



THE CHURCH OF THE HILLS
PRESCHOOL

Parent Handbook
2009 - 2010

Please Read Me Carefully

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The Statement must be signed and returned by the first day of school.

The Church of the Hills Preschool

10950 Bell Road
Johns Creek, Georgia 30097
770-476-1166

THE PRESCHOOL BOARD

A Preschool Board, appointed by and responsible to the Session of The Church of the Hills Presbyterian Church, governs the Preschool. This board reviews the financial records, staff, classes, and curriculum. The board also sets fees and policies and governs any other matters which may occur during the school year that are not already covered by the Preschool's By-Laws.

Our Board of Directors

Class of 2010

Denise Beard
Gwen Lawrence
David Whitridge

Class of 2011

Martha Bandy
Julie Couch
Jill Robinson

Class of 2012

Linda Cleary
Kathy Noble
Harry Talmadge

Board President: Matthew Bullard

Preschool Director: Pris Horne

Assistant Director: Lisa Lucas

Assistant Director: Anne Aycock

PHILOSOPHY

Our preschool strives to provide a quality educational experience in a warm, loving Christian environment. We realize all children pass through various stages of growth and development. Each child's development is uniquely his or her own and will be handled as such. Our desire is for each child to develop positive feelings about themselves and grow in their personal abilities.

We believe social, emotional, physical, cognitive, and spiritual growth should take place with a balance in these areas. Enrichment activities, games, and manipulatives will be provided. Each child will be given the opportunity to grow at his or her own pace.

The time your child spends at preschool will be happy and relaxed. Each class will follow a flexible daily schedule.

We will provide an opportunity for the child to learn through their play with a balance of self-discovery and teacher-directed activities.

GOALS

To aid and develop the whole child: socially, emotionally, physically, cognitively and spiritually.

To help each child know themselves as a unique and important person.

To help children develop trusting and responsible relationships with others.

To provide a developmentally appropriate, play-based curriculum designed to meet the needs of every child.

OBJECTIVES

To provide time for social interaction with other children.

To provide an opportunity for spiritual enrichment.

To provide experiences designed to develop gross and fine motor skills.

To provide opportunities to develop basic learning skills of math, reading, writing, science, and social studies integrated in daily activities.

To provide opportunities to succeed at tasks suitable to developmental level.

To provide an opportunity for development through Music/Movement, Chapel, Storytelling, and outside playtime. Science and Spanish are also included in the curriculum for three and four year olds.

IMPORTANT GENERAL INFORMATION

The school year will begin with a Parent Meeting (preferably without children) on September 1st at 7:00 pm, followed by an Open House on Wednesday, September 2nd. Refer to the enclosed

schedule for times. Both of these events are extremely important. **Parents are encouraged to make every effort to attend the Open House with their child.** Times are staggered so families with several children enrolled can attend each child's Open House.

Make sure to read all newsletters, notes and calendars. Pay particular attention to days your child needs to bring something in from home. There is no better way to show your child that you think his/her school is important.

The COH Preschool utilizes a morning carpool line for drop-off. Parents will come into the building to pick their children up in the afternoon. Please read carefully the **Carpool Line Drop-Off and Afternoon Pick-up Procedures** included in this packet.

If your child finds the adjustment to preschool difficult, please feel free to talk with his/her teacher. She may have some helpful hints or may suggest shortening the school day for a while. Feel free to call the office and check on your child. Please be assured, the office will call your home or cell phone if the child is inconsolable. A full day of crying hinders the adjustment process. Sometimes a fresh start on the next scheduled school day works wonders.

The importance of arriving on time cannot be stressed enough. Our 9:30 a.m. starting time is designed to make this workable. All children are much happier when they arrive at the proper time. Everything we do in the classroom is important, and we do not want your child to miss out on some fun activities, **so please be on time.** Our Chapel, Music, Spanish, Science, and Storytelling extras often start early in the school day. Promptness is a very important quality to teach our children while they are young.

If you are going to be late in picking up your child, please let us know. There is no worse feeling than being the last child at school, not knowing when Mom or Dad will arrive. If you call, we will be sure to let your child know so they can be prepared. Leave a message if no one answers your call, since we check messages first when a parent is late.

PREPARING FOR THE FIRST DAY

If you have never left your child before, now is the time to start leaving him/her with a babysitter or at a church nursery. Start with short periods of time. This will show your child that Mommy and Daddy will return and will build their sense of security.

You may want to bring them by the school to show them where their school will be, and how they will be dropped off for school. You are also welcome to bring them to the playground. The more familiar they are with the facilities, the more comfortable they will be on their first day.

Plan your schedule so your child can be well-rested, unhurried, well fed, and relaxed about the first morning as well as every morning.

