

# ST ANDREW PRESCHOOL PARENT HANDBOOK 2017-2018



Playing, Learning, and Growing in God's Love



1885 BRIDGE ROAD  
SUFFOLK, VA 23433  
(757)714-2211

[WWW.STANDREWPRENSCHOOL.COM](http://WWW.STANDREWPRENSCHOOL.COM)  
[STANDREWDIRECTOR@GMAIL.COM](mailto:STANDREWDIRECTOR@GMAIL.COM)



Committed to Quality  
Early Learning

Dear Parents:

We are pleased to count you and your child as part of our St. Andrew family. Our primary goal is to offer your child a safe and healthy environment designed to promote development. We are here to support you in the joy of raising your child, and hope to be your partners in this effort. Please feel free to speak with us daily about your child's activities and progress. Sharing your child's home life will similarly better equip us to help.

The *Parents' Handbook* is provided to families so that we each will know what to expect of the other. A quick look at this *Handbook* reveals that it contains information on the Program Philosophy, Immunization and Health Forms Information, Tuition Information, Behavior Management, an overview of the Curriculum for Children, and statements of St. Andrew Policy and Procedures. It is our hope that you will take time to read the *Handbook* carefully, and will feel free to ask questions regarding any unclear points.

Working together we can set your child on track for a healthy and happy childhood full of wonder and the joy of learning.

Please contact the St. Andrew Preschool at 714-2211 at any time with your questions. Thank you for your cooperation and support of the Program.

Sincerely yours,

*Carol "Miss. Carol" Carnegie, MEd.*  
*Jim "Mr. Jim" Carnegie, MEd.*



Preschool Directors

2/11/2017

## Our Preschool Philosophy

St. Andrew Preschool is a developmentally appropriate program that emphasizes both educational and Christian values via a "learn through enriched play" philosophy. Our preschool program is designed to nurture the spiritual, social, physical, and intellectual needs of children while recognizing that children are active learners. Our mission is to foster core values and educational principles by providing a loving, consistent, and stimulating environment. St. Andrew Preschool supports the notion that children learn through enriched play, and classroom experiences are created to provide developmentally appropriate and meaningful opportunities at the levels of each child.

## Curriculum

Each preschool classroom uses thematic units to provide activities that foster academic development and social interactions. We believe that children learn through meaningful play and, therefore, the daily routine is centered around developmentally appropriate activities. Values such as sharing, manners, and respect for one other as well as teachers are established through warm relationships developed with new friends and loving Christian teachers. St. Andrew Preschool voluntarily participates in Virginia Quality. Quality early learning matters, so we're working hard to build top-quality early learning programs for all of St. Andrew Preschool's children.

For more information on our curriculum and Virginia Quality, these websites contain information.

<http://www.earlychildhood.virginia.gov/documents/milestones.pdf>

[http://www.doe.virginia.gov/instruction/early\\_childhood/preschool\\_initiative/foundationblocks.pdf](http://www.doe.virginia.gov/instruction/early_childhood/preschool_initiative/foundationblocks.pdf)

[www.smartbeginnings.org](http://www.smartbeginnings.org)



**Committed to Quality  
Early Learning**

### Class Information

Class	Room	Ratios	Tuition	Hours
2.5-& 3 year olds 2 day (Mon./Wed.)	Playful Pigs	10 students 1 Teacher 1 Assistant	TBA	9:00am - 12:00pm
2.5-& 3 year olds 2 day (Tues./Thurs.)	Playful Pigs	10 students 1 Teacher 1 Assistant	TBA	9:00am - 12:00pm
3 year olds 3 day (Tues. - Thurs.)	Red Bird	10 students 1 Teacher 1 Assistant	TBA	9:00am - 1:00pm
3 year olds 4 day ( Mon. - Thurs.)	Blue Horse	10 students 1 Teacher 1 Assistant	TBA	9:00am - 1:00pm
PreKindergarten 4 year olds (Mon. - Thurs.)	Discovery Kids Leaping Learners Shining Stars	10 students per class 3 Teachers 2 Assistant	TBA	9:00am - 1:00pm

**State regulations require that children must be 30 months by September 30<sup>th</sup> to be enrolled in the Playful Pig class (2 years old by March 30, 2017).**

## **Inclement Weather**

In the event of inclement weather, please follow the Suffolk Public School schedule. If it is reported that Suffolk Public Schools will open on a delayed schedule, St. Andrew Preschool will NOT be open on that day. St. Andrew Preschool does not do make-up days.

