

Developmental Preschool

Parent Handbook 2017-2018

**Covenant Developmental Preschool
2001 North Coalter Street, Staunton, VA 24401
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FAX # - 885-4399
www.covenantpresstaunton.org
Email: Covschool2@gmail.com**

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A WORD OF WELCOME FROM OUR PASTOR

Dear Parents,

On behalf of the Session and members of Covenant Presbyterian Church we extend to you a warm welcome.

Our mission is to provide your child with a safe, nurturing, environment in which to grow and develop intellectually, socially, emotionally, physically, and spiritually. Our anticipation for you and for your child this year is that your experience will be one of growth and grace - growth for your child and God's grace extended to you and your family by all who work together in this ministry.

We hope that you will get to know us as well as we will get to know your child. Please feel free to call if we can assist you, drop by the office, or join us for Sunday morning worship at 8:30 or 10:30AM. We also have Sunday School opportunities for all ages at 9:30AM and a Wednesday night meal and fellowship time for children and adults. We welcome your participation.

Grace and Peace,

John C. Peterson, Pastor





Note from the Director

Dear Parents,

Welcome to a new year at Covenant Developmental Preschool. It is truly an exciting time as we welcome all our friends and families. We are looking forward to engaging in an open and exciting relationship with you and your child at this unique time in their life. What a joy to watch such eager learners!

The Session of Covenant Presbyterian Church has chosen to operate a developmental preschool as part of its ministry to families and the community. Our purpose is to offer a curriculum which is developmentally appropriate, fosters joy in learning and teaches children about God's world and His love.

Our curriculum provides children with opportunities that encourage growth in the social, emotional, language, motor, and intellectual skills. Experiences in these areas are vital for stimulating creativity, curiosity for learning, and intellectual growth. Research shows that young children learn best through active participation, interaction with others, observation, discovery and good old fashion play.

Taking time each day to talk, play and read with your child is the most precious gift you can give. We will cement these activities here at as we spend time together each day. Toys will break, be outgrown or forgotten, but the memories of times shared together will be a treasure that will last a lifetime. A few minutes sitting, listening and praying with love and hugs creates a strong foundation with who they will become.

Our staff looks forward to making and sharing memories with you and your child this year.

Blessings,
Mitzi White, Director

«« Purpose and Goals »»

Purpose:

The purpose of Covenant Developmental Preschool is to offer to the church family and the Staunton community 3 age appropriate programs that will:

- 1) Provide a Christian learning environment and curriculum that will encourage a desire to learn.
- 2) Provide opportunities for each individual child to develop his/her own skills and aptitudes.

Goals:

- 1) To provide opportunities for growth in the social, emotional, language, motor and cognitive areas
- 2) To assist the child in building self-esteem
- 3) To promote and recognize childhood as a significant stage of human development
- 4) To assist parents in understanding their child's development
- 5) To nurture the child's understanding of God and development of faith in Jesus Christ
- 6) To provide an environment in which children can experience God's love and forgiveness and discover the wonders of God's world.
- 7) To provide a safe and supportive atmosphere for each child and his/her family.

2017 - 2018 School Calendar

August

16 Wed. - New Staff Orientation
17, 18, 21 & 22 - Teacher Workdays
21 - Open House
23 - First day of school
24 - P1 T/Th First day of school

September

4 - No School - Labor Day
22 - School Closed

October

5 - PK Father's Night
6 - P1, P2 Father's Night
10 Mon. - School Closed
13 Fri. - Make-up Preschool 1 M/W

November

6-10 - Parent Conferences
22-24 - Wed., Thurs., Fri.
Thanksgiving Holiday

December

14 Thurs. - Last Day of School
14 Thurs. - Christmas Program
Christmas Holiday Begins

January

3 Wed. - School Reopens
15 Mon. - School Closed

February

19 Mon. - School Closed
23 Fri. - Make-up Preschool 1 M/W

March

9 - School Closed
15 Thur. - PK Parent's Dinner
23 - Make-up Preschool 1 M/W
26-30 Spring Break, No School

April

2 Mon. - School Closed
3 - Tues. - School Reopens
16-20 - Parent Conferences

May

3 Wed. - ALL School Field Trip
w/ parents
10 Wed. - Mother's Morning
ALL Classes
17 Thurs. - Last Day of School
17 Thurs. - Year-End Program
21-24 - Teacher Workdays

PLEASE NOTE: Dates are subject to change if necessary. You will be notified of any changes in advance.

