

# Parent Handbook

## 2023-2024



# PRESBY

# PRESCHOOL

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Play • Love • Learn

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A Ministry of Warsaw Evangelical Presbyterian Church

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## Presby Preschool's Mission

Presby Preschool serves children 3 to 5 years old and their families in Kosciusko County to promote healthy development and to introduce them to the love of Jesus Christ.

Our highly qualified staff members share Christ's love with the students through a play-based curriculum that allows exploration, curiosity, and a personal focus on learning.

By their example of compassion and love and through a Bible-based curriculum, we instill a passion for learning that lasts a lifetime.

We base this mission on the words of Jesus, *"Your Father in Heaven is not willing that any of these little ones should be lost". Matthew 18:14*

## 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 each child's growth in the following areas:

- Spiritual**      Introducing, teaching and modeling Biblical concepts, morals and values in the classroom and in all activities and programs and helping each child learn to know and love Jesus Christ.
  
- Social**        Giving the child opportunities to develop respect for themselves and others and by encouraging appropriate interactions and friendships with their classmates and teachers.
  
- Emotional**    Providing experiences that will encourage an awareness of their own emotions and the ability to express and manage their emotions while also responding appropriately to others' emotions so that they grow in independence and responsibility and develop healthy interpersonal relationships.
  
- Physical**      Offering daily physical play time outdoors and providing numerous activities to develop healthy bodies through coordination, muscle strengthening, and an awareness of their bodies.
  
- Cognitive**    Engaging children in activities that challenge their thinking and stimulate their curiosity, leading to an excitement for learning about the world around them and developing the learning 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** children 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 who supports our children who need additional one-on-one support.

Using the Indiana Early Learning Foundations as a basis for our curriculum, our program works to provide age appropriate activities that encourage the development of each child.

**Spiritual** - 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 is God's Word
- Prayer is 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 and 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 and 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

## **Helpful Hints for success at preschool:**

1. Children should wear comfortable play clothing. Tennis shoes (no flip-flops allowed) are the best for active children.
2. The children routinely enjoy physical activities during the school day. This will 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. Children should not bring toys to school except on their specified show-and-tell day. Teachers will notify parents when that day is. No guns, war toys, or toys of destruction are allowed at pre-school.
4. Each child will need a backpack 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. Backpacks with wheels are not allowed. Backpacks need to be sent with your child every day. Please mark your child's name on the outside of the backpack.
5. Children may bring a water bottle to school. Water is always available to your child during the day and provided in a disposable cup. Thank you for your understanding.
6. Snacks may be included as part of special celebrations. Only prepackaged snacks will be permitted.



## **COMMUNICATION**

Teachers and Staff at Presby have many ways to stay in touch with families. When parents and schools work together to communicate effectively, an even stronger environment of love and learning for children is created. Ways you can communicate with Presby Preschool include:

**Email:** [presbyrek@presbypreschool.org](mailto:presbyrek@presbypreschool.org) or [cslabach@presbypreschool.org](mailto:cslabach@presbypreschool.org)

We use email ALL OF THE TIME! Each teacher as well as every office staff member has a presbypreschool.org email account where they can be reached with any preschool-related questions and comments. Please be sure you add Presby Preschool email accounts to your contact list and check your emails at least once a week for important information from the office. If you have an urgent email need, it is always best to contact the office, as teachers are not able to check their email as frequently while they are teaching class. Teacher email addresses will be given to parents in August.

**Phone: 574-267-4034**

Director Extension: 236

Office Assistant Extension: 285

Teacher Extension: Classroom Number (i.e., if a teacher uses Classroom 201, their extension is 201)

**Website:** [www.presbypreschool.org](http://www.presbypreschool.org)

You are welcome to send a message to the office through the website anytime!

**Remind:** 

You are able to contact your child's teacher directly, through the Remind App. Download the Remind App on your smart phone, tablet and/or computer. In August you will be given a Class Code for your child's class. Enter the code into the Remind App and you are ready to send messages back and forth directly to your child's teacher.

**Facebook:** 

Follow or like us on Facebook and you can stay up to date with videos and pictures of what's going on inside the walls of Presby Preschool! You can also send us messages through Facebook.

