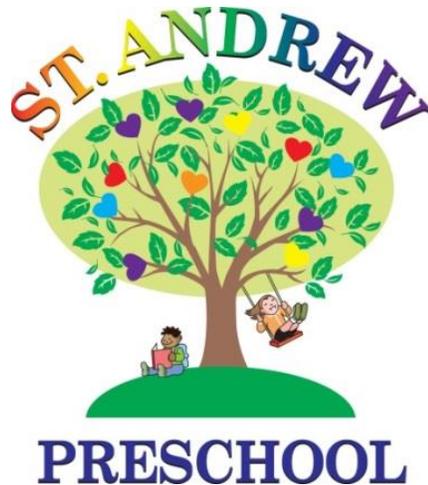


**ST. ANDREW PRESCHOOL  
PARENT HANDBOOK  
2018-2019**



**Playing, Learning, and Growing in God's Love**

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

**WWW.STANDREWPRESCHOOL.COM  
STANDREWDIRECTOR@GMAIL.COM**

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 about daily activities and progress with a developmentally appropriate program that emphasizes both educational and Christian values via a "learn through enriched play" philosophy. It is a place where children are free to learn in seven safe and inviting classrooms by exploring, wondering, touching, playing, doing and discussing the things that interest them. 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 Director

## 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. Our curriculum is based on the Commonwealth of Virginia's Milestones and Foundation Blocks to prepare our students for kindergarten. Values such as sharing, manners, and respect for one another as well as teachers are established through warm relationships developed with new friends and loving Christian teachers. St. Andrew Preschool voluntarily participates in Children's Harbor Smart Beginnings and the National Association for the Education of Young Children. Quality early learning matters, so we're working hard to build top-quality early learning programs for all of St. Andrew Preschool children.

For more information on our curriculum, Children's Harbor and NAEYC, 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)

<https://www.naeyc.org/get-involved>



### Class Information

Class	Room	Ratios	Tuition	Hours
2.5 & 3 year olds 2 day (Mon./Wed.)	Playful Pigs	10 students 1 Teacher 1 Assistant	\$195	9:30am - 12:30pm
2.5 & 3 year olds 2 day (Tues./Thurs.)	Playful Pigs	10 students 1 Teacher 1 Assistant	\$195	9:30am - 12:30pm
3 year olds 3 day (Tues. - Thurs.)	Eager Elephants	10 students 1 Teacher 1 Assistant	\$235	9:30am - 1:30pm
3 year olds 4 day ( Mon. - Thurs.)	Blue Horse	10 students 1 Teacher 1 Assistant	\$295	9:30am - 1:30pm
PreKindergarten 4 year olds (Mon. - Thurs.)	Leaping Learners Shining Stars Buzzing Bees	10 students per class 3 Teachers 1 Assistant	\$295	9:30am - 1:30pm

State regulations require that children must be 30 months by September 30, 2018 to be enrolled in the Playful Pigs class (2 years old by March 30, 2018). Children that turn 3 by September 30<sup>th</sup> may enroll in the 2 day, 3 day, or 4 day class for 3 year olds. A child that turns 4 by September 30<sup>th</sup> must be enrolled in the PreK - 4 year old class. Students may repeat PreK if Kindergarten is not an option. The maximum number of children that St. Andrew Preschool will enroll is 70. The maximum number of children to be in care at any one time is 60.

Final class placement decisions are based on enrollment trends and will be made at the discretion of the director. Tuition rates are subject to the approval of Preschool Council.

**In compliance with the Code of Virginia, Section 63.2-1716, St. Andrew Preschool is religiously exempt from licensure and is classified as a "religiously exempt child day center."**

## Our Staff

Our 12 nurturing, supportive staff members share their amazement and joy while encouraging the children's sense of accomplishment as they discover the world around them.

Here are staff qualifications that we require when we hire.

