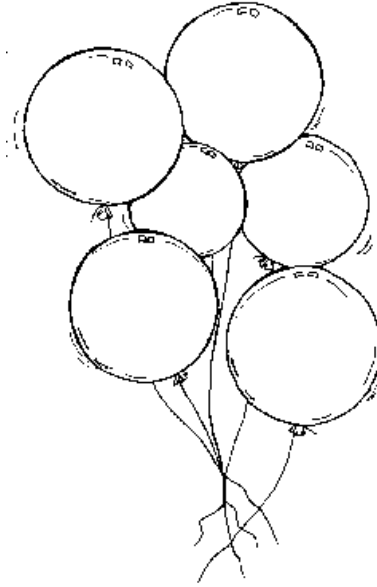


Parkminster Preschool

Est. 1969



2710 Chili Avenue
Rochester, NY 14624
585-247-2425
www.parkminsterpreschool.com

Family Handbook 2013-2014

Parkminster Preschool

Our Purpose:

- To accept and nurture young children and their families with the care and concern that comes from the love of Jesus within us.
- To provide a child-oriented environment that is both safe and healthy.
- To present a program that enables a child to grow in his/her potential at ages 3, 4 and 5. Our desire is for their first school experience to be a positive one, creating a strong foundation upon which to build.
- To help young children feel good about themselves and to like the person they are becoming.

Our Philosophy:

- Children at this age learn best through play.
- At this stage in a child's development, we feel we are most effective in bringing Christ to children and their families by providing consistent models of His love.
- Young children learn best through direct experiences that are rich and varied. Our program is developmentally appropriate, supports parents and strives to meet the children's social and emotional needs.

We are so glad you've chosen to be part of our Preschool family. We are looking forward to all that this school year holds!

Parkminster Preschool

Welcome to Parkminster Preschool/Pre-K

Our Day Begins

Our morning Preschool sessions begin at 9:00 AM and dismissal is at 11:30 AM. Our afternoon Preschool sessions begin at 12:30 PM and dismissal is at 3:00 PM. Our Pre-K session begins at 9:15 AM and dismissal is at 11:45 AM. Upon arrival, encourage your child to participate in tending to his/her belongings and the routine of the classroom.

The End of Our Day

In good weather, the dismissal of your child will usually take place at the playground. In the winter, if we go out, the teacher will inform you of the location. All other times, dismissal will be inside the

classroom. A child will only be dismissed with a relative or friend if the teacher has been requested to do so with a note or a phone call. For safety purposes, a photo ID will be required.

Clothing

Preschool play is very active and can be messy at times. Please dress your child for active play. Rubber sole shoes or sneakers are best. Open toed shoes are not allowed in the block area to avoid injury. Unless it is raining or too cold, we will end our day on the playground. Whether at the water table, painting or the bathroom, there are times when your child may need a partial or complete change of clothes. Please send them in your child's school bag each day.

Please label your child's clothing. This helps the teachers and assures that your child will come home with his or her belongings.

Winter: When the weather permits, we will go outdoors for play. Please send hats, mittens, snow pants and boots to school with your child each day.

Home – School Communication

Communication between home and school is an essential part to the success of a child's educational journey. Our teachers are very willing to discuss the program and, specifically, your child's experience. If you wish to discuss matters regarding your child, please arrange a convenient time with his/her teacher. It can be very difficult for a teacher to communicate effectively during arrival or dismissal times.

Please take note of the bulletin boards located outside the classroom. Teachers use the board to communicate weekly plans, as well as snack sign up lists and important upcoming events. Always make it a habit to thoroughly check your child's bag. We may also send notices home with your children.

Newsletter: Every other month we will send home a newsletter filled with details of upcoming events and important information.

Illness

Please do not send your child to school if he or she shows signs of sickness. If possible, telephone the teacher regarding the state of his or her health, especially if he or she is contagious. The school phone number is 247-2425. If a child should become ill at school, the parent will be contacted.

Parent-Child Events

In November we invite fathers to spend an evening with their child. We plan a special snack, a craft, and activities for the father and child to do together. If dad is unable to attend, the child may invite a grandfather, uncle or grown up male friend.

In spring, we invite mothers to spend a special time with their child. In the preschool classes, this special time is held in the evening. In the Pre-K class, this special time is held during the regular class time. If mom is unable to attend, the child is welcomed to invite a grandmother, aunt, or grown up female friend.

