

Parent Handbook 2018- 2019



PRESBY PRESCHOOL

Play • Love • Learn

210 S. High St. Warsaw, IN

574-267-4034

www.warsawpresby.org
presbyprek@warsawpresby.org



Presby Preschool's Vision

The vision for Presby Preschool is to introduce every preschool child possible, to the love and message of the Lord Jesus Christ. *Matthew 18:14, "Your Father in Heaven is not willing that any of these little ones should be lost"*. We also strive for excellence in preparing children for success during a lifetime of learning.

Presby Preschool's Philosophy *EARLY CHILDHOOD EDUCATION*

We believe a preschool should provide an exciting program of enrichment for the total child. We are dedicated to facilitate growth and development of young children in a safe, nurturing, and developmentally appropriate environment. The program is designed to encourage growth in the following areas:

- | | |
|-----------|---|
| Spiritual | by introducing, teaching and modeling Biblical concepts, morals and values in the classroom and chapel. |
| Social | by giving the child opportunities with guidance, to develop a respect for themselves and others, encouraging them to interact with teachers, and to develop friendships. |
| Emotional | by providing experiences that will encourage independence, responsibility, and self-worth. |
| Physical | by offering strategically planned opportunities daily during the normal routine or in PE class, to develop good coordination and strength of small and large muscles, to explore the abilities of the entire body, and to develop good coordination and strength of both Small and large muscles. |
| Cognitive | by providing activities that encourage growth of the child's mind, leading them to an excitement for learning about themselves & the world around them; preparing them for Kindergarten and building the foundation for a lifetime of learning. |

****Presby Preschool admits students of any race, color, and national or ethnic origin.**

GOALS AND OBJECTIVES

The preschool teachers are qualified & loving individuals whose passion is to:

Teach children kindergarten readiness skills.

Instill in them a love of learning that will last a lifetime.

Surround them by God's love and the Bible!

Support the whole family by building a positive relationship with parents.

They are supported in the classroom by caring, nurturing assistants and paraprofessionals.

Using the Indiana State Foundations for Young Children as a basis for our curriculum, our program works to provide age appropriate activities geared to encourage the development of each child:

Spiritual....aid in the enrichment of the child's awareness of God, and the love of His Son, Jesus Christ; and to provide a Christian basis for values and morals.

God is Creator of all things.

Jesus is God's living Son.

God's love for all and our love for others because of Him.

The Bible as God's Word.

Prayer as a means of communication with God.

Social/Emotional.....provide a warm atmosphere in which each child has opportunities with guidance to interact with and develop a respect for themselves & others.

Self-concept building.

Build communication skills.

Develop friendships.

Develop a respect for others.

Self-expression.

Good manners.

Acceptable ways of sharing feelings and emotions with others.

Physical....explore and develop each child's entire body and physical abilities.

Gross motor development (i.e. running, jumping, balancing, etc.).

Fine motor development (i.e. coloring, puzzles, sorting, etc.).

Health.

Safety.

Nutrition.

Cognitive....sharpen each child's mind with an awareness of the world around them and provide basic concepts which will enrich the child's intellect.

Build language & vocabulary skills.

Discover the world of art, music, science, math, and social studies through active play.

Introduce problem solving techniques.

3 Work to increase attention span.

Encourage creativity.

CLASSROOM VISITS

Parents are always welcome at Presby Preschool. Stop at the Welcome Center to be given clearance from staff, receive a visitor's badge, and then proceed to the second floor. Please let your child's teacher know in advance if possible. We are comfortable and accustomed to visitors. Please do not be offended if the teachers do not have time to chat during classtime. We always need supervision on field trips, computer helpers, party planners, etc.

CLASSTIME VOLUNTEERS

We welcome and appreciate parent volunteers. Volunteers are very helpful and children look forward to having family members in the classroom. At the beginning of the year your child's teacher will supply more information about volunteering.

