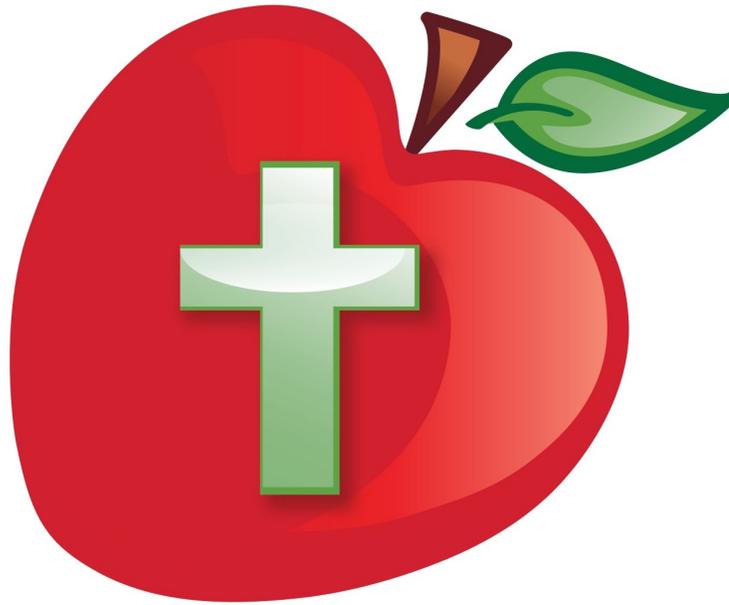


Parent Handbook 2020- 2021



PRESBY PRESCHOOL

Play • Love • Learn

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Presby Preschool's Mission

Presby serves children in Kosciusko County that are 3 to 5 years old. Our highly qualified staff strives to share Christ's love with the students through a play-based focus on learning.

Presby Preschool's Vision

Every Presby Preschool teacher introduces their children 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"*. By their example of love and through a Bible-based curriculum we hope to instill a passion for learning that lasts a life time.

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 facilitating the 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	Introducing, teaching and modeling Biblical concepts, morals and values in the classroom and all of our programs.
Social	Giving the child opportunities to develop a respect for themselves and others, by encouraging appropriate interactions and friendships with their classmates and teachers.
Emotional	Providing experiences that will encourage an awareness of their own emotions as they grow in independence, responsibility, and self-worth.
Physical	Offering daily time outdoors and planning opportunities that develop healthy bodies through coordination, muscle strengthening and an awareness of their bodies.
Cognitive	Planning activities that challenge the child's mind, leading them to an excitement for learning about the world around them and the skills that will prepare them for kindergarten and beyond.

EDUCATIONAL GOALS

Presby Teachers have a certificate or degree in early childhood development, a valid teachers license, or a degree in a related field with extensive experience working with preschool children. All of our staff are well trained and passionate to:

Surround them with God's love and His word, the Bible!

Teach kindergarten readiness skills.

Instill a love of learning that will last a lifetime.

Support the whole family by building positive relationships with parents and guardians

Each classroom has a teacher and an assistant. Many classrooms also have a paraprofessional that supports our children that need additional one-on-one support.

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

Spiritually....Building the child's awareness of God, Jesus, and the Holy Spirit

- God is Creator of all things
- Jesus is God's living Son
- The Bible as God's Word
- Prayer as a means of communication with God
- God has a deep love for all people

Social/Emotional.....Providing a safe atmosphere where each child has the opportunity to interact with and develop respect for themselves & others

- Build communication skills
- Develop friendships
- Cultivate respect and good manners
- Explore self-expression
- Learn appropriate ways to express their emotions

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

- Gross motor development (i.e. running, jumping, balancing, etc.)
- Fine motor development (i.e. coloring, puzzles, sorting, etc.)
- Health and nutrition
- Safety and awareness

Intellectual....sharpen each child's mind with an awareness of the world around them

- Build language & vocabulary skills
- Explore the world of art, music, science, math, and social studies through active play.
- Introduce problem solving techniques
- Increase attention span
- Encourage creativity
- Introduce colors, shapes, sizes, numbers, and the alphabet
- Present the calendar, weather, seasons, and holidays

CLASSROOM VISITS

Parents have always been welcome at Presby Preschool. Unfortunately, during the current COVID-19 pandemic, we are not allowing visitors in the Preschool. Thank you for your understanding! We will keep you informed as things change.

CLASSTIME VOLUNTEERS

We have always welcomed and appreciated parent volunteers. During the COVID-19 pandemic we are not inviting adults into our classes for the safety of the children. Parent and community volunteers are very valuable to us! We hope to welcome you back soon!

MISCELLANEOUS POLICIES & PROCEDURES:

1. Children should wear comfortable play clothing (remember 'play' is work for preschoolers). Gym Type shoes (no flip-flops allowed!) are the best for active children.
2. 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.**
3. 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.
4. 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.
5. 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.
6. 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.
7. In the past, we have served children a snack each day that is provided by parents on a rotating schedule. Due to COVID-19, we are temporarily discontinuing snacks. Water is always available to your child during the day and provided in a disposable cup. Thank you for your understanding.
11. Parents may be asked to help collect and supply certain articles upon request. (i.e. egg cartons, paper bags, milk cartons...).
12. Parents are encouraged to attend Parent/Teacher Conferences in the fall and/or spring.

