



2024/2025
Parent Handbook

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Our Mission

At Outlook Christian Preschool, our mission is to create a nurturing and enriching environment that cultivates both spiritual and academic excellence. We are committed to placing the Bible at the core of our educational process and delivering high-quality education through a team of trained, devoted teachers who not only prioritize education but also view it as a means to serve God by imparting His principles.

We aspire to instill in our students a deep appreciation for their homes, their country, their faith, and the church. Our goal is to help every child reach their full potential across physical, mental, emotional, and spiritual dimensions.

We facilitate personalized learning experiences for each child through various avenues, including social development opportunities, peer interactions, dedicated time for Bible education, and free play.

Outlook Christian Preschool is committed to fostering an inclusive environment where every child, regardless of their race, color, ethnic origin, religion, creed, or gender, is treated with equality. We embrace a non-discriminatory approach in our educational and admissions policies, extending all rights, privileges, programs, and activities to every student without racial bias.

We prioritize the emotional well-being of every child. Our staff is dedicated to showing love and concern in all personal relationships, whether it is between children, between children and teachers, or between children and other adults. Our goal is to create a secure and stable environment that nurtures the hearts, minds, souls, and spirits of our students at all times.

“Start children off on the way they should go, and even when they are old, they will not turn from it.”

Proverbs 22:6 (Today's New International Version)

Our Purpose

1. **Spiritual and Academic Excellence:** The primary aim of the preschool is to create an environment where spiritual and academic excellence can be achieved.
2. **Biblical Center:** The educational process is centered around God's Word, the Bible, highlighting its importance in the curriculum.
3. **Qualified and Dedicated Teachers:** The school emphasizes the importance of having experienced, dedicated teachers who are not only passionate about education but also motivated by a desire to serve God.
4. **Love for Home, Country, God, and Church:** The school aims to instill in students a love for their home, country, God, and the church, promoting strong values and connections to these entities.
5. **Holistic Development:** The preschool is committed to helping students develop physically, mentally, emotionally, and spiritually.
6. **Learning Support:** The school aims to cater to each child's individual learning needs through various means, including social development opportunities, peer interaction, learning centers, Bible time, and free play.
7. **Non-Discrimination:** The school emphasizes its commitment to not discriminating on the basis of race, color, ethnic origin, religion, creed, belief, or gender. It provides equal rights and opportunities to all students regardless of their background.
8. **Emotional Well-Being:** The well-being of the child, particularly their emotional well-being, is a top priority. The staff is dedicated to promoting love, concern, and a safe, stable environment for the children.

In summary, Outlook Christian Preschool's purpose is to provide a well-rounded education that combines spiritual and academic growth, with a strong emphasis on biblical principles and values, a nurturing environment, and a commitment to non-discrimination and emotional well-being.

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REQUIREMENTS

Students must turn three (3) years of age by August 1st of the current year and toilet trained before entering our program. This includes being able to use the restroom independently, including wiping after bowel movements. *Pull-ups are not allowed as this is a sign they have not been completely potty trained.* All students should be completely independent in the restroom (unless sick) to attend.

School Hours: The school is open from Monday to Friday, with hours from 6:30a to 6:00p.

Curriculum: The school utilizes the ABeka Curriculum, which is Christian based but does not impart specific doctrine. Teachers will enhance lessons to engage children and cater to their individual needs. The Pre-K 4's curriculum covers all kindergarten requirements within daily lessons.

Open Door Policy: Parents are encouraged to drop off, pick up, or observe their child in class at any time. Sharing lunch with your child is also welcomed, without additional charges. Classes typically begin at 8:30a. For absences, late arrivals, or early departures, please communicate with your child's teacher using the Brightwheel messaging system.

Payment of Account & Fees: Tuition is due every Monday for the current week. A **\$20.00 late fee** is incurred if payment is not received by Monday. Payments are made on a weekly basis throughout the school year. If a Monday is a holiday or due to weather-related closure, the payment must be made by Tuesday to avoid late fees. You have the option to set up automated payments through Brightwheel. Payment by credit card incurs a 2.95% fee per transaction, while bank transfers (ACH) carry a fee of 0.6%, with a new minimum fee of \$0.25 and a maximum of \$2.

