



Parent Orientation 2024

Purpose



- The purpose of Spark Preschool is to provide a multifaceted learning experience, where a child's educational goals and spiritual growth is creatively developed; where a parent's hopes and goals for a student are thoroughly honored; where our staff's commitment to love God and love people is authentic and evident.

Enrollment and Paperwork

- We require the Child Enrollment Form be completed and on file before your child's first day of attendance. **During the year, please communicate any change in contact information (such as a new phone number) to the office as soon as possible so that information is always current in our files.**
- A medical statement and immunization record signed by a physician or nurse practitioner is required to be submitted within 30 days of the start of the school year and must be updated every 13 months.



Hours of Operation

- Morning preschool classes run from 9:00-11:30 and afternoon classes run from 12:30-3:00 PM. Full-day 5s hours are 9-3, and Stay and Play also dismisses at 3 for the day.



Tuition and Payment

- Tuition is payable in 10 equal installments, the first due upon enrollment and the remaining 9 due September 5th through May 5th .
- Spark uses Brightwheel as our tuition processing system.



Arrival and Dismissal



- At arrival time, your child must be escorted to their classroom door or to their class meeting place by an adult caregiver. Please wait until the teacher acknowledges your child's arrival before leaving.
- Dismissal will also take place from the classroom or designated space. If your child is going to be picked up by someone other than those authorized on your Enrollment Form, we must have written permission. If you happen to be running late, a phone call or text would be appreciated
- People not recognized by the staff will be asked for identification.



Weather and Snow Days



- Weather closings will be posted on the Spark Facebook page and on each class Band site. A message will also be sent out through Brightwheel.
- We follow Westerville Schools but may also close independently if our parking lot is icy.

What to Bring, What to Wear, What to Eat!



- Each child needs a bookbag/backpack with a change of clothes appropriate for the season.
- Please dress your child in comfortable playclothes that he/she can manage independently. Shoes that can be managed by the children are also appreciated.
- **Please leave appropriate outerwear each day.** We will go outside weather permitting, and in case of an emergency evacuation we need everyone to have access to appropriate outerwear.

Separation



- Separation anxiety is a normal behavior and can occur any time at any age. You are welcome to call and check on your child during the day.





- Each class has a private Band site which can be joined by scanning your class QR code at the beginning of the year. Parents can communicate with teachers and connect with other families in their class through this site. This communication is only for personal use, such as setting up playdates.
- Visitors must call the preschool office upon arrival. During the school year, there will be opportunities for parent involvement such as orientation, parent teacher conferences, Gingerbread Party, programs, and family picnic.

Parent Roster and Participation



Absences and Fieldtrips

- When your child will be absent from preschool, please let us know by phone, email or text to your child's teacher or the preschool office.
- If any fieldtrips are scheduled this year, parents will be asked to transport their own children to and from fieldtrips. Most of our "fieldtrips" take place at school with experiences coming to us.



Emergency Procedures/ Evacuation



- Spark has devised several procedures to follow in the event that an emergency would occur while a child is at preschool. In order to prepare children for the unlikely need to evacuate, we conduct monthly fire drills, and periodic weather drills. In the unlikely event that we need to move a greater distance from the church building, we will take shelter at the American Legion Hall, 389 E. College Ave. Parents will be contacted as soon as possible to come to pick up your child.

Medical Emergencies

All staff members are trained in CPR and First Aid. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

We require permission for EMS to transport on file for every child in our program.



Child Guidance and Discipline

- Spark staff believes that helping children learn self control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will *always* be treated with love and respect, our expectations will be kept within the child's capabilities, and the child will be made aware of these expectations.
- The discipline policy applies to all staff and to parents while they in the building.



Contact and Social Media Info

- Spark Phone number 614-682-8488
- Email address info@sparkpreschool.com
- Website www.sparkpreschool.com
- Join our Spark Preschool Facebook page
- Follow us on Instagram: sparkpreschool

Thank you!!
We're looking
forward to a
great year
together!

