



# Presbyterian Preschool Handbook

2023-2024

**Please bring this handbook to the First day of School Orientation!**

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## **INTRODUCTION**

The Presbyterian Preschool provides an educational setting in a Christian environment.

Sponsored by the First Presbyterian Church of Richmond, Kentucky, the Preschool is non-profit and follows a Christian Readiness Program. Children are guided daily with Christian love and are encouraged to develop independence, trust, and positive social relationships. The goal of the Preschool is to provide a warm, loving, child-centered atmosphere which is responsive to the needs of the individual child. Developing a comfort level with self and one's environment has a profound effect on learning. The atmosphere in the Presbyterian Preschool is calm and nurturing, leading to the development of a positive attitude toward the school experience which will last a lifetime.

## **STAFF**

### **JENNY ROGERS HEAD TEACHER**

Ms. Jenny has a Bachelor's degree and CDA (child development associate) and has 10 years experience in early childhood education from Ohio. She has been with us since the fall of 2018. She and her husband, Daniel have been married since 2001 and have two children: Ruth and Henry.

### **RAEVYN TAYLOR ASSISTANT TEACHER**

Raevyn is currently attending Eastern Kentucky University for Early Elementary education. She has been with us since the spring of 2022. She enjoys reading and spending time with her family.

### **THE PRESCHOOL COMMITTEE**

Nancy Daniel  
Jackie Vance  
Joel Stanley  
Jennifer Deaton  
Courtney Lawrenz  
Curtis Christian, Pastor and Liaison

The Preschool Committee is composed of Church members who have expertise and interest in early childhood education and who oversee the operation of the Preschool and report to the Session of the First Presbyterian Church. If you have a need to communicate with someone other than the Head Teacher, please contact the Pastor or a member of the Preschool Committee at 623-5323.

## TUITION POLICY AND FEES

The Presbyterian Preschool is a non-profit program operated by the First Presbyterian Church. We rely solely on tuition to maintain our staff and to provide a quality educational experience for your child. Our budget is dependent on full enrollment. Since a space has been reserved for your child for the entire school year, please make every effort to uphold your commitment. No deductions will be taken for holidays, snow days, or your child's absences.

Tuition is based on a yearly tuition fee. Tuition payments are to be paid in nine monthly installments on the first of each month, for the months of September through May. **Payments not received by the 10<sup>th</sup> of the month will be assessed a \$25 late fee.**

Tuition for September and a non-refundable **\$50.00 registration fee** are due at the time of registration. The first month's tuition will be reimbursed if you decide prior to June 1<sup>st</sup> that you will not enroll your child in the Presbyterian Preschool. After June 1<sup>st</sup> all tuition payments are non-refundable. There is also a **\$75.00 supply fee** due on the first day of school.

Should any check not clear the bank, an additional \$35 fee will be assessed. This fee covers the charges the bank imposes on the Preschool for such a deposit.

**Tuition for the three-day program is \$1620, payable in 9 monthly installments of \$180. Tuition for the two-day program is \$1125, payable in 9 monthly installments of \$125.**

### 3 EASY WAYS TO PAY

1. **Drop off a check or money order.** There is a tuition drop box at the entrance to the preschool. Use the envelopes provided to leave your tuition check or money order in the drop box. Include your child's full name in the memo line of the check and on the envelope. This is the preferred method of payment.
2. **On-line bill pay through your bank.** Payments can also be made through your bank's on-line bill pay system. Your child's name will need to be included in the memo line of these payments. Payments made this way should be sent to: First Presbyterian Church PO Box 165 Richmond, KY 40476. Use this address. Do not send payments to the church's street address.
3. **Pay On-line using our website.** There is a link to a payment portal on the preschool page of the church's website - [www.richmondfpc.com](http://www.richmondfpc.com). Click on the preschool tab and follow the link on the preschool page to pay tuition online. You must include your child's full name in the memo line of the payment and choose the preschool fund in the drop down menu or your payment might not be credited to the correct account.