COVENANT DEVELOPMENTAL PRESCHOOL ENTRANCE REQUIREMENTS

Any child regardless of race or creed is eligible to be enrolled in the Covenant Developmental Preschool program provided he or she qualifies in age and health.

- ❖ The Preschool 1 Program is a two day/week class for the child who is two years old by September 30th. Children in this program are not expected to be potty trained.
- ❖ The Preschool 2 Program is for children who are 3 years of age by September 30th. There is a choice of a three or four day/week program. Pull-Ups are allowed for the children who are still learning the potty training process.
- ❖ The Pre-Kindergarten Program is for the child who is four or five years of age by September 30th. There is a choice of a four or five day/week class.

PHYSICAL EXAMINATION

A physical examination completed within 12 months prior to entering the program is required along with a record of immunizations. After enrolling, an updated physical is required each year. A child must be current with all age appropriate immunizations unless otherwise recommended by a physician. A physician's note will be necessary for any exemptions.

BIRTH CERTIFICATE

Proof of birth in the form of a certified birth certificate with a raised seal or water mark is required. For other acceptable proofs of birth, please consult the director. Failure to present proof of birth within the required time may result in names being reported to designated authorities.

SITTER INFORMATION

The law requires that the school be informed of the names and addresses (city, state) of current and previous sitters who have kept or are keeping your child on a regular basis.

Tuition and Fees

Covenant Developmental Preschool operates on a nine-month payment schedule. The first payment is due by May 1st and must be paid in order to reserve a space for your child over the summer and guarantee a place in our program for the fall. If enrolling after May 1, the first tuition payment is due at the time of enrollment in order to guarantee your child a place in the fall. The second tuition payment is due September 1 with a monthly payment due each following month through April. Monthly tuition equals the annual tuition divided by nine.

REGISTRATION FEE

There is a one time, non-refundable registration fee of \$85.00 (\$40.00 for Covenant Presbyterian Church members) for each child enrolled payable at the time registration forms are submitted to the school. If a family enrolls more than two children in the preschool, the registration fee for any number of children over two will be waived.

2017 - 2018 TUITION RATES FOR ALL CLASSES

2 days - \$162/mth for 9mths or \$1539/year (Preschool 1 Class)

3 days - \$235/mth for 9mths or \$2233/year (Preschool 2 Class)

4 days - \$254/mth for 9mths or \$2413/year (Preschool 2 & PreK Classes)

5 days - \$274/mth for 9mths or \$2603/year (PreK Class)

Extended Day Tuition - (M-Th) \$156/9 months or \$1482/year (P2 & PreK Classes)



MARK YOUR CALENDARS! All tuition payments are due on the first day of the month and are considered delinquent after the 10th of the month.

The first payment is due on May 1st. If a child is registered after May 1st, the May tuition fee and any pro-rated current month's fee shall be due at that time with **subsequent payments due the first of each month to follow.** This is for the 1st 2 weeks. The 1st full month payment is due August 1 and can be mailed in over the summer.

PLEASE MAKE ALL CHECKS PAYABLE TO: COVENANT PRESCHOOL.

****WRITE YOUR CHILD'S NAME ON THE MEMO LINE****

A late fee of \$5.00 may be assessed if payment is not received by the 10th of the month. When a tuition payment is one month late, a note will be sent to the parents reminding them that the payment is overdue and asking them to contact the director or school assistant. Unless notified of extenuating circumstances, tuition which is two months in arrears may result in the child being dismissed

from the program. The director is always very willing to develop an individual plan for late tuition payments.

Tuition checks may be placed in the tuition box on the parent information table in the school hall or mailed to 2001 North Coalter Street Staunton, VA 24401.

Cash Payments should be labeled with your child's name and given directly to school office or the church secretary and a receipt will be provided.

***Please Note: Unless other arrangements have been made, the first two tuition payments must have been paid in order for your child to begin school in August.**

Tuition Discount and Refund Policy

- Discounts - If two or more children from the same family are enrolled in Covenant Developmental Preschool, there is a 10% reduction in the tuition for the younger child.
- Refunds - Refunds are made only in the case of overpaid tuition. Registration fees are not refundable.
- Overpayment of Tuition - If tuition is overpaid, a request for a refund of the overpaid amount must be made in writing and received by the end of June. Otherwise, the overpaid amount will be placed in the preschool scholarship fund.

Scholarship Assistance

The Session of Covenant Presbyterian Church operates Covenant Developmental Preschool as part of its outreach ministry to the community. It also provides funds for scholarship assistance to families enrolled in the preschool program. This scholarship assistance is based upon need and must be applied for annually by completing a scholarship application form. The scholarship team reviews all applications and determines eligibility and the amount of assistance provided.