PRICING:

Registration Fees: includes books and supplies	
New Student Fee*	\$25.00
Summer Session Only* (includes Field Trips)	\$125.00
School Session Year Only*	\$135.00
Both Sessions* (includes Field Trips during summer)	\$250.00
Security Card*	\$10.00 per card

**Book/Supply/Activity Fees & Card Fees are non-refundable and due at registration.*

Summer Session Weekly Tuition - May 28, 2024 – August 2, 2024	
Payments are due on the Monday of the current week.	
Weekly Rate	\$265.00
Late Fee	\$20.00
Full session with vacation - 9 Weeks - Due May 30, 2024	\$2,265.75
Full session with no vacation - 10 weeks – Due May 30, 2024	\$2,517.50

** See Vacation Policy-Only one (1) week of vacation credit is granted for the Summer Session*

***No Sibling Discount for Summer**

Fall School Session Weekly Tuition – August 5, 2024 – May 23, 2025	
Payments are due on the Monday of the current week.	
Weekly Rate	\$265.00
Late Fee	\$20.00
Sibling Discount 10%	\$238.50
Fall Semester Payments – 21 weeks per session	
1 st Semester – Due August 9, 2024	\$5,286.75
2 nd Semester – Due January 3, 2025	\$5,286.75
Sibling Semester Payments – 21 weeks per session	
1 st Semester – Due August 9, 2024	\$4,758.18
2 nd Semester – Due January 3, 2025	\$4,758.18

**See Vacation Policy-Only one (1) week vacation is granted between August 5, 2024 – May 23, 2025*

Discounts: Families with two or more children enrolled in the program receive a 10% weekly discount per additional child during the **school year session only**. For instance, the first child costs \$265.00 per week, and the second child is \$238.50 per week. **No discounts apply during the summer session for multiple children.**

A 5% discount is available for those who opt to pay by the semester. If you plan to take a vacation during the semester, subtract one week's tuition of \$251.75 (\$478.33 if you have a sibling) from your semester payment. Semester payments are due by the first Friday of the new semester, which is August 9, 2024, and January 3, 2025.

Delinquent Accounts and NSF Payments: Accounts must remain current; falling two weeks behind may lead to your child's dismissal. Payment arrangements can be discussed with the director or assistant director in person at the office. Monitor your balance through weekly Brightwheel statements. Returned checks result in a \$35.00 charge, with immediate redeposit. A second returned check incurs an additional \$35.00 charge, requiring cash exchange or Brightwheel payment.

Late Pick-Up Fees: If you arrive after 6:03p, the following late fees will be applied to your account per child:

1st offense:

- Parents will be charged a late fee of \$25 for arrival between 6:03p. and 6:15p.
- An additional \$50 for arrival between 6:11p. and 6:30p.
- \$50 per each additional 15-minute interval after 6:30p.

2nd offense:

- Parents will be charged a late fee of \$50 for arrival between 6:03 and 6: 15p.
- An additional \$75 for arrival between 6:11p. and 6:30p.
- \$75 per each additional 15-minute interval after 6:30p.

3rd offense:

- Parents will be charged a late fee of \$75 for arrival between 6:03 and 6:15p.
- and an additional \$100 for arrival between 6:11p. and 6:30p.
- and then \$100 per each additional 15-minute intervals.

If there are three or more violations within a 30-day period, a meeting with the parents and the Director will be scheduled to discuss the continuation of childcare at the school. All late fees will be added to the parent's tuition bill. If a parent is unreachable and has not arrived within 15 minutes of closing time, emergency contacts will be called. If parents remain unreachable or fail to arrive within 30 minutes of closing, the Department of Child Services and/or local law enforcement will be contacted.

Vacation Credit: Each session (Summer and/or School Session Year) allows for one week of vacation credit, to be used only within that session. This credit cannot be combined, extended, or saved for later. The vacation week covers Monday through Friday and includes any school holidays. If, for example, the school is closed for 2 days during Christmas and you designate this as your vacation week, those 2 days will count as part of your 5-day vacation credit.

During the specified vacation week, your child should not attend school. You can find vacation forms at the front desk, to be submitted at least 2 weeks in advance. If your child needs classwork during this time, please inform the teacher at least 3 days in advance.

- Summer Session: May 28, 2024 – August 2, 2024 - School Session: August 5, 2024 – May 23, 2025

Holidays: OCCPS will be open during the two weeks of Fall, Winter (Christmas), and Spring Breaks. Even if you choose not to bring your child during these holiday periods, full payment is still due. There are no fee reductions for scheduled holidays when the school is closed. Please refer to the school calendar for specific days when the school is closed.

School Closings: We typically remain open when local public schools close due to severe weather. However, if Hancock County declares a snow emergency or building conditions prohibit us from opening, we will be closed. We do not have a two-hour delay policy for preschool. In case of closure, an Alert on Brightwheel will be sent out.

