



Parent Handbook



The Village Church Preschool – Mission Campus program is administered through the

Village Church
Children & Family Ministry Department
Brooke Brundige, CFM Director

Sarah McKee, Preschool Director
Lisa Wright, Assistant Preschool Director

Village Church on Mission

6641 Mission Road

Prairie Village, KS 66208

913-671-2338

www.villagepres.org/preschool

We would like to welcome you and your child to the Village Church Preschool – Mission Campus, a NAEYC accredited program. As your child begins preschool with us, we know it will be a positive and rewarding experience that will enable your child to master new skills and discover the joys of the world around them. We strive to provide an atmosphere where each child will develop skills at his or her own rate. We are committed to a philosophy that meets children where they are in their own development. We acknowledge you, the parent, as the child's first and most significant teacher and seek to build upon the foundation you have laid.

Our goal is to nurture the growth of the whole child by providing an atmosphere that fosters cognitive, social, emotional, and physical development. A list of our long-range goals is included in this booklet.

We are pleased to have you and your child become a part of the Village Church Preschool community and look forward to the partnership we will experience together.

- The Village Church Preschool Staff

Village Church Preschool Mission Statement

Guided by a belief in a caring, supportive, safe environment, our preschool staff will provide students with a broad range of educational opportunities to promote an early start for school success. We will strive to develop skills and provide opportunities which will enrich each child's social, emotional, physical, cognitive, and creative abilities.

Village Church on Mission Preschool Vision Statement

Village Church Preschool will foster engagement, development, and inquiry to encourage a love of learning in our early childhood community.

We Believe

Children are important at Village Church. We see each child as a unique individual created by a loving God. We value the worth of each child and believe every child has special gifts to offer. It is our intent to provide an atmosphere that will allow for the development and growth of those gifts. With that growth, it is our hope that each child will develop a strong sense of self. We will also encourage children to value each other and treat others as they wish to be treated.

Our Christian preschool welcomes children of all faiths to our classrooms. Although we do not teach from a religious curriculum, we acknowledge God as our creator and offer our thanks through prayer each day before meals. In addition, we celebrate the holy days within Village Church's faith. It is our hope that by our loving acceptance of each child in our preschool, each child will in turn learn to love themselves and others.



The Daily Routine

Your child's daily routine within the classroom will include:

Arrival: During this brief and casual time, adults will enter the Preschool hallway through our security doors and walk their child to the classroom door. A teacher will greet children as they enter the classroom to start their day. Parents will not enter classroom at arrival time to help build independence and allow the classroom to begin their day as a group.

Many important skills are developing as the children take care of their personal belongings (coat, lunch, water bottle etc.), greet friends, and observe changes within the classroom.

Circle Time: This large group setting is a time for stories, songs, gross-motor movement, and planning at the beginning of the day. Large group time happens several times throughout the day. Many things occur during this gathering later in the day, such as reviewing activities, playing circle games, or making plans for the next day.

Planning Time: Planning may be completed individually, in a small group, or as a large group. During this time, the children communicate to a teacher and peers what they plan to do during independent work time.

Work Time: This is time available for discovery through play at the various centers in the preschool room. The children carry out the plans they made at Planning Time. The planning process continues throughout Work Time. As the child completes one plan, (s)he makes a new one. The teachers are available during this time to help the children carry out their plans, extend plans and make new ones. They also aid and enhance skill development as children work with various materials. Students will wash hands before and after work time. Teachers will disinfect classroom materials several times a day.

Clean-up: Children put away the materials used during Work Time. Storage shelves and drawers are clearly labeled with pictures of the equipment. These pictures facilitate the clean-up process and incorporate curriculum goals such as classification, seriation, and sequencing as well as early literacy development.

Recall: Children come together, in one large group or two small groups, to recall what they did during Work Time. They are given the opportunity to represent their activities in a variety of ways (language, drawing, etc.).

Small Group Time: The children are divided into two small groups. This is a teacher-planned time of directed activities. Although the activities are planned, there is no predetermined response expected from the children. They are asked to experiment and discover with the given materials. During this time, teachers introduce new materials to the children and provide opportunity for development of academic skills.

Snack Time: Snack Time is a valuable sharing time when social development is fostered. Food is never withheld as punishment. Snack will be served by teachers using serving utensils (tongs, spoons, etc) when necessary. Snack will be donated by families at various times throughout the year.