Things to remember when paying tuition:

- Payments sent to the Church's street address will not reach us. Please use PO Box 165, Richmond, KY 40476
- We do not accept cash payments.
- Payments that do not include the full name of the child attending our preschool might not be credited to the correct account.

## **ADMISSION**

Any child admitted to the First Presbyterian Church Preschool two-day program must be three years old \* by June 1, of the entry year. As a general rule, children admitted to the First Presbyterian Church Preschool three-day program must be four years old by June 1, of the entry year. Children turning 4 in June, July or August may be enrolled in our MWF class pending assessment and board review. All students without a valid medical exemption must be up to date on their vaccinations before they will be accepted into our program.

A limit of eighteen (18) students will be admitted to the First Presbyterian Church Preschool three-day program. A limit of fifteen (15) students will be admitted to the First Presbyterian Church Preschool two-day program. Any increase in these numbers would necessitate prior approval of the Preschool Committee.

## **BEHAVIOR EXPECTATIONS**

-Children must be fully potty-trained to attend the Presbyterian Preschool program. The process of being fully potty trained includes your child recognizing when he or she has to go to the potty, physically going to the bathroom and pulling down his or her pants, using the potty, and dressing himself or herself. Pull-Ups or other disposable training pants are NOT acceptable underpants. Because occasional accidents may occur, we ask that you leave a change of clothes and underpants in your child's locker.

-Children are expected to engage and play in ways that do not cause serious injury to themselves or others.

-Children are expected to follow simple commands in the classroom.

## **HOURS OF OPERATION**

The Preschool program operates from 8:30 a.m. until 11:30 a.m. each day as scheduled in the school calendar. Students enrolled in the three-day program attend on Mondays, Wednesdays, and Fridays. Students enrolled in the two-day program attend on Tuesdays and Thursdays. The Preschool doors will open at 8:20 am. The program officially begins at 8:30.

## **ENTER AND EXIT**

Drop-off and pick-up for the Preschool is on Water Street in the parking garage circle. The Presbyterian Church has an additional parking lot across the street. Drop-off and pick-up times are very busy, so please be sure your child is released to a Preschool Teacher or from a Preschool Teacher. You must park in a marked parking spot if you plan on exiting your vehicle. Blocking the circle is in violation of the Fire Code. For their safety please do not leave children in a car unattended.

## **DISMISSAL**

Class dismissal is at 11:30. If someone unfamiliar to the staff will be picking up your child, you must complete a release form. An ID will be required at pick up. We will not release your child to any unauthorized persons. Please be prompt in picking up your child. Our staff has other commitments after dismissal time.

## **ILLNESS**

Illness spreads very quickly among children in Preschool. Please do NOT bring your child if he or she has had a known contagious illness or a temperature greater than 100 within the past 24 hours. Please inform us if your child will be absent. The Preschool phone number is 623-1492. You may leave a message on the answering machine. Outgoing calls from the Preschool will be made from the 623-5323 phone number.

## **ORIENTATION**

The Head Teacher will explain policies and procedures and will have an opportunity to answer any questions you may have on the first day of classes for each program. This parent meeting will be held from 8:40 until approximately 9:05am. We encourage first-time Preschool parents to be present.

## **CURRICULUM**

Each week our Preschool concentrates on a central theme, or unit, with some lasting as long as two weeks. On a daily basis, we investigate the alphabet, sing songs, explore shapes and colors, and perform many other educational activities. Our math, science, and language centers provide the children opportunities for self-discovery through hands-on activities, observation, and exploration. Because our Preschool is a Christian-based learning environment, Christian songs, and appropriate prayer opportunities are included in our program, along with a weekly Bible story or memory verse.

## **DAILY SCHEDULE**

8:30 - 8:45	Arrival/Learning Centers
8:45 - 9:00	Circle Time
9:00 - 9:30	Center Time/ Unit of week activity (small motor development activities)
9:30 - 9:45	Wash Hands/Restroom
9:45 - 10:00	Snack Time Activities
10:00 - 10:45	Computer Time/Table unit activities
10:45 - 11:15	Gym Time (large motor development activities)
11:15 - 11:20	Circle Time
11:20 - 11:30	Departure

## **SUPPLIES**

There is a \$75 Supply fee due on the first day of school. This fee covers our supplies for the school year and includes a Presbyterian Preschool T-Shirt for your child.