- Minimum 18 years of age
- Satisfactory background/fingerprint check, including criminal records and the child abuse registry
- All workers with direct contact with children are required to read *Safe Preschool Guidelines for St. Andrew Preschool* and sign a document attesting to having read it.
- All workers with direct contact with children are required to complete the on-line training on recognizing and reporting child abuse and neglect through the Virginia Department of Social Services.
- Staff employed must be certified by a practicing physician to be free from any disability which would prevent them from caring for children.
- Must maintain current TB test, CPR, First Aid, Daily Health Observation and EMAT certification upon Director's request.
- Have experience working with preschool children in a group setting.
- Have a High School diploma or equivalency (GED)
- A Child Development Associate Credential (CDA), an Associate's or higher degree in early childhood education or in a field related to early childhood education with preschool teaching experience is preferred.

## Insurance

St. Andrew Preschool is covered by liability insurance by Church Mutual Insurance Company which provides coverage in the event that someone is injured during the operation of the preschool as a result of negligence.

## **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. Girls should wear shorts under dresses. Children are not permitted to wear open toed shoes, toeless shoes, backless shoes or flip flops for safety reasons during outside play. Children may not wear masks at school except at the Fall Parade and Super Hero Day.

## **Inclement Weather**

In the event of inclement weather, the director will make the final decision if St. Andrew Preschool is closed due to weather conditions. Pay close attention to emails, Facebook, and the preschool website. If it is reported that Suffolk Public Schools or St. Andrew Presbyterian Church will open on a delayed schedule, St. Andrew Preschool will open at 11:30 - 1:30 on that day. Playful Pigs will attend from 11:30 - 1:30. The first two snow days will not be made up. After that, make-up days will be noted on school calendar.

## **Playground**

Early childhood playground equipment is crucial for development. Early childhood is a time of rapid learning, and the right playgrounds for toddlers can help kids learn important skills they may not learn in classrooms. Play spaces for younger children, for example, can help encourage them to learn independence, social skills, curiosity, creativity and more.

St. Andrew Preschool's playground includes age and stage appropriate equipment. The playground equipment consists of swings, sandboxes, trike track, slides, climbing equipment, playhouses, and a school garden.

## **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. We prefer store bought goodies. 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. Meetings are scheduled during school hours every other month.

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.

## **Safe Guidelines for St. Andrew Preschool**

All people, no matter what their age, gender, or ability, are children of God. Our commitment to Christian nurture means that we will provide those in the Body of Christ with a safe and nurturing environment, modeling Jesus' gospel to each one.

The preschool is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, "Let the little children come to me." The preschool is to be a place of safety and nurture reflective of the arms of Christ.

St. Andrew Preschool's guidelines implement and maintain a safe environment for children and adults that will help them participate freely in the preschool's ministries and programs. Our goal is for all of God's children to feel the welcome and love of Jesus Christ.

### **Safe Preschool Components**

All staff and volunteers are expected to do everything reasonably possible to provide a safe environment for all staff and students. Because children are particularly vulnerable, these guidelines are meant to keep relationships with adults and with minors safe for them. Our staff and other volunteers need to be safe as well, and so the guidelines provide the support and clear boundaries necessary for these adults to be effective in their roles with their students. These instructions, although not an exhaustive list, are practical actions that can be taken.

### **Screening**

- All preschool staff shall be screened prior to employment. Screening will include a national criminal background check, an application, and at least two reference checks. All staff will be at least 18 years old.
- All volunteers who serve children will undergo criminal background checks. Any potential volunteer who refuses to undergo a background check will be prohibited from working with children.
- In Virginia, compliance with background check regulations for licensed and regulated child welfare agencies is required by law as outlined in the Code of Virginia. Background check regulations provide an important layer of protection to the health, safety and well-being of children in care.
- All background checks will be reviewed to ensure they are current and complete. Documentation showing when backgrounds were submitted and received will be kept in the preschool office. Completing background checks is a Code requirement and not just a paperwork process.

**Background checks include:**

- a sworn statement or affirmation,
- a criminal history record check (current requirement)
- a fingerprint based national criminal history search
- a search of the child abuse and neglect registry in Virginia, and
- For any child care program, a search of the child abuse and neglect registry in any other state a person has lived in the past five years.

St. Andrew Preschool will not hire a person known to be a sexual offender. If a staff member is arrested as a sexual offender, that person will be immediately suspended. If a staff member is convicted of being a sex offender, they will be dismissed immediately. The convicted sexual offender may not participate in any preschool programs. Any person who may pose a threat to children will be prohibited from working in any preschool functions. If any employee or volunteer is convicted of any barrier crime or found to be the subject of a founded complaint of child abuse or neglect within or outside of Virginia, that person shall notify the preschool of such conviction or finding.