MISCELLANEOUS POLICIES & PROCEDURES:

1. Children must be age appropriate for the class in which enrolled. Please refer to registration form.
2. Children **must** be toilet trained (except those attending our 2's Play Group).
3. Children should wear comfortable play clothing (remember 'play' is work for preschoolers). Gym Type (no flip-flops allowed!) shoes are the best for active children.
4. The children routinely enjoy physical activities during the school day. This can be outside if the wind-chill is above 20 degrees. Please have your child come prepared with outdoor clothing (coats, gloves, and hats) appropriate for the weather. Each item should be **labeled with your child's name**.
5. A child must be kept home from school **24 hours AFTER ANY fever, bad cough, vomiting, or diarrhea has disappeared**. Please follow doctor's orders for other **communicable diseases**. If your child will be missing school due to illness please contact the school @ 267-4034 before 8:45/12:45.
6. Each child must have a physical examination and medical form signed by your family doctor, along with a copy of their immunization records. One medical form will remain valid throughout your child's preschool experience.
7. Children should not bring toys to school unless it is specified as their show and tell day. Teachers will notify parents when that day is. No guns, war toys, or toys of destruction are allowed at preschool. We encourage other means of expressing feelings, not aggression.
8. Each child will need a bag large enough to carry papers and projects home. We sometimes have larger projects to send home and the tiny compartments of "animal backpacks" and other "cute" bags are not as practical. Also, bags that have wheels are not practical. Bags need to be sent with your child **every day**. Please mark your **child's name on the outside** of the bag.
9. A snack is served each day. Children help provide snack, cups, and napkins during the week. Each child will usually be responsible for snack 5/6 times throughout the school year. One will be as close to his/her birthday as possible. This treat can be anything you would like. The other times your child provides treats we ask that it be a **nutritious snack**. Your teacher will provide you with suggestions.
10. Parents are requested to visit and take part in our special activities & programs.
11. Parents may be asked to help collect and supply certain articles upon request. (i.e. egg cartons, paper bags, milk cartons...).

TUITION POLICY:

1. Tuition is due on the 1st of each month.
2. A late fee will be added to accounts not paid in full by the 10th of each month.
3. If tuition payments are not kept current, you might forfeit your child's spot in the school. ***Checks are to be placed in the tuition envelope marked with the child's name and either pinned to your child's shirt or outside of the book bag, you can mail them, do not put them inside the child's book bag.***
4. *Note that May's payment is due with the April payment on April 1.*
5. No credit on tuition is given for scheduled school holidays, vacation periods, or school cancellations/delays.

Tuition for the 2018-19 school year is as follows:

2's (2 by August 1, 2018)

2 day 9:15-11:15 Th-Fr (\$85/month/member \$80)

3's (3 by August 1, 2018)

2 day 9:00-11:30 Th-Fr (\$80/month/member \$75)

2 day 1:00 --3:30 p.m. M-T (\$80/month /member \$75)

3 day 9:00-11:30 M-W (\$100/month/member \$90)

3 day 1:00 -- 3:30 p.m. M-W (\$100/month/member \$90)

4's & 5's Readiness (4 by August 1, 2018)

3 day 9:00-11:30 M-W (\$100/month/member \$90)

3 day 1:00-3:30 p.m. M-W (\$100/month/member \$90)

4 day 9:00-11:30 M-Th (\$120/month/member \$110)

4 day 1:00-3:30 p.m. M-Th (\$120/month/member \$110)

5 day extended 9:00-12:00 M-F (\$160/month/member \$150)

REGISTRATION FEE:

Due at time of enrollment:

\$50.00 for one returning child

\$60.00 for one new student

**add \$10 for each additional child registered

This payment reserves your child's spot and is **nonrefundable.

SECURITY POLICY:

The following procedures have been implemented to offer a more secure environment for the preschool children.

