

Presbyterian Preschool

As the opening of Preschool nears, we find ourselves truly excited about working with your child. We feel confident that this will be a fun and educational experience for us all.

We want to provide a warm, loving, child-centered atmosphere that is responsive to the needs of individual children. It is important that children learn to value themselves, as well as others. The way a child feels about him/herself has a profound effect on the way they learn.

It is our goal to provide each child with happy experience in Preschool. This is vital, because it will help your child to develop a positive attitude toward all school, which will persist through much of the formal education, which follows.

We have many exciting plans for the upcoming year! Each week will concentrate on a central theme or unit, with some lasting two weeks. On a daily basis, we will introduce the alphabet, sing songs, and explore shapes, colors, and many other activities. We will have activity centers that will remain in the classroom throughout the year. These include the math, science and language centers. Each center will provide children opportunities for self-discovery through manipulation, observation, and experimentation.

Christian love will be incorporated into our philosophy as we guide your child day to day. We say a prayer before snack time. Christian songs and some Bible stories will also be included in our program.

Feel free to drop in any time you like and observe the class in progress. If you ever need or want to schedule a meeting to discuss your child, Ms Donna will be happy to make arrangements with you.

The Presbyterian Preschool is a non-profit Christian educational environment sponsored by the First Presbyterian Church. If at any time you have questions regarding our program please feel free to contact the Presbyterian Preschool at 623-1492, or the church at 623-5323.

Daily Schedule

This is a guideline and it may change, according to the needs of the children. We are flexible!

8:15	8:30	Arrival / Learning Centers
8:30	8:45	Circle Time
8:45	9:30	Gym
9:30	9:45	Wash Hands / bathroom
9:45	10:00	Snack
10:00	10:45	Unit Activity / Computers
10:45	11:15	Free Choice
11:15	11:20	Circle Time
11:20	11:30	Departure

Staff

Donna Davis Baker, Teacher

We are fortunate to have Donna as our Preschool teacher.

Donna is a graduate of Eastern Kentucky University.

She has a Bachelor of Science degree in Early Elementary Education.

Donna is married to John Baker; they have one son, Brady.

The Preschool Committee

The First Presbyterian Church has a committee that oversees the operation of the

Preschool Program. They are:

Monica Tillie Nancy Carrico

Jackie Vance Cindy Harter

Supplies

One plastic art cover-up

One pair children's scissors

One box of tissue

Two rolls of paper towels

One large pack of napkins

One container of hand soap

One box of 5 ounce Dixie paper cups (100 count)

Picture of your child (small)

As a part of pre-writing development, it is important that only the first letter of your child's name be capitalized and the remaining letters should be written in lower case.

Preschool Policies

Tuition Policies

This is a yearly tuition fee, for your convenience you may pay three different ways.

1. Payment may be paid in full on the first day of school.
2. One half of payment may be paid the first day of school and one half payment may be paid in Jan.
3. You may pay nine monthly installments.

Tuition for the three-day program:

1. \$900.00 per-school year
2. \$450.00 per-semester
3. \$100.00 monthly installments due on the first of every month

Tuition for the two-day program:

1. \$720.00 per-school year
2. \$360.00 per-semester
3. \$ 80.00 monthly installments due on the first of every month

Payment Options ----- circle one

	M-W-F	T-TH
Yearly	\$900.00	\$720.00
Semester	\$450.00	\$360.00
Monthly	\$100.00	\$ 80.00

Name _____

Amount paid _____

Please return this payment option with your first payment.

Preschool Policies

Hours of Operation

The Preschool program operates from 8:30AM -11:30AM each day. A student enrolled in the three-day program attends on Monday, Wednesday, and Friday. A student enrolled in the two-day program on Tuesday and Thursday. The Preschool doors will open at 8:15 the Program officially begins at 8:30.

