**Philadelphia Presbyterian Preschool & Transitional Kindergarten**

11501 Bain School Road - Mint Hill, NC 28227

704-545-3439 Ext. 122

philadelphiaprek@gmail.com [www.phildephiachurch.org/ministries/preschool](http://www.phildephiachurch.org/ministers/preschool)

**Purpose:** To teach Bible, Health, Language Arts, Math, Music, Science, and Social Studies, within a Christian environment through speakers, literature and example.

**Ages:** 3 years old to 5 years old (All must be toilet trained.)

**School Calendar:** The preschool operates between Labor Day and Memorial Day. The first day of school is the Tuesday after Labor Day for 5-day and 2-day students. Three-day classes begin on Wednesday after Labor Day.

**Inclement Weather:** Preschool will be closed for all Charlotte-Mecklenburg school holidays and teacher workdays. If CMS closes for inclement weather, Preschool will also be closed. Please look for weather related closure information on your local television station. Your child’s teacher will also send information via **Remind**.

**Tuition:**  Monthly tuition is due on the first day of each month. Tuition is set per month. It is not pro-rated for short months or holidays. A late fee of $10.00 will be added if tuition is 10 days late. Payment will be accepted in cash, check or bank draft. We are unable to accept credit cards. Tuition will not be refunded for temporary absences or illness. A 30-day written notice is requested if you find it necessary to withdraw your child from the program.

**Arrival/Dismissal Time:**  Teachers will receive students no earlier than 8:50AM. Dismissal will begin at 12:50PM. Please display your carpool tag on the rearview mirror for dismissal. (If you need additional carpool tag please ask your child’s teacher.)

**Pickup by someone other than parents**: If anyone will be picking up your child, other than those listed and approved on the application, please send a note with your child stating the full name of the person you will allow to pick up your child. The person picking up your child will be required to present a photo ID for safety purposes.

**Late Pickup:** Children should be picked up by 1:00PM. Continual late pick-ups may incur late charges.

**Emergencies:** If your child appears to be sick, has vomited, or had a fever within 24 hours of their school day, please DO NOT bring them to school. This protects both teachers and students.

**Remind Notifications:** “Remind” is an app used by our teachers to keep parents and/or caregivers up to date on school information. Your child’s teacher will give you sign up directions with the classroom packet of information. Please sign up as soon as possible to keep up to date with your child’s class.

**Absences**: If your child is unable to attend school, please contact the **Preschool Office** at **704-545-3439 ext. 12**2. Additionally, you may contact your child’s teacher at the classroom phone number provided or via **Remind.**

**Immunization Record:** State law requires a signed copy of your child’s immunization record. Please make sure that a physician has signed the form. All forms are due by the end of September.

**Food:** Please send a lunch and drink for your child each day. Fruit should be peeled and/or cut up (grapes, oranges, apples, etc.) for the child to eat. Thermos needs to have a spout top. Each lunchbox and container should be labeled with the child’s name. Store bought water bottles are not allowed at school due to choking hazard with the top. **Alert your child’s teacher or director of any food allergy.**

**Security Procedures:** The doors will be locked from 9:15 am to 12:50 pm for the safety and security of children and staff. Anyone arriving after the doors are locked will need to ring the doorbell to be let in.

**Tuition for 2018-2019:**

* **Transitional Kindergarten: $200.00 per month.**
* **4 year old: 5 day, $200.00 per month.**
* **4 year old class: MWF: $150.00 per month.**
* **3 year old class: MWF: $150.00 per month.**
* **3 year old class: TTh: $120.00 per month.**