Withdrawal from the Program

A child who is enrolled in the preschool program is to be enrolled for the entire school year.

Please understand that a child who is enrolled in the nursery school program is to be enrolled for the entire school year. In the event of withdrawal/dismissal, all sums due and owing for months up to and including the month of withdrawal/dismissal shall be paid. Additionally, a sum equal to 1 month's tuition shall be paid as a withdrawal/dismissal fee.

Withdrawal shall be effective as of the date of written receipt to withdraw.

Dismissal from the Program

- *The preschool reserves the right to remove a child from the program at the discretion of the director and staff for the following reasons:*
- 1) Inability of the child to adapt to the school program
 - 2) Repeated inappropriate/unacceptable behavior which disrupts or endangers the safety of others
 - 3) Parent non-cooperation
 - 4) Failure to keep tuition payments current

In most cases, the parent will be given two weeks notice when the school has determined that a child must be removed from the program unless an emergency situation necessitates immediate removal.

SCHOOL E-MAIL COMMUNICATION

The school provides written monthly activity and snack calendars which are also sent to parents by email for added convenience. A weekly email is sent to provide additional information on activities planned for each specific week. Each class has an email address to ask questions pertaining to your child's classroom.

General school information: covschool2@gmail.com

Preschool 1 class: covpreschool1@gmail.com

Preschool 2 class: covpreschool2@gmail.com

PreK class: covenantprekclass@gmail.com

ARRIVAL AND DISMISSAL

SCHOOL DAY HOURS

Preschool 1 Program	8:45 AM until 12:00 noon
Preschool 2 Program	8:30 AM until 12:00 noon
Pre-Kindergarten Program	8:30 AM until 12:00 noon
Extended Day	12:00 noon until 3PM (see policies Pg 26)

To facilitate continuity and the child's adjustment to school and interaction with others, regular attendance is encouraged unless the child is ill. **Please notify the church office (885-2138) by 9:00 AM if your child will not be in school.**

ARRIVAL:

- THE DROP-OFF OPTION:

As a courtesy to our parents we offer a drop-off option from 8:30 - 9:00 AM for children. Parents choosing to use this option may drop their child off at the back door where a staff person will be waiting to escort them from your car into their classroom. **For safety reasons your child needs to stay in their car seat.** Please be sure your child has whatever he/she needs for the day in his tote bag. This will begin about a month after school starts.

- Preschool 1 may enter the classroom beginning at 8:45 AM; Preschool 2 and PK may enter the room beginning at 8:30 AM. *The time prior to that is teacher planning and set-up time.* **The Preschool staff is not available to supervise early arrivals. It is the parent's responsibility to supervise the child until the appropriate start time.**

For the safety of all you will not be able to drive thru the playground/bike area for arrival or pick up. There are three areas available for parent parking: 1)church office lot, 2)front lot or 3)sanctuary lot. You may enter and exit the building by the side door. **Please keep your child as well as siblings with you at all times.**

- Please advise the teachers, either personally or in writing, of any change in health or home which may affect the child's behavior for the day.
- If you walk your child in, please accompany them to class.

LATE ARRIVAL:

Every effort should be made to have the child at school when it opens to provide continuity for the child and to obtain the maximum benefit from the learning environment. If you are late to school, please do the following:

- Bring the child directly to the classroom; if the class is not in the room, please check with another staff person to determine where in the building to take the child to be with his/her class.
- If the child arrives after the class has left for a field trip, the parent may take the child to the field trip destination to join the class or leave him/her with another teacher and class at the school.

DISMISSAL:

Only parents, babysitters, car pool drivers, or other parentally approved persons will be permitted to pick up children at dismissal time. These names must be on a pick-up list or verified by communication with the teacher. We may ask for an ID until we get to know you by sight.

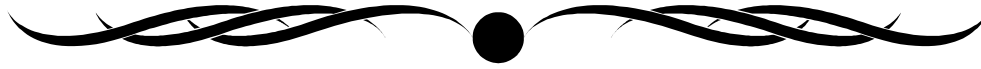
Curbside Pick-up Procedure:

Pick up is available for those that sign up for the entire year. You will enter the parking lot as you would for drop off in the morning, with your passenger side door to the wall. We will bring your child out to you and you will need to buckle them into their car seats.

