



Preschool Plus- (Extended Care)

A ministry of Mansfield 1st Evangelical Presbyterian Church

399 South Trimble Road
Mansfield, Ohio 44906

419-756-0773

Preschool Plus Program Policies

The following information is specific to the extended care program.

Sample Daily Schedule

7:30-8:00 a.m.	Drop off/Carpet Play/Free Play (Room 5)
8:00-8:15 a.m.	Bathroom Break
8:15-8:30 a.m.	A.M. Snack –they need to be here before 8:30 for snack
8:45 a.m.	Escort children to scheduled Preschool class
8:45-11:45 a.m.	Preschool (Preschool Plus closed)
11:45-12:00 p.m.	Clean Up/Bathroom/Preschoolers Return
12:00-12:30 p.m.	Lunch
12:30-1:00 p.m.	Free Play/Bathroom Break
1:00-1:15 p.m.	Story
1:15-3:00 p.m.	Nap/Rest Time
3:00-3:15 p.m.	Bathroom Break/Prepare for Snack
3:15-3:30 p.m.	P.M. Snack
3:30-4:00 p.m.	Free Play/Large Motor/Outside

Enrollment Information

Entrance Requirements

In order to attend the Preschool Plus program, you must be enrolled in one of our Preschool programs and complete appropriate Preschool registration paperwork. Also, a completed and signed Extended Day Agreement regarding schedule and fees must be on file.

- Age: The child must be **three years old and potty trained** to enter the Preschool.
- No pull-ups permitted (including rest time.)
- All students must be able to attend to their toilet needs.
- A parent or guardian is required to have a tour of the facility with Director or her/his designees before a child can be enrolled.

Tuition/Fees

Preschool Plus:

- Morning extended care ONLY- \$5.00 per day
- 4 hours or less \$12.50 per day
- More than 4 hours (full day)- \$20.00 per day

Fees will be based on days and hours listed on Extended Care Agreement.

- Return Check Fee (*fee from checks returned by the bank for insufficient funds*) \$35.00
- Late Pickup Fee (*Pick-up is by 4:00 p.m.*) 4:00-4:10 p.m. -\$5.00 and \$5.00 for every five minutes thereafter.

- Late Pickup Fee (*if scheduled for less than 4 hour @ \$12.50 a day*) -You will be charged for the full day of childcare at a rate of 20.00 for the day.

(Late fee charges are at the discretion of the preschool administration)

Additional Tuition Information

Children enrolled in the Preschool Plus Program have the option to pay tuition weekly.

- Half of your monthly tuition is to be paid by the 15th of each month with the balance due by the 30th.
- A mutually agreed upon payment schedule will be arranged with the director.
- Monthly payments made after the 30th of the month a late fee of \$20.00 will be charged. If you are 15 days late on payment, we will fill your space with the waiting list.
- **Tuition remains the same regardless of holidays, attendance, attendance due to non-payment, snow days, or five-week months. The tuition remains the same if you attend a partial month.**
- The Preschool's Federal Tax ID Number is available upon request.

Daily Operations

School Hours and Days: Monday through Friday 7:30a.m. - 8:45 a.m. and 11:45 a.m. – 4:00 p.m.

Your program hours will be followed according to your payment/schedule agreement. Preschool Plus (Extended Care) is not drop-off childcare. You will need to follow your set schedule. Any changes to your schedule (days, drop off/pickup times) need to be approved by the Director.

Attendance

Regular attendance is expected, unless a child is ill. If your child will not be in attendance, please notify the Preschool by telephone.

Arrival and Dismissal

Please bring your child to the Preschool Plus room (Rm 5). Staff will take your child to their scheduled Preschool room at 8:45a.m. Staff will return them to the Preschool Plus room at 11:45 a.m. Staff must be made aware of each child's presence and departure. At dismissal time, your child will be released only to the parent/guardian or person listed on Pick-Up Authorization Form. Please pick up in a timely manner or a late pick up fee may be charged. (See fee schedule under Tuition/Fee section).

Things from Home

Children are discouraged from bringing toys from home to school. We will provide a variety of toys and activities throughout the day.

Snack/Lunch

Our center has morning snack at 8:15a.m, lunch at 12:00 p.m. and an afternoon snack at 3:15 p.m. The center will provide the morning and afternoon snacks. Each of the snacks will contain at least two nutritional foods. Parents will be provided with a snack menu.

Parents are required to provide a lunch for their child. The Center provides 1 % white milk at lunch. Please remember that your lunch meal must consist of nutritional foods from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 ½ oz.), grain (1/2 slice of bread or ¼ cup pasta etc.), and two foods from the fruit/vegetable group (1/2 cup) All food items must be stored in a lunchbox/bag clearly marked with your child's name. Lunches will be stored in the kitchen refrigerator. A microwave and toaster are available to be used by a staff member if something needs heated for a child's lunch. If a lunch does not meet the nutritional requirements, then the center is mandated to provide additional food(s). You will be notified if the Center has supplemented your child's lunch. If the Center has supplemented your child's lunch repeatedly, you will be charged at \$1.00 per item.

Please refer to the nutritional guidelines/tips in the back of the handbook.

Nap/Rest Time

Children will have a rest time each day. Please send in a large white garbage bag labeled with your child's name, containing a full-sized blanket and full-sized pillow. It is okay to send small stuffed animals for your child to snuggle with during rest time. These items will be sent home using a rotating schedule for you to launder. Each child will be assigned a cot which will be labeled with their name for their exclusive use. Cots will be disinfected each week.

Emergency Closings

In case of inclement weather, please listen to local radio stations WMAN 1400 A.M., WVNO 106.5, Y-105 F.M. OR LOCAL TV STATION 68 VIEWED ON CHANNEL 15 or the WMFD website. Our school will be named specifically if we are closed. Please note if the Preschool closes, Preschool Plus **will** be closed as well. Closing is at the Director's discretion.