



School Information

Address: 6155 Guion Road, Suite B, Indianapolis Indiana 46254

Hours: Monday – Friday 6:00am-6:30pm

Phone: (317) 347-1049

Email: director@sslschools.com

Website: www.slschools.com

Director Information

Director: Temicka Moore

Phone: (317) 476-2176

Email: director@sslschools.com

Stepping Stones Learning Schools are Christian private schools under the jurisdiction of the Indiana Department of Education.

Stepping Stones Learning Schools

PRESCHOOL HISTORY & HERSTORY

We are a Christian private preschool established in 2009 to serve the academic and social needs of young impressionable children. Our "gemstones" have the pleasure of enjoying an experienced and dedicated staff that share a genuine love of children and seek to invest the very best early childhood academic standards, social skills, and physical development in each and every child.

SSLS PRIDE

○ CREED

- *Provide a safe, loving, and nurturing Christian environment for children*
- *Reassure parents that the academic and social needs of their child is being met*
- *Prepare our children to exceed the requirements of Kindergarten readiness*
- *Allow children to exemplify their individual talents and skills through Christian principles*
- *Introduce skills that build character and healthy minds through a 3-Step academic transition program, etiquette training, and nurturing*

○ MOTTO

- *“Educating Young Minds...One Step at a Time”*

○ COLORS

- *Royal Blue & Tea Rose Yellow*

○ MASCOT

- *The Gemstone*

Stepping Stones Learning Schools

PARENT HANDBOOK

Enrollment Process

Stepping Stones Learning Schools is delighted that you are interested in our preschool or before & after school programs. The following steps are required to secure your family in our program:

- **Online Interested Parent Form**
- **A Meet & Greet Tour**
- **Enrollment Fee - \$50.00 per family (non-refundable-valid for 2 weeks)**
- **Enrollment Packet**
- **Birth Certificate for All Children (copy)**
- **Immunization Records**
- **Required Uniforms**
- **First Week's Tuition**

Tuition Rates, Fees, and Payment Policy

- **Preschool Tuition Rates & Fees**
 - Family Registration Fee \$50.00
 - Full Time /Half Day Program \$100.00 per week
 - Returning Student Rate (FT) \$90.00 per week
 - Three Day Program \$75.00 per week
 - Scholarship Rate \$75.00 per week
 - Summer Session (Age 6-12) \$75.00 per week, \$50.00 siblings
 - Summer Activity Fee \$50.00 per family
 - Additional Hours \$10.00 per week per family
- **Crystal Care (Before & After Care)**
 - Preschool Before/After Care Included up to 10 hours or 6pm
 - Elementary Before Care \$25.00 per week
 - Elementary After Care \$25.00 per week
 - Before School Transport \$25.00 per week
 - After School Transport \$25.00 per week
 - Full Days (School Closed) \$5.00 per day additional
 - Temporary School Break Care \$10.00 per day
- **Payment Options**
 - **Monthly 10% discount** 4 weeks in advance
 - **Bi-weekly** 2 weeks in advance
 - **Weekly** 1 week in advance
- **SSLS Discounts:** Monthly and sibling discounts may be combined, however, returning student discounts, promotional discounts, and scholarships may not be used in conjunction with any other offered discount.
 - **Monthly Discount** 10% off monthly tuition
 - **Sibling Discount** 50% off weekly tuition - Preschool
\$5.00 off weekly tuition – Crystal Care

Cash/Debit Card Payments:

- Acceptable Forms of Payment due on Friday Mornings by 9a.m.
 - Cash
 - Credit Card In Person
 - Via Square Cash App or Online at:
[https://cash.me/\\$SteppingStones](https://cash.me/$SteppingStones)
- **All online payments subjected to a \$2.00 convenience fee. This amount is required to be added to your tuition payment if paying with a credit card via the Square Cash App.**
- **Late Fees** – Payments received after 9am on your payment due date will incur \$10.00 a day late fee not to exceed 5 days or \$50.00. **Monthly Parents: If your payment is late, the monthly discount is forfeited for that month in addition to \$10.00 per day late fees.** Late payments and fees not paid by the following Friday will result in the student being withdrawn from our program until balance is paid unless payment arrangements have been approved by the Director.
- **Tuition Free Weeks (TFW)**– All SSLs families are entitled to **Three (3)** Tuition Free Weeks per school year (August - July) by **submitting your request in writing via email to the Director by 12 noon the day before the Payment Blue Date.** These weeks are offered in exchange for the school being closed for Spring Break and Christmas Break in which tuition is still required to be paid. These weeks are also used by parents in times of economic hardship, family budgeting, and family vacations. However, you are not required to provide an explanation as to why you are utilizing these weeks.