## **Custody Orders**

Certified custody orders must be provided to the Preschool Director prior to enrollment. We must have a certified court order on file regarding parental custody matters. Any change in custody orders must be provided to the preschool immediately. No child will be released to an unauthorized adult without prior permission of the parent. (Authorized persons may be required to present identification.)

## **Birthday Parties**

Birthday parties and celebrations are welcome during the preschool day! Make arrangements with the teacher concerning birthday celebrations. All food items must be prepackaged and not homemade. You may give the teacher party invitations to pass out only if every child is invited.

## **Parent Group**

The St. Andrew Parent Group consists of parents and guardians of children attending St. Andrew Preschool and is led by the Director. The Parent Group selects one parent from each age level to participate on the Preschool Council. Monthly meetings are during school hours.

Parent Group assists the school by:

- Coordinating special school events.
- Communicating to other parents about monthly events.
- Assisting with field trips when school is out.
- Participating in Staff recognition events.
- Providing valuable feedback about programs.
- Overseeing parties with the guidance of the staff.



## **Dress Code**

All children should dress comfortably in clothes that are appropriate for play. Please recognize that children will be "actively learning" and clothes may not always remain stain-free. Children are not permitted to wear backless shoes for comfort and safety reasons during outside play.

## Money Matters

**Enrollment Request Fee** - A \$50.00 fee is required for each student who is applying to the preschool for the first time. The Enrollment Request Fee is due at the time of enrollment. This includes siblings of currently enrolled students. This fee is non-refundable.

**Annual Fee** - Once your child has been offered a place in the school, an Annual Fee of \$150.00 must be paid in order to hold placement. This fee covers the costs of instructional supplies, toys, art materials, consumable items, parent functions, and preschool programs. This fee is non-refundable. (Except in the case of military transfer) The Annual Fee is due by May 1, 2017.

**Tuition** - Monthly tuition is due on your child's first preschool day of each month. Place your payment in the Tuition boxes located near the double doors where you enter by the Director's office or by the back entrance to the Preschool classrooms. Tuition is based on the preschool year. No reductions can be made for absences. **If tuition is not received by the 5<sup>th</sup> of the month, there will be a \$20.00 late tuition fee.** All financial obligations must be paid no later than the 5<sup>th</sup> of the month. Students will not be able to attend preschool beginning the 11<sup>th</sup> of the month if payment is not made. Once payment is up to date, the student may return to class. The class slot will remain open until the last day of the month following which time the slot will be filled by a wait-listed student.

**Fundraisers** - All fundraisers are approved by both the Preschool Council and the Session of St. Andrew Presbyterian Church. Money raised from these events is used to enrich the current years preschool programs by supplementing the annual fees collected. We are a non-profit school.

**Mission Project** – At St. Andrew Preschool we believe in giving back to our neighbors both near and far. This year, we will be continuing our support of the St. Andrew Soup Kitchen to feed the needy and the March of Dimes to help babies.

**Collection of money** – There will be no collection/solicitation of money without the express consent of the director. All requests must be made in writing and submitted to the director for approval. The only exception to this rule is the pooling of money to purchase gifts for staff.

\*\*\*There is a \$25.00 charge for all returned checks.\*\*\*

## **St. Andrew Preschool's Potty Training Policy**

Toilet training can be a difficult developmental issue, and we want to be as supportive of parent's efforts as possible. This being stated, parents are expected to be in the process of potty training prior to the first day of school.

**2 ½ Year Old Students** will be encouraged to use the bathroom during the day. Children who are still in the process of potty training must wear "pull-ups" to school. No diapers will be allowed. Please notify the teacher if your child is still wearing a pull-up and is not fully potty-trained.