Dismissal

If someone unfamiliar to us is picking up your child, you must fill out a pick-up release form. We will not release your child to anyone who is unauthorized to pick up him/her from preschool. Please be prompt in picking up your child. Our staff has other commitments that must be kept after dismissal time.

Toys

The preschool has adequate toys for enjoyable learning experiences. Please do not allow your child to bring toys, candy, gum, coins, etc. to school. Please do not allow your child to bring toy weapons of any kind. We do have a special day for "show and tell". A student enrolled in the two-day program show and tell is Thursday every week. A student enrolled in the three-day program show and tell is Friday every week.

Illness

Illness spreads very rapidly in preschool. Please do not bring your child if he or she has had a known contagious disease or temperature greater than 100.5 (within the last 24 hours). We would appreciate your letting us know if your child will be absent. The preschool phone number is 623 -1492, you may leave a message on the answering machine.

Birthday Parties

We will be happy to pass out invitations to after-school birthday parties as long as every child receives one. Also we must ask that you not send birthday presents to school. All party arrangements involving only a few of the children must be made privately. You may celebrate your child's birthday at preschool by providing a birthday cake for snack. The Preschool children will make him/her a birthday book.

Preschool Policies

Snacks

We would like to ask for your help in supplying snack and drink for the children. A calendar will be available in the preschool for you to sign-up for a week that is convenient for you. Please do not feel you must prepare something at home prepackaged snacks are preferred. Although we do ask that snacks be nutritious. This list may provide you with some suggestions for a nutritious snack. Please send only 2% or whole white milk to drink.

Mix and Match Snack

Bagel	Apple	Oatmeal cookies
Muffin	Orange slices	Grapes
Peanut butter cookies	Applesauce	Graham crackers
Soft Pretzel	Bananas	Cheese cubes
Saltines	Fruit cup	Cereal
English Muffin	Strawberries	Crackers
Vegetable sticks	Cinnamon rolls	Raisin cookies
Peanut butter sandwich	Waffle squares	Pretzels
Melon balls	Biscuits	Carrots
Tangerines	Pears	Cheese crackers
Animal crackers	Banana bread	Bread sticks

Dress

Preschool can be messy! Since we will be finger-painting, gluing, playing in the sand etc. you should send your child to school in play clothes. We recommend that your child's name be labeled in all outerwear. For your child's safety we must require that rubber-soled shoes be worn at all times.

Special Programs

We have three special programs during the school year.

Please make every effort to attend. Your child's participation is important to the success of the preschool program.

Snow-Days

We try not to close for snow, listen for school delays or closing **only** on your local TV station **Channel # 27**.

Preschool Policies

Enter and Exit

Drop off and pick up for the Preschool is on Water Street, under the parking garage. The Presbyterian Church has an additional parking lot across the street, behind the two white houses. Drop off and pick up times are very busy please make sure your child is released to a preschool teacher or from a preschool teacher. Please park in a parking space if you plan to stay for any length of time. Blocking the circle is a violation of the Fire Code. For you're safety please do not leave children in a car unattended.

Child-Care Credit

The Preschool is not deductible as a child-care credit. Therefore, we will not give out our Federal Tax identification number.

Non-profit Program

The Presbyterian Preschool is a non-profit program operated by the First Presbyterian Church. We welcome contributions, which would benefit the children in any way – recyclable items are wonderful! Many items that otherwise be discarded in your home or business make a wonderful art supplies

Tuition Policy

As a non-profit program we rely solely on tuition to maintain our staff and provide a quality educational experience for your child.

Our budget is dependent on full enrollment. Since a space has been reserved for your child for the entire school year, please make every effort to uphold your commitment. No deductions will be taken for holidays, snow-days, or if your child is absent. Tuition is based on a yearly tuition fee. Please do not deduct from your payment. Checks should be made payable to Presbyterian Preschool. Parents may deposit tuition checks or money orders (please no cash) in the tuition box on the wall. There will be a \$20.00 for any checks unpaid. This only covers the banks charges imposed on the Preschool for such a deposit.