PELLA CHRISTIAN PRESCHOOL

Parent Handbook 2011-2012

PHILOSOPHY

We believe that children are a special gift from God, and that each child is a child of God, to be raised with a Godly value system.

We believe that preschool children need to be nurtured in all areas in order to grow into balanced individuals. To that end, we seek to prepare each child emotionally, physically, socially, spiritually, and cognitively for the kindergarten year of school. We will us hands-on experiences, verbal communication, small motor activities, games, books, paper, etc. to develop these skills.

We will seek to provide a pleasant, loving, safe environment for the children in which to learn and will cooperate with parents in helping the child learn and develop to his/her best potential.

GOALS

Our goal is that each child will learn to:

1. sit quietly and attentively in a group setting
2. listen and answer questions about a story
3. use proper manners and etiquette
4. tie shoes, zip zippers, button buttons, snap snaps
5. use the bathroom independently, was hands, use tissue as needed, etc.
6. get along with others, share and take turns
7. learn to solve problems in an acceptable way, help others
8. follow rules and directions
9. print own name with upper/lower cases
10. learn full name, address, phone number, and birthday
11. count to 20 or more
12. recognize letters, numbers, colors and shapes
13. write letters, numbers, and shapes
14. cut straight lines and curves
15. draw recognizable pictures
16. learn gluing skills, holding pencil and scissors correctly
17. learn the sound of each letter
18. learn opposites, progression, patterning, classifying, sorting, matching, etc.
19. learn body parts and what each does

20. learn to communicate verbally in sentences
21. participate in finger plays, keep rhythm with music, sing songs, etc.
22. walk frontwards and backwards, skip, hop
23. know he/she is important to God and believe in him/herself
24. be away from parents and feel secure
25. be acquainted with the Pledge of Allegiance and a prayer to the Lord.

DAILY SCHEDULES

3-Year-Old Class
T-Th – 9:00am to 12:00pm

8:30	teacher arrival time
9:00	arrival time for students (please be on time)
9:10	circle time: opening prayer, songs, calendar, weather, story time
9:45	lesson – related craft
10:20	bathroom break and snack
10:50	academics – cognitive learning, science, manipulatives, games
11:25	rest period (watch a movie, listen to a story, read a book)
11:45	circle time and prayer
Noon	dismissal
12:10	teacher clean-up

(bathroom breaks <u>whenever</u> a three-year-old needs/wants one)

4 and 5-Year-Old Class
M-W-F – 9:00am to 12:00pm
M-W-F – 12:30pm to 3:30pm

8:30	teacher arrival time
9:00	arrival time for students (please be on time)
9:10	circle time -- prayer, songs, calendar, weather
9:30	bible story, story time, flannel board, etc.
9:55	craft – manipulative, music
10:20	bathroom break and snack
11:00	academics – cognitive learning, science, etc.
11:45	closing session and prayer
Noon	dismissal

CHILD ILLNESS

copied from the state regulation book

(Child Health #53, p.11) "The preschool shall have a written policy which is mail available to parents which requires the exclusion of any child who has any illness associated with a fever or any communicable condition such as diarrhea, ringworm, impetigo, head lice, pink eye, and scabies. If a parent refuses to exclude his/her child, she/he must provide a written statement from a physician indicating that the child's illness/condition is not highly communicable."

If your child is coughing, has a runny nose, or fever the night before, please consider the effects of spreading illnesses to other children before sending him/her to school.

As a common courtesy, please call if your child will not be in preschool on a given day. We try to wait till every child is present before we begin our circle time. Thank you for your cooperation.

SAFETY AND EMERGENCY

(Safety and Emergency #54, p. 11) "The director shall develop a written fire evacuation plan and a tornado safety plan to be posted in a conspicuous place in each licensed area. A tornado drill must be practiced during the second semester, with dates and time recorded." (It is already written into lesson plans to be practiced several times during the year.)

Fire Evacuation: north door and out to the evergreens.

Tornado Safety Plan: go to the women's restroom, sit on the floor with hands over head. If not enough time, on the floor against the west wall of the hallway with hands over head.

First Aid/CPR: all teachers **First Aid Kit:** in tall locked closet for teachers to use

Ambulance: 911 (We have a phone in our room plus teacher's cell phone)

DISCIPLINE POLICY

Teachers will talk calmly with the student concerning the problem and encourage the student in showing positive ways to treat other students. There will be no spanking. If the child shows repeated behavior or attitude, time out will be used for the child to spend time away from the others (one minute per year of age, usually is enough). If a child does not respond to the time out and the teacher, and continues the inappropriate behavior (i.e. Hitting, kicking, throwing things, biting, etc.) then the child will be removed from the classroom. Parents will be informed of the incident and a written incident form will be completed and filed.

We do not have a principles office so the parents must be called at this time to take their child home. If we cannot reach you at home, we would use your emergency number unless otherwise designated by you.

Parental involvement is encouraged, toward positive social behavior.

CHILDREN'S RECORD

1. Child's History Sheet from the state
2. Immunization record (reverse side of history sheet)
3. Parent-Provider Agreement
4. Permission Slips: field trips, medical-first aid, and photo publicity
5. Copy of each listed person's drivers license (preschool will make copies)
6. Photo of child/parent taken at the beginning of the year.
7. All notes sent by parents to preschool
8. Check list sheet

Note: To insure your child's safety we will be making a copy of each listed person's driver's license for the child's file. In order to pick up your child, that person's driver's license must be on file. If you need another name added at any time, please write a note and send it along with their driver's license at the time of pick-up.

PAYMENT SCHEDULE

There will be $20 registration fee immediately to hold your place on the preschool class list. Tuition is due at the beginning of each month. If a problem arises, please make arrangements with the Director. Financial scholarships are available if tuition becomes a hardship. Please talk to your teacher or director.

The school year is divided into 8 payment periods of 8 sessions each approximately by the month. The 3 year old class meets Tuesday and Thursday for 3 hours from 9:00 am to Noon. There tuition is $70 per month

The four and five year old class will meet three days (Monday-Wednesday-Friday) for three hours – 9:00 am to Noon. They attend preschool nine hours a week. Tuition is $105 due at the beginning of the month.

If classes need to be canceled, they will be made up on a specified afternoon. Fifteen minutes will be allowed for pick-up after each class with a $5 late fee for each 15 minutes thereafter.

SCHOOL CLOSING POLICY

To determine if preschool will be closed due to inclement weather, please tune in to the local radio or television station and listen for Freeman School at Adams and Norris School at Firth. If either school is closed, our preschool is also closed. If either school has a late start, we are also closed. If we need to make the call, the teacher or director will be calling you early in the morning. Please remember that you make the final decision. If you decide not to come, please give us a call so we know that everyone is okay.

Sometimes during the course of the school year Freeman and Norris will be closed for in-service, but we ARE NOT. Please follow your schedule during the year to see if we are in session on those days.

FIELD TRIP POLICY

Field trips to the Roca Berry Farm, Prairieland Dairy Farm, Children's Zoo and the Children's Museum we ask that at least 1 adult accompany the child. It is a great time to spend some quality time with your child.

CONTACT INFORMATION

Feel free to call or talk to any of the PCP staff or board with any compliment or concern.

DIRECTOR:	Chris Denney	Douglas	402-799-3755
TEACHER:	Caralee Thomsen	373 L Road, Palmyra	402-799-2188
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