

PROVIDENCE CHRISTIAN SCHOOL

PRESCHOOL

STUDENT HANDBOOK

2009-2010



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“Providence Christian School does not discriminate in any way in its admission policies with regard to gender, race, color or national origin.”

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A Message from the Administrator

Dear Parents,

I want to thank you for selecting Providence Christian School as your child's preschool. I am excited about the coming year and I hope that our school will exceed your expectations.

This is the twenty-third year of operation for the preschool, and we hope that it will be our best year yet. As a staff, we are committed to fostering the academic, social, and spiritual growth of your child. I want to reflect this commitment in our interactions, speech, and through the creation of a positive school environment.

We believe that the preschool years offer a wonderful opportunity for children to learn of God's love for them and to become grounded in the truth of His Word, the Bible. This is accomplished through daily Bible lessons, incorporating Biblical truth into all areas of study and the loving examples that our teachers provide. Additionally, it is our goal to provide students with the skills they need to feel successful academically. We strive to accomplish this by exposing children to a variety of learning experiences and preparing them for the next step in their academic journey. We want to meet the needs of all of our students, and with your help, I am confident that we will do so.

We have an excellent group of teachers, and I promise to provide the necessary resources and support for a successful year. I recognize that parental support is vital for a successful program, and I want you to know that my door is open. Our school is blessed to work with a dedicated group of parents through our PTF (Parent Teacher Fellowship), and we encourage our families to become involved in this dynamic group.

As a school, and as a church, we are here to serve and to support your family. Please direct any questions, suggestions, or concerns you might have to a staff member so that we can work together to meet your child's needs.

For those of you new to the school, welcome. For those of you that are returning, thank you for your continued support. It is my prayer that God will continue to use this ministry to serve families and our community.

Sincerely,

Kathleen Tatro
Administrator and Minister of Childhood Education

A SAMPLE SCHEDULE

Extended Care includes the hours from 7:15 - 9:00 a.m. and 1:00 - 6:00 p.m.

9:00	Center labs
9:30	Welcome, Circle time, Physical Movement
10:00	Restrooms
10:15	Morning snack time
10:30	Outdoor play (The gym will be used during inclement weather)
11:00	Art
11:30	Bible
12:00	Lunch
12:30	Stories and active circle time
12:45	Clean-up time
1:00	Preschool dismissal

The above schedule will be flexible to include special units, weather conditions and individual needs for each group of children. Special area classes in music, Spanish, and computer are incorporated certain days of the week.

Extended Care during the morning hours includes free choice center time and story time. Schedules for Extended Care during the afternoon hours will be made available to parents at the beginning of each semester.

OUR POLICIES AND PARENT GUIDELINES

Registration

The Registration Fee is non-refundable.

The registration fee is a fixed yearly fee for all students. Preschool students are charged a registration fee for each session. Fall session runs September through May. Summer session is optional. This fee will be paid at the time of registration to ensure a space for your child during each session (Fall or Summer). To be considered registered and your child's place reserved, the registration fee and a completed application must be submitted to Providence Christian School. All other forms are required the first day of attendance. There will be no exceptions. The medical information form is required within two (2) weeks, following the first day of attendance.

If it becomes necessary to withdraw your student(s), please contact the Administrator by the 10th of the month. The full tuition for the month in which your student is withdrawn will be due. If we are not notified of the withdrawal by the 10th of the month, full tuition will be expected for the next month as well.

A probationary period will be in effect for all new students. After a period of six weeks, we will re-evaluate the effectiveness of our program for you and your child.

Please be aware that Providence Christian School may not be able to accept students with certain limitations. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.

Registration-Optional Summer Preschool

The registration fee for summer preschool is \$60.00 per family and is non-refundable. This fee is payable for preschool students attending during the summer session, and applies to those already enrolled. A schedule of weekly summer camps and rates will be made available in March.

Immunizations

Students who wish to apply for enrollment at Providence Christian School must be current and up to date on all immunizations as defined by the North Carolina Department of Health and Human Services Division of Public Health. A copy of the current immunization requirements is available upon request.