Expect your child to go to school happily and to have a good time. Attempt to hide your own insecurity. Children are very sensitive to your emotions and will respond accordingly.

Talk about preschool in a positive way. Name activities your child will enjoy. *“You are going to enjoy playing on the playground” OR “It is going to be so much fun eating your lunch at school” OR “I can't wait to see what you make in school today.”*

Have your child help pack his/her own lunch box and school bag. This will get them very excited about the day and help them feel important.

Use the teacher's names frequently so the child becomes familiar with them.

For our 1 year old classes we have early release (dismissing at 11:30 am) for the first two weeks of school. Experience tells us that this age group transitions better into the classroom setting when they are "eased" into this new world called Preschool.

PREPARING YOUR CHILD FOR SCHOOL

Your child's day will focus on learning centers, large and small group activities, and independent play. These activities will provide the opportunity for him to learn about himself, his relationship with his friends, and his teacher. Except for simply structured games, children need to play in their own ways. The teacher steps in when a situation goes beyond the child's ability to handle it.

Small and large group time enable a child to work independently and cooperatively. Skills are developed during this time to aid the child for present and future educational experiences. (Examples: listening and verbal skills, decision making, taking turns, hand-eye coordination, and cognitive development).

Children need a variety of experiences as they choose to express themselves. Art, Music/Movement, Chapel, Storytelling, and Spanish and Science for the older classes, add interest to the day and will be used for enjoyment as well as sparking creativity.

PAYMENT POLICY and FEES / SIBLING DISCOUNTS

A *non-refundable* registration fee is required to secure your child's placement in the preschool program. **The registration fee is equivalent to one month's tuition, but is not applied towards any tuition costs.** A 15% discount for younger siblings applies; however, there is a \$400.00 cap for families with two children, and a \$600.00 cap for families with three or more children.

Monthly Tuition:	2 days per week	\$185.00/month
	3 days per week	\$210.00/month
	4 days per week	\$250.00/month
	5 days per week	\$270.00/month

This fee is discounted by 15% for each additional younger sibling.

One time Activity Fee: 1, 2, and 3 year olds - \$60.00
Pre-K - \$75.00

The annual preschool tuition is collected in nine equal monthly payments and allows for school closings, National holidays, Thanksgiving, Christmas, and Spring Break. There will be no refunds made for unattended classes. Should a student need to withdraw, thirty days written notice is required.

September tuition is collected in June to ensure full enrollment for the upcoming Fall semester. Failure to pay September tuition by the 1st of June will forfeit your child's spot in the preschool program. September tuition is **non-refundable** after June 30th.

The remaining eight tuition payments are made monthly and are collected 30-Days in advance beginning in September and ending in April. In September, the one time Activity Fee per child is collected along with October tuition. Tuition and Activity Fees are **non-refundable**.

Tuition is due in the preschool office the first of the month. Accounts with a past due balance after the 5th of the month will be charged a \$10.00 late fee. If a check is returned to us, a \$30.00 processing fee will be charged to your account.

For your information, the preschool's Tax ID number is 58-2129641. This number is also located on each tuition statement.

PLEASE MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO: The Church of the Hills Preschool (COH Preschool). **Cash and credit cards are not accepted.** A monthly statement, to serve as a reminder, will be sent home in your child's school bag the last week of every month. Tuition is due the first of each month September – April.

WITHDRAWALS

Should a student need to withdraw, we require thirty days written notice.

SCHOOL HOURS & LATE PICK-UP FEES

Regular school hours are **9:30 AM to 1:00 PM**. We have neither staff nor insurance coverage to offer early drop-off in the morning or late stay in the afternoon. Prior to 9:30, the teachers use the time to ready their classrooms for the day. If your child is not picked up by 1:10, a late fee of **\$10.00** will be charged for every **10 minutes or any part thereof** that you are late. If you are going to be late picking up your child, please notify us as soon as possible. It helps your child deal with being the last one in the class if we can explain the delay. Children not picked up by 1:10 will be taken to the office. The late fee will be assessed to your next month's tuition.

EMERGENCY CLOSINGS

Rarely does any preschool have to close due to illness or contagious health reasons of the children or staff. However, we reserve the right to close our preschool if too many children have become ill or until we feel the brunt of the illness or threat has passed.

Should the staff of the preschool have a high absentee rate of more than 50% and no substitutes can be found, we reserve the right to close the school until it is determined that we have enough teachers/substitutes to safely run the preschool.

Should there be any structural damage or condition to our building that would make it unsafe or unsuitable to occupy the building, we reserve the right to close the school.

Make certain your child's teacher and the preschool office are notified immediately of any phone number changes. These changes include home, cell or office numbers as well as emergency contact phone changes. When there is sufficient time, teachers and/or assistant

teachers will attempt to contact all families by phone in the case of an emergency or weather-related closing. If there is not enough time to notify parents, notes will be posted on the church property and driveway entrances to alert you to the closing (weather permitting). When possible a message with current information will be placed on the preschool voicemail by 7 a.m.

