

Kindergarten PARENT HANDBOOK

Ingomar Child Enrichment Center



Preschool, Kindergarten and Child
Development Center
Information

2023-2024

Ingomar Child Enrichment Center
Ingomar United Methodist Church
1500 W. Ingomar Road
Pittsburgh, PA 15237
(412) 364-4089

<https://ingomarpreschool.org>

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Welcome

Welcome to Ingomar Child Enrichment Center. We are an outreach ministry of Ingomar United Methodist Church. Our goal is to help parents in our church and community by caring for and educating their young children in a loving environment that enhances each child's development.

We believe that young children grow best in body, mind, and spirit within a safe, nurturing environment that is responsive to their needs, abilities, and interests. Within this carefully structured environment, our staff will support and direct children's interactions with people, objects, experiences, and ideas. All interactions with children will reflect a genuine respect for each child as a unique and precious gift from God. We hope that each child will grow in confidence and self-esteem as we encourage their individuality and help them make discoveries about themselves and their world.

Mission Statement

Our mission is to build community with young children and their families, to foster relationships within these groups and to provide an environment where children learn through play and experience God's amazing love!

Hours of Operation

Kindergarten is open from 8:30-3:30. The mandatory school hours when your child must be present in order for the day to be counted is between 9-3.

Curriculum

Ingomar Child Enrichment Center provides academic enrichment to families with children ages 6 weeks through 5 years in age. Our curriculum goals and objectives are structured and aligned with the Pennsylvania State Standards. Teachers will address these goals and objectives through developmentally appropriate materials and activities. It is our goal that children who have participated consistently at Ingomar Child Enrichment Center and are transitioning into first grade will have met the necessary state requirements.

Kindergarten covers English Language Arts, Writing and Mathematics daily. Social Studies and Science will be covered by alternating every unit throughout the year. Each day also includes an enrichment area of Library, Art, Music, Spanish, or Scholastic Interactive Lessons.

The purpose of the Kindergarten is to facilitate the cognitive, physical, social, emotional, and spiritual development of young children.

Our curriculum will facilitate:

- young children's active involvement in the learning process
- young children's advancement toward their individual potentials
- young children's understanding that every human being is valued equally by God
- young children's understanding that they are members of a worldwide community
- young children's active involvement in building meaningful, reciprocal relationships within their family, learning community and their local community
- young children's development of communication skills that will enable them to express feelings, needs, ideas and information in effective and appropriate ways

- young children’s development of creativity and imagination
- young children’s development of internal control
- young children’s development of quality decision-making and problem-solving skills

The Ingomar Child Enrichment curriculum encourages our teaching staff to use their unique teaching styles to create and implement a variety of different learning and play experiences within their early childhood classroom. The teaching staff always sustains a safe and secure classroom that is responsive to each child’s needs and interests.

Financial

Invoices will be sent every two weeks. All tuition is due by the Friday before service rendered. In the event any part of the invoice is still outstanding at the end of Friday before services rendered, a charge of \$25.00 will be added to the associated account. Tuition may be paid every two weeks, monthly or annually. If tuition payments are delinquent after 30 days, your child’s placement in class may be forfeited; however, if you need help in this matter, please speak with the ICEC Director to arrange a special pay schedule or assistance.

Payment Options

At ICEC we accept payments via cash, check, credit card, or EFT with the information below

- You can pay via cash, check, credit card, or EFT via the Family App.
- You may also pay by cash or check at the ICEC office.
- You may mail checks to ICEC 1500 W. Ingomar Road, Pittsburgh, PA 15237
- If you are mailing a check from your back, ensure at least 5 business days to ensure on-time delivery.

Kindergarten Tuition Information

Current rates for Kindergarten can be found at ingomarpreschool.org under Kindergarten webpage.

Tuition charges in Kindergarten are the same regardless of the number of school days each month. Some months are shorter due to vacation days, but we have the same number of school days each year between Labor Day and Memorial Day.