**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.

## Money Matters

**Enrollment 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. (Except in the case of military transfer)

**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, cleaning, furniture and preschool programs. This fee is non-refundable. (Except in the case of military transfer)

**Tuition** - Monthly tuition is due by your child's first preschool day of each month. Tuition can be made for the year. 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> school day of the month after the due date, there will be a \$25.00 late tuition fee. Students will not be able to attend preschool beginning the 11<sup>th</sup> school day 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.

### **Tuition Rates**

2 Day - \$195.00

3 Day - \$235.00

4 Day - \$295.00

### **Tuition Due Dates**

September 4/5

January 7/8

October 1/2

February 4/5

November 1/5

March 4/5

December 3/4

April 1/2

May 1/2

**Withdrawals** – The preschool request a 30 day notice for withdrawals from the preschool program. If a 30 day notice is not provided, parents will be required to pay for the next month's tuition to allow the preschool director time to fill that slot left. Registration and Annual fees are nonrefundable. This would not apply to Military transfers.

**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 year's preschool programs by supplementing the annual fees collected. We are a non-profit school.

**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.

**Playful Pigs 2.5 and 2 Year Old Students** will be encouraged to use the bathroom during the day but do not have to be fully potty trained. Children in Playful Pigs must wear Pull Ups to school if they are not potty trained. No diapers will be allowed. Pull Ups will need to be furnished by the parents.

**All Three Year and Four Year Old students in Blue Horse, Eager Elephants and PreK** are required 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.

Thank you!  
St. Andrew Preschool Director

## **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. 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 except in emergencies. **Parents must make other arrangements for the care of their children when they show any of the following symptoms.**

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.**

## **Wacky Wednesdays and Terrific Thursdays**

On Wacky Wednesdays and Terrific Thursdays, students may stay an extra 3 hours for \$20. On these days, students will have a snack, holiday craft, games, playground, movies. A limit of 15 children may sign-up in the Atrium the morning of the event. No early sign ups. First come, First serve.

### **Schedule**

**1:30 – 4:30 pm**

October 25<sup>th</sup>

November 28<sup>th</sup>

December 13<sup>th</sup>

February 13<sup>th</sup>

April 11<sup>th</sup>

## **Parent's Night Out**

**December 13<sup>th</sup> 5:30 – 8:30**

Parents may bring their children, ages 2-12 to Parent's Night Out at St. Andrew Preschool. Parents can enjoy a date night or a little time for Christmas shopping. Inside play, dinner, craft, games, and a movie will be provided. The cost is \$15 per child or a family limit of \$30. A limit of 40 children can be signed up. First Come, First Serve.

## **Camp Stay and Play**

During the summer, the fun continues at St. Andrew Preschool. Information about registering for our 3 day a week camp from 10:00 - 1:30 will available in May.

## **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:  City, Zip	Phone
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.

**Mission Projects**

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, the CAPS program (Coalition Against Poverty in Suffolk), Blessing Bags, and CHKD Pediatric Cancer research.

## **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 the first day of school 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. The preschool office needs to be informed of the appointment date to update immunizations. Parents have 30 days after the 4<sup>th</sup> birthday to provide a copy of the updated immunization form to the preschool office. Email reminders before and after the child turns 4. Failure to turn the updated immunizations within 30 days could result in dismissal from the program. Spots will be guaranteed as long as tuition payments are paid.

## 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 Old 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)

## Medication Administration

St. Andrew Preschool has made the decision regarding the administration of medications to a child in our program. We will not administer any medication - prescription or non-prescription medication (non-prescription medications include, but are not limited to, Tylenol, cough syrup, diaper ointment, sunscreen, and topical insect repellents).