**All Three Year Old Classes** are expected to be fully potty trained. We understand that the first few weeks at a new school can be overwhelming for any child. Even children who have been trained for a long time suffer occasional lapses when they are engrossed in activities, are overtired, excited or in new surroundings. We realize that an occasional accident may occur. Please be sure that your child has a complete set of extra clothes in a labeled gallon-size Ziploc bag. Include a second Zip-Loc bag, underwear, pants, shirt and socks.

All children are observed by their teachers for the first several weeks of school to assess whether or not children are trained. If a child does not appear to be trained, the Director will call for a conference with the parents. Such conferencing will take place beginning 30 calendar days following your child's start in our school. If by then the child has not shown progress toward toileting success, the Director will need to make a decision about the child continuing in the program.

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Thank you!  
St. Andrew Preschool Staff



## BEHAVIOR MANAGEMENT POLICY (Staying on the right track)



St. Andrew views discipline as a process of developing appropriate behaviors. Positive reinforcement for "good" behavior in a loving, supportive environment promotes the child's self-confidence and leads to increased desirable behavior.

We use *indirect guidance* techniques:

- We give advance warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet corner."
- We have regular routine: "We always wash our hands before lunch. After lunch is a story time."
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We're consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use *direct guidance* techniques:

- We use affirmative: "We use walking feet indoors" rather than "Don't run!" or "use your words to tell us you're angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don't make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: "You can choose a quiet place to calm down or I can choose one for you."

Dr. Katherine Kersey, "Positive Discipline 101's", has provided staff development and materials. And we continue to learn.....

## ILLNESSES



The problem of communicable disease is prevalent in every group and St Andrew is no exception. **Parents must make other arrangements for the care of their children when they show any of the following symptoms.** If a child becomes ill at St. Andrew, the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home. St. Andrew Staff is not allowed to administer over the counter or prescription medications.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash within a 24 hour period.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea - three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice - until treatment is effective and a follow-up check has been made by school personnel.

In the case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

## **Share Your Concerns and Ideas for Change**

Please use this approved form to share with the Preschool Director and/or appropriate committees a concern you may have regarding the preschool or its programs as well as if you have a suggestion for a change to an existing program. Fill in the information, sign, and give to the Preschool Director.

This format has been prayerfully designed and approved by the Session as the procedure for members of St. Andrew Church to submit concerns and suggestions for change. The appropriate committee or board will review this document, according to its commonly accepted practices, at its next scheduled meeting. If needed, the committee or board may select an ad hoc group to follow up on the concern or suggestion for change. The person submitting this form may be asked to appear before a group for purposes of clarification. You will be notified of results within 45 days of the date of submission.

A concern or suggestion may be reconsidered only if significant new information arises. Once a final decision has been reached, it is expected that no further presentation of this issue shall be made and that all participants will seek to foster the peace, unity and harmony of St. Andrew.

By use of this form we will:

- Foster better communication.
- Provide insightful feedback.
- Monitor and address concerns and suggestions.
- Provide a standard process that will expedite a review of the form.

It is hoped that such a process will reflect the Christian value of doing all things decently and in order as well as help us find ways of being an instrument of God's peace.

This Concerns and Ideas for Change Form must be dated and signed for it to be processed. Please make sure each section is completed before turning it in.

## St. Andrew Preschool Concerns and Ideas for Change Form

Name	Date
Street Address:	Phone
City, Zip	
Email:	

**My concern or idea for change is:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Preschool Use Only

Action taken:	
Date received:	By whom:
Date discussed:	By whom:
Reported back to filer on:	By whom:

## St. Andrew Preschool Council Policy for In-House Student Transfers

Parents of currently enrolled students may request a transfer for their child to another age level program within the first four weeks of the start of school. During those four weeks, the student will be evaluated by his or her teacher and by the preschool director. If the new teacher is known, that teacher may also evaluate the student as well.

The student's teacher and preschool director will submit in writing evaluations and recommendations for transfer to the parents within two weeks of the transfer request.

