

GUIDANCE NURSERY SCHOOL

First Christian Church
106 S. Market Street
P.O. Box 157
Winamac, IN 46996
574-946-3361

REGISTRATION:

1. A child may be registered in Guidance Nursery School by the completion of a Registration form and the payment of a \$25.00 registration fee.
2. Class size is limited and registrations are taken on a first come, first served basis, provided all requirements are met.

TUITION AND WITHDRAWALS:

3. Tuition fees are determined by the Nursery School Board after the close of the previous school year. A schedule of fees will be mailed to registrants during the summer.
4. Tuition may be paid in one of three ways:
MONTHLY, with the payment being due on the first school day of the month.
SEMESTER, with the payment being due on the first school day in September and February.
ANNUALLY, with the payment being due on the first school day in September.
5. If any of the tuition options above are not paid by the first school day, and remain unpaid by the 15th of the month in which they are due, the child may be dropped from the school unless a satisfactory arrangement has been made with the Church Office Staff.
6. The withdrawal of a child from Nursery School requires a two week advance notice. Withdrawal without required notice will result in the payment of two weeks tuition or a two week tuition charge.
7. Guidance Nursery School has NO REFUND POLICY.

CLASS ATTENDANCE AND RELATED ITEMS:

8. Should a conflict arise with your schedule, a request for a change in the child's arrangements may be made with the Nursery School. The decision of the change will be made by the Nursery School Board.
9. Your child may not be able to take a full session of Nursery School without getting tired. If this happens, the parents and the teacher may work out a schedule to fit the child's needs.
10. The parent or any agent of the parent, **IS EXPECTED TO BRING THE CHILD INTO THE BUILDING AND THE CLASSROOM** at the beginning of the class session. The child should be brought **NO EARLIER THAN 10 MINUTES BEFORE** the session is scheduled to begin. If a teacher or an assistant is not present when you arrive, please wait with your child until one does arrive. Also, a parent (or agent) is expected to **COME INSIDE** to pick up your child at the end of the session. If a child is to be picked up by a different person, the parents needs to call the school or write a note stating the child may be picked up by that person.
11. Your child will be expected to behave appropriately at all times. Behavior will be determined by the teacher and staff. If at any time your child displays disruptive behavior or causes injury to another student or staff member, parents will be contacted immediately. Guidance Nursery School will have the option to dismiss the child.

12. In case of bad weather such as heavy snow. Guidance Nursery School follows the schedule set by the Eastern Pulaski School Corp. **IF THE WINAMAC PUBLIC SCHOOLS ARE OPEN, SO ARE WE.** Information for Eastern Pulaski School Corporation is announced on Logansport and Knox radio stations. If a class session is canceled close to the time that a session is scheduled to begin, a sign will be posted on the entry door. **IF THERE IS A TWO HOUR DELAY FOR THE WINAMAC PUBLIC SCHOOL THEN THE HUMAN SERVICES BUSES WILL NOT RUN AND YOU WILL BE RESPONSIBLE FOR GETTING YOUR CHILD TO THE SESSION.**
13. In the event of an illness or accident at school, emergency care will be given. Parents must provide a telephone number where they can be reached if needed and must be able to provide transportation home if necessary. Every attempt will be made to contact a parent first, but if that fails, we will try the emergency contact numbers that you have provided. Injuries and illnesses that occur at home must be taken care of before the child comes to school. Children who have had a temperature should be kept at home for twenty-four hours after the temperature has returned to normal.
14. Parents are asked to sign “Field Trip Permission” and “Emergency Medical Treatment Permission” forms at the beginning of the school year.
15. Children’s guests WILL NOT be permitted to attend sessions with the Nursery School child.
16. The Nursery School teachers have discovered that certain types of shoes, (for example, western style boots, sandals and girls’ dress shoes) are not appropriate for use in the large muscle development area (sometimes called the “play area”). Therefore, parents are asked to provide shoes that are comfortable and provide good footing, like gym shoes.
17. We think the school is adequately supplied with equipment, therefore we ask that children not bring toys from home. Exceptions to this rule will be made at the teachers discretion. **NO TOYS OF A VIOLENT NATURE WILL BE ALLOWED.**

PARENTS, TEACHERS, AND STAFF:

18. A parents/teacher meeting will be scheduled before the start of school. Progress reports will be sent home periodically. The purpose for the report is to establish home/school relationships that contribute to the mutual understanding and guidance of the child. A conference will be held in March for the older children.
19. Remember that your attitude toward the Nursery School and the teachers will be sensed by your child. A good attitude will lead to a good school experience.
20. Parents are encouraged to use the observation rooms. Parents may visit the classroom at any time; however, prior notice is appreciated. From time to time parents may be asked to participate in activities.
21. The Nursery School teachers, Board Members, and Church Staff are available for counseling with parents concerning the child whenever such a conference is needed or requested.

AMENDMENTS:

22. This “Policies and Regulations Statement” may be amended at any time by the Nursery School Board and any amendments are effective upon passage by the Board. Registrant will be notified of such changes as soon as possible. Note: There will be no change in the tuition fees during the course of any one school year.