LATE PICK-UPS:

Please be considerate of our teachers and staff and arrive on time at 12:00pm or 3 pm for Extended Day. If you are unavoidably late the following steps will be taken to get your child safely home:

*After fifteen minutes, every effort will be made to contact the appropriate pick-up person to determine the cause of delay and make arrangements for the child to be picked up. If we are unable to reach that person, we will contact the next person listed on your emergency contact list until we have made arrangements for someone to pick up your child.



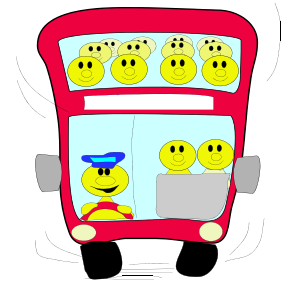
Your child's safety is our utmost concern. We ask your help and cooperation in the following ways so that we may keep all children and adults safe while they are in our building.

- 1) Please supervise your preschool child and siblings at all times before and after official class time.
- 2) The outside doors as well as the inside door at the end of the preschool hall should be closed at all times, never propped open.
- 3) The outside back doors are locked at 9:00AM when the arrival drop-off option ends. This insures the safety of our preschool students by directing all other arrivals, persons looking for the church office and deliveries, to the side door by the church office. Please park in the parking lot closest to that door.
- 4) At dismissal time, we ask that parents remain in the hall and wait for the teachers to dismiss your child. This allows us to have better control of the dismissal process and avoid the distraction and confusion resulting from having too many people in the room.
- 5) Children who have been released to an adult should stay with that adult. Children should not wander back into their classroom or into other classrooms during dismissal time.
- 6) Please be considerate of our teachers and do not have extensive conversations with them during the arrival or dismissal process. If you would like to have a conference at times other than the designated conference days, the teachers would be glad to meet with you by appointment.

THANK YOU FOR YOUR HELP AND COOPERATION

Transportation

The preschool does not provide transportation to and from school. The school will assist parents by providing information that will help in arranging car pools or other transportation options.



Car Pools

Car pool drivers are responsible for clothing, notes, pictures, and other "treasures" for each child being transported. The preschool staff must be notified in advance of any change in transportation arrangements. Parents must furnish a list of eligible drivers who may be asked to show identification until the staff knows them. Children may not leave the school in a taxi unless accompanied by a parent.

School Closings and Weather Delays

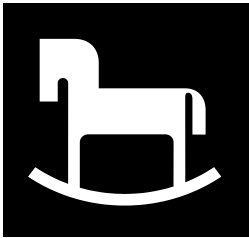
The preschool will follow the radio and TV announcements regarding the Staunton City Schools. In addition, you will receive a school email as soon as we know this information.

- If Staunton schools are closed, the preschool will be closed.
- If Staunton schools have a one hour delay, the school will open at 9:30 AM for ALL CLASSES.
- If Staunton schools have a two hour delay, the school will open at 10:00 AM for ALL CLASSES.
- DISMISSAL WILL BE AT THE REGULAR TIME.

Please note that the preschool will make every attempt to make up days lost to school closings after the first three. However, the school has limited options for making up days. Since the school does not operate in June, make-up days will not necessarily follow the city schedule.

*THERE WILL BE **NO** DROP-OFF PLAN ON DELAYED OPENING DAYS!

- **Power Outages** - In the event of a power outage, we should be fine until noon. If the power has not resumed, we will cancel the extended day program for that afternoon in the winter months. If it is fall or spring, depending on the situation, we can make the decision to close on a case by case basis. A phone call will be made if it is decided to close early.



Health and Hygiene

The school makes every effort to maintain the health of the children and staff and to prevent the spread of germs and contagious diseases. We ask your help and cooperation in reinforcing the good habits we teach at school by seeing that your child does the following at home also:

- Wash hands before and after eating and after going to the bathroom
- Cover mouth with his/her arm (not hand) when coughing or sneezing
- Discard used tissues *into a waste basket*
- Keep toys out of mouth

In general, a child who comes to school should be able to participate fully in the regular activities both inside and outside.

For the protection of all in the preschool, please DO NOT send your child to school if he/she demonstrates symptoms of illness such as sore throat, nausea, vomiting, nasal secretions which are green or yellow, diarrhea, skin rash, inflamed eyes, discharging ears, cough, ear ache, enlarged glands, flushed face or a fever above 100°.

If a child develops any of these symptoms in school, his/her parents will be notified to pick him/her up immediately. A child who becomes ill at school will be isolated within the regular classroom or in a separate area with an adult, depending upon the severity of the symptoms.

