

First Presbyterian Preschool Calendar 2018-2019 (Final)

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
<u>August</u>			
8	All Staff In-service/Staff Mtg.	8:00 - 12:30	Centre
8	First Aid & CPR Class	8:00 - 12:30	Centre
9,10	Teacher Work Days	8:30 - 12:30	Preschool
9	New Staff In-service	4:00 - 6:00 p.m.	Preschool
9	New Parent Orientation	6:30 - 7:30 p.m.	Centre
11	Playground Work Day	8:00 - 12:00	Playground
13	Playday	8:30 - 12:30	Preschool
14	First Full Day of School	7:30 - 12:00	Preschool/Library Lounge
14	Extended Day and All Day Program Begin		Preschool
14,15	Nervous Parent Coffee	9:00	Centre
<u>September</u>			
3	NO SCHOOL - Labor Day		
6	Kinder Parent Orientation	7:00 - 8:00 p.m.	Kinder Classroom
<u>October</u>			
1,2	School Pictures	8:30 - 12:30	Preschool
8	NO SCHOOL - Staff In-service	8:30 - 12:30	Centre
14	Coat Sunday		Sanctuary
31	Fall Festival	9:00 - 12:00	Fellowship Hall
<u>November</u>			
12	NO SCHOOL - Veterans Day		
15-16	Sock Lunches	8:00 - 12:00	Centre
15-16	Thanksgiving Chapel Services	9:15 - 9:45	Chapel
19-23	NO SCHOOL - Thanksgiving Holidays		
<u>December</u>			
17-20	Practice Christmas Program	9:15 - 10:00	Sanctuary
20	Early Release/Christmas Program	6:00 p.m.	Sanctuary
21-Jan 8	NO SCHOOL - Christmas Holidays		
<u>January</u>			
1-8	NO SCHOOL - Christmas Holidays		
7	NO SCHOOL - Teacher Inservice	8:30-12:30	Centre
8	NO SCHOOL - Teacher Work Day	8:30 - 12:30	Preschool
9	Students Return To School		Preschool
21	NO SCHOOL - Martin Luther King Jr.		
25	Parent Mtg. For Placement Kinder/1 st Grade	11:00-12:00	Library Lounge
<u>February</u>			
12	No SCHOOL - Parent/Teacher Conferences	8:30 - 12:30	Preschool
18	NO SCHOOL - Staff Inservice	8:30-12:30	Centre
19-22	In-House Registration		Preschool Office
<u>March</u>			
2	Spring Playground Work Day	8:00 - 12:00	Playground
11-15	NO SCHOOL - Spring Break		
<u>April</u>			
17-18	Easter Chapel Services	9:15 - 9:45	Chapel
19	NO SCHOOL - Easter Holiday		
<u>May</u>			
16-21	Practice Year End Program	9:15 - 10:00	Sanctuary
21-22	Early Release	12:00	Preschool
21	Year End Program/Kinder Reception	6:00 p.m.	Sanctuary/Centre
22	Last Day of School for Children	7:30 - 12:00	Preschool
22	Staff Lunch	12:00 - 2:30	Centre
23-24	Teacher Work Days	8:30 - 12:30	Preschool

First Presbyterian Preschool will follow El Paso Independent School District calendar as closely as possible.

Dear Parents,

What a wonderful blessing it is to welcome your children into our community here at First Presbyterian Church! I have been told by countless people that the preschool, under the loving guidance of Ms. Cece Neal and Ms. Dawn Kliebert, is one of the jewels of El Paso, and I am excited to have my own children in the program this year. Proverbs teaches us that we should "train children in the right way, and when they are old they will not stray." Thank you for allowing us to be a part of that training, part of your faith journeys together, and for the opportunity to walk alongside your children in the most formative years of their lives. I would love to meet you and get to know you better, so feel free to stop by our offices and say hello, and if I can be of any assistance throughout the school year, please let me know. Also, if you don't already have a church home, we enthusiastically invite you to worship with us on Sunday mornings at 9:00am or 11:00am, or join us for Sunday School (for both adults and children) at 10:00am. May this year be one filled with excitement, love, and fun for all of us!

