



SCHOOL OFFICE: (260) 415-4153    SCHOOL EMAIL: [preschool@taylorchapel.org](mailto:preschool@taylorchapel.org)    CHURCH OFFICE: (260) 749-8597

Welcome to Taylor Chapel Academy, a mission of Taylor Chapel Ministries, Inc. For over 60 years, we have been serving our community. Our school has transformed from a nursery, then a preschool and now an **Academy!**

## **MISSION STATEMENT**

At Taylor Chapel Academy we believe in Matthew 28:19, “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” (NIV) Our mission at Taylor Chapel Academy is to provide a Christian environment that includes developmentally appropriate activities, a solid foundation for their formal education, as well as developing their independence, social skills and an awareness of God and His love for them.

## **CURRICULUM GOALS**

Each child is unique and develops emotionally, physically, socially, spiritually and cognitively at his/her own rate. We plan and teach specifically for each area of a child’s development. Meeting these goals will build a strong foundation and prepare our students for their educational journey.

## **SCHOOL HOURS**

Taylor Chapel Academy operating hours are 7:00 AM – 5:30 PM. See Tuition Plan Options for each age group. Full Day Program is 9:00 AM – 3:00 PM.

Routines and promptness are important to a child. In the occasional event of a late arrival, call the school at (260) 415-4153 for a staff member to meet you at the door. Our doors stay locked at all times.

## **SCHOOL CLOSINGS**

There are no 2-hour delays. For closings due to inclement weather, the following notifications will happen:

1. The Director will make an official announcement via Procure.
2. Local television stations will announce closings several times during the morning prior to 7:00 am.
3. A social media notification will post on our Facebook page at [facebook/taylorchapelacademy](https://facebook.com/taylorchapelacademy).

## **EXTENDED CARE**

We have found that not all parents can drop their children off or pick them up on our preschool schedule. All Taylor Chapel Academy students are welcome to utilize extended care. All we ask, if you are not a regular participant of PM Extended Care, please contact your child’s teacher prior to 3 PM so we can make the afternoon transition as seamless as possible for your child.

AM Extended Care is 7:00 AM – 9:00 at \$10/day

PM Extended Care is 3:00 PM – 5:30 PM at \$15/day Late Pick-up after 5:30 PM is \$5/minute

## **TUITION, REGISTRATION FEE, SUPPLY FEE**

Monthly statements are emailed on the 1<sup>st</sup> of the month and the payments are due on the 5<sup>th</sup> of the month through Procure auto-pay. These payments are amortized to be the same during the 9-month school year, regardless of breaks, vacations, weather, illness or a 5-week month. If it becomes necessary to withdraw from school, please be considerate and provide at least a 30-day notice. Regardless of the final date of attending, that month's tuition is due in full. *For detailed tuition payment terms, please refer to your Tuition Agreement.*

Registration Fee \$200 due at time of registration. **(No refunds; No exceptions)**

*\$25 late fee after the 5<sup>th</sup> of the month*

*\$25 fee for insufficient funds*

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## **DISCOUNTS**

- 20% off for church members who attend > 2 Sundays/month
- 10% off for military families and first responders
- 10% off for active PTA members

## **DRESSING YOUR CHILD**

We play, paint, and have lots of fun making messes sometimes! It is recommended to dress your child in clothes suitable for play. For safety, please send your child in COMFORTABLE and SAFE shoes to run and play in all day long.

Sometimes accidents happen. We ask that you provide an extra set of clothes that are appropriate for the current season of weather.

We take the children outside as much as possible, weather permitting. Please make sure your child is dressed for the possibility of going outside (warm coat, hat, gloves, and play shoes). If the temperature (degrees or wind chill) is below 32° or it is raining, snowing or extremely windy, we will not go out to play. In these circumstances, recess will be held in the gymnasium.

## **SCHOOL/ CLASSROOM PICTURES**

The school uses pictures of learning activities on its website and Facebook page to show prospective families activities children experience at Taylor Chapel Academy. We asked your permission to sign a Photo Release Waiver at the time of your registration. Individual teachers may use pictures as an assessment tool. They may share pictures with parents; this is at their discretion. There may be occasions when you, as parents, will be involved in an activity associated with the school and you take pictures. If you choose to share these pictures on a social networking site and children other than your own are included, it would be considerate if you would crop the other children out of the picture, blur their faces so that they cannot be identified or obtain the written permission from the parents of the children involved.

School pictures are taken professionally in the fall and spring. You are under no obligation to purchase any of these pictures. The children will be photographed for the class picture whether you purchase individual photos or not.

## **ATTENDANCE & HEALTH INFORMATION**

To report an absence you may:

Call or text the school at (260) 415–4153. Any communicable diseases must be reported immediately. ANY contagious diagnosis will require a physician's slip stating the return-to-school date. We do not require a preschool physical but do need a record of your child's immunizations. At registration, we do need to know if there are any allergies or medical issues that might affect your child's normal school routine. You are required to complete Emergency Response/Medical information upon registration. This form gives the school staff the authority to take care of your child should an emergency arise, and the school cannot reach a parent or guardian. PLEASE make sure that the school always has the most current working phone numbers so that we can reach you if the need should arise. If you are asked to pick up your child due to illness, we allow a 1-hour response time before charging a \$25 late pick-up fee. On your registration form, you signed a parent consent form that discusses that Taylor Chapel is not legally or financially responsible for any non-negligent injury.

## **ILLNESS AND RETURN TO SCHOOL POLICY**

For the sake of the other's health, please do NOT send your child to school if they have any of the following:

- Fever above 101.3
- Vomiting or diarrhea (diarrhea more than 3X in one day)
- Communicable diseases (flu, hand-foot-mouth, chickenpox, measles, COVID, Influenza, hepatitis, salmonella, strep throat)
- Bacterial or fungal infection (pink eye, impetigo, ringworm, Pertussis, TB, E-coli, RSV, intestinal parasites)
- Lice

Please do not return your child to school unless:

- Fever-free for 24 hours WITHOUT the use of medications such as Tylenol, ibuprofen, and cold medicines.
- Contagious conditions that require a physician's care, will require a physician's note stating the safe date to return.

Children who have had COVID-19 like symptoms as described here or have tested positive for COVID-19 should be advised to self-isolate at home and not return to the program until they have been fever-free for at least 24 hours (3 days) without being given fever-reducing medications AND have had improvement in their symptoms. If you'd like to send your healthy child in a mask – you are welcome to do so but, children will not be required to wear masks at Taylor Chapel Academy.

## **TRANSPORTATION**

The school needs to know the names of the people who will be picking up the children on a regular basis. All people picking up a child must have a car tag, or a government-issued photo identification card that matches the name on the authorized pick-up list. Let us know if you need more than two car tags. If a person is not on the authorized pick up list but will be picking your child up that day, the parent/guardian must contact the director and provide the 4-digit pin over the phone for verification prior to stating alternative arrangements.

## **ARRIVAL AND DISMISSAL**

The director and staff will be at door #3 at 9:00 am to greet the children as we unload from the car drop-off line. It helps to have your child on the passenger side of the vehicle. Please, have them unbuckled and ready to leave the car. During the school year, we will be taking your child's temperature in the car before they exit to ensure they do not have a fever. If the child has a fever of 101.3 or higher they will not be able to come into school that day. If you arrive late, please park and ring the bell at door #1 or call (260- 415-4153) to release your student into the school. For dismissal, parents line up in the same way, the first car stopping at Door #3. Hang your child's name card from your rearview mirror. Because of the intricacy of car seat straps and buckles, please pull ahead into a parking space and stop so that you can secure your child properly in his/her car seat before leaving the parking lot. This is not our rule. It is the law.

If occasionally you need to pick your child up early or do not wish to utilize the car drop-off procedure, feel free to park and call us at (260) 415- 4153 or ring the bell. Occasionally, there may be a funeral that may cause changes in these procedures. We will attempt to give you notice of any changes when you drop your child off the day before the change or direct traffic differently the day of this special circumstance.

## **PARENT CONFERENCES AND PARENT EVENTS**

Teachers are always assessing the skills, abilities, and behaviors of the students. Two weeks into the school year, we will have an Open House for parents to conference with their respective teacher(s). We also ask your child's teacher to load your child each day at car line pick-up so that you have a daily opportunity to personally communicate. Each quarter, you will receive a student progress report.