- Children should be fever free for 24 hours before returning to school.
- Children who are prescribed an antibiotic should be on it for at least 24 hours before returning to school.
- Please report to the teacher any contagious condition such as pink eye, chicken pox, impetigo, etc. Confidentiality is assured.
- Please report immediately if your child contracts head lice or any other contagious parasite. *There are specific actions we must take to disinfect the classroom.*

SUNSCREEN POLICY - If you feel your child needs sunscreen, you will need to apply this prior to their arrival for the day.

LICE POLICY - Child may return to school 24 hours after lice treatment. You will need to check in with the Director before going to class.

Medications



We will administer medication only on an emergency basis or if medication must be given during the time the child is at school. No medicine will be administered to a child unless the parent or guardian has completed and signed an AUTHORIZATION TO ADMINISTER MEDICINE form for each medicine as required by VA State Law. The information required is: the child's name, the name of the medication, the amount to be given, and the time to be given.

- Prescription medication must be in the original container with the original prescription label attached indicating all information needed for administering the medication as required on the authorization form.
- Non-prescription medications, including skin care products, must be in the original container with the manufacturer's directions for administering. The child's name must be attached to the container. In addition, parents must complete the required authorization form.
- For any long-term prescription or non-prescription medication use, written authorization from the child's physician is required along with specific instructions on the length of time it is to be administered.
- After 10 working days, a new form must be completed if medication is still needed.
- When authorization to administer, medication expires, parents have 14 calendar days to pick up the medicine after which it will be discarded.
- Medications will be checked before use to avoid using out-dated medicines.
- Medicines will be kept in a locked cabinet.
- Medicines requiring refrigeration are kept in a labeled and locked container separate from food.
- A record will be kept of all medications given.
- Medications will be administered by a staff member trained in medication administration.
- Parents shall be informed immediately of any adverse reaction or errors in administration. If parents cannot be reached, emergency procedures will be followed.

Insurance

The school is covered by public liability insurance which is carried by the church through Fidelity Security Insurance Company.

General Information For All Classes

- **STUDENT CUBBIES** - Each child is assigned a cubby for storing personal items and information from the school to the parents. Any information distributed through the children's cubbies must be approved by the director and the pastor or the preschool team. Students should have the following items available at school at all times:
 1. An extra set of clothes (shirt, pants, socks, and underwear) and shoes
 2. Sweater or sweatshirt
 3. Tote bag provided by the school

Please do not allow your child to bring toys to school unless requested by the teachers for a specific purpose. They may get misplaced, lost or broken, resulting in a very sad child.

- **APPROPRIATE CLOTHING FOR SCHOOL** - Washable, comfortable clothes and non-skid shoes are suitable for indoor or outdoor play. Some of our activities and projects may involve getting messy. Please label all clothing, outerwear and other personal belongings clearly with your child's name.
- **BIRTHDAYS** - We celebrate each child's birthday or special day (summer birthdays) at school with his/her class. Each child's family is welcome to come and participate. The school will provide an ice cream treat for all birthdays.
- **Parents are welcome to bring a fruit or veggie to share.** Feel free to bring in colorful, themed cups, plates, napkins etc.
- *We do not distribute invitations to birthday parties outside of school unless all students in the child's class are invited.*
- **MID-MORNING SNACK** - A nutritious snack is provided each day. This includes food and drink from 2 of the 4 basic food groups. Snacks are varied and include foods representative of other cultures as well as foods that encourage interest in a variety of tastes and textures. The children often assist in preparing or cooking the snack. They are encouraged to try different foods. A Health Department approved kitchen is available for use as needed. During the year a snack bag may be sent home so that you and your child can participate in preparing a healthy snack for his/her class. Children should not bring food of any kind to give out at school unless the teacher has been notified. **Our school is nut/peanut free.**

- **Preschool 2 & PK Magicbox/Sharing** - These experiences enhance language development and promote self confidence. Your child will be given a specific day of each week for their sharing time. Children are encouraged to share news or special discoveries from home or on trips such as pictures, books, seeds, shells, flowers, bugs, turtles, etc. Children may bring specific items related to our themes to enhance their learning experience. Thank you for your help in providing these items. **If a toy is brought**, for their sharing day, it should relate to our monthly themes.
- **DISCIPLINE** - Discipline at school is fair, constructive, and appropriate for the situation and the child's level of development. Physical punishment as well as verbal abuse of any kind is not allowed. Children are not jerked or shaken nor is food ever withheld as a form of punishment. Children are not punished for a toileting accident.