***** Inclement weather information:* The Church of the Hills Preschool is in Fulton County; therefore, our school days will be similar to the Fulton County Public School system. In case of bad weather, we will close whenever Fulton County Schools close. Due to our close proximity to the South Forsyth County line, and the large number of staff members living in Forsyth, the preschool may need to close when Forsyth County issues school closings. Please listen to AM 750 WSB, a local television station, or check www.11alive.com, when severe weather occurs. If the preschool closes based on Forsyth County school closing, the preschool will leave a recording on the school voice mail and teachers will attempt to contact each home by telephone.

ADMISSION POLICIES

Children will be enrolled in the COH Preschool based on space availability. A child should turn the appropriate age by September 1, 2009 to be enrolled in the current school year.

CONFERENCES

All teachers have morning and after school responsibilities, therefore **the morning carpool drop-off and afternoon pick-up are not appropriate times to discuss personal issues concerning your child.**

Our teachers welcome the opportunity to confer with you concerning your child's progress or any specific problems about which you may be concerned. The four-year-olds in our program will receive a written evaluation of their progress during the month of January and will have parent conferences at that time. Three year olds in our program may have parent conferences upon request.

Prior arrangements need to be made to meet with your child's teacher to discuss **specific issues** pertaining to **your** child. You may arrange such conferences in the following manner: (1) a note addressed to the teacher, requesting an opportunity to speak privately, may be placed in the clear pouch provided by the preschool or (2) you may call the Preschool Office and ask to have a teacher return your call. All phone calls will be returned within 48 hours.

Parents and teachers are partners. As parents, you love your children and want the best for them. You find child rearing brings rewards, has amusing episodes, and provides great satisfaction. You find that it also tries your patience, taxes your ingenuity and sometimes seems a hopeless task! Now, another adult is on the scene to help guide your child--the Preschool Teacher. Your child's preschool teacher is ready and willing to work with you. Parents and teachers make different contributions to a working partnership. Together they can give preschool children the needed support and guidance that will help them to live good lives as children and will move them to the ultimate goal of responsible adulthood.

Please remember that we are here for you and your child. If there is anything that we can do to assist you, or if you have questions or concerns about Preschool matters, please do not hesitate to call and speak with one of the directors.

SUBSTITUTE TEACHERS

The staff at the COH Preschool depends on our parents to occasionally be available to serve as substitute teachers. As a substitute, you will act as an assistant teacher only. If you are interested in being a Substitute Teacher, please sign up at the Parent Meeting, the Open House, or let the Directors know. You will need to fill-out State & Federal withholding forms, and will be paid for your work on either the 15th or 30th of the month following . Because we often need to call at the last minute and early in the morning, substituting is not always convenient but it is an extremely important need throughout the school year. Please specify exactly which days of the week you are available when signing-up. You can add your name to the list or remove it by calling the Preschool Office.

SUPPLIES

The school will furnish most classroom and school supplies. However, our classrooms and building have limited storage space for supplies such as tissues, wipes, paper towels and liquid soap. Therefore, we will stock these items initially. As our supplies need to be replenished, your child's teacher will request, on a rotating basis, the supply items that you need to send.

A teacher may send home a wish list for her class. These are items that would be helpful for her to have, but in no way are they mandatory purchases.

SCHOOL BAGS / PLASTIC POUCHES

Parents will need to provide an inexpensive school bag for carrying an extra change of clothes, papers, notes and crafts home from school. Our school prefers bags **completely open at the top**. We will sell COH Preschool school bags, which are the style we prefer, during the Parent Meeting and Open House in September and throughout the school year. **The cost is \$10.00. If you have a similar bag in style, there is no need to purchase a new one.** Our hook racks within the classrooms are not designed for the bulkiness of backpacks, and we have found zippers to be cumbersome and time consuming. We would appreciate it if you do not send backpacks with your child.

The Preschool will provide each child with a clear plastic pouch to attach to the outside of their school bag. School papers, notes, newsletters, calendars, and tuition statements will be sent home using these convenient pouches. Parents should send any important notes to teachers in these same pouches.

Please send school bags everyday.

Again, do not send backpacks or bags with zippers.