We welcome contributions of recyclables, etc. Please refer to the following Wish List for suggestions:

Teacher Made/Designed Activities  
Working Computers  
Baby Dolls  
Games for Young Children  
Counting Items (beads, etc.)  
Word/Letter Games for Young Children  
Large Trucks  
Items for Music Center  
Craft Supplies

Items for Housekeeping Center  
Items for Dress-Up Center  
Teacher Designed Activities  
Gently Used Toys  
Woodworking Items

## **ASSESSMENT**

Parents are encouraged to discuss their children's progress with the Preschool Teachers. Additionally, developmental checklists will be completed and reviewed upon request.

## **PRE-WRITING DEVELOPMENT**

As a part of pre-writing development, it is important that only the first letter of your child's name be capitalized. The remaining letters should be written in the lower case. Example:

**John**  
**Sue**

## **CHILD CARE CREDIT**

The Presbyterian Preschool is not deductible as a child care credit; therefore, we will not make available our Federal Tax identification number.



## **DRESS**

Preschool can be messy! Since we will be finger-painting, gluing, playing in sand, etc., please dress your child in play clothes. We recommend that all outerwear be labeled with his or her name. If you wish to leave a change of clothes in your child's locker in case of an accident, you may do so. For safety purposes we require that rubber-soled shoes be worn at all times. Presbyterian Preschool will not be held responsible for clothing, glasses, jewelry or other items lost, stolen or damaged on school property.

## **TOYS**

Please do not allow your child to bring toys (especially toy weapons of any kind), candy, gum, coins, etc. to Preschool. We have a day for "Show and Tell" on which your child may bring something from home which is special to him or her. "Show and Tell" day is every Thursday for students enrolled in the two-day program and every Friday for students enrolled in the three-day program. The Presbyterian Preschool cannot guarantee the safety of items brought onto school grounds and will not be held responsible for things lost, stolen or damaged on school property. Please use caution as you decide which items to allow your child to take to Preschool

## **BIRTHDAY PARTIES**

We will gladly hand out invitations for after-school birthday parties only if every child receives one. All party arrangements involving only some of the children must be made privately. Please do not send birthday presents to school. You may celebrate your child's birthday at Preschool by providing a birthday cake/cupcakes for snack.

## **SNACKS**

We ask for your help in furnishing snacks and drinks for the Preschool children. A calendar will be available in the classroom for you to sign-up for a week that is convenient for you each semester. Homemade treats are not necessary. Pre-packaged, nutritious snacks are fine. Please send only 1%, 2% or whole white milk to drink. A list of nut free snack suggestions will be given on the first day of school.

## **SNOW DAYS**

Presbyterian Preschool will close for inclement weather when the Model School system closes. School closings can be found posted on WKYT.com under Model Schools. In the event of a one or two hour delay our Preschool will be closed.

## **EMERGENCY PROCEDURES**

Presbyterian Preschool takes seriously the safety and welfare of your child. Plans have been made for the safety of all children in our care in the unlikely event of a chemical incident at the Bluegrass Army Depot. Procedures will be discussed during school orientation. Safety drills for fire, intruder and inclement weather will be conducted throughout the school year.

