



2020-2021

**Statement Of Understanding between Parents and Preschool
 (SOUPP)**

Policy of Racial Non-Discrimination

"St. James Lutheran Preschool 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs."

I have enrolled my child(ren) in St. James Lutheran Preschool and I am willing to abide by the policies, rules and regulations governing the operation of the Preschool.

I. Registration Fee and Tuition Payment Policies

- A. I understand that my child is enrolled in one of the following sessions according to the schedule of tuition and fees described below:

Registration Fees: \$50 /Tiny Tots and \$85/3 & 4 Year Old Program

Tiny Tots/ Separation Class Child must be 2 year olds by December 1st
 9:30am - 11:30 am or 12-2 pm \$175.00 per month (\$1,750.00 per year)

3 year old Program: Child must be 3 years old by December 1st
Tues/ Thurs 9:30 am to 12 noon \$210.00 per month (\$2,100.00 per year)
 1:00 pm to 3:30 pm \$210.00 per month (\$2,100.00 per year)
Tues/Wed/Thur 1:00 pm to 3:30 pm \$260.00 per month (\$2,600.00 per year)

4 year old Program: Child must be 4 years old by December 1st
Mon/Wed/Fri 9:30 am to 12 noon \$260.00 per month (\$2,600.00 per year)
 1:00 pm to 3:30 pm \$260.00 per month (\$2,600.00 per year)
Every afternoon 1:00 pm to 3:30 pm \$350.00 per month (\$3,500.00 per year)

- B. I understand that office hours are weekdays during school days from 9:00 a.m. to 4:00 p.m. I will be informed if there are any changes in this schedule.
- C. I understand that I will pay the tuition monthly and that these payments are for the *preschool year* and cover: the individualized instruction through an excellent curriculum that my child will experience in an environment suited and equipped for him/her under the care of qualified, skilled and caring personnel. This curriculum includes but is not limited to: lessons, free play time, arts & crafts, meeting time, space and equipment for creativity, investigation and experimentation, learning using play situations, regular association with children his/her own age, opportunities to develop independence and self confidence.
- D. I understand that the registration fee (for 3 & 4 year olds only) and deposit of one (1) month's tuition, which was paid at enrollment, is non-refundable and non-transferable under any circumstance and secures my child's place in the class.
- E. I understand that the annual tuition may be paid in full or in monthly installments beginning in September through June. The deposit of one month's tuition paid at resistration covers the first month.
- F. I consider my child's enrollment to be for the entire year and written notice by the first of the previous month must be given if I wish to withdraw my child from school.
- G. I understand that payments are due on or before the first of each month with a grace period of 5 days built in. If the 5th falls on a weekend, then payment is due on the next business day. Any payment received on the 6th of the month or thereafter will incur a **\$20 late fee**.
- H. I understand that if my account is overdue, I will receive a late notice requesting payment. If payment is still not received, I will receive a call from the Preschool Office.

- I. I understand that no refund is due to me if my child is absent from the Preschool for any reason.
- J. I understand that payments may be made by Cash, Check, Money Order, Credit Card or Electronic Bank Transfer.
- K. I understand that Cash, Check or Money Orders may utilize our Preschool's convenient Tuition Booklets with pre-addressed envelopes.
- L. I understand that payments made by checks or money orders will be made out to "**St. James Lutheran Preschool**". I understand that the payment in check or money order may be placed either in the red Preschool mailbox, in the wooden tuition boxes in the classroom or mailed to: **St. James Lutheran Preschool, 229 Second Avenue, St. James, NY 11780**
- M. I understand that **no cash payments** are to be placed in the Preschool wooden tuition box or red mailbox. Cash payments will be made in person to the Director or Business Administrator.
- N. I understand that the current bank fee will be charged for checks that are returned. This fee must be paid with the replacement payment; both must be paid in cash.
- O. I understand that the teachers have a duty to the children first, therefore, any checks or tuition payments should not be handed to them, unless there are special circumstances.
- P. I understand that tuition and fees for the next school year are set in January of the current year following a budget review.
- Q. I understand that a sibling discount is offered for any brother or sister of a full tuition-paying student enrolled in the 3 or 4 year old program. Tiny Tots is excluded from this discount.

II. Communication between Parents and Preschool

- A. I understand that the Calendar provided at the beginning of the school year will inform me of recesses, holidays, events, activities etc. and I am expected to refer to it as a means of keeping abreast of the preschool schedule.
- B. I understand that our school is in session from September through June, following approximately the Smithtown School District calendar with additional days provided to the teachers and staff for District Conference Days. Any additional departure from the Smithtown calendar may appear in the enlarged preschool calendar or in the Newsletter at least a month in advance.
- C. I understand that Preschool closings because of inclement weather will generally follow the Smithtown School District's closings and will be announced on the preschool's website, Facebook and Instagram accounts, WALK FM, Channel 12 News and on the school answering machine. For any other emergency unscheduled closings, the teachers will inform me by phone. There will be no make-up dates for emergency or snow closings.
- D. I understand that weekly classroom newsletters will be provided to keep me informed of important matters regarding the Preschool.
- E. I understand that if there is any departure from the schedule stated in the Calendar, I will be informed via the Newsletter, through signs posted at the doors, and/or via Social Media.
- F. I understand that if I wish to visit and participate in the Preschool program, there will be days set aside for this purpose throughout the school year and I will be informed of this opportunity either through the monthly newsletter, calendar or through the teachers.