HEALTH RECORDS & IMMUNIZATIONS

Fulton County Health Department requires that we have on file a complete record of immunizations on or before the first day of school (Form 3231). The required state form is

available at your local pediatrician's office and health department. Failure to comply with this policy will result in your child's dismissal from preschool until such form is present. Returning students may already have a current health record on file, or you may need to update your child's record during the school year, depending upon when his/her annual check-up occurs. **Please make sure the pediatrician includes the expiration date on the form.**

SICKNESS

If your child becomes ill during the day, we will call you. If you are unavailable, we will call one of your emergency numbers. **Please keep all phone numbers (cell, home, office and emergency) current! We will continue to call until someone has been contacted and is on the way to pick up the child. Preschool is not the place for sick children so please help us with this process.**

Please let us know within 24 hours if your child contracts a *contagious* or *communicable* disease (such as chicken pox, strep, pink eye, lice, pin worms, viral infections, mumps, measles, scarlet fever, etc.) and we, in turn, will notify other parents as necessary. You may phone the Preschool Office 770-476-1166 or **e-mail us: cohpreschool@thecoh.org**

The preschool makes every effort to protect the health and safety of the children. For the child's own protection and that of others in the group, your child should be kept at home when you see signs of colds or other illnesses.

Any child who has any of the following symptoms should not attend school:

Severe cold	Red or sore eyes
Persistent cough	Discharge from nose, eyes, ears
Fever (Must be free of fever for 24 hours*)	Upset stomach
Sore throat	Nausea or vomiting (free for 24 hours*)
Swollen glands	Diarrhea (free for 24 hours*)
Earache	Rashes**

***Fever Free and Symptom Free for 24 hours Defined:**

Your child has had a normal temperature of 98.6 for 24 hours or has been symptom free (i.e. no diarrhea for 24 hours) before they are allowed to return to school.

Fever Example: Child wakes up from a nap at 3 pm Monday with a fever. Fever is reduced within the hour – 4 pm. Child's fever remains normal for 24 hours...**4 pm on Tuesday.** Child may not return to school until Wednesday.

Symptom Example: Child has diarrhea or vomiting early Wednesday morning around 7 am. Same occurs again at 12 noon, but no symptoms again that day. Child remains free of symptoms by 8 am Thursday morning. Child **cannot** attend school because he/she will not have been symptom free for 24 hours until 12 noon Thursday. The child may return to school Friday if he/she has remained symptom free.

****Children with rashes will be sent home.** We **must** have a written note from your child's doctor stating that he/she is allowed back into school. This is a precautionary measure to ensure that your child is not suffering from something that could be contagious to the other children in the preschool and is based on the recommendation of several pediatricians in this area. While we realize some rashes occur after a child is no longer contagious, this can only be determined by a doctor's visual examination of your child. Most diseases with rashes *are* highly contagious; this rule is in place for the protection of all children using the facilities.

Please be considerate when evaluating your child's readiness to return to school. A bad cold for one child can result in severe upper respiratory, asthma related complications or ear infections for another child.

You have not done your child, yourself, the other students, or the Preschool Staff any favors by sending a sick child to school. If your child is sent to school with any of the above symptoms, you will be called to return to pick up your child. If you cannot be contacted, we will call the other parent and/or move to names on your emergency list. Sick children need to be at home.

ALLERGIES / HEALTH CONCERNS

All allergies and health concerns requiring special medication and or attention need to be recorded on your child's registration form and a red "Allergy Alert / Health Concerns" form must be turned in prior to the first day of school. If the presence of any foods or other substances can cause serious reactions for your child, arrangements must be made prior to the start of school to meet with your child's teacher to discuss preventative options.

Prior to the beginning of school, parents of children with severe allergies and/or other health concerns should arrange to meet with the Directors and their child's teacher to review appropriate action in case of an emergency. Parents should provide a step-by-step, written action plan for the child which will be kept in the classroom's emergency bag as well as the office.

<p>EPI-PENS - Some children have allergies and/or asthma, which require an EPI – PEN. Parents of these children will need to contact the preschool office to complete a permission form allowing preschool staff to administer a treatment if needed. Parents will need to leave two EPI-PENS with the school. One will be placed in the classroom emergency bag and one will be left in the office. Epi-pens that expire during the school year will need to be replaced.</p>

MEDICATIONS

Prescription medications may be administered **only** after a meeting has occurred involving parents and pertinent staff members regarding administration procedures and written permission has been provided. The medication must be brought to the school in the original prescription bottle, showing prescription number, name of medication, date filled, child's name, physician's name and directions for dosage.

Over the counter medications are not permitted unless prescribed by a physician and the signed request is kept with the medication. Medication can only be administered by the directors.

GOING HOME WITH ANOTHER STUDENT / ADULT

Please let us know if there is a change in your child's schedule, such as going home with another child or adult, etc. **Send a written note to your child's teacher explaining the change. Under no circumstances will we release your child to any one without written permission. The person picking your child up will have to be listed on your pick-up list and must present a photo ID to you child's teacher.** If an emergency situation arises during the day, please call the preschool office at 770-476-1166. The Directors will determine if permission will be given over the phone for your child to ride home with **someone from your emergency list. Again, please make sure this person knows a photo ID will be required and that the Preschool Office must be notified.** While we understand that emergencies happen, there will be **NO exceptions** to this policy.