Outside Time: During this period, the children are involved in gross-motor activities, either outdoors or inside as weather dictates. We follow the weather guidelines set by the Kansas Department of Health and Environment and the Johnson County Health Department. Classrooms will wash hands before and after outdoor play.

Extended Preschool Day (EPD) Program:

EPD: An extended preschool day is offered to children enrolled at Village Church Preschool.

- T/Th three-year-old students may extend their day on **Tuesday OR Thursday afternoons.**
- MWF four-year-old students may extend their day on **Wednesday and/or Friday afternoons.**
- 5's Transitional Kindergarten may attend EPD on **Tuesday and/or Thursday afternoons,** from 11:30am to 2:30pm.

Throughout their time in EPD, children will have opportunities for large and small-group activities, individual play in the interest centers, outdoor play for large muscle development and socialization during their lunch time. Each child will bring a nutritious, peanut-free lunch from home and Village Preschool will provide milk and disposable toothbrushes each day. Children will eat lunch in the classroom prior to quiet time. The length of quiet time is determined by the age of the children and the specific needs of the class. It is a pleasant time, and may include activities such as audio books, soft music, stories, or activity bags filled with developmentally appropriate materials for each child to enjoy.

Items needed from home for Preschool and EPD:

- a change of clothing (please be sure clothing is season-appropriate and the correct size as your child grows)
- a school bag **labeled with child's name** (provided at Hello Day event)
- nutritious peanut-free lunch in a lunchbox **labeled with child's name (EPD only)**
- a small reusable water bottle **labeled with child's name**

Arrival and Dismissal Procedures:

Staggered Arrival and Dismissal Times for Classrooms

We have staggered arrival and dismissal times for each classroom to avoid any overlap and congregation of multiple families.

Classroom Arrival and Dismissal Times

MWF –

101– 8:40 a.m. – 11:10 a.m. / 2:40 p.m.

102 – 8:50 a.m. – 11:20 a.m. / 2:50 p.m.

106 – 8:30 a.m. - 11:30 a.m. (Wednesday and Friday only)

TTH –

102 – 8:50 a.m. - 11:20 a.m. / 2:50 p.m.

103 – 9:00 a.m. - 11:30 a.m. / 3:00 p.m.

106 – 8:30 a.m. - 11:30 a.m. / 2:30 p.m.

Arrival Procedure

Please walk your child into the building using the door marked 'Preschool Entrance' near the playgrounds.

- Do not leave siblings, purses, or valuables in the car while entering the Church building for arrival.
- Electronically sign your child in using the Procare Connect app (or PIN kiosk at the classroom door).
- Enter the Preschool Hallway through the security doors and proceed to your child's classroom door. (There will be staff members present to help you find your child's classroom.)
- Teachers will greet students at classroom door at specified arrival time.

To eliminate mixing of classroom groups and reduce the number of families congregating in our hallway, please plan to arrive at your classroom arrival time, rather than early.

Dismissal Procedure

Dismissal times have been staggered to eliminate mixing of classroom groups and to reduce the number of families congregating at one time. *If you are early or miss your child's dismissal time, please wait until the current class has been dismissed before pulling to the curb.*

At dismissal time, please arrive in the South parking lot of Village Church at your designated time and pull up to the curb near the main South church entrance. Classes will be outside waiting for parents to arrive.

- For the health and safety of students and staff, please do not leave your car running while waiting at the curb for your child, except in extreme hot or cold temperature conditions. Car exhaust is toxic and is easily inhaled by students and staff during the drive thru dismissal.
- Make sure you have your child's name card in your front window, so teachers can quickly connect children to the correct vehicle.
- **Please wait until you have pulled up next to the curb to exit your car. Staff will walk your child to your car and you may put them in.**
 - **Preschool staff will not place children in cars or buckle car seats.**
- Adults will sign your child out electronically (instructions will be given during Parent Orientation and emailed before school begins).
- If your child is being picked up by someone other than you or the adult who typically picks them up, please notify the Preschool Director by phone or email.
 - If the adult picking up your child is on your 'Approved Pick-Up List', staff will release your child to this adult without question.
 - If the adult is not pre-approved to pick up your child and we have not been notified by a parent/guardian prior to dismissal, we will contact parent/guardian by phone before releasing the child.