Students must meet all age requirements for the requested program. The student's teacher, the preschool director, the child's parent, and, if possible, the new teacher must all sign off on the transfer approval. In the event of a dispute between teacher, director, or parent, the preschool council chairperson may review the request.

Currently enrolled students will be given first priority for open classroom positions in the requested program. Students approved for transfer will be moved to the top of the waiting list if a position is not immediately available. If a position becomes available before the evaluation process is complete, that position will be held until the end of the evaluation process.

Following the transfer, the student will be reevaluated by the new teacher at the end of three weeks. After this time, the student's previous position will be open to students on the waiting list.



## **St. Andrew Preschool's Health and Immunization Policy**

### **Initial Entry into the Program**

All children are required to have a physical (School Entrance Health Form) dated within one year of entering the program.

A complete Commonwealth of Virginia School Entrance Health Form, Comprehensive Physical Examination and Certification of Immunization must be received before September 6th in order for the child to attend preschool.

**St. Andrew Preschool's immunization policies are based on the requirements of the Commonwealth of Virginia, the Virginia Department of Health, and the Virginia Department of Social Services. State Law (Ref. Code of Virginia, 22.1-270) requires that children be immunized and receive a comprehensive physical examination before entering preschool.**

Sample forms are attached to the registration packet and are also available in the Preschool Office.

### **Updated Health and Immunization**

If during the school year your child needs an updated health form and/or immunizations, it is the responsibility of the parents to provide these forms to the Director.

## Immunization Requirements

### Required Immunizations for 2.5 and 3 Year Olds

- 4 DTaP/DTP
- 3 Polio (IPV)
- 1 MMR
- 1 Varicella (Chicken Pox)
- 3 Hepatitis B
- Hib (minimum of 2 or 3 doses)
- PCV (1 to 4 doses dependent on age at first dose)

### Required Immunizations for 4 Year Olds and Those Who Turn 4

- 4 DTaP/DTP (minimum) with one dose on or after the 4th birthday
- 4 Polio (IPV) with one dose on or after the 4th birthday
- 2 MMR with one dose after the 4th birthday
- 2 Varicella (Chicken Pox) with one dose after the 4th birthday
- 3 Hepatitis B
- Hib (minimum of 2 or 3 doses)
- PCV (1 to 4 doses dependent on age at first dose)

### Child Abuse / Neglect

The St. Andrew Staff is concerned about the well-being of all the children and their families. The preschool has a moral and legal responsibility to report any case of suspected child abuse to the Department of Social Services. In suspected abuse and neglect cases, no evidence will be excluded on the grounds of confidentiality, including preschool records. Although staff is not obligated to do so, we will speak to parents concerning the notification.

### Food Allergy

In the event that a Preschool student has a severe food allergy, the following Allergy Policy will apply:

A Food Allergy Action Plan must be turned in to the director from the child's doctor. The Action Plan will be posted in the classroom with the student's name, photograph, allergy information, and action plan.

If the child has a nut allergy, the classroom that child attends will be designated "nut-free" during the school day (this includes snack and lunch). This is based on a good faith effort by the entire school, in order to reduce the chances of a life-threatening situation. Although we do not ban peanut butter in classrooms that have students with peanut allergies, we strongly encourage parents to use alternative peanut butter that does not contain peanuts to help us create a safe and healthy environment for all our students. . These can be found in local supermarkets. **The Preschool cannot guarantee an allergen free environment, but with the implementation of the Allergy Policy, we can greatly reduce the risk of an allergic reaction occurring.**

The allergic child's parent(s) will work with the school to prepare and distribute an approved snack/lunch list to the parents in the classroom. Snacks must be provided in the original packaging, so the teacher can verify ingredients. All preschool staff and substitutes will be trained in the use of the EpiPen, Jr.

### Asthma

In the event that a Preschool student has asthma, the following Asthma Policy will apply: An Asthma Action Plan from the child's doctor must be turned in to the director. The Asthma Action Plan will be posted in the classroom with the student's name, photograph, asthma information, and action plan.