Under no circumstances does the preschool provide car seats, so other arrangements must be made!

NO SOLICITATION THROUGH THE PRESCHOOL

The COH Preschool cannot allow parents/teachers to distribute flyers, advertisements, or publicity papers for personal businesses or neighborhood sales in the children's school bags. Please do not use the class lists for solicitation purposes. Occasionally, however, you may receive information on upcoming church functions.

CHILD ABUSE

We are required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

BITING

Biting cannot be tolerated. If a child bites another child, written notification will be sent to *both* sets of parents. If the same child bites a second time, the parents will be required to pick the child up from school immediately. A meeting will be scheduled with the teachers, parents, and administration to determine if the child will be allowed to continue in the program (the child will not be allowed to attend school prior to this meeting). Helpful information regarding biting and possible preventative techniques can be found on-line. In addition to your child's doctor, your child's teacher and the directors may also have some helpful suggestions.

STUDENTS WITH SPECIAL NEEDS

The Preschool Board reserves the right to withdraw any child having a physical, mental or emotional condition, which, in the Board's sole judgment, poses a possible threat to the health, welfare or safety of other students. The preschool further reserves the right to dismiss a child if this child is requiring supervision above and beyond reasonable limits, or is restricting a teacher's time or ability to work with the other children in the classroom.

The preschool cannot accommodate any child having a physical, mental, or emotional condition, which requires special supervision, or handling and/or which requires the dedication of special facilities or teachers for the child.

Parents desiring individual evaluations or observation of their child by a county or private specialist **must** make arrangements with the preschool Director and their child's teacher prior to having someone come to the school. Once arrangements have been made, the individual observing the child will need to sign in at the preschool office and be accompanied to the child's classroom. No exceptions will be made.

If your child is having speech or occupational therapy, it would be helpful to the teacher to be made aware of this. It would also be beneficial to receive a report from the therapist, so that we may be more helpful to your child.

EXCESSIVE BEHAVIORAL ISSUES

If the teachers and Directors agree that all appropriate measures have been taken to handle behavior issues and these measures are not working, the Preschool will request time with the parents to discuss the issues. Most situations can be resolved when the parents and preschool staff work together.

RECOMMENDATION FORMS

Parents wanting recommendations for private school must get the forms to the preschool office and allow two weeks for forms to be completed.

BATHROOM / POTTY TRAINING POLICY

The Preschool Board has adopted the following guidelines for assisting children in the bathroom. We realize not all children need or want help. However, some children need partial or total assistance.

ONES

The One's are changed mid-morning and towards the end of the day or as needed. **All children must have a change of clothes and two extra diapers in their school bag at all times. The preschool expects the children to arrive at school in a clean, dry diaper**

TWOS

Children who are *not yet trained* will be changed mid-morning and towards the end of the day or as needed. The Preschool **expects** the children to come to school in a clean dry diaper. **All children must have a change of clothes as well as 2 extra diapers in their school bag at all times.**

A child who is *trained* will be assisted in the bathroom as needed (clothing, wiping, flushing, and hand washing). **All trained children must have a change of clothes including underpants and socks in their school bag at all times throughout the year.**

When a child is *getting ready to be trained*, the parents need to speak with their child's teacher to be sure they both feel the child is ready to begin training in the school environment. Please try to begin training during a school vacation so that

the child has the best chance to succeed at school. All children who are training must be sent in pull-ups. Also, please remember the teachers will cooperate as much as possible, but they cannot be expected to take an individual child to the bathroom every 20-30 minutes. Please include a change of clothes, underpants, and socks and two extra pull-ups in the child's school bag each day. The teachers will try to ask a child in training at least three times a day if they would like to use the bathroom, but we will never under any circumstances force a child to sit on the toilet. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, hand washing, and cleanliness of the bathroom. When children are learning bathroom use, it is best to avoid overalls, snaps, belts, zippers, tights, and hose. Elastic waist pants work best.

THREES AND FOURS

All children enrolled in the three and four year old classes must be totally independent in all areas of bathroom use: clothing, wiping, flushing, hand washing, and cleanliness of the bathroom. These policies are in place to protect the health and well being of all children using these facilities. Parents of three year olds were notified of this policy when they registered their child, and when they received the September tuition statement. **There will be no exceptions to this policy.** If a child in a three or four year old class has an accident, the parents will be notified and asked to pick the child up in the preschool office as soon as possible. Please remember to include a change of clothes, underpants, and socks in the child's school bag each day and to change out the spare clothes seasonally.