Please refer to the school calendar distributed in this enrollment packet for specific dates that tuition free weeks may be used. Please keep the following rules in mind when making your decision:

- **TFW's can only be used on PAYMENT BLUE DATES highlighted on the school calendar.**
- **Blue Dates cannot be used or requested:**
 - *The first 30 days of enrollment*
 - *Consecutively*
 - *For Missed Days of School for Any Reason*
 - *If your account has a past due balance*
- **Tuition/Attendance Policy** - Tuition payments are based on securing your child's enrollment not on the child's attendance. There are no refunds or pro-rates provided for late arrivals, early departures, or absences for any reason. **Tuition payments are due in the event that the child is not present** until a 2-week Notice to Withdrawal form has been submitted to the director.

School Uniform Policy

SSLS is a uniformed school that requires all students to dress in approved SSLS attire for all semesters.

The SSLS Uniform will consist of:

- **Polo Shirts – White, Navy, Light Blue, or Yellow (Gold Not Permitted)**
- **Pants, Skirts, Shorts – Navy or Khaki Colored**
- **Sweaters (no hoods) or Vests – White, Khaki, Navy, Yellow**
- **Any Color Shoe – Open Toe/Heeled Shoes Not Permitted**

Stepping Stones Fridays—Students are not required to be in uniform and may dress down for the day on Fridays.

Uniform Violation Fee - Failure to dress your student in approved attire will result in a Uniform Violation Fee of **\$5.00 per occurrence**. You are required keep an extra uniform in your student's bag for emergency purposes.

Attendance & Admittance Policy

Reporting Absences – All students are required to attend school on a daily basis to comply with the State of Indiana attendance guidelines. Parents and/or Authorized Persons are required to sign children in daily. Please report all absences by 9:15am daily to your students teacher via email:

- Miss Asya – missasya@sslschools.com
- Miss Nichole – missnichole@sslschools.com
- Miss Stacia – missstacia@sslschools.com

Admittance Policy - All students are required to be in attendance by 9am with a 15-minute grace period. Students **WILL NOT** be permitted to attend after 9:15am unless a signed Doctor's note is provided or if a Late Pass is available. **Each student is granted six (6) late passes per school year**. It is imperative that students are present for academic learning in its entirety and on time. We strongly recommend saving last passes for inclement weather.

Sign In/Out Policy-Parents and authorized persons are required to sign students in via the attendance keypad daily upon drop off and pick up.

Late Pick Up Policy/Overtime Option

Late Pick Ups - No grace period. A \$10.00 Late Pick-Up Fee will be assessed for the first minute and \$1.00 per minute thereafter. Late Pick-Up Fees will be assessed to your account for every minute that you are late picking up after your contracted time and our required to be paid the next business day by 9am.

Overtime Option - Should you need additional hours (beyond 10 contracted hours or beyond 6pm) for any reason you can utilize the Overtime Option which allows your time to be extended to 6:30pm for an additional \$10.00 per week. This option must be requested by noon the day that Overtime is needed to be eligible.

Authorized Persons Pick Up Policy

Students will only be authorized to leave with persons listed on the student's Authorized Persons Form. Authorized Persons must produce a valid form of ID (Driver's License, State issued ID, or other form of Picture ID) and the Parent 4-digit pin. Parents must notify SSLS to verbally authorize anyone who is not listed on the authorized persons form. If no authorization is given, all attempts will be made to contact the parent for authorization or the child's emergency contact.

Illness & Communicable Disease Policy

It is recommended that parents provide a fever reducer medicine such as Tylenol, Ibuprofen, or Motrin to leave at the school for fever related emergencies. Should your child become ill from fever and a medication permission form has been provided, SSLS will administer the medicine and isolate the child from the general population.

- ***Ill Child*** - In the event that a student becomes ill while at the school, the parent will be notified of the child's symptoms and will be asked to pick up the student within one (1) hour of notification. If the student is ill from **fever, vomiting, or diarrhea**, or if 2 or more of these symptoms are present, the student may not return to the school the next day or until the student is symptom free.
- ***Communicable Diseases/virus*** such as Ringworms, Head Foot & Mouth Disease, Chicken Pox, Measles, Bed Bugs, Head Lice, Common Cold & Flu Viruses, NoroVirus, RotoVirus, Shiegella and all other communicable diseases are contagious to other students and staff. Any student that has been diagnosed or exhibits the signs/symptoms of a communicable disease may not attend for a period of 1 to 5 days depending on the symptoms, diagnoses and recommendation of the student's pediatrician, or the school director.
- ***School Quarantine*** may be necessary if more than 50% of the population exhibits symptoms of a communicable disease. The most common viruses that a school population would close for are the RotoVirus, NoroVirus, and Shigella. A standard quarantine period is three (3) days.

Weather Related Delays & Closings

In the event of severe and/or inclement weather, parents are responsible for obtaining information from the local television stations for updates on school delays or closings.

SSLS adheres to the decisions made by **MSD Pike Township Schools**.

The following is a list of possible outcomes:

- 1 or 2 Hour Delay: No Before care; SSLS will open at 9am
 Tardy Bell at 9:15
- School Closing: SSLS will be closed

School Meals and Snacks

SSLS serves breakfast, lunch, and afternoon snack participates and adheres to the rules & regulations of the State Food Program. All parents are required to complete an Application for Meals which determines the reimbursement the school receives and a Food Program Enrollment Form for our sponsor upon enrollment.

