

Welcome Back!



Welcome to another wonderful year at Promise Town!

Welcome to all who are new to Promise Town this year and welcome back to our returning children and families. I pray that you all had a wonderful summer break. We are eager to partner with you in creating an environment in which your child can learn and grow. For those of you who do not know me, I would like to introduce myself. My name is Andrea Takase, and I am thrilled to be the director of Promise Town Ministries. I am looking forward to another year at Promise Town and very enthused about its continued growth!

Soli Deo Gloria,

Andrea D. Takase, Director

PROMISETOWN MINISTRIES

WELCOME BACK PACKET

JULY 2016



Our Mission:

We will nourish, nurture, and prepare students spiritually, academically, physically and emotionally. We will build their character by providing an atmosphere of academic excellence that includes

encouraging a good self-image, providing a challenge through a wide-variety of activities. We shall provide students an atmosphere of love, safety and understanding that promotes Christian learning through Bible Stories, prayer, and other activities that will make God's Word and His Son a part of their daily lives.

As we embark on another year we have a few updates to our policies and procedures to help to just that. **Our 2016 -2017 Parent Handbook distributed Aug. 8th will detail this information.**

Please take a moment to read through the attached documents and important forms. There are some forms that will need to be completed and returned to the Admin Office.

Important upcoming dates:

- **Aug. 1st** : Transition week
- **Aug. 6th**: Promise Town Ice Cream Social 5:30pm – 7:pm

Please see the full academic calendar for more exciting events that we have planned this year.

Promise Town Classrooms

Rm 205/206 Tribe of Asher-ALP (Infants – 12months)

Rm 209 Tribe of Asher-OME (12months – 18months)*

Rm 304 Tribe of Joseph (1& 2's)

Rm 305/306 Tribe of Benjamin (2&3's)

Rm303 Tribe of Levi (3&4's)

Rm300 Tribe of Judah (4&5's)

Rm 204 House of David (5&6's)



(*) this classroom is opened on an as needed basis. In an effort to keep class sizes low, this classroom sometimes functions as a younger toddler's room. In the case of a younger toddler's classroom, this class will filter into the either the Tribe of Joseph or Benjamin the following fall.

As your child transitions they can begin their journey in the next class if they are at least the **primary age by August 1st** and there is **availability**. The ultimate goal of classroom transitions and placement is to ensure that each child is placed in the most developmentally appropriate classroom.

Please Note: Your child's placement is set for the full school term. Transitions generally do not occur during the school year. Any early or late transitions are case-by-case situation.



Revised 07-
2016

July

- 1st – Open Enrollment
- 4th - **Independence Day observed Promise Town CLOSED**
- 28th – All Summer Sessions/Camp Ends
- 29th – **Closed/ Teacher In-Service**
- 30th – **Open House @ 5:30pm – 7:00pm**

August

- 3rd – Transition week
- 6th – **Promise Town Ice Cream Social @ 5:30pm - 7:00pm**
- 8th - Welcome Week/ First day of fall session
- 10th - Initial Developmental Assessments
- 25th – Fall Picture Day

September

- 5th - **Labor Day observed ((No School))**
- 30th - end 1st quarter

October

- 2nd – 7th Fall break /Flex week
- 7th - Progress reports
- 13th – Fall Party
- 17th – Family Movie Night @
- 14th, 28th - **Teacher In-Service: Promise Town will be CLOSED on these Fridays.**

November

- 4th - **Teacher In-Service: Promise Town will be CLOSED on this Fridays.**
- 14th – 18th Assessments
- 21st – 25th Thanksgiving Break / Flex week
- 22nd – Thanksgiving Feast @ 12pm -1pm
- 24th & 25th – **Thanksgiving Holiday observed Promise Town will be CLOSED ((No School))**

December

- 21st - End of second quarter
- 16th – Christmas Program @ 6pm
- 23rd – Jan 6th Winter Break
- 23rd – 26th **Christmas Break Promise Town will be CLOSED**
- December 30th & January 2nd **New Year Holiday observed: Promise Town will be CLOSED**

January

- December 31st & January 1st **New Year Holiday observed: Promise Town will be CLOSED**
- 3rd – Promise Town will be OPEN