CELL PHONE USE POLICY

Cell phones have become a necessary convenience for all of us. However, **cell phones cannot be used in the carpool line!!** The slightest distractions can prove dangerous when cars are lined up in a stop and go movement. Please make sure that **anyone** bringing your child to school is made aware of this policy. Recent studies have shown that even hands free cell phone usage is distracting, so please do not participate in any calls when dropping off or picking up children.

Cell phones should also be turned off when parents are visiting in a classroom or volunteering for a preschool function. Cell phone usage is not permitted during Open House, Class Parties, Christmas Program, Mother's or Father's Day Celebrations, Graduation or while substitute teaching in our program.

Your complete cooperation and understanding in adhering to these policies will be greatly appreciated. We need and want your undivided attention while you are visiting our school for programs and activities, and as a courtesy to those around you.



For the safety and well being of the children at the preschool, a cell phone should never be used while driving on the church's property, during carpool, pick up time, or while attending an event. Thank you for your cooperation and understanding!

Morning Carpool Drop-off Procedures

*** Car pool will begin the first day of school. The only exception is for the 1 year old classes. All other children need to be dropped off following these carpool procedures:**

Cars will enter the East Drive (Main Entrance to the Property). This will be a one-way entrance during Preschool drop off and pick up.

Cars coming from SR141 should enter the East Drive by pulling into the right-hand lane.

Cars entering from the Bell Road/Boles Road should enter the East Drive by pulling into the left-hand lane.

Remember: Cars turning left into the drive off Bell Road have right-of-way into the left lane.

Do not change lanes once you have entered the driveway. Every effort is made to ensure each lane moves at a comparable pace.

When preparing to pull into the main entrance for carpool line, ***slow down***. The driveway is occasionally backed up to the road.

Cars should stop at the speed bump and wait to be directed under the Portico. Lanes will alternate 5 to 6 cars at a time unless one side is particularly backed up onto Bell Road.

Please pay careful attention to the person directing traffic.

When you are the first car directed under the Portico, pull all the way to the end of the Portico drive. **Drivers should wait in the car and NEVER, under any circumstances, unfasten a child's seat belt while waiting in the carpool line.** A staff member will assist children out of the seat belt or car seat, out of the car, and into the building.

As you pull under the Portico, make certain your car is not too close to the car in front of you.

Children must exit on the passenger side of the car. We will not allow children to walk in front of or in back of cars.

Parents must remain in the car at all times. If there is some reason you need to get out of the car, you will need to be directed to a parking space in the center of the parking lot. Children should be dropped off in the carpool line prior to parking.

*Carpool unloading begins at 9:25 a.m. **There are no accommodations available for early drop-off.***

Once the children have been dropped off, cars will exit the Portico, yield, go right and exit the property via the west drive (ball field) onto Bell Road.

When exiting the Portico, move slowly, and yield to parents parking to walk one-year-old children into the building and/or backing out into the drive in order to exit the property. Again, please pay careful attention to the person directing traffic.

We have found that using the carpool procedures works well for most children, parents dropping off children for the One-year-old classes will be allowed to pull through the Portico and park in the spaces facing the Administration Building (house). Using the sidewalk, parents will escort their one-year-olds into the Welcome Center and down the first floor hallway into their classroom and immediately return to their car and exit the property by the west drive (ball field). If you have other children in a 2's, 3's, or 4's class, you will need to drop them under the Portico before parking. *You will not be allowed to take children 2 years and up to their classroom.*

Cars arriving after 9:45 will need to park in the east lot. After parking, parents should ring the doorbell for admittance. Cars should never be left unattended under the Portico. When parking to come in, do not leave the car running and never leave a child in an unattended car. A preschool staff member will escort your child to class.

On rainy days the carpool line will move slowly. On these days fewer cars will be allowed under the Portico at one time so that cars can stop at the door entrance to prevent staff and children from getting wet. Patience is necessary and appreciated.

On rare occasions, a staff member, church members attending meetings, or a delivery vehicle will enter the church property via the exit by the ball field. This would only occur during morning drop-off and will not be routine.

Never use your cell phone while driving on the church's property, during carpool, pick up time, or while attending an event. Thank you for your cooperation and understanding!



Afternoon Pick-up Procedures

Cars will enter the church property by the east entrance (main entrance) only and continue around to the west parking lots.

Parents will park and cross the driveway using the Pedestrian Crosswalk.

All cars need to park in the west lot for afternoon pick-up. The east lot is reserved for church parking during these hours.

Parents will enter the Educational Building using the back west entrance *only*.

Please do not knock on classroom windows to get someone's attention to open the back door. This is disruptive for the end of the day activities. The lower west doors into the Educational Building will open at 1:00 p.m.