A copy of the NC Children's Medical Report must be completed by a parent and a pediatrician who is currently licensed in North Carolina. **This report must be returned to the preschool office within two weeks of the student's first day of school.** Please be aware that regulations do not allow us to accept a medical form that has been completed by a physician outside of North Carolina.

Tuition

Tuition is due on the first day of each month. The tuition is past due on the 10th of each month. Checks and cash payments should be delivered to the preschool office. Please enter your child's name in the lower left-hand corner of the check. **PLEASE PAY PROMPTLY.** A \$20.00 late charge will be added for all returned checks, in addition to the returned check fee. Please note that if two checks are returned during a session you will be required to pay with cash for the remainder of that session.

Tuition and fees are considered late on the 10th day of each month. On the 10th of each month, there will be a \$20.00 delinquent charge. If payment (including late charge) is not paid or payment arrangements have not been made by the 25th of the month, your child may be asked to leave our school. **This policy will be strictly enforced.**

If your child is absent (holiday, illness, etc.), tuition is still required. If your child is not in attendance for three days without notice of intent, your reservation can be eliminated and given to a child on the waiting list. If your child will be absent from Providence Christian School for a full month, your full tuition is to be paid prior to leaving. If tuition is not paid, your child's position may not be held and may be filled while the child is away.

Providence Christian School reserves the right to adjust tuition and the registration fees at any time, should the economic need arise.

Providence Road Church of Christ Member Discounts

Members of Providence Road Church of Christ will receive a 5% discount on their monthly tuition. This discount will not apply to Registration fees and no other discount will apply.

Sibling Discounts

When two or more children in the same family are enrolled for the same school year, a 5% reduction is made for the second and each additional child's tuition per month. Due to the cost of the activities provided in our **summer program**, this sibling discount will not be available for our families during the **summer session**.

School Closings

Providence Christian School will publish a yearly list of closing dates. The preschool will be closed for various holidays and teacher workdays. In the event of inclement weather, parents should listen for instructions on local television (WSOC-TV 9, WBTB 3, and WCNC TV 6) and radio stations. We will also attempt to change the phone message to reflect any change in schedule. NOTE: Providence Christian School will generally follow decisions made by CMS. In some circumstances, we may re-open prior to CMS. In this event, we will notify you by phone. Please be aware that we will have an additional listing with the media. Because of problems in heating the preschool rooms due to the large glass windows, we will close the preschool if the outside temperature falls below 15°F.

Extended Care

Extended Care is available from 7:15 - 9:00 a.m. and from 1:00 - 6:00 p.m. Preschool students may enroll using the full time rate which includes tuition and all available hours of extended care.

Preschool students may also use Extended Care as needed. Part time use of Extended Care will be billed at the rate of \$6.00 per hour. Charges for Extended Care will be charged each Monday for the previous week. This will be billed separately from the monthly preschool tuition charges. **Please make sure that we have a current e-mail address for your family as our bookkeeper will e-mail Extended Care charges each week.**

Billing for Extended Care will be as follows:

Any time used from 7:15 – 9:00 a.m. will be billed in ½ hour increments.

Any time used from 1:10 – 2:00 p.m. will be billed for the full hour.

Any time used from 2:00 – 6:00 p.m. will be billed in ½ hour increments.

School Schedule

Our preschool program operates from 9:00 a.m. to 1:00 p.m., Monday through Friday. Extended Care operates from 7:15 a.m. to 6:00 p.m., Monday through Friday.

The Extended Care program will continue to operate during some of our teacher workdays and holiday closings. Space is limited and reservations must be made in advance. No drop-in service is available. Care for these days will be billed at the hourly Extended Care rate for all hours used. Preschool students who are enrolled using the full time rate will be able to attend Extended Care whenever it is available during teacher workdays and holiday at no additional expense and without a reservation.

Visitation

Parents are welcome to visit and observe at any time. Close communication between parent and teacher is essential in order to provide quality care for your child. We would ask that you refrain from excessive visits during the first month to allow your child to

make the necessary adjustments. The best time to have a discussion with your child's teacher is from 8:45 - 9:00 a.m. or 1:15 - 1:30 p.m. Please schedule conferences with the teacher in advance (when possible).

