



**The International Preschool of Warsaw**  
ul Kalatówki 24, Tel: 0 22 843 09 64  
Email: [www.ipw@ipw.edu.pl](mailto:www.ipw@ipw.edu.pl)  
Website: [www.ipw.edu.pl](http://www.ipw.edu.pl)

## POLICIES AND PROCEDURES HANDBOOK 2018-2019

The International Preschool of Warsaw was established by parents of the American Embassy in 1957 and is a private, non-profit preschool for 2-6 years old of the international community in Warsaw. The School Board of interested parents sets school policies, while the day-to-day administration of the school is the responsibility of the Director. The school's approach is flexible using the Creative Curriculum and learning through play, offering students a wide variety of activities designed to stimulate and educate.

**SCHOOL HOURS:** The school is open Monday through Friday with the exception of holidays and cancellation due to bad weather. The 2 & 3 year old class meets daily from 8:00 to 2:30 pm and the 4, and 5 - 6 year old classes meet daily from 8:00 am until 2:30 pm. Extended care is available from 2:30 pm to 5:30 pm for no additional charge, except during staff development days. For those parents who are leaving their children after class ends, please inform the teachers the time in which you will be picking your child up. IPW offers extracurricular activity and athletic clubs during the 2:30-5:30 pm period at an extra cost to parents if enrolled.

**LANGUAGE:** English is the language of the school. However, non-English speaking children are eligible for admission.

**TOILET TRAINING:** We encourage students to be potty trained prior to enrollment. However, if your child is not trained and needs assistance please provide diapers/pull-ups and wipes to change your child.

**HEALTH CERTIFICATION:** A medical examination, tuberculosis test and DPT (diphtheria, tetanus and pertussis), MMR (Measles-Mumps Rubella), and Polio vaccinations are required of all new students. An annual tuberculosis test (tine) is required of all students, unless they have had a TB (BCG) immunisation. Medical forms completed by a physician must be submitted to the school before a child can be admitted.

**ADMISSIONS POLICY:** Returning students and siblings have priority placement. Other children are admitted on the basis of available space. The cost is 2,100 PLN for the Tiggers-Preschool Class(2-3 year old) and 2,000 PLN for the Fish- Prekindergarten and Owls-kindergarten class for 4-6-year old.

**APPLICATION/REGISTRATION FEE:** All applications must be accompanied by a 1500 PLN (Zloty) **non-refundable** application fee.

**TUITION:** Tuition is made in **6 bi-monthly installments** beginning in **August** with the last payment collected in June. Tuition may also be paid-in-full. Tuition is due on the **1st** of every other month. You may pay tuition in cash or through bank transfer. Once again, bank transfer information will be provided upon acceptance.

\* There will be a reduced payment for the months of June and August owing to the Summer break

**LATE PAYMENTS:** Payments that are received later than 5 days after the due date will be subject to a 100 PLN (Zloty) fee per day. To avoid a late fee, please contact the Director if you will be unable to make the payment on time. After 30 days after not paying, parents will receive another invoice, and if not paid within 7 days your child may no longer attend class until paid in full. After two weeks of not being paid in full, you will no longer be enrolled at IPW.

**LATE PICK-UP:** There is a 20 PLN (Zloty) fee for picking up children after 5:30 pm per 5 minute segment. Our teachers also have families and after work events planned. Please be respectful of their time.

**DISCOUNT:** There is a 10% discount per month for the second child for those families with more than one child enrolled in the school.

**REFUND:** FULL TUITION IS DUE REGARDLESS OF VACATION OR ILLNESS. The tuition fees cover only the school's operating expenses, as a private, non-profit organization; therefore, refunds can only be made when parents of children permanently living in Poland give two week's written notice, or if the school requests the withdrawal of a child from the school, in which case a partial refund for the remaining part of the month will be given. If a parent decides to remove a child from school after full payment of a month's fee, we regret that the balance cannot be refunded.

**ABSENCE:** Parents are requested to contact the school if their child will be absent that day. In addition, parents are asked to let the teacher know in advance if their child will be away from Warsaw and the approximate date of return to the school.

**ILLNESS:** If you child exhibits symptoms of illness: feverish, diarrhea, vomiting, discharge of discolored or profuse amounts of mucous, rash, sore throat, cough, etc., **please do not send your child to school.** Should a child exhibit any symptoms in school, the teacher shall phone the parent for prompt pick up. This is for the protection of all the children and staff. If, in the view of the teacher, a child has returned prematurely from an illness, the parent will be called for immediate pick up of the child. Please phone the school to inform us of your child's illness. If your child is ill (unplanned) please call IPW at 22.843.0964 to notify the teacher and to cancel lunch being ordered.

**WAIVER OF STATEMENT OF LIABILITY:** A Waiver of Liability Statement is included in the enrollment application and must be signed by parents. No child will be enrolled without this signed statement.

