

The Presbyterian Preschool Parent Handbook 2018-2019



Playing, Discovering, Growing!

The Presbyterian Preschool
142 East Court Street
Woodstock, VA 22664
540-459-8510
abcdefgh@shentel.net
Stephanie Dysart, Director

Welcome to The Presbyterian Preschool!

Our Staff

Stephanie Dysart - Director/Teacher
Elizabeth Warner - Assistant to the Director/Assistant Teacher
Sarah Keefauver - Early Childhood Special Education Teacher (SCPS)

The Children

Children ages three to five may attend preschool. State recommended teacher/pupil ratios are followed for both classes. As we believe that most children learn best in a fully inclusive classroom, we collaborate with the Shenandoah County Public Schools to meet the needs of children with disabilities.

The Environment

The preschool area is inspired by Creative Curriculum which emphasizes a child-sized, comfortable, safe, and orderly environment. Our program supports self-exploration, socialization, and decision making by the child, and incorporates Virginia's Foundation Blocks for Early Learning: Comprehensive Standards into centers and curriculum.

The Routine

Preschool activities alternate between teacher-directed, child-directed, small group and large group. A daily routine is followed to provide consistency and stability. Our staff welcomes you, and invites you to interact with the children, especially during center time.

Our Schedule

9:00-9:20	Arrival and Free Exploration
9:20-9:30	Morning Group
9:30-10:30	Center Time
10:30-10:50	Snack
10:50-11:00	Music and Movement Time
11:00-11:20	Outdoor Play
11:20-11:40	Story Time & Concept Activity
11:40-11:45	Book Time & Dismissal

September, 2018

Dear Parents,

The information in this letter is being provided to you as required by the Code of Virginia which allows a religious institution to be granted exemption from licensure in the operation of a preschool.

Physical Facilities - The Presbyterian Preschool is owned and operated by the Woodstock Presbyterian Church and is located at 142 East Court Street in Woodstock, Virginia. The Preschool uses the basement fellowship hall of the church as a classroom. Adjoining the fellowship hall are a kitchen and two bathrooms which are used by the Preschool. The property is inspected annually by the fire marshal and health department as required by the State Code.

Staff Qualifications - The director of the Preschool will hold a current professional teaching license in at least PreK- 3rd grade and have previous experience working with young children. The assistant to the director will have a high school diploma and previous experience working with children. Employees are certified annually by a practicing physician to be free from disability or illness which would prevent them from caring for children.

Enrollment Capacity - The maximum number of children the Preschool will enroll per class is 25 children ages 3-5.

Food Services - A daily snack is offered to the children. The Preschool follows the "Guidelines for Snack Food Service in Care Facilities" as required by the Department of Health.

Health & Safety - Safety and good health practices specific to preschool children are followed by the staff. All staff members hold current certification in CPR and First Aid Training. Parents are required to be informed of and agree to the guidelines implemented by the Preschool.

Insurance - The Woodstock Presbyterian Church is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

Emergency Preparedness - The Preschool maintains an approved plan to be implemented in the event of an emergency. The plan is available for parents to review.

Philosophy

At the Presbyterian Preschool, we believe that children grow through discovery play and an investigation of things in their world. We encourage the children to use pretend play and creative thinking, and provide them with opportunities for decision making and choices within appropriate limits. Through this approach, we strive to instill a love of learning in the children, to prepare them with the social skills they need to be successful, and to help them progress through developmental stages. Above all, our environment is where children are treated as individuals with love and respect, and where children learn to show love and respect for themselves and one another.

Goals for a Preschool Child

- To interact positively with his/her peers and teachers
- To expand his/her communication skills
- To acquire learning and problem solving skills
- To experience a sense of positive self-concept
- To demonstrate increased self-control
- To show growth in beginning literacy skills
- To acquire concepts and information about his/her world
- To demonstrate skills in pretend play
- To use motor skills with confidence
- To demonstrate an understanding of good health practices

Policies

1. Children attending The Presbyterian Preschool should be 3 or 4 years of age by September 30 of the school year. All children must be potty trained.
2. The school year begins in September after Labor Day, and concludes in May, unless parents are otherwise notified. In most instances, the Preschool follows the same calendar as the Shenandoah County Public Schools.
3. The hours of operation are 9:00-11:45 a.m. Children should arrive at school no earlier than 8:55 a.m. and should be picked up promptly at dismissal time.
4. Lunch-Bunch is from 11:45 a.m.-1:00 p.m. Students should bring a packed lunch and be picked up promptly at 1:00 p.m.
5. Tuition and fees for the Preschool are as follows:

Registration Fee - \$100.00 (non-refundable)		
4-Year-Old Students		
<u>Option A (3 days):</u> ▪ MWF ▪ 9:00-11:45 ▪ \$120/month	<u>Option B (5 days):</u> ▪ M thru F ▪ 9:00-11:45 ▪ \$200/month	<u>Add-On Option:</u> ▪ Lunch-Bunch ▪ 9:00-1:00 ▪ \$10 per day
<u>Option 1A (3 days + daily Lunch-Bunch):</u> ▪ \$210/month	<u>Option 1B (5 days + daily Lunch-Bunch):</u> ▪ \$350/month	
3-Year-Old Students		
<u>Option A (2 days):</u> ▪ T/Th ▪ 9:00-11:45 ▪ \$100/month	<u>Option B (3 days):</u> ▪ TWTh ▪ 9:00-11:45 ▪ \$120/month	<u>Add-On Option:</u> ▪ Lunch-Bunch ▪ 9:00-1:00 ▪ \$10 per day (eligible T-Th)
<u>Option 1A (2 days + Lunch-Bunch):</u> ▪ \$160/month	<u>Option 1B (3 days + Lunch-Bunch):</u> ▪ \$210/month	

Tuition is due the first Friday of the month, September - May. Tuition cannot be refunded. There will be a \$10.00 charge for returned checks. You may choose to pay tuition by the year or by the semester (September-December, January-May).

