

# PEEPs

*Presbyterian Early Education Program*



*Training hearts and teaching minds*





# What is PEEPs?

PEEPs stands for Presbyterian Early Education Program and is a weekday ministry of Central Presbyterian Church available to children 8 weeks to 5 years old. Children not only play and socialize with other children their age, but are also taught developmentally appropriate Biblically and academically based lessons by loving Christian staff. Our PEEPs staff is caring, qualified, and carefully screened.

## **Summer PEEPs Schedule**

Mondays and Wednesdays

June & July

9:00am to 2:00pm

## **School Year PEEPs Schedule**

Mondays, Wednesdays, & Fridays

September through May

9:00am to 2:00pm

## **Contact**

Christine Vandervoort

*PEEPs Director*

314-854-0145

[cvandervoort@centralpres.com](mailto:cvandervoort@centralpres.com)

## **Location**

Central Presbyterian Church

7700 Davis Drive

Clayton, MO 63105

Central's Nursery and Early Childhood Wing

# What will my child do at PEEPs?

## **Panda Room (infants):**

The babies eat and sleep based on whatever schedule mom and dad have (or don't have, as the case may be).

## **Turtle Room (crawlers/early walkers):**

9:00 - 10:00	Arrival, playtime
10:00 - 10:15	Prayer, snack time, story time
10:15 - 10:30	Diaper change
10:30 - 10:45	Sleepy kids go down for a nap
10:45 - 11:30	Walk (weather permitting), guided playtime, books
11:30 - 12:00	Prayer, lunchtime
12:00 - 12:30	Sleepy kids go down for a nap
12:30 - 1:00	Quiet time, swings
1:00 - 1:30	Diaper change
1:30 - 1:45	Books, block, playtime
1:45 - 2:00	Prepare to go home

### **Kangaroo Room (one year olds):**

9:00 - 9:45	Arrival, centers, free play
9:45 - 9:55	Clean-up
9:55 - 10:15	Potty break/diaper check, prayer, snack
10:15 - 10:35	Circle time (Bible story, memory verse, finger plays)
10:35 - 10:55	Music class
10:55 - 11:30	Recess
11:30 - 11:45	Potty break/diaper check
11:45 - 12:00	Craft, coloring time
12:00 - 12:30	Lunch
12:30-1:00	Rest, quiet book time
1:00 - 1:20	Potty break/diaper check, prayer, snack
1:20 - 1:35	Gross motor, group games
1:35 - 2:00	Story time, finger plays, songs

### **Giraffe Room (young two year olds):**

9:00 - 9:45	Arrival, learning centers
9:45 - 9:55	Clean-up
9:55 - 10:15	Potty break/diaper check, prayer, snack
10:15 - 10:35	Circle time (Bible story, memory verse, finger plays)
10:35 - 11:05	Recess
11:05 - 11:40	Craft
11:40 - 12:00	Music class
12:00 - 12:15	Potty break/diaper check, clean-up
12:15 - 12:45	Lunch
12:45 - 1:30	Rest period (academic/Bible-related video or book)

1:30 - 1:45	Potty break/diaper change, free play
1:45 - 2:00	Gross motor, group games, story time

### **Lion Room (older two year olds):**

9:00 - 9:50	Arrival, learning centers
9:50 - 10:00	Clean-up
10:00 - 10:20	Circle time (Bible story, memory verse, prayer)
10:20 - 10:40	Potty break/diaper check, snack
10:40 - 11:00	Circle time (academic concepts, literature)
11:00 - 11:20	Music class (art class on Fridays)
11:20 - 11:50	Recess
11:50 - 12:00	Potty break/diaper check
12:00 - 12:30	Lunch
12:30 - 1:00	Rest period (academic/Bible-related video or book)
1:00 - 1:30	Potty break/diaper check, craft
1:30 - 1:45	Gross motor, group games
1:45 - 2:00	Prepare to go home, songs, books

### **Elephant Room (three year olds):**

9:00 - 9:45	Arrival, learning centers
9:45 - 10:00	Clean-up, potty break
10:00 - 10:10	Snack
10:10 - 10:25	Bible story, craft
10:40 - 11:00	Music class
11:00 - 11:30	Recess
11:30 - 12:00	Star of the Day, show and tell
12:00 - 12:30	Lunch