III. Policies governing sick children

- A. I understand that if my child becomes ill or seriously injured, I will receive a phone call. If I cannot be reached, the persons listed on the Emergency Contact Form will be called in the order I listed them. Any minor mishaps or injuries will be reported to me at dismissal time.
- B. I understand that if my child is unwell, has a persistent cough, rash, fever (100.1 deg. or more), diarrhea (2 or more episodes), vomiting (2 or more episodes), pink eye or any symptoms that could be contagious or indicate the starting of an illness, I will not send him/her to Preschool until my physician has determined that he/she is no longer contagious to others.

- C. My child has to be fever and/or symptom free for 24 hours before returning to school.
- D. I understand that I am to inform the director or teacher in writing of any special problem, medical or other, or special needs that my child may have.
- E. I understand that Incident Report Forms are used to keep records of any serious incident that a child might encounter while within the school's protective custody. These forms are also used for follow up. I will be informed at pick-up time or by phone of any incidents involving my child.
- F. I understand that I will notify the teachers in writing of any changes regarding allergies (food or other) that my child may have acquired and I will add this information to my child's Emergency Card.

IV. Discipline philosophy and policies

- A. I understand that the Preschool emphasizes a positive approach to discipline and provides a non-sexist, non-violent environment where each child is encouraged to deal with and control his/her anxiety and hostility through understanding, re-directing and verbalization rather than through suppression or acting out.
- B. I understand that teachers are knowledgeable of the developmental stages of children in their group and any discipline strategies used are developmentally appropriate.
- C. I understand that each child is guided to learn and that they are free to make choices as long as they stay within the limits of consideration for others.
- D. I understand that children are guided to learn what is expected of them and what is acceptable behavior through modeling appropriate behavior and through explaining the preschool rules to them, why they are needed (safety, courtesy, etc.), reinforcing them and reminding of them often.
- E. I understand that the Preschool's view on discipline is never to shame, threaten, isolate or punish children physically or emotionally. Preschool staff handle discipline by re-directing, giving acceptable choices and recommending acceptable behaviors whenever possible.
- F. I understand that time-out is used only when a child needs to be removed from a situation for his/her or others' safety and/or to give him/her time to calm down. The child on time-out will be removed from the main activity but remain in the classroom always accompanied by a teacher. Time-out is followed by a discussion about the incident either one to one or with the whole group as appropriate.

V. Responsibilities of Parents

- A. I understand that before school starts, I must submit to school my child's health form, including his/her complete physical and record of immunizations complete with all the immunization dosages required by the New York State mandate, and signed by the child's physician.
- B. I understand that my child will be picked up by me or an authorized person designated by me in writing on the card provided and that members of the staff may ask for identification at any time.
- C. I understand that I or an authorized adult person will be responsible for walking my child into the classroom at dropping off time and for picking him up from the classroom. A teacher or assistant will be by the door for the safety of my child.
- D. I understand that no child will be released to anyone suspected of being under the influence of drugs or alcohol.
- E. I understand that I will bring my child to Preschool on time, but not early, and I will pick him up promptly when school is ended.
- F. I understand that the red doors will remain locked until arrival and pick up times. If my child is late and the doors are locked, I will use the Parish Hall doors and after checking in the office, bring my child into the classroom.
- G. I understand that although the teacher cannot converse at length with me during the school session, at dropping off, or dismissal time, these times are good for short exchange of information and may be used as such provided the teacher is not on active duty and confidentiality is maintained.
- H. I understand that Parent Teacher Conferences will be held in the Fall and Spring. These conferences are for my child's benefit and I will be able to discuss his/her progress with the Teacher. If a matter cannot wait until the conference I may also discuss my child's progress by appointment with the Teacher or Director.

- I. I understand that my child is expected to wear comfortable play clothes to Preschool and **sneakers** for safety, and that boots, jackets or raincoats (NO drawstrings) etc. should be marked with my child's name.
- J. I understand that my child is toilet trained and is expected to wear cotton underpants, to be able to wipe themselves after using the toilet, and to be able to pull his/her clothes down and up. A Teacher or Assistant will be there to assist my child, to talk him/her through any problems, to help with zippers, snaps or buttons, and to make sure his/her hands are satisfactorily washed with soap and clean water and dried with a clean paper towel. I understand that staff members uphold a “hands-off” policy when it comes to toilet procedures. This means that they may not pull children’s clothes down and that they may not wipe children except in special circumstances (accidental wetting or soiling). In some cases of accidental soiling I may be called to come in to attend to my child.
- K. I understand that in order that my child can participate in the walking field trip to the fire house, I must sign the blanket permission slip (at the bottom of the Questionnaire). I will be informed about the details of each of these field trips beforehand.
- L. I understand that my child may not bring personal toys to class unless requested by the Teacher.
- M. I understand that if my child is having a birthday, I will bring in a snack for the class by prior agreement with the Lead Teacher and that, if I am giving my child a birthday party, I will mail the invitations directly to the guests' homes.
- N. I understand that I am expected to show interest in all my child's work and activities at Preschool so that the experience for my child is enjoyable and rewarding.
- O. I understand that at dismissal time or other times when the equipment is stored, i.e. against the classroom wall, I will not allow my child, siblings or other children under my protective custody to climb on or play around it.
- P. I understand that I will keep all information regarding my child current throughout the year and I will do this in writing.