Positive classroom management techniques are used to help a child set limits and learn self-control. Some of these include:

 - 1) Organizing the classroom and activities to assist in promoting desirable behavior
 - 2) Modeling acceptable behavior
 - 3) Praise to reinforce acceptable behavior
 - 4) Learning to use words instead of fighting to express feelings and resolve conflict
 - 5) Redirecting to a different activity
 - 6) Calming an upset child by holding him/her
 - 7) Separation from the group, always within sight of the one of the preschool staff, as a calming measure ("Time Out")
- **CHILD ABUSE** - The preschool staff is observant for signs of child abuse and is required to report situations where abuse is suspected.
- **FIELD TRIPS** - We rely upon parent drivers for our field trips. Clearly if it were not for your generosity in helping us transport and supervise our students, field trips would not be possible. Thank you very much for assisting us in this way. Please note the following guidelines and requirements:
 - 1) Drivers will be asked to complete a driver's statement indicating the possession of a valid driver's license, proof of required minimum insurance coverage for the vehicle driven, and no major convictions.
 - 2) Approved car seats are required for all children under four years of age. Booster seats are required for children age four and up.
 - 3) By law, we are not allowed to transport any children without an approved car seat or booster seat. If our Triple Permission Form has been signed we will be able to use a substitute car seat for your child to go on our trip. If you have not signed this section of the form your child will not be allowed

to go on our trip and it will be necessary for you to come and pick him/her up.

- 4) Automobile seat belts must be worn at all times and checked for a good fit and proper fastening before departure.
 - 5) A list of the children assigned to each driver will be provided; *please do not make any changes without the teacher's knowledge.*
 - 6) Directions to the destination will be provided to the drivers.
 - 7) A first aid kit is to be taken on each trip.
 - 8) Drivers should count children upon leaving, during the trip, and when returning to school.
 - 9) If you are missing a child you brought, notify the director or teacher immediately. A search will be initiated. Very often the child is simply with another adult.
- **MISSING CHILDREN** - If a child is found to be missing at school, notify the director or individual in charge and begin a search in the schoolrooms and bathrooms. At the same time someone should be sent to check the outside yard and parking lot. If the child is not located, the director will begin checking to determine if he/she was picked up by a parent and/or notify the police.
 - **OBSERVING AND PARTICIPATING IN CLASSROOMS** - Parents are always welcome as an observer or participant. Join in the fun and interact with the children and teachers as they go about their daily activities. Please remember, however, class time is not an appropriate occasion to conference with the teachers or socialize with other adults.
 - **MESSAGES** - Preschool staff cannot accept verbal messages from children; please write a note or telephone the message to the church office at 885-2138.
 - **PARENT CONFERENCES** - The teachers offer scheduled conference times in the fall and spring to talk about your child's progress. Parents will be notified of the dates and times and a sign-up sheet will be provided for scheduling. It is the parent's responsibility to set a time for these conferences. If a parent is unable to attend a conference in person, the teacher will send the completed conference form home. Parents are welcome to contact teachers any time during the school year to arrange an appointment or discuss your child's progress by phone. Your interest is welcome.

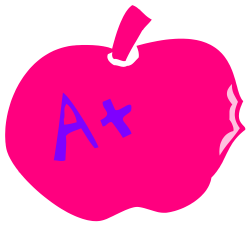
Child Protection Statement - All parents will be asked to complete a form indicating they will follow the guidelines presented for protection of all our children.

CURRICULUM

Our curriculum plan recognizes that young children learn best when actively participating in their learning experience. It utilizes the child's senses of seeing, hearing, tasting, touching and smelling, as well as a variety of developmentally appropriate hands-on activities. This opportunity to work within their own comfort zone promotes self-confidence and independence.

In addition, activities are included that offer challenges for expanding and growing their skills in the spiritual, cognitive, emotional, social, motor, and language areas. The curriculum is flexible and allows for involving children in their learning by providing opportunities to take advantage of those unplanned "teachable moments" and experiences.

Our curriculum is integrated into thematic units which change monthly. Sometimes the same themes may be used with each age group but the activities will differ according to ability. New themes and activities are added each year and rotated with existing ones. Music, art, movement activities, and cooking are also a part of the curriculum.