1. All preschool staff will wear name badges.
2. The doors open to the public during the school day will be the High Street doors and the second set of double doors in the alley (Northwest) side the building (the set closest to Market St). The doors will lead you into the area with the Welcome Center desk.
3. The glass doors closest to the gym and the stairwell doors will be locked at 9:10 a.m./1:10 p.m. (after the children have arrived). If your child is late, you will need to walk them in to the Welcome Center. The receptionist will get clearance with your teacher, and then you can take the child directly to the classroom. **This means that children cannot be dropped off at the door if no teacher is present.** They will not be able to get to their rooms. This would be very scary and unsafe for a child.

CANCELLATION AND DELAY POLICY:

Preschool weather related closings and delays are determined for the most part by the Warsaw Community School system.

<u>If Warsaw is:</u>	<u>Presby has:</u>
delayed 1 hour	1 hour delay
delayed 2 hours	11 am—12:30 (2's 11:15-12:15) & 1:30 — 3:30pm.
closed	closed

***No credit on tuition is given for school cancellations/delays*
Closing/delay information will be available on:

- Twitter
- Facebook
- WRSW Radio Station, 107.3 FM
- WNDU Channel 16 TV
- www.warsawpresby.org

CAR RESTRAINT POLICY

Presby Preschool will follow the following state guidelines:

- *Church Bus/Van: Each child will be in a seatbelt.
- *Private Vehicle: In a child restraint seat that the Parent sends in.

PICK-UP AND DROP-OFF POLICY

It is very important to follow the procedures listed below and to supply them to all persons involved with the drop off or pick up of your child:

1. Please note the map at the back of this handbook for the Pick up/Drop off car route map.
2. Your teacher will supply **Car Cards** for you.
3. When picking your child up after school you must put the Car Card in your passenger side window. Please leave it there until your child is in your car.
4. The staff will bring your child to your car.
- 5. For safety reasons we discourage walk-ins, if you must walk in, you will need to enter the double doors closest to Market St. or High Street, and wait on the south side of the Fellowship Hall. (Reminder, you must bring your car card.)**
- 6. Because of staggering time schedules, do not get in line until 10 minutes before your child's class ends.**
7. Children should be buckled in the car, but to avoid delays in the line we encourage you to teach your child to buckle and unbuckle without assistance. Make sure you know our state law regarding child restraint seats (in church van/bus it is permissible for the children to be buckled with the seatbelts only).
8. If your child is not picked up within 15 minutes of dismissal time you will be charged an over-time charge of \$1.00 per minute.

35-42-2-4. Obstruction of traffic.

(a) A person who recklessly, knowingly, or intentionally obstructs vehicular or pedestrian traffic commits obstruction of traffic, a Class B misdemeanor.

(b) The offense described in subsection (a) is:

- (1) A Class A misdemeanor if the offense includes the use of a motor vehicle; and
- (2) A Class D felony if the offense results in serious bodily injury.

9-21-16-1. Stopping, parking, or leaving standing on traveled part of highway prohibited.

(a) This section does not apply to a person who drives a vehicle that is disabled while on the paved, improved, or main traveled part of a highway in a manner and to the extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle on the highway.

(b) A person may not stop, park, or leave standing an attended or unattended vehicle upon the paved or main traveled part of a highway outside of a business or residence district, if it is practicable to stop, park, or leave the vehicle off the highway.

9-21-16-5. Areas where stopping, standing, or parking prohibited.

A person may not stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or to avoid conflict with law or the directions of a police officer or traffic control device, in any of the following places:

1. On a sidewalk.
2. In front of a public or private driveway.
3. Within an intersection.
4. Within fifteen (15) feet of a fire hydrant.
5. On a crosswalk.
6. Within twenty (20) feet of a crosswalk at an intersection.
7. Within thirty (30) feet upon the approach to any flashing beacon, stop sign, or traffic control signal located at the side of a roadway.
8. Between a safety zone and the adjacent curb or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, unless the traffic authority indicates a different length by signs or markings.
9. Within fifty (50) feet of the nearest rail of a railroad crossing.
10. Within twenty (20) feet of the driveway entrance to a fire station and, on the side of a street opposite the entrance to a fire station, within seventy-five (75) feet of the entrance (when properly sign posted).
11. Alongside or opposite a street excavation or obstruction if stopping, standing, or parking would obstruct traffic.
12. On the roadway side of a vehicle stopped or parked at the edge or curb of a street.
13. Upon a bridge or other elevated structure upon a highway or within a highway tunnel.
14. At any place where official signs prohibit stopping.