12:30 - 1:00	Academic games
1:00-1:30	Story time
1:30 - 2:00	Rest (academic/Bible-related video)

**Koala Room (four and five year olds):**

9:00 - 9:30	Arrival, learning centers
9:30 - 10:00	Creative play
10:00 - 10:10	Potty break
10:10 - 10:30	Snack, calendar
10:30 - 11:20	Bible story, memory verse, craft
11:20 - 11:45	Music class
11:45 - 12:15	Recess
12:15 - 12:50	Potty break/lunch
12:50 - 1:00	Book club
1:00 - 1:30	Rest (academic/Bible-related video)
1:30 - 1:50	Alphabet adventure
1:50 - 2:00	Show and tell



## Extra-Curricular Classes

- Literature-based art class for Lions, Elephants, and Koalas is offered on Fridays
- Monthly visit by a therapy dog for Giraffes, Lions, Elephants, and Koalas is offered on Fridays
- Monthly cooking class for Elephants and Koalas is offered on Fridays
- Music class for Turtles, Kangaroos, Giraffes, Lions, Elephants, and Koalas is offered on Mondays and Wednesdays
- Yoga for Elephants and Koalas is offered on Mondays



# How do I sign up?

There are two sessions of PEEPs: School Year (September - May) and Summer (June & July). Pre-Registration for both Summer & School Year PEEPs begins February 1 for Central members. Open enrollment begins February 15. Current PEEPs users have the month of January to re-enroll. The pre-registration form can be found on our website: [www.centralpres.com/ministries/peeps](http://www.centralpres.com/ministries/peeps).

# How much will it cost?

Since every family is different, we offer a couple of different options - you do what works best for your family! Your child may attend one, two or three full days a week, or two or three half days a week.

2018 Summer PEEPs will be held on Mondays and Wednesdays from 9 a.m. to 2 p.m. in June and July.

2018-19 School Year PEEPs will be held on Mondays, Wednesdays and Fridays from 9 a.m. to 2 p.m.

## **FULL DAY SUMMER TUITION**

1 full day: \$360 total or \$180/month

2 full days: \$720 total or \$360/month

### **HALF DAY SUMMER TUITION**

2 half days: \$444 total or \$222/month

### **FULL DAY SCHOOL YEAR TUITION**

1 Full Day \$1485/year; \$165/month

2 Full Days \$2970/year; \$330/month

3 Full Days \$4401/year; \$489/month

### **HALF DAY SCHOOL YEAR TUITION**

2 Half Days \$1989/year; \$221/month

3 Half Days \$2970/year; \$330/month

For full day children, there is a 40% discount in tuition per additional child. For children attending half day, there is a 10% discount for additional children.

The registration fee for summer is \$55 (\$40 for CPC members) and \$95 (\$65 for CPC members) for the school year. The registration fee is non-refundable and is due upon acceptance or re-enrollment into the PEEPs program.

# How and when is tuition to be paid?

Tuition for each month is to be paid in full at the beginning of the month. Tuition adjustments will not be made for absences resulting from travel, illness, snow days, etc.

Tuition is due the first week of each month. If your monthly tuition payment is not received by the 15<sup>th</sup>, then a late payment fee of \$15 will be applied to your account.

Tuition payments may be made by cash, check, or credit card. If paying by cash, please see the PEEPs Director so that a receipt may be given. Checks are to be made out to CPC, NOT PEEPs. A check may be mailed to Christine Vandervoort, 7700 Davis Drive, Clayton, MO 63105, or dropped off at the PEEPs office. If paying by credit card, click on the "make a tuition payment" button on the PEEPs website at [www.centralpres.com/ministries/peeps](http://www.centralpres.com/ministries/peeps).

# What if I need to unenroll my child from the program?

For school year enrollment, if you decide to remove your child from the program early, then we ask that you give us two months

notice. If notice is not given, then you will be required to pay a penalty equal to two months tuition.

For summer enrollment, once you are officially registered for the summer program, payment is expected for both months regardless of early termination.

## What if I only want my child to come once in a while?

Your child may attend PEEPs on a drop-in basis, but you must be enrolled in the program to do so (contact the PEEPs Director for more information on the drop-in option)

## What if I need to send someone else to pick up my child?

We know this happens! If you plan to have someone else pick up your child, please let the PEEPs Director know. If there's an emergency, and you can't pick up your child, just call the office (314.854.0145) to let us know who will be picking up. Your child's safety is very important to us. No child will be released to a person unfamiliar to the PEEPs Director or teachers without your consent. If we are unfamiliar with the person picking up your child, we will ask to see a picture ID.