Admittance

Please make sure your child arrives on time to begin the preschool day at 9:00 a.m. Several children a day habitually arriving late can disrupt the flow of the class and interrupt activities. Students are admitted with a parent inside the building from 7:15 – 8:50 a.m. We will not be responsible for children who are not escorted to their classes by a parent or guardian. A teacher may escort your child into the building when the carpool line is in use from **8:50 - 9:10 a.m.** After 9:10 am please plan to park your car and escort your child to their classroom. If you find that you need to get out of your car and come into the school, please drive around and park in the lot. We cannot allow parked cars in the circle at any time. This will impede the flow of traffic for those cars behind you.

Security

In order to provide the safest possible environment for our students and staff, we have installed a proximity card-reader system on our front door. Each family may obtain a security card, but it will be necessary that each family come to the preschool office to pay the deposit and receive a card. This card will allow access to the building during school hours. There will be a \$10.00 deposit charged for each card. This deposit will be refunded when your student is withdrawn and the cards are returned. Please report any lost cards immediately so that we can remove that card's access number from our system. There will be an additional \$10.00 fee for each replacement card. This card will be the only way to gain access to our building before office hours.

Clothing Policies

The State requires that a change of clothing be kept on hand for each child at all times. Please bring the clothing to your child's teacher the first day of school. The clothing should be placed in a clear, zip-lock bag with your child's name affixed to the outside. Please include socks, underclothes and a complete outfit and furnish us with seasonally appropriate outfits as the weather changes.

Girls will need to wear shorts or tights under skirts so that active play will not be impeded.

Toilet Training

A child entering our program must be toilet trained in order to participate in class. Students may not enter our program wearing diapers or pull-ups. Please speak with our office if you have questions or concerns about this important stage of development.

Picking Up Students

Students cannot be released to anyone other than persons designated on the Child Release portion of their application. Exceptions to this policy may only be

made, in the event of an emergency, by speaking to the Administrator or Assistant Director verbally. Additionally, you may send written and signed notification. One of these steps must be taken or your child will not be released. Please understand that our teachers will ask for identification at times. **Anyone (including parents) coming to pick up a student must be prepared to present identification. There will be no exceptions. Anyone picking up a child must have an appropriate booster or car seat in order to transport the child safely.**

Please notify us immediately of any change to the list of persons authorized to pick up your child. If you do not wish to have a certain person pick up any longer you must remove the person from the list. If this is not done, the persons remaining on the list still have your written permission to pick up the child. We must also be notified immediately of any changes in guardianship, in parental visitation rights, or in custodial care. **Please be aware that North Carolina law states that both biological parents may pick up their child at any time, unless a court order is on file with the school. In cases of separation or divorce we will be unable to prevent a parent from picking up a child without a court order in our possession.**

Please do not pick up your child before 12:50 p.m. (The exception to this will be in the case of an emergency. In such a case, please contact the school office in advance.) We will begin our drive through pick-up in the circle at 12:50 p.m. through 1:10 p.m. Cars will not be allowed in the circle before 12:45 p.m. Any students remaining after 1:10 p.m. will be admitted to extended care. Please note that any care given during any portion of this hour (1:10 – 2:00 p.m.) will be billed for one full hour of extended care. For pick up after 1:10 p.m., the child must be picked up **inside** the building by the parent or the person designated to pick up the child. The teacher must be made aware that the child is leaving.

When picking up a child from extended care, please do not enter the fenced playground area. This will help to reduce the chances of a child leaving the yard and will also help us to ensure that each child is released to an authorized adult. Please enter the building and wait at a classroom door that opens onto the playground and one of our staff members will bring your child to you. If you need help retrieving book bags, coats, etc., please ask for assistance. NOTE: To ensure proper supervision, we must have at least two staff members on the playground whenever children are playing. Please bear this in mind before asking for help that will require a teacher to leave the playground. If special help will be needed on a regular basis, please speak with your child's teacher and the extended care personnel. We will try to accommodate you.

Late Pick Up Fee

A late pick up charge will be assessed in the amount of \$5.00 for every five minutes after 6:00 p.m. and must be paid with the weekly billing.

Illness

Please do not bring a sick child to Providence Christian School. This is an important consideration for your child's welfare, as well as for our other students. Any child with a mild cold may attend school if he/she does not have a fever and is able to participate in regularly scheduled activities.