9-21-16-3. Duties of police officer regarding vehicle standing upon highway.

Whenever a police officer finds a vehicle standing upon a highway in violation of this chapter, the officer may require the person driving the vehicle or other person in charge of the vehicle to move the vehicle to a position off the paved, improved, or main traveled part of the highway. If:

(1) A person directed by an officer fails or refuses to move the vehicle; or (2) The vehicle is unattended; the officer may provide for the removal of the vehicle to the nearest available garage or other place of safety.

FIELD TRIP GUIDELINES

For the safety of all children the following guidelines must be followed when driving or chaperoning on a field trip.

1. A limited number of field trips will be scheduled during the school year.
2. The teacher will coordinate the field trip and ask parents to volunteer as a chaperone driver or just chaperone.
3. Each parent will be assigned a certain number of students to chaperone.
4. If you are driving, you will be supplied a list of students that will be in your vehicle, time to arrive at the destination, directions to the destination, and the teacher's cell phone number.
5. A list of drivers and their assigned students will be left with the Director of the Pre-school.
6. Children are required to wear a seat belt. If the children are not riding in a church van/bus they must be in the car seat that their parent sent in. No child may sit in the front seat.
7. Students must ride in the same vehicle to and from the field trip.

PRESBY PRESCHOOL DISCIPLINE POLICY

It is Presby Preschool's philosophy that all preschool children should be nurtured and safe at school. Our goal is that each child develops self-control, and appropriate skills for problem solving. Within the classroom setting we set clear, consistent, and fair limits. We listen to the children and guide them in exploring ways of resolving their conflicts. We model problem solving skills and regard mistakes as opportunities to learn. At all times our emphasis is on using positive guidelines and treating all children with dignity and respect.

Discipline will be handled in the following order:

Inappropriate classroom behavior: (i.e. running, loud talking, rough play, etc.)

The child will be given 2 verbal reminders.

The child's play/attention will be redirected (i.e. the child will be moved from neighbor, the child will be asked to come put a puzzle together, etc.

The child will serve time in a thinking chair or time out chair for an appropriate length of time (3 minutes for threes, 4 for fours, etc.).

Direct disobedience and/or physical harm:

There will be verbal communication about inappropriate actions and removal from situation such as thinking/time out chair.

Reoccurring situations are determined on an individual basis, and could include the loss of privileges (i.e. play time, recess, snack, removal from room).

MEDICAL SHOT & RECORDS

The Medical form and shot records need to be turned into your child's teacher by the beginning of the school year. For children starting during the school year, please turn the forms in within two weeks of their start date. Following the state mandate, if we have not received the forms within thirty (30) days of your child starting school, they will not be allowed to attend. We will hold your child's spot for 30 days, allowing you time to get the forms to Presby Preschool. All children will have their vision screened during their class time on an annual basis. You will be notified if a problem is suspected.

LICE POLICY

Lice checks will occur periodically during the year. When a child is suspected of having lice their teacher will check their hair for nits/lice. The parent will be called to pick up the child and the teacher will show the parent where nits/lice are located. We need you to treat your child & remove all nits before coming back to school. You will be provided with general instructions to treat your child. If you have any questions you can contact the school, your hair stylist, or your physician. Children may return to school the day after treatment, if all nits have been removed. The child must have their head checked by a preschool staff person before entering the classroom, so please arrive early.

SOCIAL MEDIA/PHOTOGRAPHS

The Parent agrees that photographs and videos may be taken of the child during the course of the year, both by the School or a professional photographer. These may be class or individual pictures of the child which may be used for promotional materials such as brochures, grants, facebook, school informational website and miscellaneous marketing materials without the compensation of any kind to the Parent or child. Additionally preschool parents may also take pictures for non-commercial use.