Library

Children in the Pre-K class will be given the opportunity to borrow from their library. During "library time" they will be encouraged to explore and then select a book to take home. We ask parents' cooperation in helping their child to care for the book and enjoy it too.

Parents may also borrow books from the Parent Library located on the shelf outside of the classroom. Parents may sign them out, leave the card in the designated box, and return the book within three weeks.

Kid's Praise

The four and five year old classes have the wonderful opportunity to share a weekly time with Pastor Fritz Longabaugh (pastor of Parkminster Church). The children enjoy lifting up their voices to song and prayer and hearing Bible stories presented during this special time.

Snacks

We have a monthly sign up sheet on the bulletin board for parents to choose days on which to bring in snack. Please try to choose healthy snacks. Some suggestions are: microwave popcorn, graham crackers, teddy grahams, cheese crackers, goldfish, cheese sticks, pretzels, yogurt snack packs, applesauce, fruit cups, grapes, bananas, or apples. Parkminster Preschool provides milk at snack time for your child. Occasionally, the teacher may call to request that you bring something special to go along with a certain lesson theme or cooking lesson. Due to health regulations we cannot accept homemade food items. If an item needs to be cut (ex. block cheese) we will do it at school. From time to time we may have a child with a certain food allergy, like peanuts, and we will alert you if this is the case.

We say grace at snack time. Here is a copy of our grace. Feel free to use it at home as well.

**Thank you for the world so sweet
Thank you for the food we eat
Thank you for the birds that sing
Thank you God, for everything!**

Birthdays

Birthdays are special days. We like to celebrate them as close to your child's actual birthday as possible. Special snacks are welcome on that day. Suggested snacks are ice cream cups, mini ice cream sandwiches, snack cakes, cupcakes or cookies.

Field Trips

For field trips, there will be a sign up sheet on the Parent's Bulletin Board for parent drivers. All children are required to use a car seat. Car seats should be left at school for those children whose

parents are not driving. Siblings are not allowed on field trips. Field trip permission forms will be sent home and need to be filled out and returned prior to the field trip.

Conferences

Parent-teacher conferences are scheduled in February or March. This provides ample time for your child's teacher to observe and evaluate your child's progress.

School Closing due to Inclement Weather

In the event of unsafe weather conditions that require the Gates-Chili School district to close its schools, Parkminster Preschool will also be closed.

Parent Visits

Parents are welcome to visit at any time during the school year. We welcome you to share a special talent (singing, dancing, musical instrument, etc.) or part of your culture (language other than English, sign language, holiday traditions, etc.) with the class. Just let the teacher know what you would like to do and we will set up a time.

Parkminster Preschool's Policy Statement

Financial Policies

- The Registration fee is non-refundable.
- Prompt payments are essential for the operation of the school.
- There will be a \$25 late fee for any payment after the due date.
- Tuition is paid in four installments. A statement will be mailed to parents approximately two weeks before the due date. Due dates are: June 15th, September 15th, November 15th and January 15th.
- There will be a \$20.00 fee for any cancelled or returned checks.
- Withdrawal policy: There will be no tuition refund unless the vacancy is filled.

Health Policies

- In compliance with New York State Law, a current physical form with up to date immunizations must be received before your child may begin the school year. A copy of this form must be obtained from child's pediatrician and sent to the registrar prior to the start of school.
- In case of accident or injury, every effort will be made to contact the parent. However, emergency medical care may be given in the event that a parent or designated persons, cannot be reached.
- The preschool does not have individual insurance for each child. Our coverage is under the church policy and only covers situations where the facilities or equipment are faulty. When a child is injured "in the line of play", his/her parents pay the doctor bills.
- **There is not a nurse on staff at Parkminster Preschool.** Any emergency medication that might need to be administered to a child by a staff member must be accompanied by a physician's note. (i.e. epipen or Benadryl) The parent is responsible to train the preschool staff for the use of an epipen.

Safety Policies

- Each parent is required to bring their child into the preschool room and remain until their child is safely inside the classroom. The Preschool staff cannot assume responsibility for the child until they are within the classroom and under staff supervision.
- A child will not be dismissed with a relative or friend unless the child's parent has notified the teacher.