

# Presby Preschool

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Warsaw, IN

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Parent Handbook  
2011- 2012



## 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 8:14*, "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 age appropriate environment. The program is designed to encourage growth in the following areas:

- |                      |  |
|----------------------|--|
| The Spiritual        | to aid in enriching an awareness of God and the love of His Son, Jesus Christ.   |
| The Social/Emotional | to give the child opportunities, with guidance to develop a respect for themselves and others, regardless of their abilities, appearance, or ethnic background.                                    |
| The Physical         | to explore the abilities of the entire body and develop good coordination and strength of both small and large muscles.  |
| The Cognitive        | to provide activities that encourage growth of the child's mind, leading them to an excitement for learning about themselves & the world around them; building the foundation for future learning. |

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

\*\*Preschool classrooms are handicap accessible.

\*\*Presby Preschool partners with the Warsaw School system to offer an inclusive environment.



## GOALS AND OBJECTIVES

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:

**The Spiritual**.... to 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.

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

- Self-concept building.
- Build communication skills
- Develop a respect for others.
- Self-expression.
- Good manners.
- Acceptable ways of sharing feelings and emotions with others.

**The Physical**....to 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.

**The Cognitive**....to 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.
- Work to increase attention span.
- Encourage creativity.
- Introduction to colors, shapes, sizes, numbers, and the alphabet.
- Introduction to the calendar, seasons, holidays, weather.

## OPERATING POLICIES AND PROCEDURES

### 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.
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, boots, gloves, and hats) appropriate for the weather. Each item should be **labeled with your child's name**.
5. A child should 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 health report signed by your family doctor. One health report 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, drink, 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...).
12. Parents may be asked to act as volunteers for supervision on field trips and other times when extra help is needed.
13. Parents are expected to attend Parent/Teacher Conferences in the fall and spring.

**TUITION POLICY:**

1. Tuition is due on the 1<sup>st</sup> of each month.
2. A late fee will be added to accounts not paid in full.
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 you can mail them, do not put them in 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 2011-12 school year is as follows:

	<u>WEPC Members:</u>	<u>Non-Members:</u>
2 day classes	\$54.00	\$60.00
3 day classes	\$72.00	\$80.00
4 day classes	\$89.00	\$98.00
5 day extended classes	\$126.00	\$140.00

**REGISTRATION FEE:**

Due at time of enrollment:  
\$40.00 for one returning child  
\$50.00 for one new student  
\*\*add \$10 for the second (or more) child(ren) 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 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 clear you to take the child directly to the classroom. **CHILDREN CAN NOT BE DROPPED OFF AT THE DOOR IF A TEACHER IS NOT PRESENT.** They will not be able to get to their rooms. This would be very scary and unsafe for a child.
3. Parent volunteers or visitors are always encouraged during the school year. Please stop by the Welcome Center to sign in and receive a visitor's badge.
4. If you are dropping off your child's snack for the day, you may leave it with the receptionist at the Welcome Center.

## **CANCELLATION AND DELAY POLICY:**

Preschool weather related closings and delays are determined for the most part by the Warsaw Community School system. **If Warsaw is:** **Presby has:**

**delayed 1 hour**

**1 hour delay**

**delayed 2 hours**

**classes from:**

**11 am—12:30 &**

**1:30 — 3:30pm.**

**closed**

**closed**

*\*\*No credit on tuition is given for school cancellations/delays*

Closing/delay information will be available on:

**Twitter: sign up to follow us!**

**Facebook**

**WRSW RADIO STATION, 107.3 FM**

**WNDU CHANNEL 16 TV**

**Or on our website warsawpresby.org**

## **CAR RESTRAINT POLICY**

Presby Preschool will follow the following guidelines:

\*Church Vans/Bus: Each child will be in a seatbelt.

\*Private Vehicle: Under 4 years of age—in a child restraint seat

4 yr. & up – in child restraint/booster seat.

*\*\*When taking the van on an out of town field trip, there will be 2 adults in the van!*

## **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 side window. Please leave 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 by Fellowship Hall or High Street, and wait on the south side of the Fellowship Hall.
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 overtime 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 Preschool.
6. Children are required to wear a seat belt. If the children are not riding in a church van they must be in either a car seat (3 year olds) or a booster seat (4-5 year olds). If the teacher needs a car/booster seat for your child, she will notify you. 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. In order to maintain that philosophy; discipline should teach the child suitable action in the classroom, as well as protect other children. Remember what works well with one child does not work with another. Therefore the following guidelines have been established.

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 out 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 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).

\*\*Continuous discipline difficulties or serious situations will be discussed with the parents in a timely manner.