****If you should need to pick up your child before dismissal time, please call Sarah (913-671-2338) or Lisa (913-671-2379).**

General Information for Parents

Assessment Policy: Village Church Preschool places a great value on the individual development and uniqueness of each child. The team-teaching approach in the classroom allows the assessment of multiple children to be done in a step-by-step process with observational record keeping at the very core. Children are assessed in a natural classroom setting individually and within small and large groups by the regular classroom teachers over the course of several months.

Eight general categories of child development are addressed with parents at least twice a year during parent/teacher conferences. It takes time to create an accurate picture of each child and how they are relating in every area; to the teacher, to each other and to the group. The documentation (observational record keeping) is important verification of the whole picture and how the child's development unfolds throughout the school year.

Our policy is to respond outside of the twice a year format when it is deemed necessary by the classroom teacher or is requested by a parent. It is our charge as teachers to have a constant and accurate evaluation of each child and to relay information to the parents in a systematic way. Like your child's health records, all conference reports are kept confidential in his/her individual file where they can be accessed only by the staff members working with your child or any other entity you have given authorization to. Our team approach includes the teachers, administration and the parents using the following process:

- Providing developmentally appropriate settings for children to explore their world and teachers that understand child development and children's needs.
- Anecdotal record keeping focusing on child-initiated behaviors (actions the child undertakes independently rather than in response to adult directions)
- Daily and weekly planning time to review status of children and plan activities around the needs of each child, as well as make improvements to classroom and program initiatives.
- Continual professional development on the HighScope curriculum and Key Developmental Indicators (curriculum objectives) to ensure quality assessment by teachers.
- Meetings with the director to assess child's development and if necessary, to help formulate appropriate feedback in response to teacher and/or parent concerns, including referrals to diagnostic specialists as needed.
- Thoughtful and timely response to parent's request for feedback by phone calls, emails and conferences concerning their child's development in school.

Birthdays: Your child's birthday is a very special time to share with friends at school. Village Church Preschool will provide a special birthday snack in celebration of each child's birthday. Individual classrooms will also have unique ways to celebrate student birthdays; please ask your child's teacher if you have questions regarding birthday celebrations. Please refrain from passing out party invitations at school; these are best sent through the mail or email using your class directory.

Cancellation of School: We will use the Shawnee Mission School District's closure decisions regarding inclement weather or unforeseen special events (Super Bowl or World Series parade, community health crisis, etc.) as guidance to make our own decisions. Please be sure to check your email for information regarding closings from the Preschool Director. If Shawnee Mission Schools are not in session during an inclement weather day, the Preschool Director will determine if Village Church Preschool will close due to inclement weather. In all cases of closing, you will be notified by the preschool via email.

If Village Church Preschool should close due to mandatory quarantine or per mandate from the Johnson County or State Health Departments, families will be notified via email as soon as possible

and directions pertaining to the reason for closure will be given. Family accounts will be credited a prorated amount for days closed due to quarantine.

In the event that 6 or more days of school are canceled due to inclement weather or special events for one particular age group, Village Church Preschool will offer a partial refund of tuition money for that age group based on the yearly budget.

Clothing: Please dress your child in simple, washable clothing. We spend a lot of time sitting on the floor. Your child will be involved in a variety of creative expression activities, and meal items sometimes spill. Please keep a seasonal change of clothing in your child's school bag. We encourage independence while using the toilet, and informal, comfortable clothing helps children to manage their own clothes for this purpose. Children have a period of outdoor play every day, except in extreme weather conditions, so please dress your child so that they stay warm and dry. **Please mark sweaters, coats, mittens, and hats with your child's name.**

Conflict Resolution at Village Preschool:

The following six steps are used by our staff in resolving conflicts:

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Be prepared for follow-up support.

In the event of serious behavior challenges, staff will partner with families to create and implement a behavior support plan that includes a timeframe for re-evaluation.

Curriculum: At Village Church Preschool – Mission Campus, we are guided by the HighScope curriculum, which is designed for children ages 2-7. We are sensitive to the characteristics of children at this age, their emerging abilities, and their developmental limitations. The emphases of our program are on planning, working, and evaluating. These processes help to establish personal responsibility, decision making, reasoning and comprehension, which are skills that will benefit children in later schooling and will use throughout their lives. During class time, children are given ample time to explore and experiment at their own rate. As the preschool child learns by doing, the daily routine offers many experiences that allow children to actively become involved with materials and the world around them to enhance skill development.