ABOUT OUR STAFF

STAFF QUALIFICATIONS - The preschool meets or exceeds the training and general qualifications required by the Minimum Standards for Child Day Centers which are applicable for the specific job performed. Job descriptions are available for inspection. Additionally, employees must meet the following criteria:

- a) be at least 18 years of age
- b) be of good moral character and emotionally stable
- c) be of adequate health to perform those tasks outlined in the job description
- d) be capable of accepting training and supervision
- e) be capable of communicating effectively both orally and in writing as applicable to the job responsibility
- f) exhibit sensitivity and a caring attitude towards the varying needs and interests of the children in their care
- g) provide an annual physician's report
- h) have a TB screening every 2 years
- i) have a satisfactory criminal record check/sex offender name search
- j) have a satisfactory child abuse/neglect central registry check
- k) provide a Sworn Disclosure Statement
- l) complete a Certificate of Employment Eligibility
- m) sign a confidentiality statement
- n) agree to have the Hepatitis B vaccination series of shots or complete a Vaccination Declination Form
- o) sign a Child Protection Statement
- p) sign a Driver's Statement

DIRECTOR'S DUTIES - In the part-time position of director part of the day is involved in administrative duties. There is also time spent in the classrooms observing staff and students. The director is responsible for showing the school to prospective parents interested in enrolling their child. The director oversees curriculum and all aspects of the day. Teacher observation notes and regular discussions keep the director informed of the events in the classrooms.

ABOUT OUR STAFF

DIRECTOR
Preschool 1

MITZI WHITE
DIANA BOHART
MAYA KARTSEVA

Preschool 2

EMILY SPROUL
DANA TACY

PRE-KINDERGARTEN

CORA LEIGH CLARK
ANGELA QUICKEL

SCHOOL ASSISTANT

JENNIFER COOK

The Preschool team and teachers welcome you to a new school year at Covenant. We try to provide the best in developmental education in a Christian environment for your child. If you need to contact us for any reason, please feel free to do so.

We wish for you and your child a very good year!

	High Sch.	Add. Ed.	College Degree	Grad Work	VA Teacher Cert.	Child Assoc. Cert.	Annual In-service	Yrs. Tching	Yrs Early Childhd Exp.
White	✓	✓	BA Education	✓	Prior		✓	23	17
Sproul	✓	✓	BA History MA Teaching	✓	Prior		✓	6	3
Bohart	✓	✓	Biology				✓	8	8
Clark	✓	✓	BA Spanish/Art Management	✓	Prior		✓	17	11
Tacy	✓	✓	BS Education		Prior		✓	22	10
Quickel	✓	✓	A.A.S.			120 Classroom hours	✓	11	11
Kartseva	✓	✓	BA Russian Language	✓			✓	2	3
Cook	✓	✓	Associate Degree				✓	11	11

**PRESCHOOL TEAM
2017-2018**

Chair/Covenant Session Representative
Covenant Session Representative
Covenant Minister
Director of Preschool
Congregation Members

Mandy Drumheller
Sally Griffith
John C. Peterson
Mitzi White

Jerry Lynn Shipplett
Bonnie Powell
Lois McClure

Charlotte Rankin
Katie Campbell

PARENT CONTACTS

Mandy Drumheller
39 Carterlee Lane
540-335-6487

Our Physical Facilities -

Covenant Developmental Preschool is housed in and sponsored by Covenant Presbyterian Church, 2001 North Coalter Street, Staunton, VA.

We are a tobacco free facility. This policy prohibits smoking as well as the use of any tobacco products in the church building and school area as well as outside on the church grounds. The use of tobacco products is also prohibited while in the presence of our school children on the property and on field trips.

The school occupies five classrooms in the educational building and has access to other rooms as needed, including the sanctuary, a kitchen, and 2 large indoor activity rooms. The school has child-size toilets and sinks available within the classroom area and access to additional toilet facilities within the educational building. The building is heated and air conditioned according to the season. There are carpeted and uncarpeted areas to accommodate a variety of activities.

Indoor play equipment is available for inclement weather. The outdoor playground is fenced and includes a variety of equipment and a large paved area for riding. There is a storage shed for the equipment.

The school can enroll a maximum of 50 children per day, well within the state requirements of 35 square feet of indoor space per child. In addition, our usual staff-child ratio of 1:10 enhances opportunities for individual as well as small group instruction. The preschool 1 program has a staff-child ratio of 1:6 depending upon the group ages.

Covenant Developmental Preschool is exempt from state licensing under Section 63.1-196.01 of the Code of Virginia which establishes criteria for religious exemption.