EVACUATION DRILLS

By law the school will practice unannounced evacuation/fire drills every month. Tornado Drills are also conducted during spring/fall. Emergency Evacuation plans are posted in each classroom.

REPORTING SUSPECTED CHILD ABUSE

The Parent is hereby advised that under the terms of IC31-33-5, the School and its employees have a statutory duty to report the known or reasonably suspected instances of child abuse to a child protective agency; if the school or its employees, in its

ADMINISTRATION:

1. Presby Preschool is governed by the Presbyterian Board of Session. A Presby Preschool Outreach Team consisting of Church Members assists and supports the enhancement of Presby Preschool. A Parent Team will be assembled to assist the staff with fundraisers, staff appreciation, and classroom needs.
2. The Director will be responsible for the administration and coordination of the preschool program. The Director will be directly responsible to the Preschool Outreach Team. The Director will:
 - ◆ supervise staff, schedule, and curriculum
 - ◆ implement programs for parents
 - ◆ serve as a member of the Preschool Outreach Team
 - ◆ interview prospective teachers and assistants with the support of the Preschool Team
 - ◆ evaluate teachers' performance
 - ◆ supervise the ordering of equipment and supplies
 - ◆ supervise registration process and placement of children in classes according to their age requirements, needs, and abilities.
 - ◆ see that the school's operating policies and procedures are carried out.
3. Teachers will be responsible for the classroom, the curriculum (based on the Indiana State Foundations), and the children assigned to them. Teachers will be accountable to the director. The teacher will:
 - ◆ develop a schedule and curriculum to fit the needs of the children
 - ◆ hold parent conferences
 - ◆ maintain developmental records
 - ◆ inform the Director about the needed equipment, supplies, repairs, etc.
 - ◆ use positive discipline techniques
 - ◆ attend staff meetings and other continuing education opportunities for professional development
 - ◆ attend school functions such as orientation and special programs

BASIC CONTENT OF THE PRESCHOOL DAY

At the beginning of the year, we concentrate on teacher-student relationships, child-to-child relationships-making and being a good friend, transitioning to the classroom routine, & building lifeskills such as the values of self reliance, kindness, self-control, problem-solving, honesty, etc.

Arrival Parents drop children off at the door where they are greeted by a teaching assistant.

Circle time Children come together for prayer, calendar, pledge, weather, theme unit discussion, sharing, songs, and fingerplays.

Exploration Time

During this time a variety of learning centers and activities are available, some are required experiences & some are free choice experiences.

Learning center activities might include:

Large Muscle Area- Blocks, climbing apparatus, large toys....

Manipulative Area- Table toys, puzzles, stringing beads, lacing cards, matching games etc.

Dramatic Area- Home living center, dress-up

Sensory Area- Water play, sand play, play dough, Styrofoam beads

Science Area- Various science materials, magnets, rocks

Reading Area- Books, puppets

Art Area- Various media to encourage creativity

Clean up Children learn to work cooperatively together.

Exercise Records, games, relays, this can be in the room, gym, or outside.

Rest Children have a brief rest period before their snack time.

Snack time Children enjoy a snack and drink.