Parents should pick children up in their respective classrooms, except for the 4-day 4-year old classes that meet upstairs. These children will be brought down by the teachers at 1:00 and will be sitting on the stairs in the Welcome Center. The exception to this will be on Mondays when parents will go directly to the classrooms, using the stairs located by the West Entrance. All cars will depart using the west drive (ball field) onto Bell Road.

INSURANCE

Your yearly registration fee includes a fee for school accident and/or injury insurance. Our policy is written to cover any excess expense that a parent's own policy does not cover and only includes our school hours of 9:30 am – 1:00 pm on the actual days your child attends.

NEWSLETTERS / CALENDARS

The Preschool Office publishes a school newsletter monthly. This will give you a current run-down on the activities of the entire program. Important dates will be listed so you will have an up-to-date picture of all school activities. The teachers send home monthly calendars detailing events and classroom themes.

LUNCHESES / SNACKS

Children will bring their own lunch and drink each day. Please remember to include spoons, napkins, straw, etc. We are unable to microwave or refrigerate food for any child. We encourage you to send nutritious, well-balanced lunches.

Your child may attend class with a child who has a severe food allergy. If this is the case, the teachers will give you more guidelines specific to your child's class, and we ask that you please be considerate when teachers request certain foods or beverages be eliminated from school lunches.

The children will eat with their class in the classroom. This is a great time for them to learn independence, table manners, and conversation skills. The one- and two-year-old classes are the only ones who have a snack time in addition to lunch.

SCHOOL FUNCTIONS

Each class will have three classroom parties: Christmas, Valentine's Day, and End-of-the-Year. The pre-K classes also have a Thanksgiving Feast. Parents will be asked to sign up for one party at Open House, and are asked to attend only the party that they are helping to host.

The preschool will have two school-wide functions: The Fall Festival in October and the Trike-a-Thon in April. Parents are welcome to attend these events. Also, we will need many volunteers for these events and would appreciate your assistance. Sign-up sheets will be available at Open House. Once you sign-up, please make a note on your calendar, and the office will be in touch with you closer to the event to let you know of your specific duties.

All classes, except for the One's, will have a Christmas program, Donuts with Dads in March, Mother's Day Tea for the 2's and 3's and Mother's Day Luncheon for the pre-K in May. The Four year old classes will have their graduation one evening in mid-May.

Parents should park in the West lot and walk in with their child when attending one of these events.

Balloons are not allowed at the preschool for any occasion.

VOLUNTEERS

In addition to the above school functions, parents are encouraged to visit the school throughout the year and to openly communicate with the teachers and the Directors at all times. We invite parents to share special hobbies, talents, and interests with us. For the safety of everyone involved, these visits must be scheduled in advance with your child's teacher. If you are visiting the classroom during school hours, you will need to stop by the Visitor's Desk outside of the preschool office to sign in and put on a visitors name tag for identification purposes before going to the classroom. Making arrangements in advance is important.

BIRTHDAY PARTIES

Your child may celebrate his/her own birthday at school if you wish. You may provide a special treat; (we request cookies with no icing) however, no birthday presents should be received.

Invitations to birthday parties and thank you notes cannot be distributed in the children's school bags. This only leads to hurt feelings, broken hearts, and lost invitations. PLEASE do not ask the teachers to make an exception to this policy. Class lists are available from the office if you do not already have one. Please remember, **NO BALLOONS** are allowed.

SCHOOL PICTURES

Individual pictures will be taken in the Fall and class pictures will be taken in the Spring for all children in our program. There is no obligation for parents to purchase the pictures. This is not a school fund raiser. Pictures are taken by Ken Rada Photography and are ordered directly through his studios website. Parents will be provided with a password and proofs can be viewed on-line.

SPEECH / HEARING SCREENING

Individual speech, language and hearing screenings will be available in October. There is a screening fee, and a permission form will be sent home to all parents before the screening. You will receive written results of the screening. The results are sent to the preschool and we keep a copy of it in the child's file. If you wish for the preschool office not to see the results, you may send a stamped self-addressed envelope along with the permission form. This is an optional service, with a small fee, offered to all families of children 2 years and older.

VISION SCREENING

The pre-K classes will be able to have free vision screening in late winter. Permission forms will be sent home.

FIRE PREVENTION

Fire safety is a regular part of the curriculum for the children and emphasis is on safety procedures. Evacuation routes will be posted in each room and actual staff responsibilities covered during Teacher Orientation.

EMERGENCY WEATHER PROCEDURES

Emergency procedures are also in place for severe weather situations. Drills are held in the Fall and Spring.

CLOTHING

We recommend that children wear play clothes that are practical, comfortable, and washable. Please remember that we paint and glue frequently and spills can occur. Tennis shoes are the best. **Crosses, clogs, cowboy boots, sandals, and flip flops are not recommended and can be dangerous on the playground.**

Don't worry if your child insists on wearing plaids and stripes together. We like your child for who he is, not for what he wears. We would rather have a happy child in mismatched clothing than an unhappy child in a beautiful outfit. This is a perfect place to "pick your battles".