All contagious diseases and conditions should be reported to the administration so that Providence Christian School may inform other parents.

Should your child become sick at school, you or someone on your emergency contact list will be notified promptly. After being notified, you must pick up your child within sixty minutes. Please note that if you are asked to pick up your child due to fever, vomiting, or diarrhea they may not return to school the following day even if their symptoms have improved.

Children must be free of fever, vomiting and diarrhea for 24 hours before returning to Providence Christian School.

**Please note our strict policy concerning strep throat:
Under no circumstance may a child return to school until he/she has been on antibiotics for at least 24 hours – even if they are free of fever.**

A child being treated for head lice will not be readmitted to class unless all nits (small egg sacs on the hair shaft) are removed prior to their coming back to school. No matter how many times your child has been treated - as long as there are nits, there can be lice. Please be aware that you may be asked to submit a note from your pediatrician in order for your child to return to school if it is suspected that they have lice.

Children with “pink eye” (conjunctivitis) may return to school when they have received treatment (physician prescribed eye drops) for a full 24 hours.

If your child becomes ill and you are called to pick your child up from school, you may be asked to sign a statement that you will not return your child to school until the above criteria is met.

Providence Christian School will notify an ill child’s parents to pick up their child whenever the child:

- has a fever of greater than 100°, vomiting or diarrhea
- appears ill or has a dramatic change in behavior
- has an unidentified rash
- is believed to have a communicable disease or condition such as, but not limited to:
 - red measles
 - chicken pox
 - conjunctivitis
 - lice
- has colored discharge from nose or eyes (which usually indicates infection)
- is unable to participate in classroom and playground activities

Medication

If a student is in need of medication during the school day, the parent must take the medicine in the original container to the school office and complete a medication consent form. The parent must also provide a calibrated measuring device for any liquid medications. All over the counter (OTC) medications must be in the original container and it must state the dosage directions. Prescription medications must have

the original pharmacy label with the child's name, dosage directions, and specific instructions on its administration. Office personnel will only administer medication according to the package/pharmacy label instructions. No medications may be kept on the student's person or bookbag. **School personnel will not administer any medication without strict adherence to these policies.** Please be aware that medication should be picked up when the course of treatment is complete. Medication that is not picked up or that has expired will be discarded 72 hours after the parent has been notified.

Accidents

Minor cuts and scrapes:

Staff will apply first aid and an incident form will be completed. The parent will be informed of the circumstances of the incident during the day or at the end of the day, depending on the severity of the injury.

Minor injuries:

Staff will apply basic first aid and an incident form will be completed. Parents will be notified immediately of any injury that might require professional attention and asked to pick up their child.

Incident reports:

In an effort to maintain effective communication, we will be sending home an incident report in the event that your child has been involved in an accident or has been injured. This report will describe the incident and let you know which staff member was involved with the care of your child. Of course, in the case of a possible serious injury, you will be contacted immediately. Please be aware that occasionally a child is scratched or bruised without the teacher's knowledge. We strive to always be aware, but in some instances, these minor injuries go unnoticed until the child is at home.

Injuries at home:

If your child becomes injured at home please notify the administration or your child's teacher. Please be aware that if we notice that your child is injured we will ask you about it. We understand that at times injuries at home, like at school, may go unnoticed. It is our policy, in accordance with state law, to make every effort to document any injuries to children in our care.

Serious injuries:

Students with injuries or illnesses that require immediate treatment will be taken to the nearest emergency room. Every effort will be made to contact the parent. However, if you cannot be reached, the Medical Permission Form will be used for authorization to secure medical services. Our Incident Management and Emergency Plan will be followed. If an injury receives professional medical care, a report will be filed with the North Carolina Division of Child Development within seven (7) days of the incident.

Allergies

Providence Christian School is sensitive to the unique challenges of children with allergies. As a ministry of the Providence Road Church of Christ we share our facility with the other ministries of the church and are unable to provide allergen free classrooms. PCS is not a peanut free school. Children are not restricted in the items

that they may bring for lunch from home. Many students bring lunches each day that contain peanuts, peanut butter, soy, gluten and other potential allergens.