All meals and snacks are included in your weekly tuition. Please refer to the daily schedule for

meal and snack serving times.

- **Home Lunches** – Students are permitted to bring their lunch to school at their leisure, however, candy of any kind is not permitted and will be removed from the students lunch if found. Milk will be available for any student that brings their lunch.
- **Food Allergies** - If your student has a food allergy you are required to **document the allergy information on the enrollment application** and have the **Medical Allergy Form** completed by the student's pediatrician listing the allergy and any information that the school may need to know to treat a reaction it occur.
- **Meal Substitutions**-SSLS will make all reasonable accommodations for students with allergies but strongly encourages students to bring a Home Lunch on the days that the meal is not desired or if an allergy is present in the meal served.

Birthday & Holiday Celebrations

- **Birthdays:** Students may bring store bought treats for their class for their birthday. Candy bags may be included in the celebration but will not be distributed until the end of the day as each child is dismissed. Candy is not permitted to be served at school as a birthday celebration treat.
- **Holiday Celebrations:** SSLS has school wide holiday celebrations that each student is **required to participate** in by doing the following:

October – Harvest Party – Positive Character Costume & One Bag of Candy
November – Food Drive – One can good to donate to local food bank
December-Christmas Party – One \$5.00 Unisex Toy & One Bag of Candy
February-Friendship Party– One Card for each classmate & One Bag of Candy

Naptime

SSLS has a relaxation period for a period of two hours. Students are not required to nap/sleep but are required to lie down and remain quiet.

Each student may bring one small blanket and one small pillow that is required to fit in their daily book bag (standard size bed pillows are not permitted). Please wash and clean blankets over the weekend for the upcoming weekend to prevent the spreading of germ and infection.

Transportation & Field Trip Policy

Elementary School & Field Trip Transportation is provided by an employee of SSLS or a 3rd party administrator that is licensed and insured according to the State of Indiana liability standards. SSLS will not be held liable for any accident or injury.

SSLS may attend field trips periodically for which the parents will be given a minimum of one (1) week advanced notice of any activity or outing. A small fee will be required to be paid by the parents to offset the cost of field trips.

Parents as Chaperones –Parents are always welcome to serve as Chaperone's for any of our field trips. Any parent wishing to be a chaperone will be required to obtain a criminal background

check from the city county building, a TB test dated within one year of the field trip, and a drug test. Please submit all information in a sealed envelope to the attention of the Director for review and approval. Parents will be responsible for transporting themselves to field trip locations.

Annual School Fundraiser

Fundraising is a vital component to the continued success of our school and allows us to keep our tuition rates affordable. Each family is **REQUIRED** to participate in both of our Annual School Raffle Fundraisers in October and March by selling a **minimum of \$50.00 per student per fundraiser**. A **\$50.00 Fundraiser Fee per student** will be assessed to your account in the event that the fundraising requirement is not met for each fundraiser.

Parent-Director Semi-Annual Conferences

Parent-Teacher conferences are available at the request of the parent to discuss the academic progress and plan of your student in October and March. In addition, we utilize these conferences to receive parental feedback for school improvement. Conferences can be scheduled in 20 minute increments according to parent availability.

Open Door Policy

SSLS encourages parental involvement and feedback as it is critical to the success of all our students. Therefore, we believe that it is essential that the doors of the preschool be open to parents any time your child is on the premises. In fact, it is your right under the laws of the State of Indiana. While we encourage parental observation, excessive observation can sometimes serve as a distraction to students preventing them from focusing on academics. Therefore, we encourage parents to observe in moderation. Should you have any questions, concerns, or suggestions please feel free to relay that information to the director or your child's teacher in a positive and courteous manner and it will be taken under advisement and handled accordingly.



2017 – 2018 Preschool Calendars

Fall Session

August 7	First Day of School
September 4	Labor Day
October 18	Progress Report
October 19 & 20	Fall Break
November 23 & 24	Thanksgiving Break
December 22	End of Fall Session – Report Card
December 25 – January 5	Christmas Break

Spring Session

January 8	First Day of Spring Session
January 15	Martin Luther King Jr. Holiday
February 19	Great Americans Day Holiday
March 23	Progress Report
March 26 – March 30	Spring Break
May 25	End of Spring Session - Report Card

Summer Session

May 28	Memorial Day Holiday
May 29	First Day of Summer Session
July 2 – July 6	Summer Break
July (Date to TBA)	Preschool Graduation

Stepping Stones Learning Schools

6155 Guion Road, Suite B, Indianapolis IN 46254

School Line: 317-347-1049 Director Line: 317-476-2176

2017-2018 Year-Round School Calendar

August '17						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Closings

First & Last Day Of School

Monthly Payments Due

Tuition Free Week Can Be Used (3 per school year)