February

- 11th – Family Valentine’s Day Dance
- 14th – **Valentine’s Day Party**

March

- 3rd - **Open House @ 5:30pm – 7:00pm**
- 10 – End of third quarter /Assessments
- 13th – 17th **Parent Teacher Conferences**
- 23rd – Spring Picture Day *
- 27th – 31st Spring break / Flex week

April

- 7th - **Open House @ 5:30pm – 7:00pm**
- 14th – **Good Friday observed Promise Town CLOSED**
- *New Hope Great Banquet: TBA/Pre-K Program Field Trips!**

May

- 12th – Moms with Muffins
- 19th – **Graduation Program @3:30pm**
- 19th – **May Flowers” (Spring Show) @ 4:30pm**
- 24th - Last day of curriculum/ End of fourth Quarter
- 26th - End of the year parties
- 29th – **Memorial Day observed Promise Town CLOSED**

June

- 5th –ALL Summer Camps/Session Begins
- 16th – Dad and Donuts
- 17th – Summer Family Luau

- 30th - **Open House @ 5:30pm – 7:00pm**

July

- 1 – Open Enrollment
- 4 – **Independence Day observed Promise Town CLOSED**
- 27 – All Summer Sessions/Camp Ends
- 28th – **Closed/ Teacher In-Service**
- 30th - **Promise Town Ice Cream Social @ 5:30pm - 7:00pm**
- 28 – **Closed/ Teacher In-Service**



PromiseTown Childcare Ministry & Preschool

317-875-8414 ext. 11

317-875-5171 (fax)

A Ministry of New Life Community Church

1500 W. 86th Street Indianapolis, IN. 46260

Rev. Andrew Hunt, III, Sr. Pastor

Beginning of School Year Forms Checklist

Office Use Only:

- Parent Notice Form 49444
- Intake Agreement
- Health Information
- Getting Acquainted With Your Child
- Updated Child Immunization Records

Forms Received and Reviewed by, title

Date



PARENT'S NOTICE

State Form 49444 (R / 1-09) / BCC 0035

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Signature of Parent or Guardian

Name(s) of children enrolled

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

Name of facility

Address of facility (*number and street, city, state, and ZIP code*)

County

Child's Name:

Date of Birth:

PromiseTown Childcare Ministry & Preschool Intake Agreement

By signing this agreement, I communicate my understanding of the following:

- 1) PromiseTown Childcare Ministry & Preschool (including Summer Camp) is open from 6:30 A.M. until 6:00 P.M. Late charges will be assessed at a rate of \$1.00 for each minute after 6:00 P.M. The amount is payable directly to the staff member who had to remain to provide care and is due when the child(ren) is/are picked up.
- 2) I understand that my child will only be released to parent(s) listed on the Application for Admission form unless another person(s) is named in writing.
- 3) I, or a designee, am required to bring my child into the appropriate PromiseTown Childcare Ministry & Preschool classroom and must sign in and sign out the time of arrival and departure.
- 4) I consent that in case of an accident/injury or illness of a serious nature, my child will be given emergency medical treatment.
- 5) I understand that a health examination is to be completed by a Health Care Professional, including immunizations and tuberculin testing for the current year is required for my child within one month of admission and that my child will be removed from the Ministry if a health form is not returned within the required time. In addition, I understand that the health examination shall be repeated yearly.
- 6) I understand that any non-prescription medications, such as Tylenol, Robitussin, Dimetap, etc. can be administered only with written consent and instruction accompanied by a doctor or parent/guardian's signature. Medication must be labeled with the child's name, date, amount to be given, and times to administer the medication.
- 7) I understand that PromiseTown Childcare Ministry & Preschool will notify parent(s) of any significant occurrences or problems which may affect my child, including exposure to communicable diseases.
- 8) I understand that PromiseTown Childcare Ministry & Preschool will be closed on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and the period from Christmas Eve through New Year's Eve. If these holidays fall on a Saturday or Sunday, then either the Friday preceding (for Saturday holidays) or the following Monday (for Sunday holidays) will be designated as the holiday, with the exception of Good Friday. **I agree to pay tuition on the holiday observations mentioned above.**
- 9) I understand that it is the parent's responsibility to supply all of the day's bottles each day and that they should be properly sterilized at home each night. All bottles must be labeled with the child's name and date prepared. All baby food must also be labeled with the child's name.
- 10) I understand that parents are responsible for the diaper/pull-up supply for their child, if necessary each diaper will be labeled with the child's name.
- 11) I understand that breakfast will be served to my child upon arrival between 7:30 A.M. until 8:00 A.M.
- 12) I understand that my child's teacher will schedule one parent/teacher conference each year.