Security Cards: Our security cards streamline drop-off and pick-up from 6:30a to 6:00p. Scan your card for entry, accompany your child to class, and engage with their teacher (unless class has started). Early arrivals leave children in the lunchroom, with activities assigned after 8:00a. During pick-up, find your child in their classroom, gym, playground, or movie time. These cards cost \$10 each and remain valid while you are with us. Report lost cards for replacement, and recurring alternate pick-ups or repeated "buzzing in" will be charged for a new card.

Withdrawal: Written notice, two weeks in advance, is required by the Monday of the week two weeks before the child's last day. Parents must cover two full weeks' tuition, plus any additional weeks attended during withdrawal. Forms are available at the front desk.

Coat Bags/Cubbies: All items, including coats, jackets, hoodies, etc., are to be placed in the child's blue bag or cubby as per state board of health regulations. This separation is to prevent the transmission of unwanted germs between children.

In the case of a child staying overnight with someone, please place suitcases and car seats beside the Check-In/Out table in the Commons and label them with the child's name.

Potty Accidents: You will receive a notification via the Brightwheel app. You should expect a plastic sack with your child's soiled clothes. Ensure your child wears spare clothes from their bag or cubby, and promptly replace these clothes for the next day. Launder and return any "school" clothes as soon as possible. If there are no clothes available, you will be contacted to bring clothing to the school.

Medical Requirements: To be admitted, students must have up-to-date immunizations and a completed medical form. This form should be updated annually for students receiving new immunizations during their time with us. Here are the required immunizations:

- DPT (Diphtheria, Tetanus, Pertussis): 2, 4, 6, 15 months, 4-6 years
- Polio: 2, 4, 6, 15 months, 4-6 years
- MMR (Measles, Mumps, Rubella): 15 months, with a K booster needed
- Hib (protects against Meningitis): 2, 4, 6, 15 months
- Hep B: Before entering kindergarten
- Varicella/Varivax (chicken pox vaccine): Usually given at 1-2 years with a K booster as

Medicine: A physician's order is necessary for the following:

Medication Administration: This includes medications like Tylenol or Motrin.

Extended Medication Application: For medications applied for more than 3 days, such as eye drops or lotions. Please label the container and give it to the teacher or office, not the Blue Bag or Cubby.

Dietary Supplements: A physician's order is needed.

Special Diets for Food Allergies: Any special dietary requirements due to allergies require a physician's order.

Special Medical Procedures: These also require a physician's order. Prescription labels suffice as doctor's approval.

For prescription meds: use a MEDICATION slip (at the front desk), and office staff will administer.

Food Allergies or Special Dietary Needs: Parents must submit a medical note from the child's physician confirming their child's allergy, enabling childcare providers to implement essential safety measures and respond effectively to potential allergic reactions. ***Parents of children with allergies, dairy or otherwise, are required to fill out an Allergy Emergency Form and have signed by their physician.***

In accordance with state guidelines, childcare facilities are mandated to provide milk with every meal for children. For children with milk/dairy allergies, the following items will not be served including, but not limited to - ranch dressing, ice cream, unbaked cheese, and yogurt. For children who are lactose intolerant, we will accommodate their needs by serving substitute milk.

With both allergy and intolerance, parents will need to provide a substitute milk option such as soy, almond, or coconut milk, etc.

Drop-Off, Picking Up, Alternative Pick-Up: For drop-off, pick-up, and alternative arrangements, use the Brightwheel App for check-in/check-out. Scan the QR code and enter your 4-digit code, which you can change in the app. For alternative pick-up, add a contact through the mobile app. Open your student's profile and edit it. In the Contact Type section, add the contact's information and decide whether to send an invitation immediately or later. Additionally, remember to inform your child's teacher about the alternate pick-up person and date. In case of changes, contact us by Brightwheel, phone, or email. If someone unannounced arrives for pick-up, we will call you for verification, and our staff will check the identification of unfamiliar pick-up individuals.

Progress Reports: Progress reports are distributed twice a year at the end of each School Session semester, specifically in the first week of January and the last week of May. The same assessment template is used for all children in the 3's and 4's classes. If you have questions or concerns about your child's progress, please discuss them with their teacher first. A conference can be arranged if needed. Note that progress reports are not provided during the summer session.

Illness Policy: If your child is ill or has a fever of 100.4°F or higher at school, we will call for pickup within an hour. Please inform us via Brightwheel if your child will not attend due to illness. Sick children will be sent home, and they must be symptom-free for 24 hours before returning. After three consecutive sick days, an illness credit of \$10.00 per day will be granted. This policy ensures the well-being of all children and prevents illness from spreading.