### **Parent/Teacher Conferences:**

Parents are expected to attend Parent/Teacher Conferences in the fall and the spring. Parent/Teacher Conferences are an exciting time where parents and teachers collaborate and discuss how to facilitate healthy growth and development for each child.

### **Calendars and Handouts:**

The Presby Preschool 2023-24 Calendar will provide an overview of events for the school year. Teachers will supply a monthly calendar with specific classroom information and activities.

While we use many forms of technology to communicate with you, various flyers and information will also come home throughout the year in your child's backpack.

## **WEATHER RELATED DELAY AND CANCELLATION POLICY**

Presby Preschool follows Warsaw Community Schools during weather related closings and delays. Closing and delay information will be posted on:

- Facebook
- WNDU
- WRSW
- A Remind message will come from your child's teacher.

*No credit on tuition is given for school cancellations or delays.*

### **Presby Preschool 2 Hour Delay Schedule:**

#### Morning Classes:

All classes meet from 11:00 am to 12:30

#### Afternoon Classes:

1:30 pm – 3:30 pm

## **TUITION AND REGISTRATION POLICIES**

1. Tuition is due on the 1<sup>st</sup> of each month.
2. A late fee of \$10.00 will be added to accounts not paid by the 5<sup>th</sup> of each month.
3. We encourage the use of Procare's Tuition Express for automatic payments.
4. Checks and cash payments should be placed in an envelope marked with the child's name and:
  - A. Pinned to the child's clothing or to the child's backpack (NOT inside please), or
  - B. Mailed to arrive by the 1st of the month
  - C. August (1/2 month) and September's payments are due before the first day of school
  - D. May's payment is due with the April payment on April 1.
5. We do not give credit for school holidays, family vacations, or school cancellations due to weather, health-prompted closings, or unforeseen acts of God.

### **Registration**

New Family: \$75                      Returning Family: \$65                      Sibling: \$10 per additional child

### **Monthly Tuition**

**Due the 1<sup>st</sup> of each month**

### **Semester Tuition**

Includes a 5% discount.  
Due September 1 and January 1.

### **Annual Tuition**

Includes a 5% discount.  
Due September 1.

#### **Apple Sprouts (3 by August 1, 2023)**

##### **2 DAY CLASSES**

\$110

##### **2 DAY CLASSES**

\$496.38

##### **2 DAY CLASSES**

\$992.75

##### **3 DAY CLASSES**

\$145

##### **3 DAY CLASSES**

\$654.32

##### **3 DAY CLASSES**

\$1,308.62

#### **Apple Blossoms (4 by August 1, 2023)**

##### **3 DAY CLASSES**

\$155

##### **3 DAY CLASSES**

\$699.44

##### **3 DAY CLASSES**

\$1,398.88

##### **4 DAY CLASSES**

\$185

##### **4 DAY CLASSES**

\$834.81

##### **4 DAY CLASSES**

\$1,669.63

##### **5 DAY CLASSES (extended 9-noon)**

\$275

##### **5 DAY CLASSES**

\$1,287.94

##### **5 DAY CLASSES**

\$2,481.88

- *August tuition payments are 50% of the regular Monthly Tuition rate.  
2 Day = \$55.00    3 Day 3s = \$72.50    3 Day 4s = \$77.5    4 Day 4s = \$92.50    5 Day 4s = \$137.50*
- *Families with more than one child enrolled at Presby will receive a 10% discount for each additional child. The 10% discount will be applied to the class(es) of a lesser numerical value.*
- *Families who choose to pay semi-annually or annually will receive a 5% discount.*
- *Late fees will be applied to all accounts not paid by the 5<sup>th</sup> of the month.*

**August and September** monthly tuition payments are both due by the first day of school.

**April and May** monthly tuition payments are both due by April 1.



## **MEDICAL POLICIES**

### **Medical Form, Immunizations and Birth Certificate:**

A copy of your child's Birth Certificate, an up-to-date Medical Form signed by a doctor, and a copy of your child's immunization records must be turned in to the preschool office **before** the first day of school. For children starting during the school year, please turn the forms in within two weeks of their start date. If we have not received the forms within thirty (30) days of your child starting school, the child will not be allowed to attend until that information is submitted.

### **COVID-19 and Other Illnesses:**

COVID: At this time, specific COVID policies have been suspended. If COVID policies become necessary, Presby Preschool will provide detailed descriptions of those policies. Keep the office updated on any COVID-related issues.

