



# Presbyterian Preschool Handbook

2018-2019

**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**

### **JAANA KWIECINSKI HEAD TEACHER/DIRECTOR**

Ms. Jaana (Yaana) has a Master's Degree from a university in Finland. She has worked in the Presbyterian Preschool for the past 10 years and has been head teacher since the fall of 2017. She and her husband John have three children: Linda, Stefan and Sonia.

### **LEIGH ANN ROBERTS ASSISTANT TEACHER**

Ms. Leigh Ann has been with us since the fall of 2017. She has studied K – 12<sup>th</sup> grade Art Education at Eastern Kentucky University. She has several years of experience working with early childhood programs in Model Laboratory School. She has three daughters: Mandy, Griffin and Edye.

### **THE PRESCHOOL COMMITTEE**

Nancy Daniel  
Jackie Vance  
Joel Stanley  
Lynn Shearon  
Lucy Waterbury  
Curtis Christian, Pastor and Liaison

The Preschool Committee is comprised 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**

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 in the classroom. 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 \$1575, payable in 9 monthly installments of \$175.

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

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

## **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. Any child admitted to the First Presbyterian Church Preschool three-day program must be four years old by June 1, 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 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**

Adults picking up students will be issued a pick-up number and car tag which should be displayed in the pick-up vehicle at all times. 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 \$50 Supply Fee due on the first day of school.

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

|  |   |
|--|---|
| Toddler Computer Games                                     | Items for Housekeeping Center                       |
| Working Computers (doesn't have to be internet-accessible) | Items for Dress-Up Center                           |
| Baby Dolls   | Record Player or Turntable with<br>Speakers         |
| Games for Young Children                                   | Woodworking Items Appropriate<br>for Young Children |
| Counting Items (beads, etc.)                               | Items for Music Center                              |
| Word/Letter Games  | Teacher-Made/Designed Activities                    |
| Gently-Used Toys   |   |
| Craft Supplies   |   |

## **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.

## **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 special snack, e.g. a birthday cake or 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 Madison County School System closes. School closings can be found posted on WKYT.com under Madison County Schools. In the event of a one or two hour delay our Preschool will be closed. Missed days will be made up at the end of the school year.

## **EMERGENCY PROCEDURES**

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. Safety drills for fire, intruder and inclement weather will be conducted throughout the school year.



## FIRST PRESBYTERIAN PRESCHOOL

2018-2019

|   |   |
|---|---|
| Sunday, August 19th (1:00 pm - 2:30 pm) | Open House                                  |
| Wednesday, September 5th                | First Day of Preschool (MWF)                |
| Thursday, September 6th                 | First Day of Preschool (TTR)                |
| October 8th                             | Columbus Day (no school)                    |
| October 31st                            | Dress Up Day (MWF)                          |
| October 30th                            | Dress Up Day (TTR)                          |
| November 19th                           | Thanksgiving Celebration (MWF)              |
| November 20th                           | Thanksgiving Celebration (TTR)              |
| November 21st-23rd                      | Thanksgiving Break (no school)              |
| December 14th                           | Christmas Program                           |
| December 17th-January 1st               | Christmas Break (no school)                 |
| January 2nd                             | First Day of Spring Semester                |
| January 21st                            | Martin Luther King, Jr. Holiday (no school) |
| February 13th                           | Valentine Celebration (MWF)                 |
| February 14th                           | Valentine Celebration (TTR)                 |
| February 18th                           | Presidents' Holiday (no school)             |
| April 1st - 5th                         | Spring Break (no school)                    |
| April 17th                              | Easter Celebration (MWF)                    |
| April 18th                              | Easter Celebration (TTR)                    |
| April 19th                              | Good Friday (no school)                     |
| May 10th                                | Last Day of Preschool                       |