# What if my child is sick?

We want to keep the children and staff healthy, so please do not bring a sick child to PEEPs. Please read and adhere to our policies below. Please call the nursery director at 314.854.0145 to let her know that your child will not be attending PEEPs that day.

The PEEPs director will call to have you pick up your child should your child become sick during PEEPs. Your child will remain in the director's office until picked up to prevent spread of illness to classmates. We ask that someone is always available to pick up your child within 15 minutes from the time of the call.

## Healthy Child Policy

Please do not bring your child to the Nursery if the following applies

- 1) Child has nasal discharge (thick or continual clear, green, or yellow discharge)
- 2) Child has vomited or had diarrhea in the last 48 hours
- 3) Child has a fever, or has been on fever reducing medicine, in the past 24 hours
- 4) Child has been on an antibiotic for less than 24 hours.
- 5) Child has an unexplained rash or shows signs of conjunctivitis (pinkeye) or any type of infection

Please let the director know if a doctor diagnoses your child with a communicable illness such as pink eye, the flu, hand/foot/mouth disease etc. We would also like to know if your child has the stomach flu, lice, or any other condition that is easily spread to other students.

Please note:

The PEEPs Staff is not permitted to give medication. Please do not include any medication in bottles or food.

If your child has any chronic allergies which may give the appearance of illness, please supply the PEEPs director with a note with your physician's approval for admittance to PEEPs.

## What do I need to pack for my child?

- 1) **LUNCH:** Please send a lunch and beverage for your child, marked with their name, along with any necessary utensils. Cut up all food for toddlers and do not send foods which are choking hazards (whole hot dogs, popcorn, grapes, etc.). Remember, PEEPs is a peanut-free program. Please, **NO PEANUT BUTTER** and no food items containing peanuts. We provide a mid-morning snack for your child.
- 2) **DRINK:** All mothers, including those nursing, need to bring 2 bottles or 2 cups (milk, juice, water, etc.) for their child. (If you send

a bottle containing breast milk, be sure to label it as such.) Glass bottles are not allowed.

- 3) **DIAPERS:** Bring three diapers or pull-ups per day, labeled with your child's name. We provide wipes.
- 4) **LABELED BELONGINGS:** Please make certain that all of your child's belongings such as lunch, diaper bag, bottles, pacifiers, diapers, etc., are clearly marked with the child's name.
- 5) **AN EXTRA SET OF CLOTHES:** Please place the clothes in a labeled ziplock bag and leave in your child's cubby or classroom.

## What is our discipline policy?

"Listen to advice and accept instruction, that you may gain wisdom in the future." Proverbs 19:20

At PEEPs, we are training hearts and teaching minds. Our goal is for our students to follow Jesus, through obedience to their teachers and loving treatment of their classmates. We strive to maintain order in our classrooms to keep our students safe and to maximize learning. Our teachers guide the children toward demonstrating the fruit of the Spirit (Gal 5:22-23).

If correction is needed, our teachers will:

- 1) Explain to a child why his/her choices are not acceptable.



- 2) Provide a child with positive and acceptable choices.
- 3) Put a child in time out in a chair or high chair in the classroom for an age-appropriate amount of time.
- 4) Have a child meet with the PEEPs Director.
- 5) Talk with parents if their child's behavior does not improve.

## What about potty training?

Potty training is an exciting time for you and your child. Please let the staff in your child's room (Giraffe, Lion) know that the process has begun. We are glad to partner with you in this process. For sanitary reasons, we do ask that you send your child in a pull-up (not underwear) until they are consistent with the use of the potty, can ask to use the potty, and are no longer having accidents. Unfortunately we cannot assist with potty training children in the Panda, Turtle or Kangaroo Rooms.

## How do I find out about snow days?

PEEPs follows the Central Christian School's major holiday/vacation times during the school year. On possible snow days check radio station KMOX (AM 1120), KSDK channel 5, or Fox channel 2 for announcement of Central Christian School's closing.

If possible, an email will be sent out to PEEPs families announcing the closing.