6. Children attending the Preschool must have appropriate immunizations. Documentation of immunizations will be kept on file for every child enrolled.
7. Children may make up days missed due to illness or doctor's appointments. Makeup days should be scheduled within 30 days of the missed day. When a child will be absent from school, the parent/guardian should notify the school by calling

459-8510. Please see the "Illness Policy & Agreement" handout for further information.

8. Staff members at The Presbyterian Preschool are trained to administer prescription and non-prescription medication. Please see the "Administration of Medication" handout for further information on policies and procedures.
9. Delayed openings and school closures due to inclement weather will follow the decisions made by Shenandoah County Public Schools. Parents are advised to listen to local TV and radio stations for announcements, or check the county school's website. Should public schools be delayed one or two hours, the Preschool will always open at 10:00 a.m.
10. No gifts or invitations should be exchanged at the Preschool unless the entire class is included. Parents should obtain permission from the director before placing any item in another child's cubby.
11. The director has the authority to dismiss any child at any time for cause.

Daily Schedule

- 9:00-9:20 **Arrival and Free Exploration, Bathroom Break**
The children will put their belongings in the cubbies and choose an area in which to play. The children are encouraged to unpack belongings on their own.
- 9:20-9:30 **Morning Group**
The children will gather as a group to participate in a morning stretch, calendar, fingerplays and rhymes, and to discuss activities for the day.
- 9:30-10:30 **Center Time & Clean-up**
The children will choose to play at various centers within the room. This provides opportunities for developing social interaction and communication. The children will also visit the church library once a week during this time. The children will help clean-up the areas, and wash their hands in preparation for snack.
- 10:30-10:50 **Snack**
The children will eat a healthy snack as a group, promoting good hygiene, healthy eating habits, and appropriate social interaction while eating.
- 10:50-11:00 **Bathroom Break, Music & Movement Time**
The children will express their feelings through songs, movement and rhythm activities.
- 11:00-11:20 **Outdoor Play**
The children will choose to play using equipment on the playground or to participate in a teacher directed game, promoting gross motor development and positive social interaction.
- 11:20-11:40 **Story Time & Concept Activity**
Story time consists of a story and related activity to help develop skill levels and knowledge, and to promote listening skills.
- 11:40-11:45 **Book Time & Dismissal**
The children choose various books to explore individually at this time, as they wait to be dismissed.

Snacks

A simple snack is served each morning at The Presbyterian Preschool. Parents may volunteer to provide the snack by signing up on the Snack Calendar. Disposable cups and napkins are provided by the school. Parents should provide unopened juice and a snack for the appropriate number of children on the date for which they volunteer.

In order to comply with the Rules and Regulations of the Board of Health, Commonwealth of Virginia, *Governing Restaurants, Part I*, it is mandatory to follow the listed criteria. Foods allowed include:

1. Commercially packaged juice and baked goods, such as crackers, bread, muffins, doughnuts and cookies.
2. Commercially packaged snack foods such as pretzels and microwave popcorn.
3. Fresh fruits and vegetables (must be sliced on the premises).
4. Commercially packaged dried fruits (i.e. raisins, etc.).
5. Commercially manufactured cheese and cheese products.
6. Commercially manufactured Grade A milk products such as yogurt and individual ice-cream cups.

Birthdays are observed on the school day closest to the child's actual birthday, and will be marked in advance on the snack calendar. Summer birthdays will be observed on a designated day in the spring. Special snacks such as ice-cream or popsicles may be served. Birthday napkins are appropriate and enjoyed by the children. Cupcakes and cakes with icing are discouraged as they are hard for the children to manage.

School Calendar 2018-2019

August 20-24	Set-Up & Staff Meetings
August 23	Open House for New Students, 4-6 pm
September 5	Preschool Opens (MWF Class)
September 6	Preschool Opens (T/TH Class)
October 15	CLOSED - (SCPS Conference Day)
October 16	CLOSED - (SCPS Professional Day)
November 6	CLOSED - (SCPS Professional Day)
November 21	No Lunch-Bunch (SCPS Early Release 1:00 p.m.)
November 22-23	CLOSED - Thanksgiving Break
Dec. 20 - Jan. 2	CLOSED - Christmas Break
January 3	Preschool Reopens
January 21	CLOSED - MLK, Jr. Holiday (SCPS Closed)
February 18	CLOSED - President's Day Holiday (SCPS Closed)
March 11	CLOSED - (SCPS Professional Day)
April 15-April 22	CLOSED - Easter Break
May 23	Last day for T/TH Class (No Lunch-Bunch - SCPS Early Dismissal)
May 24	Last day for MWF Class (No Lunch-Bunch)

*Please note that The Presbyterian Preschool will follow public school closings related to inclement weather. If public school openings are delayed one OR two hours, preschool will begin at 10:00 a.m.