Peace and Blessings,

Neal Locke, Pastor First Presbyterian Church

HISTORY OF FIRST PRESBYTERIAN PRESCHOOL

In answer to the needs of the surrounding community, the Session of the First Presbyterian Church of El Paso, Texas appointed a Board of Directors to begin a Preschool program. After many months of hard work, the five-member Board hired a director and established First Presbyterian Preschool in January of 1981. The school doors opened in June of 1981 with an enrollment of 15 students and three staff members. One year and a half later, the enrollment had grown to 55 students and a staff of five. By 1986, the enrollment reached 100 students and the staff numbered ten. In February of 1991, the school achieved accreditation by the National Academy of Early Childhood Programs. Presently, the program reaches approximately 155 students, between the ages of 12 months and 6 years, and boasts a staff of 26.

PHILOSOPHY

First Presbyterian Preschool seeks to reveal and nurture the worth and dignity of each child, while fostering physical, social, spiritual, and intellectual development at the child's own pace. As a Reggio Emilia-inspired school, we believe that each child is full of knowledge and interests, and thrives as a result of an individual approach to learning. Together, students and teachers explore the world around them, creating learning landscapes where they can reason and construct, shaping their intellectual and social potential. Sponsored by a Christian church, we share with our children the stories of our religious heritage, and also welcome and engage with the rich diversity of faith traditions in our community.

GOVERNING BODY

The First Presbyterian Preschool operates under the authority of the Session of First Presbyterian Church of El Paso, Texas. Direction is provided by a Preschool Board of Directors:

Elizabeth Margo, President
Malysa Villescascas, President Elect
Grace Kontoulis, Treasurer
Nicole Kuiper, Secretary
*Jessica Cochran
Jasmine Salome Crocker
Megan Feuille
*Amy Field
Michaela Grambling
Kate Hoy
Lindsay Kendall
Camille Kerr
Neal Locke

Scarlett Mercer
*Erica Panetta
*Aimee Rosen
Joanna Ruszczyk
Monica Spencer
Lauren Steinmann
Jaya Vaswani
Anita Volf
Mylena Walker
Suzanna Hallmark, Preschool Staff Member
Dawn Kliebert, Preschool Staff Member
Cece Neal, Preschool Staff Member

*Indicates Members At Large

STAFF

Cece Neal, Director - Mrs. Neal has a B.A. in Preschool and Elementary Education from the University of Florida. She has worked in the early childhood field since 1979. Cece is the founding director of First Presbyterian Preschool. Mrs. Neal is a member of The North American Reggio Emilia Alliance and on the Paso Del Norte Association for the Education of Young Children. She is also a

member of the Texas Association for the Education of Young Children and NAEYC and a member of the Southern Early Childhood Association.

Dawn Kliebert, Administrative Assistant to the Director - Ms. Dawn has several years of experience in the administrative, management and financial field. She began working at the Preschool on March 1, 1999, gaining valuable experience about our program as the Administrative Assistant to the Director and as a Board member at the Preschool.

Teaching Staff:

Teresita Calzadilla, Heather Davis, Desiree DeAngelo, Katie Feuille, Erika Fuentes, Tina Gladden, Melissa Gonzales, YokeWan Gunstream, Marisol Ito, Claudia Juarez, Bonnie Kassanjee, Charlene Lievanos, Michelle Meredith, Ali Neal, Teresa Ramos, Leah Roberts, Olivia Romero, Lila Sandoval, Marina Schlinke, Alma Seyffert, Claudia Valdivia and Brooke Witherite

Caregivers must obtain 24 clock hours of training each year in addition to First Aid and CPR.

SCHOOL POLICIES AND PROCEDURES

Admissions:

The Preschool is open to all children 12 months through Kindergarten, regardless of race, nationality, or creed, who may benefit from our type of program. To maintain the quality of our program, however, we reserve the right to decline to admit any child, in our sole discretion. We additionally reserve the right to withdraw any child from our program, in our sole discretion. All necessary admission paperwork, incident and accident reports, progress reports or other program documents will be filed in the preschool office. These files are kept confidential and, unless otherwise requested, available only to administrative and teaching staff or regulatory authorities.