## **ADMINISTRATION:**

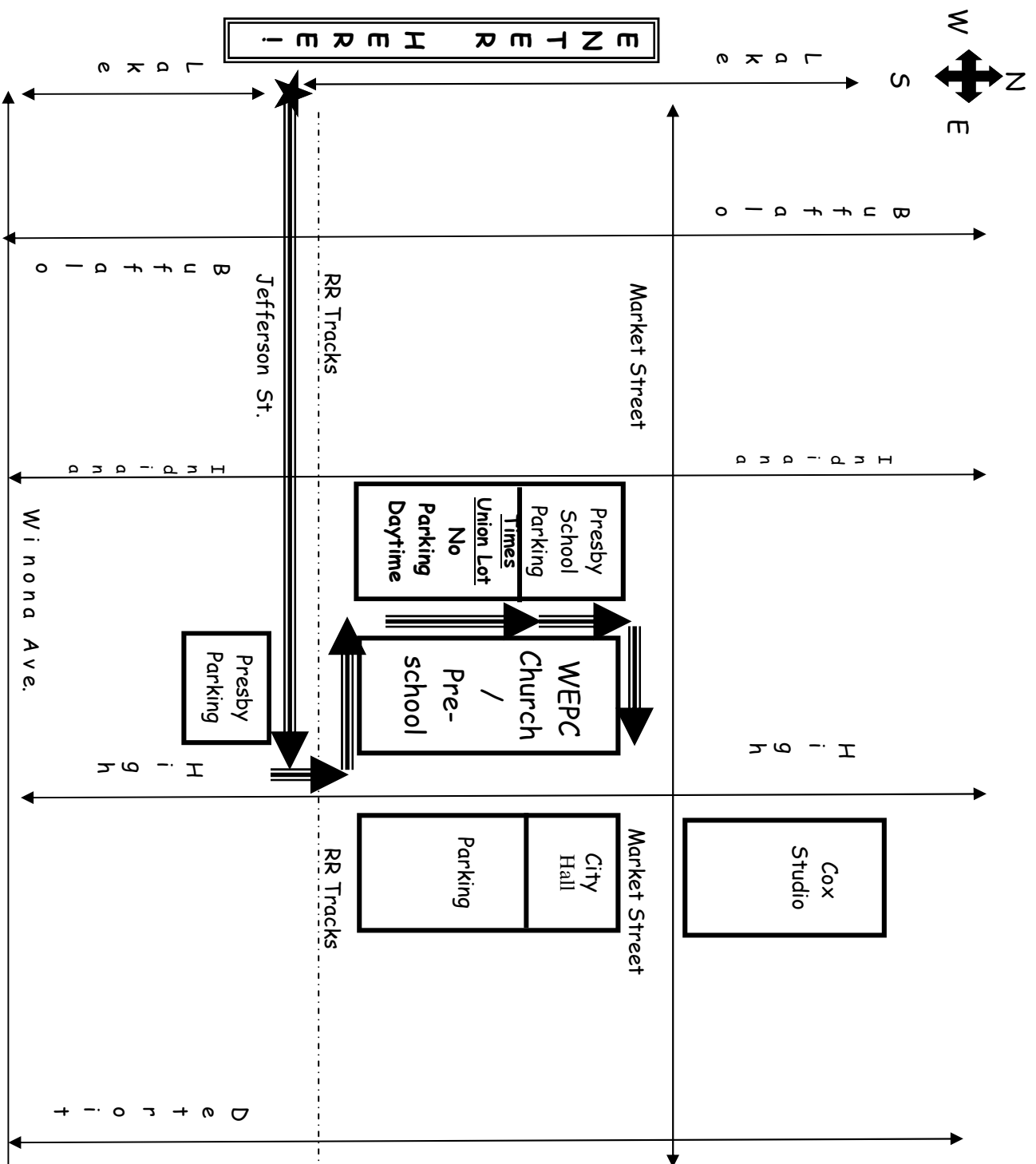
1. Presby Preschool is governed by the Presbyterian Board of Session. A Presby Preschool Outreach Team consisting of Church Members assists and supports the enhancement of Presby Preschool. A Parent Team will be assembled to assist the staff with fundraisers, appreciation, and classroom needs.
  
2. 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 during 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).
Departure	Children and teachers prepare for dismissal; children are then escorted to their cars by a teacher.

**\*\*All classes enjoy Chapel, Music Class, & PE Class on a monthly basis\*\***



*\*Be sure to follow this map (Do not cut in line). Enter the line from Lake Street! Never block High Street, Indiana Street, Buffalo Street (any street)-but Jefferson) while waiting!!!!!!!*

*\*Do not get in line until 10 minutes before your child is dismissed.*

*\*Don't forget 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 absolutely 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.*