Emergency Plans: Village Church and Village Church Preschool have emergency plans in place for various situations including fire, tornado, lockdown, flood, and earthquake.

Fire drills are practiced by classrooms once a month; tornado drills are practiced by classrooms each month April – September; lockdown is practiced by staff periodically throughout the year.

If you are in the church building during an emergency, you may take shelter with the classrooms, however we cannot allow you to leave with your child until we have been given the 'all clear'.

Enrollment: Enrollment is held in January. Please call the Preschool Office at 913-671-2338 for specific dates. Admission policies are nondiscriminatory regarding race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with Kansas Civil Rights Statute K.S.A. 44-1009. All enrollment applications are accepted on a first come, first serve basis, with priority given to current Village Church Preschool families, Village Church members, Village Church KDO families, and former Village Church Preschool families. We encourage parents to observe classrooms prior to enrollment.

Field Trips: For our four- and five-year-old students, field trips will be taken to implement specific goals from the content areas of the curriculum. Experience with real objects and events provides the first step in building a child's ability for dealing with the world through increasingly abstract things. A field trip permission slip requiring your signature will be provided before each event takes place. All children and teachers are covered by accident insurance while participating in school activities and field trips.

Groupings: Each class has two degreed teachers that work together as a team. Family involvement is a valued part of our program, therefore in a typical year, you will frequently find family members visiting the classroom, however this will not be possible during a community health outbreak. We follow guidance from the Johnson County Health Department on making these decisions. We will inform families on how to sign up to visit classrooms. We follow state licensing guidelines regarding adult-child ratios.

Guidance and Discipline:

Behavior Guidance:

Staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring the staff will:
 - Model appropriate behavior.
 - Arrange the classroom environment to enhance the learning of acceptable behaviors
 - Use descriptive phrase praise when appropriate occurs, i.e., “Look how high you are building the blocks! Let’s count them.”
2. When unacceptable behavior occurs or is about to occur, staff will use:
 - redirection—substitute a positive activity for a negative one
 - distraction –change the focus of the activity or behavior
 - active listening to determine the underlying cause of the behavior
 - holding and rocking a child will be done when needed
 - Separation from the group is used as a last resort, only when less intrusive methods have been tried or behavior of the child is dangerous to himself and others. If separated from the group (within the classroom setting), a child will never be left alone and will be encouraged to rejoin the group once calm.

Discipline Policy:

All staff are held accountable by the Village Church Child Protection Policy. This policy states that under no circumstances is coercion, physical, or psychological punishment allowed. We are aware of and comply with all federal, State, and local civil rights laws and laws prohibiting corporal or abusive punishment in childcare settings.

Children will learn to consider and respect others and their environment around them. Clear and consistent age-appropriate limits will be set, and with these limits, each child will gradually learn what is acceptable behavior. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member. The High Scope *Steps to Conflict Resolution* will be taught and used to solve problems between students.

All staff will be trained in and use aspects of the Conscious Discipline curriculum created by Dr. Becky Bailey. Students will be taught coping strategies while calm so they may be implemented with support when upset. A quiet, calming area will be available to all students within the classroom when needed. Behavior situations vary regarding triggers, frequency, and purpose. We will consider the specifics of each situation and act accordingly with the purpose of keeping all children safe and teaching positive behaviors.

We do not give up on children. If needed, classroom teachers, administration, and families will work together to create a plan appropriate for the situation. Outside services and support will be suggested to families if needed. Children will not be suspended or expelled from school for behavior incidents, unless the safety of other students and staff is in jeopardy, all other plans have been exhausted, and suspension is agreed upon by all parties and is in the best interest of the child.

Health Records:

All child health records are kept confidential in his/her individual file where they can be accessed only by the staff members working with your child, parents or guardians, or any other entity you have given authorization to. Health records will be immediately available upon request by parents/guardians or regulatory authorities.

Illness: Children may not attend school with a fever and must be fever-free for 24 hours (without medication) before returning to the classroom. If your child has other common childhood illness symptoms, students must be kept home until 24 hours after symptoms resolve. If your child has COVID-19 symptoms (one primary or two secondary symptoms), please keep your child home unless they receive an alternative diagnosis from a physician, receive a negative COVID test, or symptoms have resolved.