License:

The Preschool is licensed by The Texas Department of Family and Protective Services. This agency has the right to visit the Preschool announced or unannounced and have access to the building, files and records.

Classroom Placement:

Children are assigned to a class according to their individual needs, days attending, temperament, sex, and age. On occasion, a child may be transferred to other groups to better meet their needs.

Sign In/Out Procedures:

As you drop off and pick up your child from Preschool, please be sure to initial your child in and initial your child out each day.

Early Birds:

Early Birds is a service provided for parents who need to drop children off before school begins. Children will begin their Reggio inspired day in our Certified Outdoor Classroom or in an indoor classroom. The fee will remain constant regardless of how many days a month your child attends Early Birds. To sign up for Early Birds, please notify the office. The earliest you may drop your child off is 7:30 a.m.

Core Morning Program:

The Preschool is in session Monday - Friday from 9:00 a.m. to 12:00 noon. Kindergarten begins at 8:30 a.m. and ends at noon. Children who are not in "Early Birds" should not be brought before 9:00 a.m., because teachers need time to prepare their classrooms for the day and are not free to supervise children until 9:00 a.m. Please bring your child to school on time. This will help your child prepare for the day. A child may feel uncomfortable about arriving after everyone else has become involved in play activities. When you bring in your child, you must leave him/her in the care of a teacher. This means walking the child into the classroom and signing the child in on a roll sheet.

Extended Day:

Extended Day is a program offered to all children who attend the Preschool. Your child may attend one to five days a week depending upon availability. The children may stay through lunch until 3:00 p.m. Please be prompt in picking up at 3:00 p.m. Special enrichment programs are offered at this time. You will need to provide a lunch for your child. If your child's lunch requires refrigeration, please provide an ice pack or other cooling device in his/her lunch. Upon arrival, lunches should be placed in your child's classroom cubby. Certain age groups offer a nap time during Extended Day. If your child requires a nap, we ask that you provide a sheet or blanket to be placed over your child's nap mat. Please be sure to wash it, at least weekly.

Pick-up:

Pick up is the responsibility of the parents. If an emergency situation arises and you are unable to pick up your child at the designated time, please notify the Preschool immediately so that we can reassure your child. Children will remain with their teachers for the first 10 minutes after the designated pick-up time. After that time, the children will be taken to the Preschool office, where they will stay until the parent or guardian arrives. Parents of children who remain in the care of the Preschool will be charged a fee of \$1.00 for every minute that the child remains in the care of the Preschool. If we suspect the person picking up a child is under the influence of drugs or alcohol we will not release the child and request police assistance. Individuals unknown to teachers will be asked to show a photo I.D.

Transportation:

Transportation is the responsibility of the parents. It is important that you notify the Preschool of the children in your carpool, as well as the adults authorized to pick up your child. If anyone other than the regularly scheduled driver is to pick up your child or carpool, the parent must alert the Preschool office by note or telephone.

Field Trips:

The Preschool encourages field trips. Depending upon the child's age, up to one trip a month should be expected. You will be notified in writing well in advance of each field trip. The child/adult ratios range from 2-1 to 5-1 depending on the child's age. Parents are asked to attend field trips to help maintain ratios. Parents with proper insurance are also asked to drive. Each child is safely secured in a seat belt or car seat and each car also carries a cell phone, a first aid kit and fire extinguisher.

Parking Lot Safety:

Parking lots are a source of danger to young children. Please assist us in following these safety rules:

- All Preschool foot traffic will need to enter and exit through the breezeway. Parking is available on the west side of the building near the playground. Please refrain from parking along the wall nearest the medical building.
- The gates to the playground, on the parking lot side, will remain locked. During Preschool hours three gates will be unlocked for emergency exits. These gates need to remain closed as you enter and exit.
- Enter and leave the parking lot with extreme caution. Be on the lookout for wandering children.
- Always hold your child's hand when going to and going from an automobile. Do not let your child run ahead of you. He or she might inadvertently run in back of a car that is just starting to back out.
- Please avoid conversing with other adults in the parking lot, unless your child is seated safely in the car with doors closed.
- On our part, we will take walks to the parking lot with your child and discuss safety precautions.
- **NEVER leave your child/children unattended in the car while picking up other children!** If necessary, ask another parent to watch your sleeping child.