# Communication



Below are several modes of communication for parents and St. Andrew Preschool:

**Phone numbers:** The Director's number is 714-2211. The Church office is 238-3550. The voice mail will be checked periodically during school hours and in the afternoons.

**Email:** The email address [standrewdirector@gmail.com](mailto:standrewdirector@gmail.com) and is checked several times daily. Most correspondence will be sent home via email.

**Preschool Website:** [www.standrewpreschool.com](http://www.standrewpreschool.com)

**Flyers** and reminders will be distributed on a regular basis.

Monthly calendars, containing classroom specific and school wide information, will also be distributed to parents.

**Meetings:** At any time parents can ask to meet with a teacher or the director to discuss concerns or ask questions. Afternoon times are preferred, as the mornings are full with welcoming students and getting ready for the day.

**Parent/Teacher conferences:** At least twice each year, the school will initiate an optional parent-teacher conference to discuss the progress of your child. You may request a conference at any other time during the school year.

**Parent Feedback:** We are always looking to improve St. Andrew Preschool. A formal feedback form will be distributed to all families at the end of the year.

**Bulletin Boards / Sign-in Book Communication:** These have information for families and. Post-its are provided for morning notes. These are located in the hallways outside our classrooms.

**Facebook:** St Andrew Preschool

# Two Day Classroom



## Academic Skills

- Recognition of Letters
- Recognition of numbers 1-10 (building to higher #'s)
- Recognizing the first letter of their name- building to their whole name

## Cognitive Awareness

- Matching
- Alike & Different
- Colors & Shapes
- Games that use cognitive process' to solve problems

## Fine Motor Development

- Fingerplay songs
- Gluing and coloring
- Pincher Grasp
- Beading/threading- various other hand/eye coordination skill building

## Large Motor Development

- Running & Jumping
- Balance
- Climbing
- Hopping

## Social Awareness/Development

- Enlargement of language skills (becoming more verbal)
- Social interaction
- Taking turns
- Learning "Want", "Need" & "Have"
- Beginning of cooperative play

## Science/Nature

- Begin to observe changes in nature & world around us
- Nature walks- "Explores"
- Perform simple, visual science experiments (color, magnets, etc.)

## Spiritual Development

- Hear Bible stories from God's word
- Become familiar with Bible verses
- Recognize all God has provided for us through daily prayers

## Music and Movement

- Sings familiar songs
- Identifies loud and soft noises
- Moves to music
- Plays simple musical instrument

## Three and Four Day Classes

### Academic Skills

- Recognition of Letters
- Recognition of numbers 1-10 (building to higher #'s)
- Counting & Grouping 1-5, then 1-10 (and building)
- Recognizing the first letter of their name- building to their whole name
- Tracing letter of their first name- building to whole name

### Cognitive Awareness

- Matching
- Alike & Different
- Colors & Shapes
- Games that use cognitive process' to solve problems
- Sorting by color, shape, size

### Fine Motor Development

- Fingerplay songs
- Gluing and coloring
- Pincher Grasp (working with markers & crayons- working up to pencils)
- Beading/threading- various other hand/eye coordination skill building
- Strengthening hand muscles and control

### Large Motor Development

- To run, jump, hop and skip with ease and control
- Bounce balls/throwing balls & beanbags (Aiming for targets)

### Social Awareness/Development

- Social interaction
- Develop friendships & understand kindness
- Following directions
- Beginning of cooperative play-taking turns

### Science/Nature

- Begin to observe changes in nature & world around us
- Nature walks- "Explores"
- Perform simple, visual science experiments (color, magnets, etc.)
- Children begin to become active participants in science experiments

### Spiritual Development

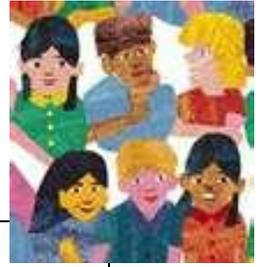
- Hear Bible stories from God's word
- Become familiar with Bible verses
- Recognize all God has provided for us through daily prayers

