

Longview Chapel Preschool

Handbook

Longview Chapel Preschool
850 SW Longview Road, Lee's Summit, MO 64081
816-763-8074 | pdo@longviewchapelcc.org

We know starting preschool is an exciting milestone – hopefully this handbook will answer any questions you may have regarding our program.

We are happy to answer any other questions – please feel free to reach out at any time!

Sincerely, Jill Boswell – Preschool Director

Arrival/Dismissal

Safety is our number one priority – please use the main preschool entrance to drop off and pick up your child. Please be mindful of other students as you navigate our parking lot.

Doors open at 9:15 a.m. for arrival. We will check your child in at the door and ask that you let your child go in to the building independently, as this helps us have a smoother start to our preschool day.

Please notify the Director/Teacher in writing (by email, text, sending a note, etc.) if someone besides yourself will be picking up your child, or if there is a deviation from your child's normal pick-up routine. A child will not be released to any unauthorized persons. Please list all authorized persons on your child's enrollment form. We will ask for ID to verify information.

We do a staggered dismissal to reduce congestion during pick-up:

Lions Class – Pick up begins at 12:55

Tigers Class – Pick up begins at 1:05

Bears Class – Pick up begins at 1:10

Please pick your child up on time. If you are late picking up your child, you will be charged a fee of \$5.00 per child for every 15 minutes after the end of class time. This extra charge will be billed to your account.

Backpacks

Students are requested to bring a **full-size backpack** daily and will be given a take home folder for parent teacher communication. Please use the take home folder for any information you wish for our staff to receive such as notes or tuition payment. When sending information to school in your child's take home folder please notify a member of our staff during drop off. Also, please keep a full spare set of clothing in the backpack for "just in case" times. Please include pants, shirt, underwear, and socks. If your child is not potty trained, he/she will need to keep diapers, wipes, etc. in his/her backpack.

Behavior

We work with parents to provide an environment that is safe for all children. Working on social development skills is an important part of our curriculum. We use positive reinforcement to help build a child's self-confidence. Students are accountable for all behavior choices. They will have time to reflect on their behavior choices through redirection and discussion. Students may be temporarily removed from an activity when necessary for safety issues. Parents will be contacted if a continued problem occurs.

Birthdays

Birthday celebrations are coordinated by your child's teacher. If the teacher allows, children may bring in store-bought treats to share for their birthday. If you wish to bring treats, please make arrangements with your child's teacher. For the safety of all, we are not allowed to distribute homemade or opened packages of food. Please check for food allergies in your child's room.

Book Orders

We love books! We periodically send out Scholastic Book Order forms. Please do not send cash. If you wish to order, make checks payable to Scholastic or online via Scholastic's website. We will give a specific code to use to link to our preschool's order. Book orders will be distributed approximately every two months.

Celebrations

We have lots of fun at the Chapel. We have several gatherings throughout the year where we invite parents to join us. These events include: Faulkner's Field Trip, Halloween Parade, Christmas Program, Sweetheart Breakfast, Donuts with Dad, Morning with Mom, and Spring Picnic. Special events are subject to change.

Chapel Time

Chapel takes place once a month with our church Children's Director. The kids will learn a short lesson about Jesus and end with a prayer.

Clothing

Students will work with paint, glue, and markers, so please dress your child in casual clothing. Please label your child's name on jackets and coats on the inside tag.

Communication/Newsletters

Communication between the teacher and parent is very important. Please keep us informed of changes in address, phone number, etc. Weekly emails are sent by your child's teacher and regular reminders/ newsletter will be sent out by the director. Monthly calendars will be sent out so that you know what skills your child will be working on and any other upcoming events at school.

The best way to communicate with preschool staff is through their preschool email. If you would like to communicate via text, please text the preschool phone at 816-763-8074. If your matter is urgent and you can't reach someone on the preschool number (sometimes we're down the hall from the office helping students and teachers), please call the Longview Chapel Christian Church office at 816-763-6290, and they can make sure we get your message.

Comfort Items

Please keep all comfort items, including but not limited to toys, pacifiers, blankets, and stuffed animals, at home.

Conferences

Parent-Teacher Conferences for children will be scheduled in February/March for the Bears/PreK and Tigers Classes. Additional conferences may be scheduled as needed. Progress reports will go home at the end of the year.

Daily Schedule

Every day, children will be immersed in activities that foster growth in all developmental areas. Students will be involved in:

- Circle/Calendar Time – Pledge, sing songs, calendar, letter of the week, and theme review
- Center Time – Children decide or plan where they will work and what will be done. Implement their plan in one of these areas: art, blocks, dramatic play, toys/games, math, library/listening, discovery, sensory table, or writing.
- Clean-Up – Materials are returned back where they belong.
- Snack Time – Each student will bring their own snack for the day.
- Directed Activity – Children are involved in a small lesson that focuses on a specific academic skill.

- Movement Time – A time to develop large muscle skills
- Story Time – Everyone loves a good story!

Eligibility

Children will be in age-appropriate classrooms. Longview Chapel Preschool Program is for children ages 2 through 5. All classes meet Tuesday through Thursday, 9:20 AM to 1:00 PM.

Class	Requirements
Lions Class	Must be 2 years old by July 31
Tigers Class	Must be 3 years old by July 31 **Must be potty-trained**
Bears/PreK Class	Must be 4 years old by July 31 **Must be potty-trained**

Email

Please feel free to contact us via email at pdo@longviewchapelcc.org.

Emergency Procedures

If an emergency lock down is announced, staff members will implement the following procedures:

- In the event of a fire alarm, students will be taken out the nearest exit. They will take cover in the proper position.
- In the event of a tornado warning, students and staff will move to an area in the basement with no windows visible.
- In the event of a lockdown situation, staff will check and lock all doors, including classrooms. Students will be asked to get into lockdown position by getting into an area in the room where they cannot be seen through any of the windows.

In the event the students and staff at Longview Chapel are in need of a location for long-term evacuation, Longview Farm Elementary (located two blocks south of Longview Chapel) will serve as a safe haven until parents and/or guardians can be notified to pick up children. Arrangements have been made with the Principal of Longview Chapel Elementary for the use of their facility in case of emergency.

Field Trips

During the school year, we travel to Faulkner's Ranch and Dave's Gymnastics Factory. These trips aim to provide students with hands-on and fun learning experiences outside of the classroom. Written permission will be sent home prior to each field trip with further information. Parents are always invited!

Inclement Weather

If the Lee's Summit School District is closed for inclement weather, we will be too. If the Lee's Summit School District is closed or changes learning models to virtual learning because of inclement weather, we will cancel preschool. If the District has a delayed start due to inclement weather, we will also have a delayed start.

In the event of inclement weather, please tune into local news and radio channels for appropriate school closings information. The director will also send out communications in the event preschool is affected by inclement weather.

We include three extra school days in our preschool calendar to account for inclement weather days. After those three school days are missed due to inclement weather, we will allow two more snow days before we begin making up instructional time. Starting with the 6th day missed for inclement weather, we will schedule make-up days for additional days missed, up to two missed days.

No financial reimbursements will be given for days missed.

Immunization Policy

All children requesting admittance to Longview Chapel Preschool will be required to present proof of current immunizations. As of August 1, 2020, all new students enrolling in the Longview Chapel Preschool Program must provide proof of immunizations or a medical exemption (signed by physician) before the child will be allowed to attend school. When an outbreak of a disease or exposure occurs for which a student is classified exempt from immunization, that student will be excused from school either for the duration of the incubation for that disease or until immunization is given.

Lunch and Snacks

Please send a healthy snack, a lunch, and water bottle for your individual child each day.

Please have your child practice opening their snacks and lunch items, and please send items that are easier for your child to open independently.

Medical Exam Form

Missouri Department of Childhood requires that each child enrolled at Longview Chapel have a Physical Assessment signed by a physician before attending.

School Schedule

For the 2026-2027 school year, our first day of preschool is September 8th, 2026, and our last day of preschool is May 12th, 2027.

Class times are Tuesday, Wednesday, Thursday, 9:20 AM – 1:00 PM.

We follow the LSR7 Calendar for Winter & Spring break. Please see our calendar for specific dates and events.

Separation Anxiety

For some students, this will be their first experience in a school setting. Some children may cry, but our teachers and staff will help your child settle down. Here are some suggestions to help your family through this transition time:

- Talk with your child about what to expect. Discuss details about what to expect, including where the school is located, what activities he/she will be engaging in, when mommy or daddy will be back. When children do not know what is happening, the separation becomes the most difficult.
- Practice the separation beforehand. At home, practice separation by using toys, books, or leaving the room where your child is playing and then returning.
- Keep track of the days remaining before school begins using a calendar and stickers.
- Bring something in your child's backpack that will calm fears, like a photograph of the family

As tough as it may be, please do not prolong your good-byes. Keep it simple and try establishing a ritual, such as two kisses and a hug. Always tell your child you are leaving. It is important for a parent to inform their child when they'll return.

Specials Classes

Music and Movement

Ms. Kim teaches our Music and Movement Class on Tuesdays throughout the school year. Music and Movement gets our preschoolers excited for the week as Ms. Kim leads them in fun preschool songs and helps to get their wiggles out by moving to music! In addition, Ms. Kim also coordinates our Christmas Program and Graduation Program each year. Make sure to watch your inbox for the weekly list of songs Ms. Kim is teaching, so you can sing along with your preschooler at home.

Gymnastics

Ms. Michelle teaches a gymnastics class to our preschoolers on Thursdays. Here at Longview Chapel Preschool we feel so fortunate to have Ms. Michelle, who previously worked as a gymnastics instructor, and enjoys teaching our preschoolers basic gymnastic skills and other fun movement activities. It is amazing to watch how much each child improves their gross motor skills, learns self-confidence, and explores different ways to be healthy throughout the year.

Toys

We have plenty of manipulatives and toys for your child. We ask that your child keeps his/her toys at home.

Tuition

Tuition is calculated as an annual amount which can be paid in full at the beginning of the school year or by splitting the tuition into 9 equal payments. If splitting tuition into payments, each payment is due on the 1st of each month beginning September 1st and ending May 1st. Tuition is due the first school day of the month and is past due by the 15th of the month. Tuition fees received after the 15th will be charged a late fee of \$20.00. If tuition is not collected by the 20th of the month, we reserve the right to terminate enrollment until tuition is paid. If we determine a student can no longer attend due to an outstanding balance, that child's placement in our program will not be held and could be given to a child on the waitlist. All tuition and outstanding balances must be paid in order to participate in the Pre-K graduation. For families with more than one child enrolled at Longview Chapel Preschool, there is a \$10 discount off of tuition for the second child.

Tuition 2026-2027

Class	Days/Hours	Potty-Training	Monthly Tuition
Lions Class <i>3 days per week</i>	Tuesday through Thursday 9:20 AM – 1:00 PM	Not Required	\$300.00
Tigers Class <i>3 days per week</i>	Tuesday through Thursday 9:20 AM – 1:00 PM	Required	\$275.00
Bears/PreK Class <i>3 days per week</i>	Tuesday through Thursday 9:20 AM – 1:00 PM	Required	\$275.00

Online Payments can be made by clicking this link: <https://osvhub.com/longviewchapelcc/funds>

If your child is absent due to illness, vacation, or school cancellation due to emergency conditions, you will still be required to pay for the day missed.

A 30-day written notice must be given if your child is exiting the program. You are responsible for the tuition during this time.

Volunteers

We have several opportunities for you to be more involved in our classroom, including reading aloud to the class, going on field trips, lending an extra hand during special projects or activities, and doing clerical work, such as cutting paper. If you are interested in helping, please contact the director. Your help is so valuable! Thank you!

Wellness Policy

Sick children should not be brought to school. For the protection for your child and other students and staff, no child or staff member will be permitted to come to school if they have any of the following symptoms:

- Fever of 100 degrees Fahrenheit or higher (Please make sure your child has been fever free without the use of fever-reducing medication, such as ibuprofen or acetaminophen, for 24 hours before returning to school.)
- Cough
- Sore Throat
- Shortness of breath
- Difficulty breathing
- Body aches
- Headache
- Runny Nose/Congestion
- New sensations of loss of taste or smell
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Any symptom of a childhood disease, such as German measles, mumps, chicken pox
- Any unexplained rash (Please keep your student home until the rash is gone or provide a doctor's note confirming the rash is not contagious.)
- Any skin infection
- Pink eye, or any other eye infection
- Blisters from Hand Foot and Mouth Disease that have not scabbed over.
- Or are generally not feeling well.
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Students should remain at home for 24 hours after taking the first dose of antibiotics for an infection, or the amount of time recommended by your child's physician.

It is important that we prevent the spread of communicable diseases, so please report communicable diseases to the Director.

Medication Policy:

If any child requires medication at school for any reason, we must have a note on file from the child's Doctor in addition to written parental consent. Any and all medications,

inhalers, creams, sprays, lotions, sunscreens, etc. must be handed directly to a member of our staff and should not be sent to school in a child's backpack. Children have access to their backpacks throughout the day, and for the safety of all our children we must ensure that medication/chemicals are stored appropriately and out of reach. In addition, prescriptions and over the counter medications must be brought to school in the original container. If your child needs a medication every 4 hours or longer, we ask that the medication be given at home before and/or after preschool hours. Medication will only be given during preschool in the case of an emergency situation (such as an inhaler or epi-pen) or if the medication is required to be taken specifically during preschool hours.

Infectious Disease Policies

We will follow guidance from the Jackson County Health Department and other best practices to create a safe and healthy learning environment.