

SCP IMPORTANT INFORMATION OVERVIEW

When completing the enrollment process, all parents will acknowledge that they have read the SCP Parent Handbook in its entirety and understand and agree to follow all of Springfield Christian Preschool's policies. So, while families agree to read the details of all of SCP policies, the next few pages will give you an overview of important information.

SCP FREQUENTLY ASKED QUESTIONS

Q: What is the earliest time my child can be dropped off/ the latest my child can be picked up?

A: SCP is open from 7:00 AM to 5:30 PM. **Children cannot be dropped off before 7:00 AM and must be picked up and leaving by 5:30 PM.** Please see the Financial Policies on page 7 of the Parent Handbook to read more about late pick-up fees and policies.

Related to this: We ask that all students be dropped off *before* 9:00 AM (by 8:30 is best). This allows classrooms to start their routines and it ensures your child does not miss out on valuable morning instruction. If your child will be arriving late, we ask that you please send a Brightwheel message or give us a call so we're aware. If your child will not be at school by 11:45, please feed them lunch before they arrive.

Q: Does SCP offer a half-day program? Is SCP only open during the school year? Can my child withdraw or drop days in the summer but hold their normal spot for the next school year?

A: SCP's programming is designed to offer an excellent faith-based early childhood learning and care environment that *also* meets the scheduling needs of working parents. To that end, SCP is a full-day, full-year program. Students may enroll in our M-F, M/W/F, or T/Th programs but there is no half-day option. We operate throughout the summer, and we are only closed to students 12 days each calendar year. SCP is unable to "hold" school year spots over the summer. All children must remain enrolled in their normal programming option for the summer or pay the equivalent to have their roster spots guaranteed for the next school year.

Q: Is full tuition still charged when there is a holiday, professional development day, or if my child is sick? If my child is enrolled in the 2-day or 3-day program, can we add an extra day here and there or can we swap days if my child is sick or if a holiday falls on his/her attendance day?

A: All tuition is payable regardless of days off. Details of our financial policies and "Act of God" days can be found on pages 7 and 12 of the Parent Handbook. All students, full or part time, will have some holidays or illnesses that fall on their programming day. Oftentimes, classroom rosters will not have room for a part-time student to add an extra day. However, if a roster spot is available and a parent gets permission from a Director for their child to attend on an extra or different day, they can do so but an additional daily rate will be charged.

Q: How will I know what is happening in my child's classroom and how do I make sure I don't miss news and notes from SCP?

A: The **Brightwheel app is a primary means of communication for SCP.** Classroom and preschool notes, classroom newsletters and pictures are all sent via the Brightwheel app. Closer to your child's start date, an invite will come from Brightwheel for you to connect to our school. Once invited, parents should download the app and turn on notifications, so you don't miss messages from SCP.

Preschool-wide emails or other **messages from SCP Administration will often come via email, automated call, or text.** All families should add mail@notify.onecallnow.com to their email address book and ensure your email inbox doesn't mark such as emails as junk. Further, once your child has started at SCP, families should opt-in for text messages by texting the word Alert to 22300.

Q: Can I bring preferred food in for my child to eat? Can I bring a special treat for his/her birthday?

A: **Outside food is not allowed** unless parents are asked to bring in snacks for a classroom party. If your child has a food allergy, SCP is typically able to provide a substitute (we will speak with families individually if needed). For birthdays, SCP celebrates each child in a special way!

Q: Will my child move to a new classroom on his/her birthday or at some other time?

A: While we do operate year-round, SCP utilizes a school-year model for classroom rosters, curriculum, and transitions. Classroom rosters shift and new students begin at the start of each "school year" in late August.

Q: How long is rest time and is it required for all students?

A: In accordance with State statutes, all students at SCP will have a rest time each day. Our rest time is from 12:30-2:30.



SCP TUITION AND PAYMENT METHODS

Please note that this is only a basic overview of SCP's tuition rates and payment methods. Upon enrollment, all parents acknowledge that they have read and agree to all of SCP's Financial Policies (page 7 of the Parent Handbook), including the "Act of God/Unique Circumstance" clause on page 13 of the Parent Handbook.

RATES (effective August 22, 2022)

5 days= \$201/wk

3 days= \$140/wk

2 days= \$98/wk

Annual registration fee= \$50 per student (this is charged upon initial enrollment and then at each annual re-enrollment period).