### **Confidentiality Statement**

Information about any child at St. Andrew Preschool is confidential and will not be given to any except VDSS designees or other persons authorized by law unless the child's parent or guardian gives written permission. Information about a child in our program will be named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

### **Rehabilitation Act of 1973**

If a child is enrolled in St. Andrew Preschool or in the future is identified as having a disability covered under the Rehabilitation Act of 1973 similar to provisions of the Americans with Disabilities Act, St. Andrew Preschool's director will assess the ability of the program to meet the needs of the child. For further information on the Rehabilitation Act go to the following website: <http://www.dol.gov/oasam/regs/statutes/sec504.htm>

### **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.

## 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 food allergy, the classroom that child attends will be designated "nut-free or banana-free" for example 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 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.

## 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.

**Sign-Ups:** Sign-Ups for special events are available on the Sign-In table or by Chimp Mail.

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

**Flyers** and reminders will be distributed on a regular basis. Monthly calendars containing classroom specific, Chapel 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 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. We would rather you send clear liquids to drink such as water and apple juice. If you want, 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. An example is Toosie Roll Pops.

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. The preschool does not intend to provide food service. No microwave is available in the classrooms. The kitchen facilities are not available.

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. .

## **Drop-off**

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 Eager Elephants** - Parents will park behind the church. Sign in table is located near the double doors closest to the sanctuary.

**Buzzing Bees, 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.

**9: 15 am** Outside doors are unlocked at the rear of the church and by the preschool office.

**9:30 am** Double Doors are opened at both ends of preschool hallway.

**9:45 am** (Late Arrival) Double Doors and outside doors will be locked.

Parents need to arrive on time to school. Being on time matters. Late children will miss initial instructional activities and late arrivals interrupt instruction for the staff and other students. Late students will need to enter by the preschool office. Parents must stop at the preschool office so the director or designee can escort the child to their classroom. Parents will leave the building by 9:45.

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 9:30am. A staff member will be available to greet the parents and the child at the preschool double door entrance and classroom door at 9:30am. We encourage students to walk down to classrooms on their own after the first two weeks of school but parents may walk with their child and say their goodbyes at the door.

## **Late Arrivals**

Arrive on time to school. Being on time matters. Late children will miss initial instructional activities and late arrivals often interrupt instruction for the staff and other students. Late students will need to enter by the preschool office. Parents must stop at the preschool office so the director or designee can escort the child to their classroom. We ask that parents encourage their children to walk to their classroom after the first two weeks of school.

## Pick-Up Time

<b>Two Day Dismissal</b>	<b>Three and Four Day Dismissal</b>
12:15pm Outside Doors Unlocked	1:15pm Outside Doors Unlocked
12:30pm Dismissal	1:30pm Dismissal
12:35pm Outside Doors Locked	1:35pm Outside Doors Locked

When picking up a child, parents 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 Learners class will dismiss at the atrium door.) All children must be picked up at their classroom door to ensure a safe dismissal and to provide an opportunity for parent/teacher communication. If parents 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. After picking up their child, parents need to leave and go home. Please supervise children in the parking lot.

## SCHOOL DISMISSAL LATE FEES

Students should be picked up on time at dismissal. We understand that occasionally a parent might be delayed from picking up their child on time. However, in order to prevent chronic late pick-ups, late fees can be charged.

Parents should be in line by the door at the half hour. A 5 minute grace period will be allowed. The grace period begins at the half hour. Following that parents will be charged \$5.00 for each 5 minute interval they are late. Children not picked up on time can be taken to the preschool office because staff is not expected to be providing childcare. Parents will be given a written warning for the first late pick up and then late fees will apply if parents are late again.

### **Late Fee Payment Example**

1:30 – 1:35pm Grace Period

1:36 – 1:41pm \$5.00 Late Fee

1:42 – 1:47pm \$10.00 Late Fee

1:48 – 1:53pm \$15.00 Late Fee

Late Fees need to be paid with the next tuition cycle or students will not be allowed to come to school. Spots to return will be guaranteed if tuition payment is received on the first of the month.

## **Pick-Up from Stay and Play**

Dismissal from Stay and Play is at 2:30pm and parents should be on time. Charges for late dismissal will be \$1.00 per minute and must be paid before the child can attend another session. It will be the decision of the director to suspend Stay and Play for that child, if children are not picked up on time and late fees are not paid.

## **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 St. Andrew 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.

St. Andrew Preschool will strive for 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 quality instruction. We strive to offer a quality Christian and developmentally appropriate preschool to the community as an outreach of St. Andrew Presbyterian Church.