TUITION AND REGISTRATION POLICIES

1. Tuition is due on the 1st of each month.
2. A late fee of \$10.00 will be added when 3 days over-due
3. We encourage the use of **Procare's Tuition Express** for automatic payments.
4. **Checks and cash payments should be placed in the tuition envelope marked with the child's name and :**
 - A. Pinned to the child's clothing
 - B. Pinned to the child's book bag (NOT inside please).
 - C. Mailed to arrive by the 1st of the month
 - D. May's payment is due with the April payment on April 1.
6. We are not able to give credit for school holidays, family vacations, or school cancellations due to weather, health-prompted closings or unforeseen acts of God.

Tuition for the 2020-2021 School Year is as follows:

	<u>Monthly Tuition</u>
2 day classes	\$90.00
3 day classes	\$110.00
4 day classes	\$130.00
5 day classes	\$170.00

REGISTRATION FEES: *Due at time of enrollment:

\$55.00 for one returning child

\$65.00 for one new student

\$10.00 for each sibling being registered

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

SECURITY POLICIES:

1. All preschool staff will wear name badges.
2. When visitors are present, they must sign in at the Church reception desk and wear a visitor badge. Please schedule visits in advance through your child's teacher. (Sorry, no visitors during COVID-19 restrictions).
3. The drop-off and pick-up doors will be locked 10 minutes after drop-off time with no staff present. Students arriving late will need to park their car and bring the child to the Church reception desk. You may be asked to wait until a staff member is able to escort your child to their classroom.
4. Individual classroom doors will remain locked throughout the school day. (When necessary, a door may need to remain open for increased air circulation).
5. **Students WILL NOT be released to any person that is not listed as an approved pick-up driver. If you need to send an adult that is unfamiliar to our teachers, you must call the office to notify us, giving the name of that person. They will be required to show a valid identification before your child is released.**

CANCELLATION AND DELAY POLICY:

Presby Preschool follows the lead of the Warsaw Community Schools during weather related closings and delays.

When Warsaw is:

Closed

delayed 1 hour

delayed 2 hours

Presby will be:

Closed

delayed 1 hour

On this schedule:

Morning classes 11 am—12:30

Afternoon classes 1:30 — 3:30pm.

No credit on tuition is given for school cancellations or delays

Closing/delay information will be available on:

Facebook

WNDU Channel 16 TV

Presby's website: www.warsawpresby.org

PICK-UP AND DROP-OFF POLICY

It is very important to follow the procedures listed below.

Any person picking up your child must also be aware of these procedures

1. **MAP** -Please note the map at the back of this handbook for the Pick up/Drop off car route.
2. Your teacher will supply 2 **Car Cards** for your family. These cards allow a staff member to alert your child's class that you are next in line.
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 to aid in a smooth pick-up routine.
4. Our staff will bring your child to your car.
5. During COVID-19 protocol we are unable to allow walk-in drop-offs or pick-ups.
6. **Because of staggering time schedules, do not get in line until 10 minutes before your child's class begins or ends.**
7. Children should be buckled in the car. To avoid delays in the line we encourage you to teach your child to buckle and unbuckle without assistance.
8. If your child is not picked up within 15 minutes of dismissal time you will be charged an overtime charge of \$1.00 per minute.

PRESBY PRESCHOOL DISCIPLINE POLICY

It is Presby Preschool's philosophy that all preschool children should feel safe and nurtured at school. One of our goals is to have each child develop self-control and the appropriate skills for problem solving. Within the classroom setting we set clear, consistent, and fair behavior expectations. In listening to the students, we guide them in exploring ways of resolving their conflicts. We model problem solving skills and regard mistakes as opportunities for learning. At all times our emphasis is on 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
- The child will serve time in a "thinking chair" for an appropriate length of time (3 minutes for threes, 4 for fours, etc.)

Direct disobedience and/or physical harm:

- Staff will talk about the inappropriate actions and will direct the child from the situation to the thinking chair
- Recurring situations are determined on an individual basis after a conversation with the parent or guardian
- Consequences might include the loss of privileges (i.e. play time, recess, a brief time of removal from the room)

IMMUNIZATIONS & EYE SCREENING

The Medical form and immunization records need to be turned in to your child's teacher **before** 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. The child needs to be treated for lice with all nits removed before coming back to school. (We can provide general instructions)
Children may return to school the day after treatment, if all nits are gone. A staff member will check the child's hair before they return to the classroom.

SOCIAL MEDIA/PHOTOGRAPHS

The Parent agrees that photographs and videos may be taken of the child during the course of the year, by the School or a professional photographer. These could be class or individual pictures of the child which may be used as promotional materials. Photos may be used in brochures, on Facebook, the school website and other marketing materials without compensation of any kind to the Parent or child.

EVACUATION DRILLS

By law the school will practice unannounced evacuation/fire drills every month. Tornado Drills are also conducted during spring. 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 or their professional capacity or within the school of its or their employment, know or reasonably suspect that a child has been the victim of child abuse.

OVERSIGHT BY THE WARSAW EVANGELICAL PRESBYTERIAN CHURCH

Presby Preschool is a ministry of the Warsaw Evangelical Presbyterian Church. The Church is governed by a Board of Session. This Session in turn gives oversight to the Preschool Board that supports and supervises the Director of Presby Preschool.

1. Presby Preschool is governed by a Board that reports to the Presbyterian Board of Session. An Outreach Team of Church Members assists and supports Presby Preschool throughout the year assisting in programming events and the recruitment of volunteers as needed. A Parent Team is assembled to assist the staff in fundraising, staff appreciation, and various 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 Board. The Director will:
 - ◆ Supervise staff, schedules, and general 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 Board
 - ◆ Evaluate teachers' performance
 - ◆ Supervise the ordering of equipment and supplies
 - ◆ Supervise the 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 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

***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.**