If siblings are enrolled at the same time, there will be a 10% discount on the younger sibling's weekly tuition until the oldest child graduates from SCP.

PAYMENT OPTIONS

Please let SCP know which payment method you plan to use *at least one week prior* to your child's first day.

Method	Timing & Notes	Extra cost to parents
ACH via SCP (SCP automatically deducts tuition from your bank account). If you choose this option, DO NOT turn on "auto pay" in the Brightwheel app- this is something different.	Every Monday for that week OR First business day of the month for that month	None
Check or cash	Weekly, bi-weekly, or monthly <i>prior</i> to the dates of service	None
ACH via Brightwheel (Brightwheel automatically deducts tuition from your bank account- you can enroll in "auto pay" through the app or manually pay in the app when tuition is due)	The primary difference between ACH via SCP and ACH via Brightwheel is the cost and scheduling. Through Brightwheel, you can select a different day for the withdrawal while SCP's schedule is the same for all families. Regardless of payment schedule, all tuition must be paid by Friday of each week to be considered "on time"	Current Brightwheel fee: 60 cents per transaction
Credit card via Brightwheel	If you desire to pay with a credit card, this can only be done through the Brightwheel app and there is a processing fee applied. You can choose the timing of the payment, but all tuition must be paid by Friday of each week to be considered 'on time'	Current Brightwheel fee: 2.9% per transaction

INVOICES AND STATEMENTS

Weekly tuition is charged to student accounts each Monday and Brightwheel posts those invoices to your account each Tuesday. If you have a past due balance, Brightwheel will send a notification at the end of the week.

Payments made via ACH through SCP are posted to your Brightwheel account each Monday or the first business day of the month if you pay monthly. Cash and check payments are posted to your Brightwheel account when SCP deposits them into the bank. Payments made directly through the Brightwheel app by parents are posted automatically to the student's account and you will also receive a notification if a payment was returned or denied for some reason.

You can access account statements through the Brightwheel app under the "Payments" tab.



SCP CALENDAR

August 2022- August 2023

The first day of our “school year” will be Monday, August 22, 2022. This is the week when all new students will start and current students will move into their new classrooms.

SCP will be CLOSED on the following days:

Friday, August 12, 2022: Teacher Work Day

Monday, September 5, 2022: Labor Day

Friday, November 11, 2022: Parent-Teacher Conferences

Thursday & Friday, November 24 & 25, 2022: Thanksgiving Holiday

Friday, December 23 and Monday, December 26, 2022: Christmas Holiday

Monday, January 2, 2023: New Year’s Holiday

Monday, February 20, 2023: Professional Development Day

Friday, April 7, 2023: Good Friday

Monday, May 29, 2023: Memorial Day

Tuesday, July 4, 2023: Independence Day

Friday, August 11, 2023: Teacher Work Day (this date subject to change)

WHAT TO BRING (AND NOT TO BRING) TO SCHOOL

ALL STUDENTS SHOULD BRING:

- ✓ Rest time items- roll-up mats work great but a crib-sized sheet and small blanket work fine as well. Students may also bring a small, soft, quiet sleep buddy if they’d like. Bedding will be sent home to be laundered at the end of the week (or if they’ve had an accident at nap).
- ✓ 2 year-olds who are not potty trained should bring diapers and wipes each week or upon request until they have mastered potty training. When they are in the process of potty training, your child should always have multiple full sets of clothes that can be kept at school.
- ✓ 3- thru 5-year-olds should have at least one full change of clothes to be kept at school
- ✓ All students should bring a reusable water bottle to school at the start of each week. Water bottles may only be filled with water.
- ✓ In colder months, students should always bring a coat, hat, and gloves/mittens. We will always try to get outside if the “feels like” temperature is 32 degrees or above. If your child wears rain or snow boots to school, he or she should always have a pair of tennis shoes to change into as well.

ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL:

- ⊗ Pacifiers and sippy cups are not allowed at SCP
- ⊗ Students may not bring toys or special items from home unless they have been asked to do so for show-and-tell or a special day
- ⊗ Students may not wear flip-flop style sandals. Tennis shoes or other closed-toed shoes with a heel strap are the easiest and safest for students to play in
- ⊗ Students may not bring food or drink from home (other than water in their water bottle)