VI. Parents and Staff Policies

- A. I understand that the Preschool staff includes: the Director, Business Administrator, Certified Teachers, Degreed Teachers, Assistant Teachers, Substitutes, and Custodial help.
- B. I understand that St. James Lutheran Preschool welcomes children of all religious faiths. However, as a program of St. James Lutheran Church, the Preschool reflects a Christian orientation to life and Christian faith and values. The major holidays of other religious groups will be touched upon the course of the program so the children will come to understand that there are many ways to worship God.
- C. I understand that the Teachers and Assistants hired by our Preschool are people of good Christian character, who love and enjoy children, who are warm, patient, gentle and understand children’s developmental stages and individuality. They are people who work to help each child achieve his/her potential and grow as an individual and member of the group making sure each child enjoys the Preschool experience to the fullest. They are people who truly appreciate each child for his or her own particular attributes.
- D. I understand that the Director will be available for answering any questions or concerns I may have regarding administrative, financial, procedural matters or to discuss any other matter of importance to me. The Director will be available by appointment or by phone 862-8934 during office hours.
- E. I understand that the Teachers or Director will remain approachable and available throughout the year within the guidelines set in the policies and if I have any questions or concerns I will talk with them. All my conversations with the Teachers or Director are strictly confidential.
- F. I understand that parents are encouraged to discuss matters of concern with the Teachers or the Director. At the discretion of the Director, communications, which are not satisfactorily addressed during school hours, may be scheduled for conference after class or by appointment. In the interest of building trust between the parent and staff, all communications will be conducted in a confidential, professional and amiable manner. Every effort will be made to address and satisfy parental concerns in an agreeable fashion. However, any adult who disrupts, intimidates, or threatens the well-being of the children, staff or the sanctity of the learning environment will be asked to leave immediately, held fully accountable, and the Preschool partnership re-evaluated which may result in the termination of all enrollment agreements.

- G. I understand that St. James Lutheran Preschool in extreme circumstances may decide to terminate immediately the enrollment of any child. Some of the reasons for immediate termination include, but are not limited to:
- 1) Failure of parents to pay tuition.
 - 2) Failure to complete and sign any required forms.
 - 3) Lack of parental cooperation.
 - 4) The Preschool's inability to meet the child's needs without additional staff.
 - 5) Gross misconduct on the part of the parent or the child.
- H. I understand that the policies of the Preschool are approved by an Administrative Board and can be subject to changes by that Board. I will be informed of any changes in policy.

VII. Doors Locked/Unlocked, Sign In and Out Policy

- A. I understand that the doors to the classroom and building will be locked 10 minutes **after** the start of the preschool session and 10 minutes **before** the end of the preschool session.
- B. I understand that my child will be marked "present" by the teacher on the attendance sheet upon entering the classroom.
- C. I understand that I will be required to sign my child out each time when picking up my child at dismissal or at any other time.
- D. I understand that a signed written note from me is required for any day that my child will be picked up by someone other than me who is NOT listed on the Emergency Contact Card located in the classroom and Director's office.
- E. I understand that my child will NOT be released to any person NOT listed on the Emergency Contact Card.
- F. I understand that it is my responsibility to report any changes in our home address, phone information, and emergency contact information to the Preschool Director immediately so that the Emergency Contact Card can be updated.

VIII. Child and Youth Abuse Prevention Program

- A. I understand that the Preschool Teachers and Staff have received a copy of the **St. James Lutheran Church's Child and Youth Abuse Prevention Program**.
- B. I understand that a copy of this Program is available upon request in the Preschool Office.

IX. New York State Mandated Reporter

- A. I understand that the Preschool Teachers and Staff are New York State Mandatory Reporters for suspected child abuse. The website ocfs.ny.gov/main/cps provides guidelines for the reporting of suspected child abuse.
- B. I understand that if child abuse is suspected, the Preschool Teachers and Staff **must** take appropriate action to report suspected abuse.
- C. I understand that Mandated Reporters, who knowingly fail to make a report shall, under New York State Law, be guilty of a gross misdemeanor.

X. Harassment and Misconduct

- A. I understand that harassment and misconduct by me or any members of my family will not be tolerated by St. James Lutheran Preschool.
- B. I understand that if I have experienced or witnessed harassment or misconduct that I can report it immediately to the Preschool Director or Pastor without fear of condemnation or retaliation.

XI. Accident and Emergency Procedure

- A. I understand that if my child experiences an emergency, injury, accident or illness that it will be reported to me as soon as it is safe to do so.