Due to program costs are based on yearly expenses, we cannot refund money for days missed due to severe weather conditions, vacations, water/gas leaks, or illness. (Special circumstances may be brought to the Director’s attention for review by the ICEC management team).

Returned Checks

Parents are responsible for all fees on returned checks and Ingomar Child Enrichment Center reserves the right to request cash payments after a check has been returned for insufficient funds.

Late Charges

CHILDREN MUST BE PICKED UP ON TIME. Pickup times must be respected out of consideration for teachers in Kindergarten. Teachers use the time before and after school to prepare for the next day.

Kindergarten Late Pick Up

A parent is considered late if the child is not picked up by 3:30. A \$15 late charge will be assessed for the first occurrence. For every subsequent occurrence, the late charge will increase by \$5. Your child will be taken to the director's office to be picked up. We understand that emergencies occur; please call the center (412-364-4089) to report that you will be late picking up your child.

INGOMAR CHILD ENRICHMENT CENTER INFORMATION

Attendance

Being present and on time for school each day is important to helping your child be successful in Kindergarten. School begins at 9am. If your child arrives to school after 9:05, they will be marked Tardy. If your child misses a day of school, they can fall into one of two categories, excused and unexcused. An **excused absence** would be: illness, death in family, family emergency, Family Educational Trip approved by Administration, or religious holiday. An **unexcused absence** is defined as truancy, visiting family, taking a "mental health" day. After 10 absences, you will receive a letter from the Director. After 15 days, you will be required to bring in a Doctor's note when absent.

Field Trips

Kindergarten has the opportunity to go on two field trips. In the fall, they will go to Soergel's to attend a guided tour. In the spring, students will be able to go on a full day field trip. Field Trips are included as part of the registration fee. Parents will be picked via a lottery system; only a certain number of parents are allowed to attend. Those who are chosen must have reliable transportation that can accommodate safety seats and clearance since they will be transporting the children to the site.

Lunch

Kindergarten will have lunch in the classroom. All food should come prepared and ready to eat. This classroom does not have a microwave to heat up food or a refrigerator to store lunches. ICEC is a nut-free center. Please keep in mind that lunch is no more than 30 minutes. When packing your lunch, ensure that your child has a drink. A water bottle is recommended to keep in your child's cubby during the school day. ICEC does have a water bottle filler outside of the classroom.

Birthday

When it is time to celebrate your child's birthday, you are welcome to send in a small, store bought, nut-free snack. The Kindergarten teacher do everything to make your child feel special on their birthday. Parents are not permitted to come in for Birthday Celebrations.

Security Policies

Your child's safety and the safety of all our children, parents and staff is of the utmost importance. With this in mind, we have put several procedures into place. Please cooperate with your teachers and staff to help us enforce the following safety measures.

Parental Supervision: While your child is with you in the hall, the safety and care of your child is your parental responsibility. There are other classes going on through the day, please ensure that your child is with you and not running the halls alone. If any person appears to be under the influence of drugs or alcohol when picking up a child, we are obligated to call the emergency contact person to come pick up both the child and adult.

Drop-off and Pickup: When you registered your child, you provided a list of all adults who will regularly pick up your child. It is important that the teacher be informed if someone other than a designated person is picking up your child please contact your teacher in writing and that person must be added to the Emergency Contact Form.

If you wish to deny access to your child to the other parent, we must have a copy of the court order stating that access is denied. Without a court order, both parents must be granted access. A verbal release form will be given to your child's teacher if you need to call into the center to make alternative pick-up arrangements for your child.

Classroom Party Parents

Parents are invited to share talents, experiences, or cultural enrichment events with our classes. Volunteers are often needed for special projects, cooking, and holiday celebrations.

