



The International Preschool of Warsaw  
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## **POLICIES AND PROCEDURES HANDBOOK 2024-2025**

**The International Preschool of Warsaw (IPW)** was established by parents of the American Embassy in 1957 and is a private, non-profit preschool for children 2-6 years old of the international community in Warsaw with connections to the U.S. Embassy. IPW employs English-speaking staff as well as international trainers and assistants.

**LANGUAGE:** English is the language of the IPW activities. However, non-English speaking children are eligible for admission. Students will have the opportunity to learn a variety of cultures and traditions.

The IPW approach is flexible using the Creative Curriculum and learning through play, offering students a wide variety of activities designed to stimulate and educate.

**PRESCHOOL HOURS:** The preschool is open Monday through Friday with the exception of holidays and cancellation due to inclement weather. All 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 day (once a year).

For those parents who are leaving their children after class ends, please inform the trainers of 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.

**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) immunization. Medical forms completed by a physician must be submitted to the preschool before a child can be admitted.

**ADMISSIONS POLICY:** The monthly cost of tuition is 2,750 PLN for the **Tiggers** Preschool Class (2-3 years old) and 2,650 PLN for the **Fish**-Prekindergarten (4-5 year old) and **Owls** kindergarten class (5-6 year old). Returning students and siblings have priority placement. Other children are admitted on the basis of available space.

**APPLICATION/REGISTRATION FEE:** All applications must be accompanied by a 2000 PLN (Zloty) non-refundable application fee.

**TUITION:** Tuition is made in 5 bi-monthly instalments beginning in September with the last payment collected in May. The first month (mid-August through mid-September should

have been paid in June). Tuition may also be paid-in-full. Students may also receive a 10% discount by paying annual tuition before August 1, 2022.

Tuition is due on the 15th of every other month. You may pay tuition in cash or via bank transfer. Bank transfer information will be provided upon acceptance. \*There will be a reduced payment for the months of July 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) late fee. 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 activities 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 per 5-minute segment after 5:30 pm. Our trainers 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 preschool. Students may also receive a 10% discount by paying annual tuition before August 25, 2024.

**REFUND:** FULL TUITION IS DUE REGARDLESS OF VACATION OR ILLNESS. The tuition fees cover only the preschool'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 weeks written notice, or if the preschool requests the withdrawal of a child from the preschool.

In this case, a partial refund for the remaining month (if two months were paid), will be given. If a parent decides to remove a child from IPW after full payment of a month's fee, we regret that the balance cannot be refunded.

**ABSENCE:** Parents are requested to contact the IPW if their child will be absent that day. In addition, parents are asked to let the trainers know in advance if their child will be away from Warsaw and the approximate date of return to the preschool. If parents do not inform the IPW in time to cancel lunch, charges will apply.

**ILLNESS:** If your child exhibits symptoms of illness: fever, diarrhea, vomiting, discharge of discolored or profuse amounts of mucous, rash, sore throat, cough, etc., please do not send your child to preschool. Should a child exhibit any symptoms in IPW, the trainer 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 staff, a child has returned prematurely from an illness, the parent will be called for immediate pick up of the child. Your child should be fever-free for 24 hours (without the use of fever-reducing medicine) before returning to IPW. Please phone the preschool to inform us of your child's illness. If your child is ill, please call IPW at +4822.843.0964 to notify the staff and to cancel lunch being ordered (before 9:00 am).

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

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

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

**SNACK:** Our classes eat a snack in the morning between 9-10 a.m. and in the afternoon between 3-4 p.m. You may order snacks from our catering company for 6 PLN per day or you may bring them from home.

**LUNCH:** Children have the option to bring a packed lunch or they may purchase a hot meal from our catering company Smaki Babci Dany. The fee is 23 PLN per day for a hot meal. Parents have the option to purchase a meat/vegetable meal, which both includes soup, starch and vegetables. Smaki Babci Dany offers gluten, dairy, and nut-free options.

**PARKING:** In the interest of maintaining good relations with our neighbours, the IPW 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 preschool 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 pickup, please accompany children, at all times, inside and outside of IPW, until they are safely with their trainers. 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 trainer or staff member. We are happy to help!

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

**PARENTAL INVOLVEMENT:** The Director and trainers encourage parent participation in the preschool. During the year, parents may be asked to supply snacks or drinks for IPW parties such as Halloween, UN Day, etc. Due to a lack of space at the preschool, 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. If parents would like to read a story or present a project in the classroom, they are most welcome. Please coordinate with classroom staff to arrange this.

**Serious Behaviour Problems:** The IPW 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 full days.

Expulsion of a student from the preschool will take place as an action of the IPW Board. The IPW 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 preschool shall be invited, together with the parents or legal guardians, to attend the meeting with the IPW 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 IPW and the child against whom the charges are brought, the IPW 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 IPW 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 behaviour in the classroom, playground, or any IPW sponsored or preschool related activity;

b. Continued rough behaviour (biting, hitting, kicking, etc);

**SPECIAL GUESTS:** Occasionally, IPW will have special guests, such as magicians, animal handlers, pony rides, etc.

**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 trainers in order for them to work with the children as effectively as possible. The child psychologist will also be available for consultations if so desired at the parent's expense. We can also provide parents with information on available speech therapy.

**SCHOOL CALENDAR DATES:**

**August 19** First day of IPW preschool

**October 30 and 31 and November 1** No IPW activities (All Saints Day)

**December 20** Half day of IPW activities

**December 23-January 7** No IPW activities (Christmas break)

**February 13- February 14** No IPW activities (staff development day)

**April 18, April 21** No IPW activities (Easter weekend)

**April 28, May 1-2** No IPW activities (May-spring break)

**June 19-20** No IPW activities (Corpus Christi)

**June 13** IPW Graduation ceremony (half day of preschool)

**July 4** Last day of IPW activities

**July 7** Summer Camp begins

**August 18, 2025** – First day of the IPW preschool

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

Parental signature page acknowledging you have read the “2024-2025 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 before the 1st day of classes.