	May 10 & 11
Memorial Day (no school)	May 28
Classes End	June 13 & 14

EXTENDED CARE

Childcare is available from 8:00 to 9:00 a.m. for children thirty months and older. It is also available for children who are three years old and potty trained from 12:00 to 1:00p.m. Pre-registration is required. The cost is:

	Morning	Lunch Bunch	Both
MWF	\$50	\$50	\$100
T/TH	\$35	\$35	\$70
M-F	\$80	\$80	\$160

The cost is \$6.00 an hour for drop-ins, on a space-available basis. Late fees will be charged when children are not picked up on time after Extended Care. \$6.00 will be charged for any overtime during the first ten minutes after 1:00p.m., and \$1.00 per minute of overtime after that.

NUMBERS TO REMEMBER

CPS PHONE 343-5730

CPS ADDRESS 1050 E. 23rd Ave.
Eugene, OR 97405

Federal tax identification number 93-0555825

Church Office: Sarah Neill 345-8741
Church Fax Number: 345-2192