Health:

The health form must be completed, signed, and dated by a physician and returned **before** the first day of school. The Texas State Department of Health rules that every child should be immunized for DTaP, Polio, HepB, Hib, PCV, MMR, Varicella and Hep A. All children who reach the age of 4 will need to have their vision and hearing tested.

- If your child is sick, please call the office by 9:00 a.m. Teachers who have often planned special activities like to know if your child will not be able to attend.
- Parents are requested to notify the Preschool office if a child has a communicable disease such as chicken pox, streptococcal throat infection, meningitis, impetigo, head lice, conjunctivitis, etc.
- Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted. The Preschool will not administer any medications unless we have a signed and completed Authorization for Dispensing Medication form on file and all medications administered will be documented on the form.
- Please be sure to check diaper bags and backpacks for prescription medication, over the counter medication or other items that may be hazardous to children (example: toys with small parts, food that may cause allergic reactions in other children). Sunscreen should be applied prior to your child's arrival at school. If your child requires reapplication, please provide the teacher with the sunscreen labeled with your child's name. It may not be stored in the child's cubby or in a bag accessible to the children.

Keep Your Child Home If He or She:

- Has a fever or has had one during the previous 24-hour period.

- Has vomited or had diarrhea within the last 24 hours.
- Has an active cold.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky, and generally out of sorts.
- Is just tired. Rest at such times may prevent the development of serious illness.
- Has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify the school at once if the child does have a communicable disease.
- If child has rash, please consult a physician before returning to school.
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Your Child May Come to School:

- If a cold is over, but a minor nasal drip remains.
- If there has been an exposure to a communicable disease, but the school has been notified so that the incubation period can be determined.

Evacuation/Emergency Preparedness Plan/Security :

While we hope that we never have to react to an emergency on our property, or in our city, we do have a formal Emergency Preparedness Plan that will be followed in such an event. We regularly practice fire drills, severe weather drills and active shooter/armed intruder drills, as per state mandate. If necessary to evacuate our property, we have arranged to relocate to the YWCA located at 1600 Brown St. (02), 533-7475. You may request a copy of the full Emergency Preparedness Plan at the Preschool office.

Off duty El Paso Police officers are on site for the security of all. Staff members have walkie talkies for added safety. We routinely practice fire drills, severe weather drills and lockdown drills as licensing requires.

Accidental Injury:

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics. The Director or Administrative Assistant, if the Director is unavailable, will be in charge and make all decisions about the care of the child until the arrival of a parent, the physician, an ambulance, or paramedics. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

Clothing:

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Because of messy art activities and active play outside, provide clothing that is washable and sturdy. Jackets and sweaters should be labeled with your child's name. Please send children in closed-toe rubber-soled shoes. If your child is prone to having accidents, it's a good idea to leave a complete extra set of clothing at school.

Special Programs:

The children participate in two programs during the school year. The programs are held at Christmas and at the end of the school year. We also celebrate religious holidays which take place in the Chapel whenever possible. Parents, grandparents, siblings, and friends are invited to attend all the programs. Students who do not normally attend school on the day of a program (i.e. Tuesday/Thursday or Monday/Wednesday/Friday) are asked to join their teacher in the classroom before the program is scheduled to start. The teacher will send home a note telling you what time to bring your child.

Birthdays & Other Special Days:

We celebrate birthdays during snack. Miniature cupcakes and cookies are handled easily by the children and greeted as a special treat. Your child's teacher will add a song, candles, and a birthday ribbon to make this a special time for your child. Birthday party invitations will not be distributed in school unless all students in the class are included. However, we cannot guarantee that the invitations distributed in this manner will get home with the child. The Preschool will celebrate many special days, including birthdays. However we will not distribute candy, candy bags, goodies or other unhealthy items to the children. Please refrain from sending them to school.