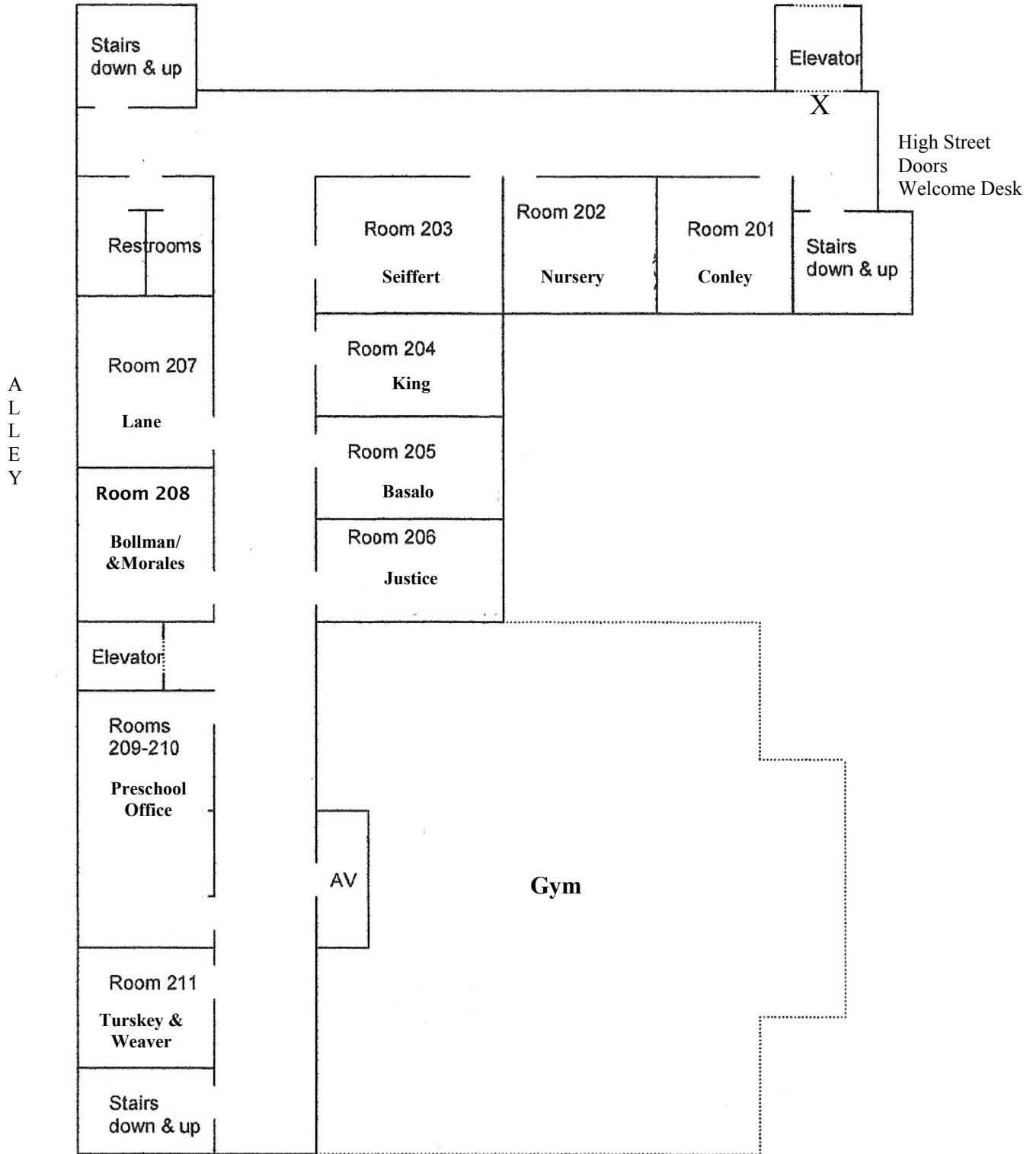
Story time Teacher presents a story through books, puppets, flannel graph, etc.

Games Circle and cooperation games (non-competitive).

Preschool Office & Classrooms are located on the 2nd floor

They can be accessed from the stairs or elevators before or after school hours.

During school hours they can be accessed after signing in
At the reception area by the elevator indicated with the X.



***Be sure to follow this map (Do not cut in line). Enter the line from Lake Street! Please do not block High Street, Indiana Street, Buffalo Street, Indiana Street (any street)-but Jefferson) while waiting!!!!!!!**

***Make sure the earliest you enter the line is 10 minutes before your child is dismissed.**

***Make sure to place your car card in the passenger side window.**

***Please do not get out of your car to load your child. If your child needs assistance with the buckle, please pull forward into the side lot to buckle him in.**

***If you must walk in to pick up your child, please bring your car card and use the High St. entrance or the side door across from church office.**

***Pass this along to anyone picking your child up!**

***If we all follow these procedures the pick up time will go faster and easier for all.**