### Music and Movement

- Sings simple songs
- Claps hands
- Distinguishes between similar sounds
- Moves in time to music
- Begins to play simple instruments with rhythm



# PreKindergarten Classes



## Academic Skills

- Recognition of Letters in one's own name/Writing of name
- Identification of letters in alphabet/pre-writing activities
- Matching Sounds and Letters (Pre-reading games)
- Identifying, Counting & Grouping of #'s 1-10/1-20
- Tracing and writing numbers 1-10

## Cognitive Awareness

- Classifying sizes, shapes & colors, then sorting and matching
- Enhance problem-solving skills through social interaction and games

## Fine Motor Development

- Cut shapes, strips and on-lines
- Pincher grasp- big red pencil & markers
- Strengthening hand muscles & control
- Stencil tracing and cutouts
- Drawing people, faces- illustrating stories

## Large Motor Development

- To run, jump, hop and skip with ease and control
- Bounce balls/throwing balls & beanbags (Aiming for targets)
- Balance beam exercises

## Social Awareness/Development

- Expressing feelings in a healthy way
- Develop friendships & understand kindness
- Fostering self-esteem
- Cooperative play-taking turns & following multi-step directions
- Manners & respecting peers

## Science/Nature

- Begin to observe changes in nature & world around us
- Nature walks- "Explores"
- Hands-on science activities relating to changes in weather, temperature and textures
- Using science as a means to foster other areas of development (confidence, social skills, etc.)

## Spiritual Development

- Hear Bible stories from God's word
- Become familiar with Bible verses
- Recognize all God has provided for us through daily prayers

## Music and Movement

- Claps a simple pattern
- Distinguish between similar sounds
- Distinguish between high and low
- Moves in time to music
- Distinguishes between fast and slow tempos
- Listens and responds to music from different cultures

## St. Andrew Preschool Lunch Box Policy

As parents, we help our children enjoy healthy lives every day. Picking school lunches with nutritious foods is one important way for us to contribute to our children's life-long health. A healthy lunch has the nutrients and energy children need to grow, learn and play. Eating many different kinds of food is important for good nutrition.

Include foods from at least 3 of the food groups - There are five food groups: Grains, Vegetables, Fruits, Dairy, and Protein. No one food or food group provides all of the nutrients we need for good health.

Appropriate Serving sizes – When it comes to serving sizes, think small. Small children have small stomachs that can hold only small amounts of food. The amount of food needed daily will depend on many factors, including how active your child is and how rapidly he/she is growing.

Healthy Beverage – Choose milk, water, or 100% fruit juice. Limit 100% fruit juice to no more than 4-6oz daily for preschool children. The preschool will furnish cold water.

Avoid choking hazards – Round foods most commonly cause choking. The American Red Cross indicates that small, dry, hard foods and sticky or tough foods are also common causes of choking.

Pack foods safely –Wash lunch boxes and ice packs each day. Use best practices when preparing foods. Keep hot foods hot by using an insulated container that has been pre-warmed with boiling water. Keep cool foods cool by using an ice pack. Chill foods in the refrigerator overnight. Packing a lunch that will be safe when your child eats is just as important as packing healthy foods. Items should be ready to eat. No microwave is available in the classrooms.

Peanut allergies are common and can be life-threatening. Accommodations will be made on a case by case basis. We do not ban peanut butter, but we do have students with severe allergies and they cannot be exposed to peanuts, peanut products or tree nuts. We ask that parents avoid packing lunches with these. Alternative peanut butters are available. .

Children look forward to school lunches that have been planned especially for them. Appeal to your child's taste buds and appetite by keeping foods simple, adding contrast and variety, and preparing small serving sizes.





## Drop-off and Pick-Up

In order to direct traffic flow in the parking lots and hallways, and to make the best use of instructional time we all must follow drop-off and pick-up procedures. This procedure goes into full effect after the first week of school, to allow time for students to transition to the school routine.

Playful Pigs, Blue Horse, and Red Bird - Parents will park behind the church. Sign in table is located near the double doors closest to the sanctuary.