Rest Time: The State of Indiana mandates that all children have a rest time after lunch. Each child is required to lie quietly on their cot during this period. We play quiet songs and stories to create a calming atmosphere. Children should bring a small blanket and pillow for rest time. Pillows should not exceed 12" by 10", and blankets should be no larger than a regular beach towel, as items too big pose safety and health hazards on the floor. Pillows and covers should be taken home for laundering every Friday and returned cleaned on Mondays, labeled with your child's name. Toys and stuffed animals are only allowed for show-and-tell days and should not be used during rest time, including pacifiers.

Dismissal of a Child: Reasons for dismissing a child include, but are not limited to, being two weeks delinquent on your account, continual behavior problems or adjustment problems, unwillingness, or inability of a parent to work successfully with the school in solving problems, inability of parents (no longer together) to work together regarding care/visitation schedule of child, and toilet training not complete. All pre-paid fees including security card and registration fees are nonrefundable upon dismissal of a child.

Special Parenting Situations: We accommodate children with parents under different custodial agreements. We aim to ensure a smooth experience and require both parents to sign the enrollment paperwork. While we are familiar with Indiana Standard parenting guidelines, we request a copy of the agreed custodial agreement outlining visitation days for our records. We will do our best to keep both parents informed about classroom and school events. Please refrain from involving our staff in parental disputes.

Clothing: Please ensure your child has labeled, weather-appropriate spare clothing at school for accidents. Lack of spare clothing may result in a call for you to bring clothes. Dress your child appropriately for outdoor play, with gloves, hats, and boots in winter, and jackets and light clothing for spring and fall.

Make clothing easy to put on and avoid back closures. Ensure clothing covers the child's midriff and bottom and has shoulder straps. Shorts are recommended under skirts and dresses. Sturdy, closed-back shoes are required, and flip-flops are not allowed for safety.

Treats: You are welcome to bring treats for your child's class to celebrate their birthday or as a class snack. To ensure compliance with state board of health regulations, please opt for store-bought treats instead of homemade ones. Kindly reach out to your child's teacher to discuss any allergy concerns. We recommend choosing from the following options: Rice Krispie Treats, Bakery-made Sugar Cookies, Mott's Brand Fruit Snacks, Fritos, or Teddy Grahams. Please do not send items containing peanuts.

Field Trips: OCCPS van drivers hold valid IN licenses, and vans are insured for our ministry. Neither the school nor drivers are responsible for accidents; they follow state and federal traffic laws. Field trips are occasionally planned with permission forms for your child's participation. Children use school vans or parental transportation with provided car seats. Field trip fees are paid in cash separately from weekly tuition. Siblings and family members cannot attend, and only adults aged 18+ may chaperone. Chaperones may drive only their child. Please refrain from bringing or purchasing items during field trips. Please inform teachers about your meeting plans.

Tax Information: To generate a Brightwheel transaction summary for your students, please follow the steps outlined below. If you access Brightwheel using your phone number, ensure you wait for the download to appear before navigating away or refreshing the page. For users with an email associated with their account, the export will download immediately, and a copy will be sent to the inbox within minutes.

Here is a step-by-step guide:· Login to Brightwheel online and navigate to the Payments tab

- Click on Accounts, and select your student's name to open their account
- Scroll down to the Posted Transactions table
- Click the purple Select an action menu, and select Export Summary
- Use the date picker to determine the Start and End Dates
- Click Export

Classroom/School Discipline Procedures: Our policy aims to help children develop self-control using natural or logical consequences. Here are our classroom guidelines:

- **Reminder:** When a child is disruptive, off-task, or has trouble settling, the teacher will remind them of classroom rules and may use time-outs and lose playtime.
- **Adjustment:** If the child still cannot settle, the teacher may have them stay by their side until they calm down or work in a different area.
- **One-on-One Discussion:** If the child does not settle after reminders and a change of location, the teacher will have a one-on-one discussion with them.
- **Serious Incidents:** In cases of serious incidents or chronic disruptive behavior, a Discipline Referral Form may be submitted, followed by a meeting with parents. Administrators or appropriate staff may join to discuss behavior modification.
- **Serious Threat:** If a child poses a serious threat to themselves or others, staff will intervene positively.

Class rules are posted, and children and parents are made aware of them. We encourage acceptable behavior through positive rewards, verbal praise, and compliments. Verbal warnings are given first. Consequences for repetitive negative behavior may include time-outs, loss of privileges, laps in the gym (1 lap per year of age), or a visit to the office. Parents should check their child's classroom daily for behavioral information and contact the teacher through Brightwheel as needed. If behavior problems persist, parents may be called and asked to pick up their child, or an individual behavior plan may be discussed to help the child make better choices. Corporal punishment is not used as a method of discipline at our school.