


**POLICIES – Revised March 2026**

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Session: \_\_\_\_\_

<input type="checkbox"/> <b>Arrival and departure of students</b>  	<p>All students must be signed in/out by a parent/guardian (digitally with the Band app). Sign-in and sign-out must be done each time the student is in class. The teacher will escort the child to the adult who is picking up their child. Anyone other than those listed on the registration form picking up the child <b>MUST</b> have a handwritten note signed by either parent AND show ID, if the staff is not familiar with the individual. A child <b>may not</b> leave the building alone. He/she <b>MUST</b> be accompanied by the adult picking him/her up. For your child’s safety, we will be enforcing this policy and encourage each family to adhere with great consistency and care.</p> <p><b>NOTE:</b> When dropping off and picking up your children, please be mindful of the fact that we share this building with our church staff, who have been cleared to be on the preschool campus.</p>
<input type="checkbox"/> <b>Curriculum</b>	<p>As a Christian preschool, our goal is to provide curriculum and activities which will enable each child to grow in every aspect of life. We offer activities which integrate academic enrichment, Bible stories and scripture memorization, biblical values and an introduction to Jesus Christ. The curriculum fee is incorporated into the annual tuition rate for the year.</p>
<input type="checkbox"/> <b>Dismissal or removal stipulation</b>	<p>We seek to provide a safe and structured environment that will enable each child to learn how to function in a group setting. Therefore, a child who consistently exhibits disruptive conduct in his/her class (i.e., developmental non-readiness, disrespectful behavior, etc.) cannot benefit from the preschool program and may be dismissed from the preschool, at the Preschool Director’s discretion and with prior discussion with parents/guardians. Tuition for that month will be expected. If a student withdraws during any given month for any reason during the school year, the full tuition amount for that month is still required.</p>
<input type="checkbox"/> <b>Emergency plan</b>	<p>If a child is hurt, or should an emergency incident arise, parents will be contacted immediately. If parents cannot be reached, then the emergency contacts on the medical form will be notified.</p> <p style="text-align: center;"><b>Please make sure your contact information is current.</b></p>
<input type="checkbox"/> <b>Health policy</b>  <i>(Sickness, allergies, and other concerns)</i>	<p>Pierpont Christian Preschool will make every effort to protect the health and safety of our students. <b>Cooperation of parents in helping to prevent the spread of communicable disease is imperative.</b> When students show symptoms as sore throat, nausea, vomiting, runny nose, coughing, ear aches, fever, rashes, or lice, he/she should stay home. If any of these symptoms develop at school, you will be contacted immediately. The school appreciates being notified if your child contacts a contagious disease in order to notify other parents. <b>IMPORTANT: Please keep your child’s teacher current about any of your child’s allergies &amp; health concerns.</b></p>
<input type="checkbox"/> <b>Inclement weather</b>	<p>If school is cancelled in Monongalia County due to inclement weather, we will be closed as well. If the county schools are on a two-hour late schedule, we will implement the <b>Modified Schedule: AM Session = 10:00 to 12:00; PM Session = 1:00 to 3:00.</b> In the event of an early dismissal during the day, our school will dismiss the same time as the county schools. Please listen to local television and radio stations for information concerning county schools. There will not be individual announcements made for Pierpont Christian Preschool.</p>
<input type="checkbox"/> <b>Late pick-up</b>	<p style="text-align: center;"><b><u>PLEASE BE MINDFUL OF YOUR CHILD’S DISMISSAL TIME.</u></b>  <i>(Dismissal times: AM = 11:00 a.m.; PM = 3:00 p.m.)</i></p> <p>This is very important to your child, who looks forward to seeing you and is crucial to the preschool program. A ten-minute “grace period” is applied. If an unforeseen emergency occurs and you are not able to arrive promptly for your child’s dismissal, <b>please contact the preschool/your child’s teacher immediately OR make arrangements with an alternate person who is authorized to pick-up your child.</b> If we do not hear from you and/or your child has not been picked up after the grace period, we will begin trying to reach you and/or your emergency contacts. Should a second late pick-up occur, you will be charged a late pick-up fee. A third occurrence and any habitually late pick-up occurrences may be grounds for disenrollment, without any applicable tuition fee refunds.</p>

<input type="checkbox"/> <b>Late pick-up fees</b>	In the event that a late pick-up has occurred more than once past the grace period after dismissal time, a late pick-up fee may be applied at \$2.00 per minute after the grace period until you or your emergency contact arrives.
<input type="checkbox"/> <b>Modified schedules</b>	Every year varies in the number of days that the preschool must be closed due to inclement weather (please refer to the <i>Inclement weather</i> item above). Should the staff decide to modify the program schedule times for any particular day or week, you will be notified in writing.
<input type="checkbox"/> <b>Personal items</b>	Children must leave personal items at home, unless it is designated show and tell day. The school is not responsible for toys or other personal belongings that children bring to school.
<input type="checkbox"/> <b>Playground supervision</b>	We welcome you and your child(ren) to enjoy the playground <b>before or after</b> your child's session. Although the equipment was designed for children ages 2 through 10 years old only, teens or adults may use the equipment in order to help their child(ren) avoid injury. To minimize or prevent damage, please follow playground rules & use. <b>For safety and protection, you or another adult, whom you have assigned, must accompany and supervise your child(ren) within the playground premises. ADDITIONALLY, PLEASE HELP YOUR CHILD KEEP ALL RUBBER MULCH IN THE DESIGNATED PLAY AREA.</b>
<input type="checkbox"/> <b>School Calendar</b> <i>Start:</i> After Labor Day <i>End:</i> Last week of May (Optional snow make up days may be scheduled.)	Once classes begin in September, we will generally follow the school calendar for Monongalia County Schools, observing <b>most</b> of the same holidays and school breaks. However, whenever there is a day scheduled for their teacher in-service days, the preschool <b>WILL</b> be in session. There may be an occasional variance from the county school's calendar, but you will be notified of those dates in advance as possible. On days when the county schools dismiss two hours early for teacher meetings, we will have our afternoon session as scheduled. A school calendar will be sent home with your child by or on the first week of school. Please make careful note of these dates and schedules.
<input type="checkbox"/> <b>Sign-In/ Sign- Out Procedure</b>	In keeping with the goal to provide a safe environment for the children, <b>we require that every child be signed in at drop-off AND signed out when the child is picked up, using the school directed.</b> This can be done digitally or manually (printed sign-in/out sheet). This procedure is very important, in that, also enables the preschool to have an accurate student count for each day and enables us to record your child's attendance.
<input type="checkbox"/> <b>Snacks</b>	Every day we will have a break during which the students may have a snack. In order to prevent any confusion, allergic occurrences, and to adhere to any dietary requirements, <b>we are asking each child to bring their own snack.</b> Suggestions for snacks are fresh fruit, juice box and crackers, one-half of a sandwich, etc. Please send snacks that <b>do not</b> require refrigeration. <b>NO RED DRINKS OR CHOCOLATE PUDDING, PLEASE.</b>
<input type="checkbox"/> <b>Supplies</b>	The items you will need to provide for your child is a book bag or backpack. The school will provide paper, crayons, pencil, pencil box, etc. There is an opportunity at the start of the school year for families to voluntarily contribute towards any consumable items such as Clorox disinfecting wipes, baby wipes, antibacterial gel, facial tissue, or copy paper / cardstock.

I, \_\_\_\_\_, parent / guardian of \_\_\_\_\_, have read,  
Print Name of Parent/Guardian Print Name of Child

**understand and agree to comply with the policies mentioned above.**

**I also acknowledge that I will receive a copy of these policies  
in the Parent Handbook.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date