Birthday Book Club:

Your child is invited to join the Birthday Book Club by donating either a book or money for a book to the school in honor of his or her birthday. A special bookplate is placed inside the book giving the donor's name, birthday, and age at the time of the gift. The books

are kept in a central location and are available for use by all the classes. The children find this a special way to add to the school library and often enjoy choosing a book that is their own favorite to share with their classmates.

Snow Day Procedure:

If the El Paso Public Schools have canceled classes, the Preschool will be closed as well. However, as a safety measure for our teachers, the Preschool may close even if the public schools are open. The Preschool will notify you by e-mail if there is to be no school on a day when the public schools have decided to be open. Please do not risk your child's safety by venturing out when the roads are hazardous.

Play Day:

Play Day is an opportunity for you and your child to meet his/her teacher in a small group and comfortable setting before school starts. Teachers will contact the parents of their students a week prior to Playday and arrange a time for you to come and visit. Your child will be encouraged to play and explore the classroom environment and get to know their new surroundings.

Communication:

Teachers communicate with parents by sending home a weekly letter, a monthly snack and activity calendar, and through notices posted on the bulletin boards outside the classrooms. Please check your child's bulletin board weekly. The Preschool encourages close communications and cooperation between parents, teachers, and the Director. Conferences may be initiated by the parents or by the Preschool as need arises. All teachers will have parent conferences twice during the school year. If you wish to have a conference with the Director or with your child's teacher at any time, please call the school office and make an appointment.

Please refrain from calling/texting your child's teacher during school hours. All messages during school hours should go through the Preschool office.

In the event that a significant change occurs in your home, please consider informing the Director or your child's teacher as soon as possible. All information will remain confidential. Changes that may affect your child's behavior, security, and well being include: either or both parents being away from home for any reason; new person living in the home; illness of either parent or sibling; any hospitalization; accident or death in the family; new caretaker or any new employee; moving; contemplated separation or divorce of parents; or death of a pet. The Director and the classroom teacher will keep you informed of any significant changes in the school environment which may affect your child.

In the rare case in which conflict arises, please schedule a time to visit and resolve the issue with your child's teacher and or the Director. If further action is needed, contact the Board of Directors.

Classroom Visits:

Classroom visits are encouraged and welcomed. Come and spend some relaxed time with your child so you can share what goes on during a school day. However, because unscheduled visits can be disruptive to the teacher and students, we reserve the right, through our Director, to place restrictions on such visits. We strongly encourage parents to contact the teacher prior to any classroom visits.

Snacks:

Snack time is a period of pleasant interchange of information between children, and between children and adults—times in which they can enjoy each other's company and show consideration for one another. Snack will be served between 10:00 10:30 a.m.

Everyday a different child is responsible for bringing the snack for the class. A snack calendar is sent home with each child at the beginning of every month so that you will know when it is your child's turn to bring the snack. You will also be notified of any food allergies within the classroom and asked to refrain from bringing certain items. Bringing the snack is very important and special to the children. They enjoy sharing something from home with their friends. They are also the class leader on their snack day. Please post the monthly snack calendar in your home and refer to it often. If you forget to bring snack on your child's assigned day, the school will provide one. We ask that you please replenish the school's snack supply by bringing a non-perishable snack the next day. Cookies and cupcakes are welcome only on birthdays or special holidays.

Children need foods that consist of good nutrients and are rich in protein, minerals, and vitamins rather than the empty calories found in sugar and fat. Simple, easily digested foods are most appropriate for preschoolers. Please avoid sending hard-to-digest foods such as rich pastries, donuts, donut holes, cookies or sweets, sauces, gravies, fried foods, pickles or highly processed and/or seasoned items.

Other foods we cannot serve are popcorn, nuts, whole grapes, raw peas, spoonfuls of peanut butter, chunks of raw carrots, meat larger than can be swallowed and raisins and other small dried fruits since these foods can easily cause choking.

HEALTHY SNACKS FOR GROWING PRESCHOOLERS

Snacks should not contain high fructose corn syrup, artificial sweetener or colors, hydrogenated fats or junk sugars.

GRAINS- provide complex carbohydrates, vitamins, minerals and fiber for good health. Look for 2-5 grams of fiber per serving.