Discovery Kids, Leaping Learners, Shining Stars - Parents will park in front of the building. A sign-in table will be located outside the double doors in the atrium.

**8:30 am** Outside doors are unlocked at the rear of the church and by the preschool office.

**8:45 am** Outside doors are open.

**9:00 am** Double Doors are opened at both ends of preschool hallway.

**9:15 am** Double Doors will be closed. Please arrive on time. Late children may miss initial activities, and late arrivals are a distraction to the class.

**9:20am** Outside doors are locked. Late students will need to enter by the church office.

Parents and authorized adults will initialize the sign-in book, and may write a note to be passed on to the teacher. Parents/Guardian are to stay with their child until 9:00am. Students may walk down to classrooms on their own. A staff member will be available to greet you and your child at the door.

## **CLASS DISMISSAL**

<b>Two Day Dismissal</b>	<b>Three and Four Day Dismissal</b>
11:45am Outside Doors Unlocked	12:45pm Outside Doors Unlocked
12:00pm Dismissal	1:00pm Dismissal

When picking your child up, wait by the double doors until they are opened. Then, line up along the wall outside your child's classroom and wait for the teacher to dismiss individually. (The Leaping Learner class will dismiss at the atrium door.) If you need to speak to the teacher longer, it is best to wait at the back of the line. Children will only be released to an authorized adult with proper identification. All children must be picked up at their classroom door to ensure a safe dismissal and to provide an opportunity for parent/teacher communication. Initialize the sign out book as you pick your child up. Tardy pick-ups may be charged a fee. Children must not be left unattended in vehicles at any time. Any incidence of this is grounds for immediate dismissal from the school with no reimbursement of fees or tuition. No Children will be released to minors

## St. Andrew Preschool is Something to be Proud of!

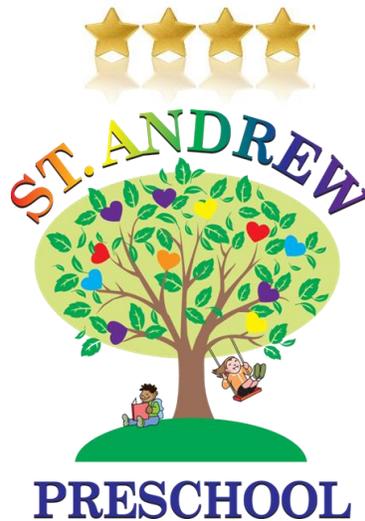


Have you ever been to a county fair? Each year folks from around the area submit entries to be considered for the Blue Ribbon. Very often these folks have received high praises for their submissions. Jessica Malone is known at her church for making the most amazing Spiced Pear Jam. Friends compliment her often and say, "I bet you could win a Blue Ribbon with this Jam!" Sam Howe's Giant pumpkins are sought after as being the biggest and best suited for a top notch jack-o-lantern. "Wow Sam! You really should enter one of these in the fair. Your pumpkins are Blue Ribbon Quality." It isn't long before Jessica and Sam are taking their goods to the fair.

At our preschool we also receive "Blue Ribbon" praise from the community. Our program is known as "a warm caring school where teachers have the natural talent for connecting to children." Lessons are planned that expand students understanding of God's world as well as provide them with the foundation blocks for future school success. "Beautiful and organized classrooms are stocked with quality and engaging materials."

It wasn't long before our school was participating in the Virginia Star Quality Initiative. Virginia Star Quality is somewhat like the county fair of preschools. Preschools that are just meeting the requirements receive one star. Being recognized as a 4 star rated facility, we have demonstrated that we are providing a top notch program.

Now the Virginia Quality Initiative has been revised and will provide St. Andrew Preschool with the opportunity to receive recognition for going above and beyond what is required by licensing. We look forward to making every year a Blue Ribbon year as we endeavor to participate in Virginia Quality's recognition. We strive to offer a quality Christian and developmentally appropriate preschool to the community as an outreach of St. Andrew Presbyterian Church.



**Virginia  
Quality**

Committed to Quality  
Early Learning