As the weather gets colder, please dress your child in layers since we go outside everyday, weather permitting. Rain boots and umbrellas are not necessary but a jacket is usually a good idea. Also, please remember to change out the spare clothing in your child's book bag seasonally.

Clothing such as coats, jackets, sweaters, mittens, etc. should be clearly marked with your child's name.

SPECIALS

To enhance the classroom experience and to help accomplish the overall goals and objects of the preschool, the following specials are provided for each class:

Chapel

Chapel is a weekly activity for all of the children. Chapel lessons made up of Old and New Testament stories are taught using a variety of resources, such as Bible songs and movement, felt stories, puppets, and skits.

Music and Movement

Music and movement class will reinforce the classroom lessons, Chapel and the monthly calendar themes. We will incorporate music and songs with exercise, dance and movement. The children will be exposed to different types of music, instruments and styles. Music and movement is a time for children to act silly, expend energy and have fun with their friends. Music also helps enhance listening skills and a child's ability to follow simple directions.

Story Telling

All children will participate weekly in Story Telling time. Stories will be thematic or seasonal following the monthly calendar for each age level. Stories are told or read utilizing puppets and a variety of other props.

Spanish

The Pre-K classes have the opportunity to learn Spanish once per week with a certified Spanish teacher. New for this year, a bi-weekly introductory Spanish class is offered for the three year olds. The children will be exposed to the Spanish language as they learn basic words and phrases through songs, stories, counting, crafts, cooking, and play.

Science

The Science class is offered to the three year olds and pre-K classes. The children will have this class bi-weekly and will be able to conduct Science experiments, as well as learn about plant and animal life, measurement, weather, and a great introduction into the wonderful world of Science!

Mother Goose

Mother Goose will visit our school four times throughout the school year. These visits are also thematic or seasonal in nature and are favorites with the children who enjoy having “characters” visit the school.

Watch the monthly newsletters and calendars for details concerning these specials and other special programming planned throughout the school year.

CURRICULUM

Younger One’s (12 months to 18 months)

This program offers a safe and loving environment for infants 12 months to 18 months. Infants spend time on socialization skills and are introduced to a variety of stimulation. Children will begin their first experiences in reading with soft and chubby books. High chairs are available for snacks and lunch. Music is a must and is played in the room throughout the day. As the year progresses finger plays and games are introduced in addition to the weekly Bible Stories and Music.

Older One’s (18 months to 24 months)

Children change dramatically during this time in their development. Thus, this program must be very flexible. The children will begin the year by exploring their environment and each other. They begin to work on some socialization skills such as sharing. This class will concentrate on one theme a month. Many activities such as art, music, finger plays, and story time will all revolve around the assigned theme. The older ones will also experience much free time to play

with their favorite toys and let their imaginations run free. Bible Stories and Music will be shared with this young group every week in the classroom.

Two-Year-Old Program

We offer your 2-year-old child a variety of new experiences geared for this stage of development. The curriculum includes many forms of art media, music, finger plays, story time and play experience. Self-help skills like dressing, feeding and toilet training will help build self-esteem. We feel this curriculum, along with love and praise, will encourage learning as a creative life-long process, which begins in play and flourishes in wonderment through firsthand and hands-on experiences for your child.

Three-Year-Old Program

We offer a wide variety of experiences directed towards the needs of the 3-year-old child. Social skills, language development, listening skills, sensory, perceptual and gross motor development are the major goals of this program. Our curriculum includes many creative activities for developing fine motor skills. We use all forms of art media, music, games, finger plays, literature, sensory experiences and play. The children will be provided with academic activities to reinforce their understanding of basic shapes, colors, numbers and other appropriate material. All activities are geared to the level of needs of a 3-year-old child.

Pre-K Program

This pre-Kindergarten program is geared to meet the needs of a four-year-old child as we prepare him/her for later Kindergarten experience. We use as many creative activities as possible. The use of scissors, crayons, paste, glue, paint, housekeeping play, block play, cooking, science experiments, musical activities, language and social development, and literature will be encouraged throughout the year. Our curriculum also includes a beginning multi-sensory approach to early childhood phonics, hands-on manipulative mathematics and language experience. An emphasis on fine motor skills with attention to writing skills is included.

PLAYGROUND

The riding area and small playground are designed for the one and two year olds. The classes will take turns between the two areas.

The larger playground (on the west end of the modulars) is designed for the three and four year olds.

You are welcome to use the playgrounds after school hours. However, please remember that you are responsible for your child. Restrooms are only available in the preschool building until 2:00pm.