Primary symptoms (at least one)

- Cough
- Shortness of breath
- Difficulty breathing
- Loss of taste and/or smell

Secondary symptoms (at least two)

- Fever (Temp above 100.4 degrees F)
- Chills
- Muscle or body aches/Extreme fatigue
- Headache
- Sore throat
- Diarrhea/nausea/vomiting
- Congestion/runny nose

If your child becomes ill at school, you will be called immediately. If your child is diagnosed with a communicable disease, inform the teacher so parents of exposed children can be alerted. If your child will be absent for any reason, please phone the school. If your child requires medication while at school, it will be administered according to KAR 28-4-430. Please contact the Preschool Director for

protocol.

Please keep your child at home if he or she has:

- temperature of 100.4 degree F or higher
- severe cold or congestion
- persistent cough
- sore throat/swollen glands
- earache
- red or sore eyes
- discharge from nose, eyes, ears
- upset stomach, nausea, vomiting, or diarrhea
- undiagnosed skin eruptions or skin rash
- general signs of listlessness, weakness, drowsiness, flushed face or headache
- fainting or seizure

Immunizations: We at Village Church **strongly endorse and encourage** the standard vaccination schedule as set by the Kansas Department of Health and Environment and the American Academy of Pediatrics (AAP) for all children who attend our programs. We recognize that not all families observe the standard vaccination schedule. If a child is not fully vaccinated, Village Church reserves the right to exclude that child from programming during a disease outbreak. Please contact the Preschool Director if you require an alternative schedule or immunization exemption. We appreciate your careful attention to this issue as we strive to provide a safe and healthy environment for all children and their families.

Incidents between families and program staff:

In the event a disagreement arises between a parent and a staff member, the following procedure will be followed:

1. The program director will document information about the issue from both parties without judgement.
2. After information is gathered, the program director will meet with each party individually to discuss both sides of the issue and arrange a meeting to include parent, staff member, and program director.
 - a. Before meeting occurs, program director will be present for all interactions between parent and staff member during arrival or dismissal times.
3. Solution options will be discussed during meeting with program director, staff member, and parent.
 - a. Solution will include a resolution to present issue and steps to ensure the issue will not arise in the future.
 - b. The issue will be considered closed when all parties agree on a solution.
4. If a solution cannot be agreed upon, or the issue becomes escalated, the incident will be brought before the Village Church Children and Family Ministries Director.
5. Steps 1-3 will be repeated by the CFM Director. Additional Village Church pastors will be brought into the conflict resolution process if necessary.

Mandated Reporter Procedures:

All Village on Mission Preschool staff are required by Kansas law to complete Mandated Reporter: Child Abuse, Neglect and Head Trauma training before teaching in the classroom. Village on Mission Preschool will revisit this training as a staff every four years to maintain knowledge of updated information and regulations.

If a report should need to be made, the staff member who suspects the abuse, with the support of the Preschool or Children's Ministry Directors, will call the Child Abuse and Neglect Hotline (Kansas Protection Report Center – 1-800-922-5330).

Information to be reported:

- Child's name, address, and date of birth
- Child's parents
- Nature of the suspected abuse or neglect
- Nature and extent of the child's injury
- The name of suspected adult
- Where the child can be located currently
- Any other information you think may be helpful

Staff who report suspicions of abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to cause harm.

If the person suspected of abuse is a staff member:

- Individual will be suspended immediately with pay (if applicable)
- Preschool Director and Children's Ministry Director will document the report including name of reporting individual, date, time, place, name of suspected individual, and details of report made to authorities.
- An investigation by appropriate law enforcement agency will be conducted
- Suspended individual is restricted from participation in all child-related activities during the duration of the investigation
- The matter should not be discussed with anyone except law enforcement

If Village on Mission Preschool or Church receives an allegation of child abuse, it will respond with the utmost concern to the alleged victim, parent, and party making such an allegation. Persons making such complaints should have no doubt that Village Church take them seriously and will take appropriate action. All rights of the accused and victim will be protected.

Medical and Dental Emergency Procedures: If a medical or dental emergency should occur during school hours, Village Preschool staff will follow the following procedure.