WHOLE GRAINS- breads, crackers, bagels, tortillas, bread sticks, English muffins, cereals, pasta, brown rice, corn meal and bran.

VEGETABLES-provide vitamin A, vitamin C folate, potassium and fiber. FRESH SEASONAL VEGATABLES- cherry tomatoes, celery, cucumber circles, colorful pepper strips, baby carrots, sugar snap peas, broccoli and cauliflower.

FRUITS-provide nutrients such as vitamin C, folate, potassium and fiber. FRESH SEASONAL FRUITS cantaloupe, watermelon, grapes, apples, oranges, bananas, plums, clementines, blueberries, strawberries, peaches, applesauce with natural sugar or low sugar fruit cups.

DAIRY- provides calcium, potassium, vitamin D, protein and other nutrients. Healthy bones and teeth! ORGANIC OR NATURAL if possible-all kinds of hard cheese, cream cheese, yogurt, cottage cheese, low fat or fat free.

PROTEINS- provide vitamin B (niacin, thiamin, riboflavin and B6), vitamin E, iron and magnesium Tuna packed in water or olive oil, natural peanut or almond butter, nitrate, and hormone free meats.

Snacks will be served with water. Please refrain from sending any other drinks. Send any plates, cups, napkins, spoons or forks that are needed with your snack. The staff is dedicated to providing your child with the best quality care possible. When you send snack 'ready to serve' it helps us comply with our licensing regulations and allows the staff to spend more time interacting with your child and encouraging their development.

FINANCIAL POLICY

Annual Fees:

A registration fee and supply fee make up the annual fees due at time of registration. A portion of the annual fee is considered a registration fee and is non-refundable (\$130). If you are a member of First Presbyterian Church, registration fees will be waived for your child. The annual fee is based on the number of days a child is enrolled.

Tuition Payments:

Tuition payments are due on or before the first day of the month. A late payment fee of \$15.00 per child will be charged after the 10th of the month. Statements are sent on delinquent accounts after the 10th only. Children will not be able to attend school if a payment is delinquent by more than 30 days. If you have a problem paying the monthly tuition charge by the date requested, please discuss your situation with the Director or Bookkeeper. Monthly tuition varies according to the age level of the child and number of days the child attends. A discount of 3% is offered to those parents who wish to pay the FULL year's tuition in advance. The discount also applies to the Early Bird fee and Extended Day tuition. This must be paid by the first day of school in order to receive the discount. If you are paying with cash, be sure to get a receipt prior to leaving the office and please have the exact amount as the Preschool does not have change. Visa, MasterCard and American Express is accepted to pay all fees.

Preschool families are required to pay annual fees and tuition fees. Families will be informed of any special collections which are sanctioned by the preschool, but optional, through written communication from the director. Families who elect to participate in these events should pay monies to the preschool office. Preschool families should never feel obligated to participate in purchasing group lunches, teacher gifts or similar collections. The choice to participate in these collections is at the individual discretion of each family.

Annual fees, last month tuition and the current year tuition MUST be paid in full by the last day of school to ensure your child's spot in the Preschool program for next fall. If the monies are not current your child's spot will be filled with the next name on the waiting list.

DAYS PER WEEK (9:00am -12:00pm)

ANNUAL FEE

MONTHLY TUITION

MMO	see below	\$230.00-\$345.00
5 days	\$325.00	\$301.00
3 days	\$265.00	\$230.00
2 days	\$230.00	\$184.00
Kindergarten (8:30am – 12:00pm)	\$360.00	\$306.00

<u>ALL DAY (7:30am -5:20pm)</u>	<u>ANNUAL FEE</u>	<u>MONTHLY TUITION</u>
5 days (Kinder – 2 year olds)	\$425.00	\$766.00
3 days (Kinder – 2 year olds)	\$350.00	\$530.00
2 days (Kinder – 2 year olds)	\$300.00	\$394.00
5 days (MMO)	\$425.00	\$832.00
3 days (MMO)	\$350.00	\$606.00
2 Days (MMO)	\$300.00	\$465.00

Early Birds:

7:30 a.m. –9:00 a.m.	\$35.00 per month
8:00 a.m. – 9:00 a.m.	\$30.00 per month
7:30 a.m. – 8:30 a.m. (for Kindergarten)	\$30.00 per month

Extended Day:

1 day per month	\$60.00 per month
2 days per month	\$120.00 per month
3 days per month	\$180.00 per month
5 days per month	\$250.00 per month

Payment in Case of Withdrawal from Program:

If a child is to be withdrawn from the Preschool, a thirty-day written notice is required. If such notice is not given, one month's tuition beyond the withdrawal date will be billed. This policy also applies to our extended day program and all day program. The only exception will be made for active duty military families who are relocated due to a change in military orders.