Parents who choose to volunteer in ICEC **MUST** obtain their Pennsylvania State Police, Child Abuse clearance, and FBI clearance. These clearances may be obtained as follows:

- 1) **The website for the State Police Clearance is:** <https://epatch.state.pa.us>
- 2) **The website for the Child Abuse Clearance is:** <https://www.compass.state.pa.us/cwis/public/home>
- 3) **FBI Clearance** – One only needs to be fingerprinted if you have NOT resided in PA for the past 10 years. If you have resided in PA for the past 10 years, then you just have to sign the waiver.
 - a) **For fingerprinting:** Go to <https://uenroll.identogo.com/> to set up an appointment. Use the code 1KG6ZJ to register
 - b) **For the waiver :**
http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

Clearances will not be needed for birthday celebrations BUT if you plan to help in the classroom, you will need to obtain your clearances. Clearances are good for **five** years and are needed by all adults working with or around children. Please bring a copy of your clearances to the office so we can have them on file.

When parents volunteer in the classroom or anywhere in the school, they may encounter sensitive information about children in our center. We respect all children and families; therefore, volunteers must comply with our policies and keep all information they encounter during their assistance confidential.

Emergency Phone Number: Parents are responsible for providing staff with an accurate phone number of where they can be reached while their child is in our care. Parents should have their cell phones on while their children attend Ingomar Child Enrichment Center if that cell phone number has been listed as an emergency number.

PARKING, LOADING AND UNLOADING CARS

Ingomar Child Enrichment Center understands that transporting young children to and from vehicles can be a hectic process. For this reason, we will do our best to provide convenient and safe parking and carpool

arrangements for all families. Young children are unpredictable; **DRIVE SLOWLY IN OUR PARKING LOTS** at all times, and remember that small children are very hard to see around vans and larger vehicles.

When you come into the building, please **PARK IN A PARKING LOT**. It is against the law to leave children unattended in cars and to leave your car unattended under the portico, or along the yellow curb lane – a fire lane, or in a space marked for the handicapped.

ONLY the white handicapped signs in the inner circle of the building can be used during the week by our ICEC Families. The **BLUE HANDICAPPED SIGN SPACES ARE RESERVED FOR HANDICAPPED INDIVIDUALS AT ALL TIMES.**

Kindergarten Drop Off and Pick Up

Kindergarten drop off and pick up looks a bit different from preschool or CDC drop off and pick up. In the morning, please walk your child to door 2. They will be sent down to Kindergarten from the front desk. For PM pick-up, you must come down to the Kindergarten room and wait for them to be finished.

Funeral Parking

The Ingomar Child Enrichment Center reminds parents that our programs are one facet of the daily ministry of the Ingomar United Methodist Church. For this reason, please be especially attentive to special parking signs and cones that will be placed in the front circle when funeral services will be held in the sanctuary. When the **NO PARKING** signs are placed outside the main front door, the designated handicap parking spaces cannot be used. Instead, you must use the side or back parking lots for dropping off and picking up children.

Communication

We believe the best way to teach and nurture your child and to meet their individual needs is to have open communication between school and home. Teachers will communicate with parents throughout the school year through monthly newsletters and calendars, as well Family. Parents are encouraged to contact their child's teacher via Family. If you feel you need to meet with the teachers to talk about concerns, conferences can be set up anytime during the school year.

For questions, e-mail the Director at ashleys@ingomarchurch.org.

Assessments

Students will be assessed on skills learned every 9 weeks. Parents will then receive a summary, report card, to keep at home.

Parent Conferences

Kindergarten teachers will have a scheduled parent teacher conference in the fall after the first 9 weeks and again in the spring. If a parent would like one after the other 9 week periods, please contact the Kindergarten teacher to arrange a time that works for both parties.

Discipline

At Ingomar Child Enrichment Center, we consider discipline to be learning self-control and respect for others. We believe that these qualities are developed through positive reinforcement, modifying the environment, and helping children to understand one another's actions. The teacher will notify parents if there is any unusual

or persistent behavior problem. Together we will work together to create a plan to ensure that the child is successful.

ICEC GUIDELINES AND POLICIES

School Safety and Security Plans

The state requires all school districts, childcare centers, preschools and educational centers to prepare an emergency plan. Ingomar Child Enrichment Center wants to assure you of our concern for the safety and welfare of your child/children. Our emergency plan provides for a response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **IMMEDIATE EVACUATION:** Students are evacuated to a safe area on the grounds of the facility in the event of a fire, problems in the building, etc.
- **IN-PLACE SHELTERING:** Sudden occurrences, weather or hazardous materials related, intruder alert, may dictate that taking cover inside the building is the best immediate response.
- **EVACUATION:** Total evacuation of the facility may become necessary if there is danger in the building or area. In this case, children will be taken to the Ingomar United Methodist Church Ministry Center, directly across the street. If there is danger in that area as well, then the children will be taken to the United Methodist Conference Center in Cranberry Township
- **MODIFIED OPERATION:** May include cancellation/postponement of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for children

To prepare our center and children for unforeseen emergencies we hold fire drills every 60 days, and annual lock down and severe weather drills. During these drills we explain to the children that we are practicing how to be safe.

Please listen to WPXI or the Family app for announcements relating to any of the emergency actions listed above. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. Whenever possible, staff will call families with information concerning the emergency.

*****The Emergency Contact Form, submitted upon entry into our program, designates individuals to whom we are permitted to release your child/children to in the event of an emergency. You are reminded to keep this form accurate during the school year. This form will be used every time your child is released. Please know that only those persons you list on the form may pick up your child. Do not attempt to make different arrangements during a school safety and emergency.

**CHILD ABUSE LAW: All staff of child care centers and schools are required by law to notify the appropriate agencies if child abuse is suspected. The appropriate agency is
CHILD & YOUTH SERVICES 1-800-581-9145 OR 412-350-4636.
To report ABUSE OF A CHILD please call 412-473-2000 or 1-800-932-0313**

Safe Sanctuaries

In an effort to protect youth, children, and vulnerable adults from risks of abuse, Ingomar United Methodist Church has adopted a Safe Sanctuaries policy. The following list highlights the provisions of this policy. You may request a complete copy in the ICEC office or IUMC office.

- At the time of employment, approved adults who deal with children and youth will be required to fill out an Employment application. They will be checked for a history of child abuse through Acts 33/34. Reference checks will be made.
- All volunteers who work with children and youth must fill out a volunteer application. They will be similarly screened in accordance with Acts 33/34.
- All volunteers must be at least 18 years of age.
- At least two approved staff members or volunteers will be present at all times.
- On-on-one counseling and small group activities will be conducted in areas where outside visual access is possible; doors must have windows, half-doors, or be left partially open.
- Children will not be left unsupervised at any time.
- The Safe Sanctuaries policy also prescribes steps to be taken in the event a suspected incident of abuse is reported.

Child's Health

We ask all parents to work with us to provide as healthy an environment as possible for your children. With this in mind, please pay special attention to the following rules and guidelines. ICEC uses Caring for Our Children, National Health and Safety Performance Standards Guidelines for Early Care and Education Program, and the Center for Disease Control to establish our policies and practices. These policies and practices include plans for children with special needs, medical needs, asthma, food allergies and medication administration.

Health Appraisal

State agencies require that a yearly health appraisal, signed by a physician, must be on file for all students and staff. This includes making sure that your child has an annual physical and is properly immunized for their protection. Your initial health appraisal is due within 30 days of your child starting.

ALL CHILDREN IN OUR CENTER MUST BE UP TO DATE WITH THEIR IMMUNIZATIONS AND PROVIDE THE DOCUMENTATION STATING SUCH. THIS DOCUMENTATION MUST BE ON FILE PRIOR TO ATTENDING ICEC.

Within the classroom, we make every effort to carry out good health practices such as proper hand washing and tissue use. Furthermore, we have careful cleaning practices in place to prevent the spread of disease. Health Appraisal Form can be found: [ingomarpreschool.org](http://dhs.pa.gov/cs/groups/webcontent/documents/form/s_001756.pdf) under Forms or http://dhs.pa.gov/cs/groups/webcontent/documents/form/s_001756.pdf

Illness

To prevent the spread of disease, please keep your child at home if he or she has an elevated temperature (100.4 and over), vomiting, a bad cough or cold, an upset stomach, or is otherwise visibly ill.

Specifically, a sick child may not return to the center until all illness symptoms (uncontained bowel movements, diarrhea, vomiting, fever, strep throat, COVID symptoms, or unidentified rash have **been gone for 24 hours *without the use of fever reducing medication.*** If we detect a fever (temperature over 100.4) after you drop off your child, we will call you or your emergency contact to pick up your child.

Please understand that if your child's health condition interferes with classroom activities or requires a staff member to care for their symptoms, you will be asked to pick up your child. Please be advised that if your child is sent home with a fever or vomiting, he/she will not be able to return to the center the next consecutive school day.

There is no refund in either preschool, CDC, or Kindergarten for days missed due to illness.

Contagious Diseases

We will notify parents in a class if a contagious disease is a possibility. In order to minimize the spread of diseases such as strep, influenza, pink eye, chicken pox, hand, foot and mouth, or infestations such as lice, please notify the office at once. Speak with your doctor to determine when your child can return.

Medication

If medication is to be administered, please complete and sign a medical instruction form (on-line at ingomarpreschoo.org > Info > Resources > ICEC > Forms). Medication can only be accepted in its original container, and our staff can only administer prescription medication with written instructions from the doctor. For the safety of all our children, please do not leave any medication in book bags or lunch bags.

Emergency Medical Procedure

If a child becomes ill or is injured at school, we will attempt to contact you. If we cannot locate you, we will call the people you have indicated on your **Emergency Information Sheet**. If necessary, we will use your signed emergency authorization. Your signature on the emergency contact form gives your permission for us to transport your child and authorizes medical care in an emergency.

Food Allergy Policy – ICEC is a NUT FREE school

The classroom teachers and parents will monitor children with food allergies. Teachers will meet with parents at the beginning of the school year to review what needs the child has as a result of food allergies. Parents of children with allergies may provide a list for all classroom parents of suggested snacks for their child.

- Parents of children with severe allergies are responsible for providing allowable snacks for their child to be kept in the classroom in the event that the daily snack does not meet his/her acceptable requirements.
- Cooking experiences are a part of our school's curriculum. It is the teachers' and parents' responsibility to work together to communicate these projects ahead of time so that parents of children with allergies can provide alternative ingredients (as in the case of "friendship snack") or a similar snack (ex: pancakes or ice cream) for that day. These cooking projects will be listed on monthly calendars.
- Birthday snacks usually involve a sweet "special" treat for that day. Parents of children with food allergies are asked to bring a similar snack for their child on birthday days. Parents can contact parents of the birthday child to inquire what specific type of snack is being provided on that day. (cupcakes, brownies, cookies, etc.)
- Parents of children with food allergies are required to fill out a **Food Allergy Action Plan** which lists the child's allergies, symptoms of an allergic reaction and medications which will be administered upon observance of symptoms. This form requires a parent's and physician's signature. Parents must provide medications necessary for treatment of allergic reactions. This form can be found on-line at ingomarpreschoo.org > Info > Resources > ICEC > Forms
- 911 will be called if medication is administered.

Release of Child to Impaired Adult

In response to the growing focus on child care issues, specifically concerning liability and insurance, Ingomar Child Enrichment Center has expanded the Department of Public Welfare's policy concerning the release of children to parents or other designated adults who appear, to the center's staff, to be in an impaired condition.

An impaired condition specifically relates to alcohol, mind-altering chemicals or other medical conditions that render a person unable to operate a motor vehicle and thereby endanger the safety of a child who would be transported by the impaired person.

If, in the judgment of the responsible personnel at the center, a parent or designated person appears to be unable to safely transport a child, the center personnel will ask the parent or designated person to arrange for alternative transportation. If the person is unwilling to provide such alternate transportation, the matter will be referred to the Franklin Park police before the child is released for transportation.

Weapon Policy

Weapons are not permitted on our church property. In a culture where there are continual and energized debates over the appropriateness of weapons and the settings in which they may or may not be acceptable, the church is one place where we can set a higher standard than that which is tolerated by other segments of our society. In this policy, weapons are understood to include, but not limited to, guns of all sort, swords, knives, bows and arrows, explosives (including firecrackers), and other instruments that are regularly and commonly used in a violent fashion. **This policy includes symbolic weapons such as swords and knives worn as part of uniforms or costumes.**

Although we acknowledge that young children may use their imaginations or other materials to create toy weapons, children may not bring toy weapons of any kind to the Ingomar Child Enrichment Center. It is our belief that even toy weapons can symbolize behaviors and activities that are not in keeping with a peaceful setting.

Non-Discrimination in Services

At Ingomar Child Enrichment Center, admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any client (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination (please see appendix).

If there is a delay or cancelation due to a weather related event, please make sure to check the alert on Family or WPXI.

**If a two-hour delay is called:
Kindergarten will open from 10-3**

If we announce an early dismissal:

Kindergarten parents will be alerted via the Family app and asked to pick up their children as soon as possible, and any remaining placements for the day will be cancelled.

Parents are encouraged to use their own discretion when it comes to bringing their child to school on a snowy day.

If more than four school days are missed, alternative plans may be made to make up that time. No refunds will be made for snow days or early dismissals.

Transfer of Child's Records

Ingomar Child Enrichment Center will transfer a child's records to a new educational setting upon signed written notice from the child's parent or legal guardian. Please give the ICEC a two week notice in order to have the child's records mailed. We need these requests in ASAP.

For More Information:

If you have any questions or concerns regarding ICEC Preschool or Child Development Center, please do not hesitate to contact the Director of ICEC, or any member of the ICEC administrative staff. We will try our best to answer your questions or ease your concerns. We can be reached at **412-364-4089** or ashleys@ingomarchurch.org

Daily Schedule:

TIME	CLASS
9:00- 9:15	Arrival: Question of the day, morning work
9:15- 9:45	Morning Meeting: Review question of the day, greeting, sharing, morning message, activity
9:45-10:45	ELA
10:45- 11:15	Centers: Math and ELA
11:15- 12:00	Math
12:00- 12:25	Lunch
12:25- 12:30	Clean-up and bathroom
12:30-1:00	Recess
1:00- 1:30	Specials
1:30- 2:00	Writing
2:00- 2:30	Science/Social Studies
2:30- 2:45	Bible Study/Read Aloud
2:45- 3:00	Pack-up/End of the day

Yearly Overview:

Ingomar Child Enrichment Center Kindergarten Calendar 2023-2024

August 17	Get Acquainted Day
August 21	First Day of School
September 4	Labor Day - No School
October 20	No School – Ingomar Church Rummage Sale
October 31	Halloween Party 1:30pm
November 7	Election Day/No School – Parent/Teacher Conferences
November 14	Open House
November 22-27	No School – Thanksgiving Holiday
November 28	School Resumes
December 14	Christmas Party 1:30pm
December 15	Christmas Program 1:00pm
December 18- January 1	School Closed - Christmas Break
January 2	School Resumes
January 15	School Closed – Martin Luther King Jr. Day
February 9	School Closed – Teacher In-Service
February 14	Valentine’s Day Party 1:30pm
March 22	Easter Party 1:30pm
March 25-29	School Closed – Easter Break
April 1	School Resumes
April 19	No School/Ingomar Church Rummage Sale - Spring Conferences
May 27	No School – Memorial Day
May 30	Last Day of School – Graduation 6pm