1. In the event of any accident at school that requires first aid or a child hits his/her head, an accident report is filled out.
 - a. One copy is given to the parents, one copy is given to Jim Tilden in the Business Office, and one copy is kept on file in the Preschool Director's office.
2. In the event of a serious accident at preschool, the following procedure will be followed:
 - a. if situation warrants, dial 911 for medical assistance
 - b. administer first aid, as trained
 - c. call Sarah (2338) or Lisa (2379) for assistance, if needed
 - d. access child's emergency file for relevant information regarding health insurance, medical treatment, and transportation
 - i) Files are kept in Code Red backpacks in classrooms

- e. contact parent
 - f. if unable to reach parent, call physician/dentist or emergency number on child's form.
 - g. a staff person will accompany child to hospital if parent has not arrived, taking child's emergency file along
 - h. Advent Health Medical Center will be used as the primary site for emergency care unless a child's file indicates otherwise
 - i. fill out accident report.
3. Medication will only be administered according to KAR 28-4-430, 9-11. The Preschool Director and Assistant Director have been formally trained in Medication Administration.
 - a. All medications will be kept in a locked cabinet in the Director's Office, except for emergency medications, such as epinephrine, which will be kept in a classroom cabinet out of the reach of children.
 4. An adult with current pediatric first-aid training certification and CPR training must be always present with each classroom group.
 5. Individual emergency care plans for children that require special care due to known medical or developmental conditions, will be kept with their individual emergency file and a copy in the Director's office, and flagged for ease of access.
 - a. An adult trained in the special care specific to that child must always be present when the child is present at school.

Parent Teacher Conferences: Conference reporting looks different in every classroom, however the type of information given to the parents is consistent. All of the classrooms focus on **Reflections** (observations by the teachers) and **Looking Ahead** (goals) with mutual input by parents and teachers. These opportunities for decision making and planning for the children are a valuable part of our supporting family partnerships. Copies of conference reports are kept confidential in each child's file where they can be accessed only by preschool staff working with that child or any other entity you have given authorization to.

Personal Items from Home: Personal toys should stay at home (except for special situations when requested by teachers) to avoid loss or damage. In most situations, we recommend leaving blankets and lovies at home, however we understand that these items may ease anxiety and stress. If a blanket or lovie is necessary, we will ask your child to keep it in his/her bag where they may 'visit' it when needed.

Safety and Security: Tornado and fire drills will be practiced once each month. Should tornado warnings occur during school hours, we will take necessary precautions for your child. An emergency flood plan is also in place and will be followed when necessary. All rooms have emergency evacuation instructions. If you are in the church building during an emergency, you may take shelter with the classrooms, however we cannot allow you to leave with your child until we have been given the 'all clear'.

Village Church has installed locked doors at the first-floor entrances to the Preschool/Child Care Hallway. This is a first step in securing our children's area during the school day. Access for visitors may be granted or denied by the Preschool or Child Care Director by pressing the buzzer and stating your purpose for entering.

Snacks & Nutrition: The children have a daily snack time when families provide a nutritious snack for the class.

- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers with an ingredient label.
- We will serve snack from two different food groups daily.
- Due to the increasing frequency of severe peanut allergies, we currently operate as a peanut-free school. Thank you for helping us maintain this environment by not sending items with peanut ingredients for lunches or snacks.

Children that are enrolled in the Extended Preschool Day (EPD) program will bring their own peanut-free lunch from home. Again, we encourage healthy food choices to be packed for your child. No sodas are allowed. Be sure to label all lunch containers with your child's name.

Social Media: As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs or video taken within the Preschool setting or at Preschool events with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes photographs taken by staff for classroom newsletters, assessment documentation, and portfolios, which are sometimes used for display in the facility, for use on the Village Church Preschool website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding Village Church Preschool children, families or staff, that could be construed to have any impact on Village Preschool's reputation or that would offend any member of staff or family connected to Village Preschool.

Toilet Training: All children must be fully potty trained to attend Village Church Preschool.

A fully potty-trained child is a child who can do the following:

- 1) Tell an adult they need to use the bathroom BEFORE they have to go.
- 2) Pull down their underwear and pants and get them back up independently. Please consider this when dressing your child for school. Teachers are happy to help with tricky buttons and snaps.
- 3) Independently wipe themselves after using the toilet.
- 4) Get off the toilet by themselves.
- 5) Wash and dry hands.
- 6) Be able to go directly back to the current classroom activity without directions.
- 7) Postpone going if the bathroom is in use.