**CLOTHING:** All clothing that is to be left at the school should be put in the cloakroom bag provided by the school. Each child should bring slippers/indoor shoes as well as a set of clothes to be left at school for the duration of the year. Weather permitting, children have daily outdoor exercise and should be dressed for school accordingly. Please mark all clothing with the child's name, including socks and underwear.

**SNACK:** Between 9:45-10:30 AM the school provides a drink and light snack, as well as in the afternoon for children who stay for after school care. We have a variety of healthy and nutritious snacks for children that include vegetables, fruits, sandwiches, cheeses and more.

**LUNCH:** Children have the option to bring a packed lunch or they may purchase a hot meal from our catering company *Best Katering*. The fee is 240zl per month. Parents have the option to purchase a meat/vegetable option which both include a soup, starch and vegetables. *Best Katering* offers gluten, dairy, nut free options as well as kosher.

**PARKING:** In the interest of maintaining good relations with our neighbors, the school asks that parents do not block anyone's driveway when picking up or dropping off children. In addition, there is absolutely no parking or stopping in front of the privately owned driveway immediately to the right of the school building. Please ensure that anyone delivering or collecting your child knows about and adheres to this rule. Parents are welcome to park in front of IPW for pick up and drop off.

**DROP-OFF AND PICK-UP:** Children should be delivered to and picked-up from their classroom, by a parent or authorized person.

***\*Please note: In order to ensure complete safety, of our children, during drop-off and pick-up, please accompany children, at all times, inside and outside of IPW, until they are safely with their teacher. After picking up children, from the classroom, please continue to accompany children, even while inside IPW. Children should not be left unaccompanied at any time. In addition, please be sure that all entrance and exit gates and doors are closed after you enter/exit. If you should need help or assistance, at any time, please ask an IPW teacher or staff member. We are happy to help!***

**CONFERENCES:** Parents will be given the opportunity to discuss their child's progress with teachers. Parents can always request a meeting with the teacher or director.

**PARENTAL INVOLVEMENT:** The Director, Board, and teachers encourage parent participation in the school. During the school year, parents may be asked to supply snacks or drinks for school parties such as Halloween, UN Day, etc. Due to a lack of space at the school, we cannot open the parties up to include parents. One exception is the Christmas party. As we

get closer to the date, a notification will be sent out to the parents detailing the information for the Christmas party.

### **Serious Behavior Problems**

The Director shall have the authority to place a student on disciplinary probation or to suspend a child from attendance at IPW. The period of suspension shall not exceed 5 school days.

Expulsion of a student from the school will take place as an action of the School Board. The Director shall present evidence to support her recommendation for expulsion.

- A. The meeting to consider expulsion of a child shall take place within a 5-day suspension period.
- B. The child under consideration for expulsion from school shall be invited, together with the parents or legal guardians, to attend the meeting with the School Board. The child and parents or legal guardians shall be given adequate time to present facts.
- C. After hearing all evidence and studying the documentation for such evidence from both the administration of the school and the child against whom the charges are brought, the School Board will render a decision to expel the child, to restore the child to a position of good standing, or to restore the child to the classroom on a probationary basis. If an appeal is requested, the School Board will hear all the evidence and render a decision. Infractions which may result in suspension and/or expulsion include, but are not limited to the following:
  - a. Continued disruptive behavior in the classroom, playground, or any school sponsored or school related activity;
  - b. Continued rough behavior (biting, hitting, kicking, etc);

### **Dog & Horse Therapy**

Throughout the school year, IPW will invite professionals to interact, with our children, during dog therapy and horse therapy sessions. The sessions will include: safe and monitored interaction between children and the horse or dog (along with their professional trainers), education regarding safe and positive interaction, with animals, education regarding different aspects, habits and behaviors of each animal, as well as many interesting and educational facts and extras.

In addition, pony rides will be offered with safety helmets placed, on each child, before coming in contact with the pony. The trainers will be in control of the ponies, at all times, and will lead the pony during each ride.

### **Child Psychologist Visits**

IPW will have a child psychologist periodically visit the preschool to observe the children interacting. They will discuss their observations and insights with the teachers in order for them to work with the children as effectively possible. The child psychologist will also be available for consults if so desired at the parent's expense (as well as speech therapist).

*(Return below portion to IPW. You may keep Policies and Procedures for your reference)*

---

**Parental signature page acknowledging you have read the “Policies and Procedures” Handbook**

I, \_\_\_\_\_, parent of \_\_\_\_\_, have read the Policies and Procedures Handbook and am aware of the policies and procedures as set for by the International Preschool of Warsaw.

**Signature and Date:** \_\_\_\_\_

**This statement must be signed and returned to the Director prior to the 1<sup>st</sup> day of classes.**