N.S.F. Checks:

There is a \$25.00 charge for each check returned to the school for insufficient funds. If you have any problems or questions about your tuition or billing, please feel free to contact the Preschool.

Financial Assistance:

The Preschool Board desires that all students be able to attend the Preschool, regardless of their ability to pay the tuition fees. To fulfill that desire, the Board has formed **The Adair Margo Scholarship Fund** to provide assistance to needy families. All scholarships are awarded by the Board. Scholarships are offered on a percentage basis. Each application is carefully analyzed and a varying percentage of assistance is offered based upon the need of each family.

- Preschoolers may qualify for up to 80% assistance.
- Kindergartners may qualify for up to 50% assistance.
- Annual fees are the responsibility of scholarship applicants.

Criteria considered in the awarding of The Adair Margo Scholarships include financial need, families with other children enrolled in the Preschool, and volunteer hours contributed by the scholarship parents. Preference is given to children enrolled in the Preschool in prior years and to families who are members of First Presbyterian Church. The Adair Margo Scholarships are awarded for one year at a time. Each spring the parent/guardian must reapply for the following school year. If you are interested in applying for financial aid, please contact the Preschool office. All completed applications must be turned into the Preschool office **by March 31 of each year.**

Financial Needs of The Preschool:

The Preschool is a non-profit school, which operates at the pleasure of the Session of the First Presbyterian Church. The Church graciously donates the space and utility requirements for the preschool. All salaries, classroom supplies, and equipment are provided by the Preschool tuition and annual fees. The fees collected do not cover the cost of a growing and improving school. We are in

constant need of funds to expand our library, purchase new learning games, obtain new outdoor equipment, and to initiate new programs needed to keep the Preschool up-to-date in every way. No gift is too small and all donations are tax deductible to the giver.

Ways to Donate May Include:

ADAIR MARGO SCHOLARSHIP FUND – Provides financial assistance for family hardships and for children who otherwise would not be able to attend.

TEACHER TRAINING FUND - Provides for quality early childhood education through workshops and seminars for our staff and faculty.

BIRTHDAY BOOK CLUB - All students and friends can donate a book to the Preschool in honor of their birthday.

SPECIAL WISH LIST - Special needs and requirements of the educational curriculum that are not met by our budget include playground maintenance and updated equipment, audio-visual equipment, software and computer equipment needed for the curriculum program, and various manipulatives for the classroom learning centers.

VOLUNTEERING - The Preschool is always in need of volunteers! You may choose to help in the classroom, the office, the playground, at special functions, or become a Board member. We are always in need of donations consisting of paper goods, snacks, paper, art supplies, etc.

CURRICULUM

Our child-centered, developmental curriculum is continuously renewed and adapted. We stay abreast of the latest research in early childhood education both on a national and international level. We review and reform our curriculum after careful reflection on theory and practice, keeping in constant focus our unique community of learners.

The curriculum of First Presbyterian Christian Preschool is influenced by the Reggio Emilia approach to early education. The Reggio approach promotes key fundamental values relating to how children learn. These core values have been adapted to our school based on our culture, environment and the specific needs of our unique community. Our interpretation of the Reggio core values, as outlined in the summary of our curriculum below, continues to progress as our educational methods develop to connect the intellectual, spiritual, social and emotional needs of each child we serve.

The distinguishing features of our curriculum:

Each child is viewed as a strong, capable, resilient, curious citizen with great potential. Children arrive prepared with amazing skills! As educators we facilitate and support the revelation of these skills through our developmentally appropriate curriculum, from infant to kindergarten. Inspired by their own interests, exploration and wonder, children have ample opportunities to become a successful community of learners.