Other Illnesses: 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 at 267-4034 before 8:45/12:45.

### **Eye Screening:**

All children will have their vision screened during class time on an annual basis. Parents will be notified if a problem is suspected.

### **Lice Policy:**

Lice checks will occur periodically during the year. If a child is suspected of having lice, the 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 must be treated for lice with all nits removed before coming back to school. (The school will provide general instructions if necessary.)

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.

## **SECURITY POLICIES**

### **Staff:**

1. All preschool staff wear I.D. badges and name tags.
2. Individual classroom doors are locked throughout the school day.
3. All 1<sup>st</sup> floor doors that provide access to the preschool are locked during school hours.
4. **Fire/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.
5. **Reporting Suspected Child Abuse:**  
Parents are 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.

### **Parents and Volunteers:**

1. Parents and volunteers are invited to participate in scheduled, prearranged classroom activities. Teachers will announce specific opportunities to assist in the classroom.
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 and/or the Preschool office.
3. The drop-off and pick-up doors will be locked 10 minutes after drop-off time with no staff present. If you arrive late to drop off your child, park in the church parking lot and bring your child to the Church reception desk. You will be asked to wait until a preschool staff member is able to escort your child to the classroom.
4. Students will not be released to any person who is not listed as an approved pick-up driver unless the following procedure is followed:  
If you need to send an adult who is not on your child's list, or someone who is unfamiliar to our teachers, you must call the office to notify us, giving the name of that person. Valid ID will be required from that person prior to the child being released.

### **Social Media and Photographs:**

Photographs and videos may be taken of children and families during the year by the preschool or professional photographers. These 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. (Parents have the option to deny use of their child's image.)

## **PRESBY PRESCHOOL DISCIPLINE POLICY**

Presby Preschool's philosophy is 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 way:

### **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 teacher will offer limited options for response by the child which still holds the child accountable for his/her behavior while allowing the child to participate in resolving the situation.

### **Direct disobedience and/or physical harm:**

- Staff will talk about the inappropriate actions and will redirect the child to appropriate activities.
- Recurring situations are determined on an individual basis after a conversation with the parent or guardian
- Consequences might include a gentle conversation with the child in a safe place in the room.



## **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.

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.

The Director is responsible for the administration and coordination of the preschool program. The Director is directly responsible to the Preschool Board. The Director will:

- Supervise staff, schedules, and general curriculum
- Communicate regularly with parents
- Implement programs for parents
- Serve as an advisory member of the Preschool Outreach Team
- Interview and hire prospective teachers, assistants, paraprofessionals, and other support staff with the support of the Preschool Board
- Evaluate the performance of preschool staff members
- Manage the preschool budget
- Represent and actively promote Presby Preschool in the community
- 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 effectively

Teachers are responsible for the classroom, the curriculum (Indiana Early Learning Foundations), and the children assigned to them. Teachers are accountable to the director. The teacher will:

- Develop a schedule and curriculum to fit the needs of the children
- Teach and lead class learning activities
- Communicate regularly with parents
- 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 program

## Presby Preschool Police Ordered - Pick-Up and Drop-Off Policy

For the sake of efficiency, please follow the procedures listed below.

1. **MAP** -Please note the map that follows these instructions is for the Pick-Up/Drop-Off car route. Practice courtesy – please do not cut the line.
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 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. Any person picking up your child must have a car card and follow these procedures.
5. Parents are not permitted to get out of their cars in the drop off/pick up line.
6. Please pull all the way up to the Unloading/Loading Area and bring your car to a complete stop. A staff member will escort your child to and from the car, help them in and out of the car, and open and close the car door for your child. If your child needs help buckling their safety restraint you may pull forward into the church parking lot and park so you can assist them.
7. To avoid delays in the line we encourage you to teach your child to buckle and unbuckle without assistance.
8. Because of staggering time schedules, do not get in line until 10 minutes before your child’s class begins or ends.
9. If you are late picking up or dropping off a child, you must report to the High St. church entrance. The church receptionist will notify preschool staff.
10. If your child is not picked up within 10 minutes of the end of dismissal time you will be charged an overtime charge of \$1.00 per minute.