SAMPLE SCHEDULES



PRESCHOOL 1 CLASS:

8:45 - 10:00	Arrival, art, discovery, circle time and clean-up
10:00	Clean Up/ Bathroom
10:00 - 10:15	Snack Time
10:30	Outside Time
11:00 - 12:00	Imagination Station, table time and dismissal

PRESCHOOL 2 CLASS:

8:30 - 9:00	Arrival, discovery and circle time
9:00 - 9:30	Imagination Station
10:00 - 10:45	Discovery, circle time, bathroom and snack
10:45	Chapel
11:00	Outside, share time
12:00	Dismissal

PK SCHEDULE:

8:30 - 9:00	Arrival/Discovery Time, morning meeting
9:30 - 10:00	Imagination Station
9:30 - 10:45	Discovery, circle time, bathroom and snack
10:45	Chapel
11:00	Outside, Magic Box
12:00	Dismissal

Extended Day Parent Policies

Monday - Thursdays

Sample Schedule:

12:00 – 12:40	Bathroom and Lunch
12:40 – 1:40	Nap/Rest time
1:40 – 1:50	Bathroom
1:50 – 2:20	Activity time
2:20 – 3:00	Outside/Playtime

Lunch:

Children will bring a lunch from home each day. It is encouraged that lunches contain a protein, fruit and/or vegetable and one or 2 other healthy choices. The children will be encouraged to eat their protein first and then other items. If you choose to send a dessert, that will be offered last. **Lunches must be peanut/nut free.**

Nap/Rest Time:

Children will be assigned their own cot to use every day. This will be cleaned weekly. Parents are asked to send in a special blanket or sheet and a pillow to help children settle and cuddle with during this portion of the day. They may also bring in a special “quiet snuggly” for this time.

Late Policy:

Our program will end promptly at 3 pm. Our staff is working hard and needs to finish cleaning and preparing for the next day. It is imperative you honor this pick-up time. One warning will be issued and then a late fee, of \$5 for every 10 minutes you are late, will be due to Covenant Preschool. Your child will not be allowed to return until late payments are made.



The Power of Play

Play is a power tool, a magic key. It is the essential work of childhood, worthy of respect, encouragement! Play is the way children process what they perceive. It is how children discover for themselves what we cannot teach them. Children at play are busy people, involved and active, making the world theirs for a time: building up, knocking down, making happen. Exploring, finding out, making sense of, understanding! Wondering, imagining and creating. So much to do and discover!

Project Star

(Supportive Training to Assist Relationships)

Helping young children learn appropriate behaviors is one of the toughest jobs of parenting. Children feel secure in a home where they know they are loved by parents who are in charge. Parents need to set firm limits, and then help their children follow them. In settings limits, let safety be your guide and distraction be your strategy. Discipline is education.

1. **Use the positive approach.** Tell your child what you want do want him to do.
2. **Be consistent!** Your child is trying to learn whether the same rule apply today as yesterday.
3. **Limit the number of rules you have.** It is better to enforce 5 rules 100% of the time than 10 rules 50% of the time.
4. **Rules should be enforced by all adults in the home.**
5. **Talk in a calm, yet firm voice.** A loud, screaming voice will only encourage your child to tune it out.
6. **Go to your child to get their attention and help them move to where you want her to be.**
7. **Remember that your child's vocabulary is still very limited.** Be very specific, and be sure your child understands you.
8. **Reinforce positive behaviors.**
9. **Change the environment whenever possible to help your child stay out of trouble.** Put tempting items our of child's reach.
10. **Protect your child's feelings of being lovable and capable.** NEVER call him bad, dumb, or any other uncomplimentary name.



Parent Signature Page

Please detach and return with open house paperwork on the first day of school.

I have thoroughly read this parent handbook and understand its contents. Should any questions arise, I know to obtain the correct answer from the Director. By signing this form, I agree to be bound by the provisions of this handbook. I am also aware that failure to comply with the policies and procedures as stated herein might result in a dismissal of my child from the program.

Parent Signature

Date

Non-Payment of tuition

The Preschool Team has passed the following policy in regards to non-payment of monthly tuition fees:

In the event of a second month of non-payment of tuition, a letter from the Preschool Director and/or Chair will be sent to the parents informing them that their child will be withdrawn from the program if payment is not made by the end of the same month. In the event that payment is not possible, the parents are to submit a plan for payment in writing to the Director of the School and the Preschool Chair for their approval. If the plan is approved, the child will remain in the school as long as the payments are made per the plan. In the event that payments are not received, the child will be withdrawn and the non-paid tuition will be turned over to collection agency.

Please sign the bottom indicating your knowledge and understanding of this policy.

Parent Signature

Date