### **Parent Conferences:**

Conferences may be arranged at any time during the year, but the teachers will be especially prepared to discuss your child's progress at scheduled times. If you wish to talk to the teacher about a school-related issue, please contact her so a time can be set up for a meeting or a phone conference. It is likely the Director will be present during the scheduled conferences or during other appointments with the teacher. Throughout the school year, you will be made aware of and invited to events at Taylor Chapel Ministries. We hope you will strive to attend such events and develop a faith-based community. Your support is important to your child, your family and our program.

Pastor Dereck and/or wife, Ms. Angela, offer FREE confidential family counseling. To schedule an appointment, call the church's main office at (260) 749-8597 Monday through Friday 9 am to 4 pm.

## **PARENT INVOLVEMENT**

There are many times during the year when extra sets of hands are needed for class parties, substitutes when teachers are absent, and just generally helping around the school doing odd jobs. If you have the time to give, please let the Director know that you would like to help. A parent with regular attendance in our school will require a complete background check and registration with the state of Indiana.

### **POTTY TRAINING**

Stay in close communication with your child's teacher when the potty-training process begins so that we can support this initiative. Reaching this goal will be necessary in the (PreK) 4's and 5's classrooms.

### **SNACKS AND BIRTHDAY TREATS**

You may send a special treat to celebrate your child's birthday. Please talk to your child's teacher IN ADVANCE about what treat would be appropriate. Please do not send in homemade treats due to the possibility of allergens. Make sure you ask your teacher about allergies in your child's classroom and the total number of students in the classroom. Any family that would like to purchase snacks for our school is welcome to do so.

### **FIELD TRIPS**

We offer the children a few opportunities to learn outside the classroom in the form of field trips. These experiences build a child's background knowledge. Any fees for these trips have already been included in the Supply and Activity Fee. Parents will pay for their own entrance fees. We cannot offer these field trips without parental help in transporting the children. You must provide a copy of your valid driver's license and proof of insurance, if children other than your own are in your car. Each child riding with a volunteer driver must bring his/her own booster/car seat for the field trip. It would be a great help if you labeled it with your child's name or the family's last name. Special permission slips will be required for children travelling on field trips without their parents. Ask the teacher for this permission slip. The Director will choose the trips each class will be taking. These trips are a special time for you and your student however, you may bring younger siblings along if you can arrange that.

### **PTO: FUNDRAISING**

In an effort to keep the school cost down for our families, but still offer our children the best in materials and resources, we will have a few fundraising activities during the school year. You will always know of these activities in advance and your participation is always appreciated, but optional.

## **CONSCIOUS DISCIPLINE**

Conscious Discipline provides a social-emotional program that is based on current brain research, child development information and developmentally appropriate practices. It uses everyday conflicts to teach children life skills. All aspects focus on creating a safe environment for children to learn and practice the skills needed for healthy social, emotional and academic development. Research shows that this program: decreases aggression, increases academic achievement, decreases impulsivity and hyperactivity in children, creates a positive school climate, and increases teaching time. This program gives the teachers the tools to seize the teachable moments that regularly occur in the classroom, hallways, and playground. It is an educational process of helping adults and children become aware of their feelings, their actions and the consequences of their choices. Taylor Chapel Academy has a full time behavioral specialist on staff, at no additional cost to parents. This is an important value-added service!

## **ASSAULT/ PHYSICAL ABUSE POLICY**

At Taylor Chapel Academy, we work hard to keep everyone safe from harm. We understand there is a learning process for what is acceptable social behaviors. We understand that children will test the boundaries. Social behavior is a large part of your child's learning experience. However, it is important that parents and students understand what behaviors fall under our "ZERO TOLERANCE" Policy. Actions such as spitting on others, biting, pinching, kicking, or punching other students or staff members WILL NOT BE TOLERATED.

### **DISCIPLINARY ACTIONS:**

Step 1- Verbal notification to parents and students

Step 2- Written notification to parents

Step 3- 1 week of suspension from school

Step 4 – Dismissal