Transportation:

Village Church Preschool will not transport children in any vehicle, except by bus during an off-site field trip. Buses will be equipped with functional lap seat belts and staff will ensure all children are securely buckled throughout bus ride. Buses are driven by licensed bus drivers and contracted through Durham Bus Services.

Tuition:

- Fees are set each year.
- At enrollment time, the September tuition payment is due, along with a registration fee. Registration fees are NON-REFUNDABLE unless extenuating circumstances should necessitate refunds and is approved by both the Preschool Director and Village Church.
- Payments are to be made on the first school day of each month. Tuition Express will be charged the first Monday of each month.
- Monthly tuition remains the same from September through May, regardless of the number of school days in the month.
- Tuition checks will include both Preschool and EPD tuition and will be made payable to Village Church Preschool - MC.
- No refunds will be given due to illness, holidays, or other conditions beyond the control of the preschool. Please see **Cancellation of School** for inclement weather/special event refund policy.
- If a child withdraws from school, notice must be given to the Director. Tuition deposits will be refunded if the vacated space is filled with another student.

Additional Offerings

Creations by Kids

The art class “*Creations by Kids*” will visit each preschool class regularly. The method will be process art, which encompasses all of one's senses. Process art, not product art, means that the child is free to experiment with different art materials and enjoy what happens. There are no concerns about right or wrong or copying an example. Each child is the artist, whatever they create is right and most times more exciting than what we as adults imagine. The CBK curriculum is original to Village Preschool and is administered by Debbie Smith.

When looking at art, children tend to focus on the subject of the art rather than the aesthetics. *Creations by Kids* helps to develop children's language skills by talking about shape, size, color and texture. *Creations by Kids* extends these art concepts by asking open-ended questions and engaging in meaningful conversation about specific artists and their creative styles. *Creations by Kids* classes help develop fine motor, cognitive, language and social skills.



Music

In addition to the music the children experience daily in the classroom, Mary van Thullenar, our music teacher, visits each class on specific occasions. She follows the key experiences in the HighScope music guidelines, including:

- *moving to music*
- *exploring and identifying sounds*
- *exploring the singing voice*
- *exploring musical instruments*
- *singing songs*



Movement Is Fun!

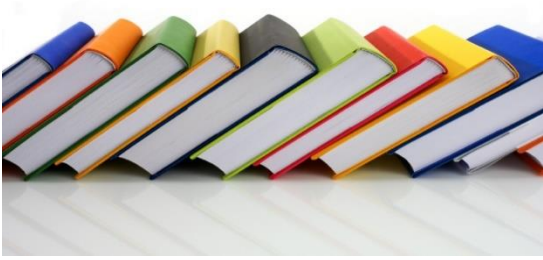
The *Movement Is Fun* (MIF) program was developed for use in preschools to enhance normal growth and development. Using concepts of movement exploration imbedded in a framework of sensory integration development, children learn how to move their bodies through space.

Children also learn about how muscles work and how to visualize body movement and then plan and execute the ideas (creative movement). Because of the emphasis on a sensory integration framework, the activities concentrate on enhancing the basic sensory systems - and parents may notice that their children's freedom to investigate new activities has increased.



This curriculum is provided to each child 2 times per month during the school year and is taught by former Village Preschool teacher, Mary van Thullenar. A minimum of equipment is utilized, so that the children will concentrate on their body movements rather than on a piece of machinery.

Librarian



Anne Huxtable is our Village Church Preschool librarian. She is invaluable to our teaching staff through organization of our Book Nook and as a resource for books to be used in the classrooms.

Speech and Hearing Screening and Sensory/Motor Screenings

We offer Speech and Hearing Screenings, through Poss-Abilities Children's Therapy Group, which is a screening test for articulation to assess speech sound development, an observation of the child's expressive and receptive language skills, and a hearing screening. All test results are reported to parents by the speech pathologist performing the screening. This screening is done in the Fall for 4s and 5s classrooms and in the Spring for 3s classrooms.

This year we will also offer a Sensory and Motor Screening, through Poss-Abilities Children's Therapy Groups, which is a screening for sensory seeking and avoidance, fine motor abilities, and gross motor abilities. All test results are reported to parents by the Occupational therapist performing the screening. This screening will be offered mid-year for all age groups.

Both screenings are optional and are offered at a discounted cost to Village Preschool families. Financial assistance is available if needed. Please contact Sarah McKee for more information.