PromiseTown Childcare Ministry & Preschool, 1500 W. 86th Street, Indianapolis, IN 46260 317.875.8414 ext. 11

Child's Name:	Date of Birth:
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PromiseTown Childcare Ministry & Preschool
Intake Agreement (cont'd.)

- 13) I understand that child training and discipline are handled with kindness and understanding and in accordance with Christian principles as set forth in the Bible. Children are informed of inappropriate behavior and what is expected. Disciplinary issues will be addressed with parents and documented in the child's file.
- 14) I am giving permission for my child to be transported by PromiseTown Childcare Ministry & Preschool on field trips, providing he/she is at least two (2) years of age, with proper supervision and consent forms.
- 15) I agree that the tuition for my child upon enrollment in the ministry has been determined as \$ _____ per day with the number of days as _____ per week for part-time each week, or as \$ _____ per week for full-time care. There will be a late fee of \$5.00, if arrangements for payment have not been made by the second day of attendance.
- 16) There is an annual curriculum fee due on September 1st each year or upon enrollment.
- 17) I agree to pay a \$33.00 fee for all returned checks. I understand that in the event of a returned check, PromiseTown reserves the right to require all future payments to be made in cash.
- 18) I understand that should fees become two (2) weeks delinquent, the account must be caught-up to date by being paid in full, or my child will forfeit his/her enrollment at PromiseTown.
- 19) I agree that if it becomes necessary to enforce collection of balance due, or any part thereof, I am to pay all collection agency fees, court costs, attorney fees, etc.
- 20) I understand that this agreement is subject to change with a two (2) week written notice from PromiseTown.
- 21) I understand that the parent(s) or Director reserves the right to terminate this agreement for any reason, giving a two-week notice.
- 22) A registration fee of **\$75.00 for the Childcare Ministry and Preschool Programs** must accompany this application and is non-refundable.
 - a. The registration fee is **\$50.00 for the Summer Camp Program** and is non-refundable.

After carefully reading this Intake Agreement, I agree to fully accept the terms listed herein:

Signature of Parent/Guardian	Date
Signature of Parent/Guardian	Date
Form Received by	Date

Child's Name:	Date of Birth:
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Health Information

Condition of child's health (Parent's Opinion) _____

To your knowledge, does your child have any physical, emotional, or mental disability which may affect in any way his/her participation in the full Childcare Ministry? **Yes/No**

If yes, please explain:

Does applicant have any known allergies? **Yes/No**

If yes, please explain:

Child's Physician:		Telephone:
Address:	City, State, & Zip:	
County:		

Child's Dentist:		Telephone:
Address:	City, State, & Zip:	
County:		

***Please Note:** A History of Immunizations or Shot Record must accompany this application in order to secure your child's enrollment in the PromiseTown program.*

Notice: We understand that this Childcare Ministry is not licensed under the laws of Indiana. However, as a registered Childcare Ministry, we understand that this Childcare Ministry complies with the State rules concerning sanitation and fire safety, as well as overall building safety, nutrition, and child safety. I understand that it is also my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the Childcare Ministry. (This does not absolve a child care ministry from liability for injury to a child while the child is participating in the Childcare Ministry if the cause of injury is negligence or intentional wrongdoing on the part of the Childcare Ministry or an employee of the Ministry.)