Parents should provide written notification of a student's allergies on the enrollment application. That information is then shared with the supervising staff and faculty. Every effort will be made to prevent a child from ingesting any food to which they have an allergy; however, a child may accidentally ingest something from another student's lunch. **Students with allergies must be able to fully and safely participate in the activities that are part of our curriculum using the materials that are provided by PCS.** PCS does not use products in which peanuts are listed in the actual ingredients. However, we do utilize products with labeling that states, "Manufactured on equipment/in plants that process peanuts."

Absences

Please notify us if your child is going to be absent for any reason. If a student is out for more than three days without notification, we reserve the right to drop a student from our rolls.

Address and Telephone Changes

Please notify the preschool office if any changes occur in your home or office telephone numbers or addresses. This is crucial should we need to contact you, in the event of an emergency. Also, please notify us if your marital status changes. Each family will be required to fill out a new enrollment form for each session with updated information.

Incident Management and Emergency Plan

Our Incident Management and Emergency Plan will be made available, upon request, to each family at the beginning of each school year. This plan will inform you of our emergency policies.

We strive to return all calls promptly, however, if you are unable to reach us in the event of an emergency please call the church office at 704-364-0748 and explain your situation. They will be able to locate us if we have stepped away from the phones.

CPR and First Aid Training for Staff Members

All staff members are certified each year in CPR and every three years in First Aid training.

Student Programs

The students will present a Christmas program for all ages and a graduation program for our TK classes at the end of the school year (dates to be announced).

Notices

Parents will be notified of special activities by notes, monthly newsletters and announcements on our website (www.providencechristschool.org). If your child is

absent, it is your responsibility to check with the teachers about notices and what your child may have missed.

Lunches

Each child should bring a lunch in a sack or a zip-lock bag with his/her *name and the date clearly marked on the outside*. All lunches are refrigerated so we prefer that the children **not** carry lunch boxes, as our refrigerator space is very limited. Health and Sanitation Department regulations prohibit the use of a thermos. Providence Christian School will supply milk for the children to have with their lunch. We are unable to microwave children's lunches. Children will be encouraged, but not forced to eat. Please pack foods your child enjoys eating. Afternoon snacks are provided for children in extended care. Parents are asked to provide a morning snack and drink. The school furnishes milk with lunch, but not with the morning snack. Please include this snack with the lunch and label the snack. We appreciate your cooperation in this.

Each child should have a lunch which is a nutritionally adequate meal providing 1/3 to 1/2 of the child's daily requirements. As a minimum, this would be:

- 8 oz. of milk - provided by school
- 1 slice of bread or equivalent
- 1-1/2 oz. of meat or equivalent
- 2** 1/4 cup servings of fruit or vegetables

State regulations require that we supplement, with additional food, any lunches that do not meet the minimum requirements. Students whose lunches must be supplemented on a regular basis may be charged a fee.

Suggested snacks include fruit, granola bars, raisins, cheese, small finger foods and vegetables that are firm. Drinks should not include carbonated liquids or drinks in open containers. Juice boxes or labeled cups with lids are best.

Discipline

North Carolina law states that all parents must sign a statement describing the practice of discipline used at Providence Christian School. This information is included on the student's application and must be signed on the first day of the child's attendance.

Please note the following:

- PCS will use no form of corporal punishment.
- No child shall be handled in a rough or physically aggressive manner (e.g. shaken, pushed, slapped, etc.).
- No child shall be placed in time-out in a locked room or in an unsupervised area.
- Discipline will not be related to food, toilet, or rest needs.

We, at Providence Christian School, seek to provide an approach to discipline that is positive, active, and will promote learning. We strive to make all expectations clear and developmentally appropriate. We believe that our most valuable tool is a positive,

loving classroom environment. We want our students to feel comfortable relating to others without physical aggressiveness towards their classmates. Our goal is to guide them in developing these skills.

If children misbehave or play in an unacceptable manner (as stated in classroom rules) then they will be placed in time-out or asked to sit in another part of the room away from the other children. After two (2) times of misbehavior, or failure to take part in activities, we may call you to pick up your child for the day.

Time-out will only be used as an alternative when negative behavior is displayed. This includes such behavior as hitting, quarreling, being destructive to property, etc. Teachers will always be judicious when using time out. Children will remain in time out for one minute per year of chronological age (e.g. 3 year old student = 3 minutes in time out, maximum).

If a child misbehaves severely (kicking, biting, scratching, or spitting on either children or teachers), they will spend time-out in the Administrator's office. After the second (2nd) serious time-out, parents will be notified to come and pick up their child.

If a child strikes a teacher, you will automatically be asked to pick him/her up for the day. Depending on the seriousness of the offense, your child may be suspended or expelled.

After two (2) suspensions from school during the year, the child may be expelled by the Administrator. Again, depending on the seriousness of the offense, your child may be asked to leave the school permanently prior to the second offense.

Children displaying chronic misbehavior will require an intervention plan to remain at PCS. This plan will be developed during a meeting involving parents, the Administrator, and the student's teacher(s). Timelines for behavior improvement will be agreed upon and criteria will be set for continued enrollment in the school.

Addressing Concerns

Because you are entrusting us with your children, you will undoubtedly have questions for our teachers. The best way to handle other concerns (billing, administration, etc.) is to bring them to the Administrator or other administrative personnel, since the teacher might not have the information you need. Feel free to come by or call the office at any time. The office staff is available from 8:00 a.m. to 3:00 p.m. each day. Please feel free to leave a message on the telephone answering machine. We make every attempt to return all calls promptly. Our goal is to support and minister to your family. Your efforts to partner with us in maintaining open lines of communication help us achieve this goal.

Academic and Developmental Goals of Providence Christian School

The list below reflects a minimum set of skills for preschool students. While all students develop at different rates, there are some universal skills that all kindergarten programs will expect to see in new students. PCS, with the help of parents, will work to develop

these and additional skills in all of our students. This list does not represent the scope of skills that will be taught at this school.

Preschoolers Should Learn To:

1. Name things around them.
2. Describe what they have and what they want.
3. Understand opposites, such as hot and cold.
4. Name and identify colors.
5. Use adjectives to explain how they feel, and verbs to describe actions.
6. Name the people around them.
7. Use plural forms of nouns that are familiar to them.
8. Tell where to put objects.
9. Describe what they are doing.
10. Count to ten and beyond; count out items up to and above ten.
11. Talk about their families, homes, etc.
12. Talk about food and where, when, and what we eat.
13. Compare items using comparative forms: (small, smaller, smallest)
14. Use personal pronouns (me, mine, my).
15. Use basic sentence structures, including commands.
16. Reason in several ways:
 - a. Be able to classify items into categories.
 - b. Be able to describe what something is not.
 - c. Be able to relate objects or ideas.
 - d. Be able to understand some if-then structures.
 - e. Be able to put objects in a series on the basis of size, length, etc.
17. Hear differences and similarities in sounds of songs and stories.
18. Ask questions and listen to and follow directions.
19. Express what he or she wants, using words instead of pointing.
20. Use crayons, paints, brushes, clay, as well as cutting and arranging objects for creative expression.
21. Concentrate quietly on a task for at least ten (10) minutes.
22. Stay on task.

Please let us know if you have concerns about your child's development in any of the above areas.

Children will be bringing much of their work home in their book bags. The time that you spend looking at the work and making positive comments will be a valuable part of their education. By asking questions about their school day, you will be building a strong foundation on which all other learning can occur.

The Transitional Kindergarten (TK) classes strive to help children attain the skills necessary to enter kindergarten. We use the admission requirements for Providence Christian School as a guideline. Please be aware that most local private schools conduct admissions testing in January. Students will be tested by their T-K teacher a minimum of twice during the school year. Conference times will be made available during the fall semester. Parents are encouraged to use this time in order to be appraised of their child's progress.

The TK students that are enrolled in preschool at PCS enjoy a period of priority enrollment for our outstanding PCS Kindergarten program. We would love to help guide you through the PCS enrollment process.

A final reminder about the traffic circle:

Please refrain from parking in the traffic circle when dropping off or picking up students. **The circle must be free of parked cars at all times to allow for elementary dismissal times and to allow emergency vehicles access to our front doors.** If you need to leave your car to assist your child or to talk with a staff member, please park in the rear parking lot. Thank you for your cooperation.