



Presbyterian Preschool

Handbook



2016-2017

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

Table of Contents

Introduction	3
Staff/Committee	4
Tuition Policy	5
Admission	5
Hours of Operation	5
Enter and Exit	6
Dismissal	6
Illness	6
Orientation	6
Curriculum	6
Daily Schedule	6
Supplies	7
Assessment	7
Pre-writing Development	7
Child Care Credit	8
Dress	8
Toys	8
Birthday Parties	8
Snacks	8
Snow Days	8
Calendar	9

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

DONNA DAVIS BAKER HEAD TEACHER/DIRECTOR

Mrs. Baker is a graduate of Eastern Kentucky University holding a Bachelor of Science degree in Early Elementary Education with 19 years experience as a preschool teacher. She is married to John Baker, and they have one son, Brady.

JAANA KWIECINSKI ASSISTANT TEACHER

Mrs. Kwiecinski is a graduate of Finnish universities and holds social work certification. She has been an in-home child care provider as well as a substitute teacher. She and her husband, John, have three children: Linda, Stefan, and Sonia.

THE PRESCHOOL COMMITTEE

Nancy Carrico
Nancy Daniel
Jackie Vance
Joel Stanley
Jean Roberts
Chris Campbell
Curtis Christian, Pastor and Liaison

The Preschool Committee is comprised of Church members who have expertise in early 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 2016-2017

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.

Checks should be made payable to the Presbyterian Preschool. Parents may deposit tuition fees in the tuition box on the wall. Checks or money orders are gladly accepted. If you pay by cash it **MUST** be in a sealed envelope with the child's name on it and you must give it to a staff member to receive a receipt. Should any check not clear the bank, an additional \$20 fee will be assessed. This fee covers the charges the bank imposes on the Preschool for such a deposit.

Payments are to be paid in nine monthly installments on the first of each month, for the months of September through May.

Tuition for the three-day program is \$1080, payable in 9 monthly installments of \$120.

Tuition for the two-day program is \$855, payable in 9 monthly installments of \$95.

Tuition for September and a non-refundable \$25.00 registration fee is due at the time application is completed. The tuition will be reimbursed if you decide prior to June 1, that you will not enroll your child in the First Presbyterian Preschool.

ADMISSION

Any child admitted to the First Presbyterian Church Preschool two-day program must be three years old * by June 1st of the entry year. Any child admitted to the First Presbyterian Church Preschool three-day program must be four years old by June 1st of the entry year.

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.

* 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.

HOURS OF OPERATION

The Preschool program is in operation from 8:30 a.m. until 11:30 a.m. each day. 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. 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

If someone unfamiliar to the staff will be picking up your child, you must complete a release form. 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.

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 9:05. 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, Bible stories, and appropriate prayer opportunities are regularly included in our program, along with a weekly Bible story time.

8:30 - 8:45	Arrival/Learning Centers
8:45 - 9:00	Circle Time
9:00 - 9:30	Center Time/Unit of the week activity (small motor development activity)
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

MWF Program:

One large box of tissues
Two rolls of paper towels
One box of **5-oz.** Dixie paper cups (100 count)
One large package of napkins
One container of Lysol disinfectant wipes
One bottle of hand sanitizer
A small photo of your child for his/her locker

TTR Program:

One large box of tissues
Two rolls of paper towels
One box of **5-oz.** Dixie paper cups (100 count)
One container of Lysol disinfectant wipes
One large package of napkins
A small photo of your child for his/her locker

We welcome contributions of recyclables, etc. Please stop by our Donation Tree or refer to the following Wish List for additional suggestions:

Toddler Computer Games
Working Computers (doesn't have to be internet-accessible)
Baby Dolls
Games for Young Children
Counting Items (beads, etc.)
Word/Letter Games
Large Trucks
Items for Music Center
Craft Supplies

Items for Housekeeping Center
Items for Dress-Up Center
Record Player or Turntable with Speakers
Woodworking Items Appropriate for Young Children
Gently-Used Toys
Teacher-Made/Designed Activities

ASSESSMENT

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

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.

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.

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. The Preschool children will make a Birthday Book for him or her.

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. 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 suggestions will be given on the first day of school.

SNOW DAYS

In the event of snow, please watch for Daycare delays or closings only on TV Channel #27, or their website at www.wkyt.com. You can also check our Presbyterian Preschool Facebook Page!

EMERGENCY PROCEEDURES

Presbyterian Preschool takes seriously the safety and welfare of your child. Therefore, 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.

CALENDAR FOR 2016-2017

Sunday, August 21 (1:00-2:30)	Open House
Wednesday, September 7	First Day of Preschool (MWF)
Thursday, September 8	First Day of Preschool (TTR)
October 10	Columbus Day (no school)
October 27	Dress Up Day (TTR)
October 28	Dress Up Day (MWF)
November 8	Election Day (no school)
November 21	Thanksgiving Celebration (MWF)
November 22	Thanksgiving Celebration (TTR)
November 23-25	Thanksgiving Break (no school)
December 9	Christmas Program
December 12-January 2	Christmas Break (no school)
January 3	First Day of Spring Semester
January 16	Martin Luther King, Jr. Holiday (no school)
February 13	Valentine Celebration (TTR)
February 14	Valentine Celebration (MWF)
February 20	Presidents' Holiday (no school)
TBA	Spring Break (no school)
April 12	Easter Celebration (MWF)
April 13	Easter Celebration (TTR)
April 14	Good Friday (no school)
May 11	Last Day of Preschool (TTR)
May 12	Last Day of Preschool (MWF)