Signature of Parent/Legal Guardian

Date

Print Name



Flow of the Day

(Hours of operation 6:30AM – 6:00PM)

Drop-off

(No Drop-off after 10:00AM without advance notice in writing)

6:30am - Office Open (all early birds will come here and then transition to their classes)

7:00am - Nursery Open (Infants & Crawlers)

7:30am - Toddlers Class Open (T1 & T2)

7:30am - Preschool Class Open (K3 & K4)

**** based on assessed needs, times of transitions are subject to change.***

At 9:00AM the core program begins for all classrooms. While each teacher structures the day to best reflect the rhythm of the individual class community every classroom will typically incorporate the following during the core preschool hours:

- Circle Time (planning with the children, topic study discussions, sharing, stories, songs, games, etc.)
- Centers/Stations (Art, Construction, Dramatic Play, Topic Study Explorations, Books, Literacy/Message Center, Cooking, Manipulatives)
- Clean Up
- Snack (9:00AM- 9:30AM & 3:00PM -3:30PM)
- Lunch (12:00PM – 1:00PM)
- Outdoor Classroom/Rec Station—nature, outdoor explorations, games, gross motor play

If you were to peek into our classrooms, you may see children involved in a morning meeting, circle time, dressing up, baking with play dough, immersed in constructing with Legos or blocks, looking at books, sorting objects, playing instruments, or drawing. You will see engaged teachers watching and listening to children, documenting their play with photos and notes, offering resources to support and extend their play, and having fun alongside them.

Pick-up

Our Pick-up procedures mirror drop-off, as children leave for the day their class sizes decrease and classes will combine.

4:00/30pm - Nursery (Infants & Crawlers)

4:30/5pm - Toddlers Class (T1 & T2)

5:30pm - Remaining children will head to Rm 300 for Pick-up (T1, T2, Pre-K3,& Pre-K4)

**** based on assessed needs, times of transitions are subject to change.***



PromiseTown Ministries. 317-875-8414 ext. 11 A Ministry of New Life Community Church
1500 W. 86th Street Indianapolis, IN. 46260. Rev. Andrew Hunt, Sr. Pastor

“Train a child in the way he should go and when he is old he will not turn from it” –Proverbs 22:6

Our Mission

We will nourish, nurture and prepare students spiritually, academically, and emotionally. We will build their character by providing an atmosphere of academic excellence that includes encouraging a good self-image, providing a challenge through a wide-variety of activities. We shall provide students an atmosphere of love, safety and understanding that promotes Christian learning through Bible Stories, prayer, and other activities that will make God’s Word and His Son a part of their daily lives.

Promise Town 2016 – 2017 Uniform Letter

Dear Promise Town Parents and Guardians,

Hello! We hope that all our Promise Town families are enjoying their summers. The start of the new school year will soon be upon us. The intent of this letter is to notify Promise Town families of a new change in our student dress code policy. We will be implementing a required uniform for all classroom K-3 and higher, with the beginning of the fall 2016 semester. Throughout the school year (Aug- May) students will need to arrive to school in their required uniform. We believe that this transition to uniforms will:

- Encourage our students to experience a greater sense of unity and belonging
- Encourage a high level of program participation
- Ensures children are wearing school and age appropriate clothing
- Instill a sense of pride and discipline among students
- Improve and expand on academic excellence
- Positively influence our school’s image in the community
- Decrease morning stress in decision making about what to wear

You can find the requirements below for each classroom. Uniforms may be purchased from any retailer and brand. This policy will become **operative September 6th** for children and staff, and will be in full effect as we begin our second quarter on **Monday, October 3, 2016**. If there are questions or concerns please notify administration office. We strongly appreciate your help and participation during this transition and implementing of our new uniform policy. We look forward to a great school year!

Thank You,

Promise Town Administration



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Promise Town 2016 – 2017 Uniform Letter

Uniform Requirements:

Please be mindful that all students will need to wear their uniform daily **and** leave at least one set at school, to serve as a change of clothes. With this in mind, we highly suggest purchasing 3-6 sets of uniforms, depending upon your child’s needs.

- **K-3 Tribe of Levi:** Navy Blue Polo Shirt or Collared Shirt (short or long sleeved) / Khaki colored bottoms
 - optional: Navy Blue Sweater/Cardigan
- **K-4 Tribe of Judah:** Hunter Green Polo Shirt or Collared Shirt (short or long sleeved) / Khaki colored bottoms
 - optional: Hunter Green Sweater/Cardigan
- **K-5 House of David:** Yellow Polo Shirt or Collared Shirt (short or long sleeved) / Khaki colored bottoms
 - optional: Yellow Sweater/Cardigan

Girls may wear pants if they choose. If skirts are preferred, they must be an appropriate length and skorts (built in shorts under skirts).

Additionally: there are no uniforms required during breaks or flex weeks.

All students are required to wear rubber-soled shoes to school