The most recognizable feature of Reggio early pedagogy is the use of the environment as the third educator, following parents and teachers. The center-based environments are rich with stimuli and related opportunities, contributing to the quality of experiences for both children and the adults involved in the school. The environments prompt communication and relationships thus inspiring an extraordinary social exchange.

In collaboration, the child, the teacher and the parents along with the community are all active in the learning process in an authentic way. Each “player” is a rich natural resource available to support the education of each child and one another. -Through a very powerful documentation process we are able to continuously detail an account of each child’s learning journey. Teachers use an assortment of documentation methods resulting in a portfolio, including artwork, photographs, writing samples, progress reports, and quotes from the child.

Our curriculum also offers a dual-language program for children in our Three-year programs through Kindergarten. A language teacher is assigned to each group along with the regular classroom teacher. Children are exposed to the repetitive rudiments of the Spanish language through daily greetings, prayers, songs, finger plays, books and stories, natural routines and new vocabulary. The benefits of dual language are directly related to higher brain development, flexible thinking skills, higher intelligence levels and cultural, racial and religious tolerance and understanding.

Building Blocks of Christian Character are the nine character builders that form a common thread throughout our entire program. This thread ties classroom to music room to playground to home. It unites children to teacher to parents. Through Building Blocks we aspire to grow in the way we love and support one another.

Music produces “beatful”, “tuneful”, and “artful” children. The ability to keep a steady beat is vital to language and motor development. The ability to match pitch creates an inner-voice, which is vital to intellectual development. And finally a shared experience that promotes healthy emotions, and builds a sense of beauty is the “art” part of music classes. In a society that seems increasingly disconnected and individualistic, music at our school emphasizes positive feelings and belonging.

Technology has a respected place in our curriculum. Pre-K and Kinder students use iPads to access the Lexia reading program. Each student moves through the program independently at their own pace.

Our outdoor environments truly unite us in collaboration with nature! The playground’s intentional design encourages skill development in a variety of domains concurrently, resulting in whole child learning. The natural beauty and serene atmosphere serves as an antidote to the sometimes frantic world of young children

Guidance/Counseling:

First Presbyterian Christian Preschool is a vital part of First Presbyterian Church. The Pastoral staff of First Presbyterian Church is available to our families for guidance or counseling. Their doors are always open.

Guidance & Discipline:

As part of our curriculum, teachers work to assist children in developing appropriate social skills as they build relationships. As children’s social skills develop, conflicts may arise. When children demonstrate inappropriate behaviors or express emotion in an unsafe way, teachers and administrators guide the child as he/she resolves the conflicts, identifies feelings and discovers solutions. There is no one-size-fits-all response to inappropriate behavior and each situation will be given individual consideration and response, always demonstrating a healthy respect for the child.

At all times, our goal is to guide the child as he/she develops. Teachers and administrators will not use physical punishment such as shaking or hitting, use threats or derogatory remarks or withhold food from a child.

Assessment:

Throughout the year, as the teacher plans the curriculum, he/she will use anecdotal observations, work samples, progress reports and feedback from families to help him/her plan activities that are appropriate for the children in his/her class. Each of these assessment tools provide the teacher with a clearer understanding of the individual abilities and needs of the children in his/her class.

In both informal and organized ways, teachers document how a child progress throughout the school year. Twice a year, at parent/teacher conferences, teachers share this information about each child’s progress with their family. To assist the teacher in developing the most appropriate curriculum for the children, he/she may share observations and progress reports with the preschool’s administrators. Any assessment information is kept confidential in the child’s file. In the event that individuals other than teaching staff, administrators or child’s legal guardian desires access to assessment information, permission must be given by the parent/legal guardian before that information may be released.

Important Information:

If you would like to contact the local Licensing office or to obtain a copy of the minimum standards please log onto www.dfps.state.tx.us/.

You may contact the Texas Abuse/Neglect hotline at 1-800-252-5400 or at www.txabusehotline.org.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

All illegal substances including smoking, tobacco and firearms are prohibited.

ADDITIONAL NOTES: