

Orchard Park Preschool

Parent Handbook 2025-2026

Revised July 2025

Who we are:

The Orchard Park Preschool is a play-based, faith-based preschool that offers care for children from 18months-5 years old.

Mission Statement:

Orchard Park Preschool provides a loving and safe environment where children will develop emotionally, spiritually, physically and academically.

Guiding Principles:

- We believe each child is a unique and special gift from God.
- We provide daily bible lessons that give each child a strong Christian foundation.
- We believe that children learn best through play and discovery.
- We provide curriculum and activities that enhance and stimulate each child's emotional and academic growth.

Parent Handbook:

Our Parent Handbook is available on our website.

[Orchard Park Presbyterian Church | Orchard Park Preschool](#)

School Hours:

School begins at 9 a.m. and concludes at 2:15 p.m.

Morning Care Hours: Room 215 (upstairs)

Begin at 7:30 a.m. and conclude at 9:00 a.m.

After Care Hours: Room 215 (upstairs)

Begin at 2:15 p.m. and conclude at 5:30 p.m.

Drop Off And Pick Up

Student drop off and pick up is inside the building.

Doors will be unlocked for drop off for Morning Care from 7:30-8:00 a.m. and will lock from 8:00-9 a.m.

Doors will unlock again for preschool drop off from 9:00 a.m. to 9:15 a.m and unlock again for pick up from 2:05 p.m to 2:15 p.m. If you arrive for drop off after 9:15 a.m. or for pickup after 2:15 p.m., entrance will only be allowed with the preschool doorbell (entrance 2; preschool entrance) and there may be a wait for a staff member for entry to the building.

Doors for After Care will be unlocked from 4:00pm for pick up.

Pick up can start at 2:05 p.m. for Little Lambs, Bunnies, Busy Bees and Teddy Bears and 2:15 p.m. for Junior Preschool, Senior Preschool,

ID Check required for any alternate caregiver even if they are listed on student's authorized pick-up form on Brightwheel

Our School Year/Important Dates:

We mimic the Carmel Clay School (calendar and inclement weather delays or closures). If CCS has a 2-hour delay, we delay our opening for 1 ½ hours and Orchard Park Preschool will open at 10:30 a.m. Alerts will be made via Brightwheel.

Our calendar is available on the Orchard Park Preschool website and Brightwheel.
www.orchardpark/preschool

Communication:

We send weekly emails for the entire preschool using the address you supplied on your Registration form in Brightwheel.

Urgent communications will be sent through Brightwheel, SMS messaging, email and/or Facebook.

Teachers will communicate with their classes through Brightwheel and in a variety of ways; your child's teachers will share this information with you by the first week of school.

Health Procedures:

- **Cleaning/sanitizing includes wiping down surfaces** (ie, door handles, tables, sink faucets, toys) several times per day using the CDC approved bleach/water mixture.
- **Handwashing for children** is required upon entry to the classroom, after using the restroom, after recess and prior to eating.

Absences:

Absences MUST be reported per the State of Indiana attendance law. Please call Orchard Park Preschool at **(317)-814-2487** or message administration and teachers on Brightwheel to advise the reason for the absence and, if applicable, your child's symptoms.

Possible Absence Due to Emerging Health Crisis:

In case of a potential communicable disease for a student or teacher: Our response will be guided by CDC and Indiana Department of Health protocols.

****See pg 7****

Face Masks:

Are NOT required but are left to the discretion of parents.

Diapering/Toilet Training:

Pull ups and diapers with pull tabs or Velcro are required.

Being potty trained is required for Junior Preschool and Senior Preschool. If your child has more than 3 accidents in a week, they will be asked to spend a week at home to work on potty training

See link for specific information:

[OPP toilet training 2's and younger](#)

[OPP toilet training 3's+](#)

Medications: If your child needs to receive medicine during the school day, please see the directors to discuss medical needs. Medicine will be administered by Orchard Park Preschool staff and will be safely locked away or refrigerated as directed.

In Case Of an Accident/Injury:

Our administrative staff will evaluate your child. In case of a minor scrape, we will send home a written report. In case of anything that causes us concern, parents will be called. In case of a serious health situation or injury, 911 will be called and parents will be contacted immediately.

Liability Waiver: See page 10

Discipline:

The school community and each classroom have procedures in place to keep children safe, care for the entire community and organize our time together. Teachers will share these procedures so we can create a safe, peaceful and nurturing environment that keeps children physically and emotionally safe.

Teachers will encourage children to make wise choices and are also prepared to redirect unacceptable behavior. At no time will we use physical correction.

If behavior issues become repetitive, we will ask for a conference with the teachers, administrator and parents. Orchard Park Preschool reserves the right to dismiss a child if after conferences and interventions the child becomes a threat to the learning environment.

Parents will be required to sign the discipline policy attached.

Children's Daily Supplies for families to provide:

- **WATER BOTTLE:** Children should bring a water bottle each day; please label it with your child's name.
- **LUNCH:** Children should bring a packed lunch each day; please label the lunchbox with your child's name. For the first week, we ask that there are NO NUTS! Families will be notified after the first week of school about any classroom allergies and foods that need to be avoided.

Lunches will need to contain an ice pack.

- **REST/NAP TIME SUPPLIES:** All classrooms have a rest/nap time in the afternoon.

We provide sleeping cots for all students which are sanitized daily.

Students may pack a bedroll or blanket (that fits in their backpack) and ONE stuffed animal for rest time.

(See rest time info page 9)

LITTLE LAMBS & TEDDY BEARS: Label and provide 3 diapers/pull ups daily.

- **CLOTHING:**
 - Please ensure that your child has **weather-appropriate** clothing. We will go outside whenever the temperature is above 30 degrees including windchill.
 - Please have a **complete** change of clothing in your child's backpack/bag (top, bottom, underwear, socks).
 - Please remember that your child will be playing and doing crafts, so comfy clothes that might get messy are an excellent choice!
 - No sandals or crocs.
- **BACKPACK:** Children should bring a backpack for their water bottle, change of clothes, rest time supplies and diapers/pullups for Little Lambs/Teddy Bears, Morning Care and/or After Care.

Snacks:

The Orchard Park Preschool staff provides a morning snack for morning care and/or after care and preschool for our children. Disposable gloves are worn when snack is prepared.

Monthly Tuition:

Monthly payments are due by the 1st of each month; See Financial and Enrollment Agreement in Registration Packet on Brighwheel for all other information on late payments.

If your child withdraws during the school year, the pre-paid May 2024/25 tuition will not be refunded unless another student takes your child's spot. All other fees are non-refundable.

Fire Drill and Evacuation:

- Classes are to follow the fire evacuation map that is posted in the room.
- All classes are to go to the back of the parking lot.
- We gather and make sure all classes and staff members are present
- All teachers must bring their emergency bag
- All teachers are to bring their cell phones with them
- Little Lambs are to be placed in wheeled crib and rolled outside
- Orchard Park staff is to help Little Lambs, Bunnies and Teddy Bears evacuate
- Director(s) make sure all classes are accounted for
- No class is to go to the courtyard playground
- If this is a drill, director(s) will dismiss staff and students to return to classroom after the headcount has been completed
- In case of actual fire, director(s) and staff will contact parents immediately through Brightwheel, email and phone/text to pick up their students as soon as possible

Intruder Policy:

- If an intruder is seen in the hallway or anywhere in the church, a director will determine "Code Red"
- Teachers will be notified
- Children will then get away from windows and doors and hide at the side of their classrooms
- Teachers are to close their blinds in their rooms and join the children in a safe area. No classes are to leave their rooms until an all clear is determined by the director(s)

Tornado Policy:

- In case of tornado or other severe weather, director(s) will listen to weather to determine if children need to be moved to safety
- Director(s) will notify classrooms
- Each teacher is to walk with children, flashlight, cell phones, and emergency bag to Main Street hallway across from the lounge
- Children are to sit along the wall and cover heads with their hands

First Aid:

Bumps and Bruises

- Apply ice pack or cold cloth to spot
- Get help immediately if child has bumped his/her head and had any of these symptoms
 - Unconsciousness
 - Difficulty breathing
 - Vomiting or convulsions
 - Trouble seeing or moving
- Do not move the child if serious head, neck or back injuries are suspected

Cuts

- For a small cut or scratch clean the wound and apply direct pressure with a clean cloth or bandage
- For more serious cuts, get help immediately. Apply pressure and elevate wound above heart if there are no broken bones.

Nosebleeds

- Tip head forward and down and apply pressure for 5 minutes to nostrils, check after 5 minutes to see if bleeding stopped, if not continue to apply pressure until bleeding stops.

Smashed fingers

- Apply ice pack to fingers

Poison

- Call the poison control center, the hospital or doctor immediately. Poison Control: 1-800-222-1222

Illness

- Any child that is hot to the touch will be brought to a director for a temperature check. The child will be sent home if the fever registers 99.5 or higher (must be fever free WITHOUT MEDICINE for 24 hours before returning to school)
- Any child who vomits or has diarrhea will be sent home for 24 hours from onset of symptoms. Any child that says they vomited the night before or in the morning will also be sent home immediately.
- CDC guidelines will be followed for communicable disease cases. See link for specific information:
[Pediatric Communicable Disease](#)

Unlicensed Registered Ministry:

FSSA requires ALL enrolled families to sign the Parent's Notice (Form 49444 (R2/5-17)) and have on file in the student's folder.

Questions?

Please feel free to contact us at any time with concerns or questions:

Emily Ward eward@orchardpark.org

Jennifer Witherbee jwitherbee@orchardpark.org

Attendance Line 317-814-2487

Office Line 317-844-1107

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Orchard Park Preschool Discipline Policy

It is very important that a child's development is nurtured through caring, patience, and understanding. However, when taking care of your child, we may have to respond to any misbehavior. For example, hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt another child are not permitted at Orchard Park Preschool.

In response to any of these behaviors, we will never use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive a child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:

- Always respect your child
- Establish clear rules
- Use consistency when enforcing rules
- Speak in a calm voice
- Bend down to your child's eye level
- Use positive language to explain the desired behavior
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than 1 minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or to other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled at Orchard Park Preschool. However, if we are unable to resolve the issue, you may be asked to make other arrangements.

As parents or guardians, you may have some concerns or might wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

CHILD'S NAME	DATE OF BIRTH
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Additional techniques to be used with my child:

Parent Signature:

Why do we rest?

We will rest every school day in the classroom after playground time in the afternoon. Each child will rest on a clean cot. Your child may bring in a blanket and/or one “lovie” for comfort. During this time, lights will be dimmed and we will ask all children to not talk or get up from their cot. We will either play calming music or listen to an audio book.

Parents and guardians, we ask for your support for rest time! Every class here at Orchard Park Preschool participates in rest time because we know it is so important. Countless studies show that, *“Rest time is an important learning opportunity for self-regulation. Adults can help children learn to slow down and relax.”* Please know that no one is required to “nap”, only to relax and be calm. Many children will fall asleep as well! We would greatly appreciate your help encouraging your kiddos to rest respectfully!

Thank you!

Here's a great short article about rest!

<https://eclkc.ohs.acf.hhs.gov/blog/rest-time-preschoolers#:~:text=Rest%20time%20is%20an%20important,and%20select%20a%20quiet%20activity.>

Liability Waiver

STATEMENT OF VOLUNTARY CONSENT, GENERAL RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISKS, AND HOLD HARMLESS AGREEMENT I hereby agree as follows: I, , for myself and my minor child, and my estate, heirs, administrators, executors and assigns, hereby release, discharge and hold harmless Orchard Park Presbyterian Church and/or Orchard Park Preschool including their respective officers, directors, employees, representatives, agents, and volunteers collectively, for, from and against any and all liability and responsibility whatsoever, for any and all damages, claims, or causes of action, that my minor child or I may have for any loss, personal injury, or death, arising out of any injury or accident sustained by my child which was not a result of Giggles negligence, including but not limited to, any injury or accident resulting from a food allergy, health issue, disability, or other matter unique to my child unless such food allergy, health issue, disability, or other matter was disclosed to Orchard Park Presbyterian Church/Preschool in the "Admissions Packet". In signing this agreement, I acknowledge and represent that I have read and understand this agreement; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; that I am at least eighteen (18) years of age and fully competent; and that I am the legal guardian of minor child participant registered under my family name

RELEASOR/PARTICIPANT/LEGAL GUARDIAN OF MINOR PARTICIPANT:

Signature: _____

Print Name: _____

Date: _____

*** We would like your permission to photograph your child for display on our website or Facebook page

___ Yes! I give my consent to photograph my child (children)

___ No! Please do not photograph my child (children)