

Greenleaf Friends Academy Preschool

The Greenleaf Friends Academy Preschool was established as a service to families and children of the community and surrounding communities, offering a full-time Daycare and Preschool Center for children ages 2 ½ to 5 years of age. We also offer an after-school program for older students from Kindergarten-6th grade.

This service has grown from a sincere love for children and a desire to help them in the proper development and adjustment to our modern world. It is equipped and staffed to give the best possible care for children. The Preschool compliments the values found in a good home by enabling the child to spend part of his or her day in a world that is child-size and planned so he or she learns to associate with other children of his or her own age in a group activity.

Greenleaf Friends Academy Preschool is an extension of Greenleaf Friends Academy. Our hours of operation are from 7:00 am until 6:00 pm, Monday–Friday. Our Preschool Program runs from 9:00 am until 11:30 am, Monday–Friday. We follow the same school calendar of Greenleaf Friends Academy and are therefore closed on the same days as Grades K-12. A school calendar is provided in this handbook.

MISSION

The mission of Greenleaf Friends Academy Preschool is to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually, and spiritually in a Christ-centered and Bible-based program run by a dedicated and professional staff.

School Verse: *“The fear of the Lord is the beginning of wisdom: all who follow His precepts have good understanding. To Him belongs eternal praise.” Psalms 111:10*

Greenleaf Friends Academy Preschool

GFA Preschool follows the same school calendar as Greenleaf Friends Academy; therefore, we are closed on the same calendar days as Grades K-12. We are open until 6:00 pm on half days, but there will be **no hot lunch** provided. The school calendar can be viewed online at <http://www.greenleafacademy.org>

INCLEMENT WEATHER

In the event of severe or threatening weather the daycare and preschool will be closed. In situations where weather problems necessitate closing the school, this information will be broadcast on KCID-1490 AM, KTSY89.5 FM, KBOI-670 AM, and KBGN-1060 AM. TV Channels 6 and 7 will be contacted the night before if the decisions can be made that early.

SIGN-IN

There is a sign-in sheet available when dropping your child off for Preschool or Daycare. Please sign you child's name on it, the time you are dropping them off, and sign it with your signature in the space provided. You will also need to mark whether or not they will be staying for lunch and if they are having hot lunch. You are required to sign them out in the same manner when picking your child up.

CAR POOLS

If you would like your child to go home with someone other than the parent, we must have record of the person's name on your registration form. If you would like your child to go home in a manner different than the normal way, please notify the school by note or phone call. We cannot allow a child to depart with anyone different unless we have written or verbal authorization from the parent.

REGISTRATION AND TUITION

Registration is open to any child wishing to enroll in Greenleaf Friends Academy Preschool, who will be 2½ years of age by the first day of school. Registration for returning students will begin in April. Registration for the general public will begin by the end of May. Applications may be obtained from the Preschool Director. A nonrefundable registration fee of \$130.00 is due when the application is made.

Bills for tuition are placed in the bill box (on the sign-out table) at the beginning of each month. Payments are due by the 15th of each month. Checks may be made payable to *Greenleaf Friends Academy Preschool*. A fee of \$6.00 per returned check may be charged at the director's discretion.

Credit can not be given for holidays or vacation periods. If a child is present for any portion of the month prior to a withdrawal, the entire month's tuition will be charged.

There will also be a \$1.00 per minute, per child, late fee applied to anyone picking up their child **after** 6:00 pm. We close promptly at 6:00 pm, so please be on time.

IMMUNIZATION RECORDS

A copy of current immunization records is required of all children before they can be accepted to Greenleaf Friends Academy Preschool. These will be kept on file by the Preschool Director. If you have any questions about what immunizations your child may need, please contact the director.

CLOTHING

Children should be dressed in clothing that is washable and comfortable for them, and appropriate for the season. Please be sure your child brings a coat for the winter months. Place your child's name on all articles of clothing that they bring to school such as coats, hats and mittens. We ask that you please send an extra change of clothes; these will be kept at the school for your child.

SNACKS

There is a monthly snack fee of \$10.00 per child. Nutritional morning and afternoon snacks are provided. Please notify your child's teacher and the director if your child has any food allergies.

PARTIES

There will be sign-up sheets available for class parties. We ask that all parents sign-up to bring refreshments for at least one party. We also celebrate student's birthdays in the classroom, if you would like to send in a special snack for your child that day. Only store bought items are allowed. It's a requirement from Southwest District Health, because we are licensed by the state. Please let your child's teacher know ahead of time if you will be sending treats. If your child's birthday falls during the summer months we will have a date in May for those birthdays to be celebrated.

BIBLE VERSES

Monthly Bible verses will be sent home. This is a great opportunity for you child to learn God's Word and be rewarded. Please help your child to learn these verses.

LUNCH

We will have lunch every day in the highschool cafeteria at 11:45. Your child may bring a cold lunch or a hot lunch may be purchased for \$1.75. A monthly calendar of the meals will be sent home at the beginning of the month. Reduced lunch forms are also available. Please request one from the director if you are interested.

ILLNESS / MEDICATIONS

Please **do not** send a sick child to school. Good health is essential if you child is to gain the greatest benefit from our school program. Keep you child home at the earliest signs of an illness to prevent exposure to the other children.

If your child becomes ill at school, you will be notified immediately to come for them or make arrangements to have them picked up.

If your child contracts a communicable disease, please contact the school at once so that we may notify the parents of classmates that their child has been exposed.

There will be no medications administered at Greenleaf Friends Preschool. Please schedule your child's medication doses so that they can be given before or after the school hours.

Emergency first aid is always administered. If your child receives a minor injury at school, a teacher will fill out an accident report detailing what has happened.

MONTHLY CALENDARS

Monthly calendars will be sent home from your child's teacher, detailing the month's activities.

BOOK ORDERS

Once a month companies send us book orders. We send these home as a service to you. Do not feel any pressure to purchase anything. If you decide that you would like to order books, please return the order form and money to your child's teacher by the assigned date. Please make checks payable to the book club.

SHARE DAY

Each Friday the students will participate in share day. The item they bring should correspond with the sound, letter or color of the week assigned by their teacher. The monthly calendar will tell you what is assigned each week. Please do not allow your child to bring in toys of a violent nature. (Example: toy guns, swords, knives, etc.)

Please do not allow your child to bring a toy to school unless it is "share day". These tend to cause distractions and we would not want them to be broken or lost while at school. If a toy does arrive, the child will be asked to put it in their cubby.

NAP TIME

We have a nap time from 1:30 until 3:00 pm daily. If your child is staying for nap time, please send in a small blanket and pillow from home for them to use. We provide nap mats for them to rest on. Parents are responsible for the laundering of their child's blanket and pillow and we encourage this to be done weekly.

CONFERENCES

Parent-Teacher conferences will be scheduled each school year for the students enrolled in the Pre-K class. Progress reports will be sent home for **all** classes twice a year. Conferences may be scheduled at any time if the parents desire to do so. These are not mandatory. We have an open door policy so you may observe your child in the classroom setting if you desire. Please contact your child's teacher or the director if you have any concerns at all about your child.

FIELD TRIPS

Monthly field trips will be scheduled and listed on the monthly calendar. There will be no field trip for the month of December. There is usually a bus fee and sometimes a fee for the field trip. Parents are welcome and encouraged to attend. These provide an excellent opportunity to share in your child's learning experiences.