**FIRST PRESBYTERIAN PRESCHOOL  
2023-2024**

Sunday, August 13 <sup>th</sup> (1:00-2:30)	Open House
Wednesday, September 6 <sup>th</sup>	First Day of Preschool (MWF)
Thursday, September 7 <sup>th</sup>	First Day of Preschool (TTR)
October 9 <sup>th</sup> - 13 <sup>th</sup>	Fall Break (no school)
October 26 <sup>th</sup>	Dress Up Day (TTR)
October 27 <sup>th</sup>	Dress Up Day (MWF)
November 20 <sup>th</sup>	Thanksgiving Celebration (MWF)
November 21 <sup>st</sup>	Thanksgiving Celebration (TTR)
November 22 <sup>nd</sup> -24 <sup>th</sup>	Thanksgiving Break (no school)
December 15 <sup>th</sup>	Christmas Program
December 18 <sup>th</sup> - January 2 <sup>nd</sup>	Christmas Break (no school)
January 3 <sup>rd</sup>	First Day of Spring Semester
January 15 <sup>th</sup>	Martin Luther King, Jr. Holiday (no school)
February 13 <sup>th</sup>	Valentine Celebration (TTR)
February 14 <sup>th</sup>	Valentine Celebration (MWF)
February 19 <sup>th</sup>	Professional Day
March 11 <sup>th</sup> - 15 <sup>th</sup>	Spring Break
March 27 <sup>th</sup>	Easter Celebration (MWF)
March 28 <sup>th</sup>	Easter Celebration (TTH)
March 29 <sup>th</sup>	Good Friday (no school)
April 19 <sup>th</sup>	Professional Day
May 10 <sup>th</sup>	Professional Day
May 22 <sup>nd</sup>	Last Day of Preschool

Handbook Form

Please detach, sign, date and return this form to the Preschool Head Teacher on the first day of School. Keep this handbook for your own personal records.

By signing below, I acknowledge that I have read the Presbyterian Preschool Handbook in its entirety and agree to abide by the policies and procedures contained therein.

Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Presbyterian Preschool**  
**Covid 19 School Operations for the 2023-2024 school year**  
**Operations written in August 2020**  
**(Amended March 2023)**

**Drop Off Procedure:**

- \*Line up in garage, park in parking garage, side street or parking lot**
- \*Stay in vehicle. Call or Remind Message that you have arrived**
- \*Teacher will message on Remind or call you when they are ready for student to come to the door of school**
- \*Teacher will meet you at the door and make a visual inspection.**
- \* No student shall enter if they have a temperature greater than 100.4 degrees Fahrenheit**
- \*Masks are optional but may be required by Church Session. This may change at any time.**

**Dismissal Procedure:**

- \*Students will be allowed to be dismissed as early as 11:15 am**
- \*Parents are to park and remain in car and call or Remind Message teachers they have arrived and ready for student**
- \*We will dismiss each child individually by first messaging or calling each parent to come to door.**

## **Healthy School Procedures**

### **Parents/Students Responsibilities**

**\*Please take students temperature before leaving for school**

**Daily.**

**\*Parents when visiting school during class time need to please call or message ahead of time. Masks may be required.**

### **Teachers Responsibilities**

**\*No teacher will be allowed in the school with a temperature of 100.4 degrees Fahrenheit or greater.**

**\*Teachers/substitute teachers may or may not wear masks.**

**\*Teachers will sanitize all toys, equipment and surfaces daily.**

## **Students with fevers or many Symptoms, School Closings and Procedures**

### **Student/Teacher who has tested positive for Covid 19 and has been at School in the last 48 hours**

**\*They are to notify school immediately**

**\*School will be closed for 10 days (Amended February 2021)**

**\*During this time we will use our NTI Binders**

### **Student that tests positive for Covid 19**

**\*They are to notify school immediately**

**\*Student will quarantine for 10 days**

**\*During this time student will use our NTI Binder**

**Student/Teacher that is sent home with a fever 100.4 temperature**

**\*Student/Teacher has to provide a document from doctor stating the reason for the fever. If you are tested you have to provide picture of positive or negative test result from home test.**

**Student with an immediate family member or same household that has Tested positive for Covid 19**

**\*Student shall quarantine for 10 days**

**Student with a family member in the public/private school that has to quarantine due to their school closing must quarantine with family for 10 days also (Amended 2021)**

**\*These procedures may change and change often. We will provide copies to all families if any of these procedures change. We are trying our best to follow CDC guidelines.**

**\*By signing the agreement that you have read and understand the policies and procedures of the Student Handbook you understand the risks and understand that the school is relying on the parents to notify the school immediately if a student has come in contact or is positive for Covid 19.**