



The International Preschool of Warsaw

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## **POLICIES AND PROCEDURES HANDBOOK 2022-2023**

**The International Preschool of Warsaw (IPW)** was established by parents of the American Embassy in 1957 and is a private, non-profit IPW 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 instructors and assistants.

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

The preschool's 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 days.

For those parents who are leaving their children after class ends, please inform the instructors 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 2650 PLN for the **Tiggers** Preschool Class (2-3 year old) and 2550 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, 2020.

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 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 per 5 minute segment after 5:30 pm. Our instructors 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, 2020.

**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 week's 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 preschool after full payment of a month's fee, we regret that the balance cannot be refunded.

**ABSENCE:** Parents are requested to contact the preschool if their child will be absent that day. In addition, parents are asked to let the instructor 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 preschool 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 preschool, the instructor 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 instructor, 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 preschool. 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 instructor 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 prior to 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 preschool 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 Best Katering. The fee is 12 PLN per day for hot meal. Parents have the option to purchase a meat/vegetable meal, which both includes a soup, starch and vegetables. Best Katering offers gluten, dairy, and nut free options.

**PARKING:** In the interest of maintaining good relations with our neighbors, the preschool 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 instructor. 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 instructor or staff member. We are happy to help!

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

**PARENTAL INVOLVEMENT:** The Director and instructors encourage parent participation in the preschool. During the year, parents may be asked to supply snacks or drinks for preschool 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 instructors to arrange this.

**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 preschool days.

Expulsion of a student from the preschool will take place as an action of the Preschool 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 preschool shall be invited, together with the parents or legal guardians, to attend the meeting with the Preschool 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 preschool and the child against whom the charges are brought, the Preschool 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 Preschool 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 preschool sponsored or preschool related activity;

b. Continued rough behavior (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 instructors 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.

#### **PRESCHOOL CALENDAR DATES:**

**August 16** First day of Preschool

**October 31-2** No preschool (All Saints Day)

**November 11** No preschool (Independence Day)

**December 22** Half day of preschool

**December 23-January 6** No preschool (Christmas break)

**April 7-11** No preschool (Easter weekend)

**May 1-5** No preschool (Spring break)

**June 8-9** No preschool (Corpus Christi)

**June 16** Graduation ceremony (half day of preschool)

**July 7** Last day of preschool

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

Parental signature page acknowledging you have read the "2022-2023 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 1st day of classes.