

## **OUR PROFESSIONAL AFFILIATIONS**

West Virginia Association for Young Children

Southern Early Childhood Association

### ***OUR PHILOSOPHY***

The First Presbyterian Preschool Program was established in October, 1946 as a Weekday School Kindergarten to provide an early childhood education program for the members of this church and for the community. While the structure of the school has occasionally changed, the Ministry has continued to be dedicated to the promotion of sound physical, intellectual, social, emotional, and spiritual growth of children in their formative years. We look upon our school as a small community that seeks to educate children to be creative, loving, and caring individuals. Our challenge is to provide a climate for growth where children are helped to understand their world through the full use of their senses, feelings, and intellects. To this end we base our philosophy on three educational principles:

First, we believe a child's self-image is the most important ingredient in the learning process.

Second, we believe each child is a unique creation in his or her abilities, interests, and feelings.

Third, we believe that play is vital to a child's learning. It is the medium of self-expression and the way each child organizes and makes sense of the world.

### **PURPOSE**

The purpose of the First Presbyterian Preschool Ministry is to nurture the total child within a Christian educational environment.

### **GOAL**

The goal of the First Presbyterian Preschool Ministry is to provide experiences with in a Christian environment in which each child may develop to his or her own potential:

- √ a sense of being a child of God and a member of the covenant community:
- √ a positive self-concept:
- √ a sense of curiosity:
- √ an expression of creativity:
- √ cognitive skills:
- √ gross and fine motor skills:
- √ and positive social behavior.

## OBJECTIVES

### *For the child...*

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contribute to the developmental needs of the child.
3. To provide opportunities for meaningful play that is based on the child's individual needs, interests, abilities and disabilities, and that will build important foundations for future reading skills and other academic pursuits.

### *For the Parents...*

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of the preschool and their child.
2. To provide opportunities to grow in the understanding of child development through a planned educational program and by working, under supervision, as a classroom volunteer in the school.
3. To provide a developmentally appropriate program for the child while the parents pursue their work or other interests.

### *For the Community...*

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.

## CURRICULUM OBJECTIVES

*Social-Emotional* – experiences will be provided in which children will be encouraged to:

1. Share in God's love and forgiveness.
2. Become aware of self, others, family, neighborhood, school, Church and community.
3. Appreciate feelings and rights of self and others.
4. Accept and give affection.
5. Develop self-esteem.
6. Express self verbally.
7. Strengthen self-reliance.
8. Exhibit self-control.
9. Accept guidance.
10. Accept responsibility.
11. Respect and care for property.
12. Work and play co-operatively.
13. Participate in group activities.
14. Try new things.
15. Enjoy life.

*Physical* – Large and small motor development will be enhanced through experiences in which children will be encouraged to:

1. Increase body awareness and coordination.
2. Increase fine motor control.
3. Explore movement and rhythm.

*Cognitive/Creative* – Self-exploration experience will be provided in which children will be encouraged to:

1. Develop skills necessary for reading.
2. Develop skills necessary for math.
3. Increase awareness of the physical world.
4. Increase awareness of the social world.
5. Express self-creativity.
6. Develop aesthetic appreciation.
7. Think creatively, critically, and independently.

## **SCHOOL OFFERINGS**

The preschool offers half-day and full-day classes for children ages one year through five years. Families choose the number of days they wish to enroll their child. Enrolled half-day students and WV Pre-K students have the option to “drop-in” as needed alongside full-day students to our Extended Day Program on a reservation basis. The cost of Extended Day drop-in for half day students is \$30/day for the hours of 12:15pm-5:15pm. The cost for WV Pre-K (All Stars) students from 2:30pm-5:15pm is \$25 per day.

The school operates Monday through Friday from 7:45 a.m. to 5:15 p.m. Children enroll in specific classes that meet on specific days, depending on the age of the child. The school year begins in the month of August and ends in the month of May alongside the calendar of Kanawha County Schools. The program is not in operation during the summer months, but does offer three week-long, half-day summer camps for ages 3-7.

Two WV Pre-K classrooms are offered to students who turn four years of age on or before June 30<sup>th</sup> of the given school year. These classrooms are in collaboration with Kanawha County Schools and are in operation Monday through Thursday from 7:45 a.m. to 2:45 p.m. There are some Fridays that students attend to complete the four-day week when school is cancelled one day on that given week (i.e. Wednesday Professional Development days for teachers).

## **REGISTRATION**

To be enrolled in preschool at First Presbyterian Church Preschool, each child must be registered online through the preschool website ([preschool.firstpresby.com](http://preschool.firstpresby.com)). Online registration holds a spot in the program for one week or until all enrollment forms are received. Those interested in the WV Pre-K classroom must also register online through Kanawha County Schools. WV Pre-K families must submit enrollment requirements (state certified birth certificate, dental records,

physical examination, immunization records, and custodial paperwork if applicable). Failure to return all forms in the packet could result in removal of the child's name to the waiting list. Pre-registration begins in the month of February before the beginning of the following school year and continues on a space available basis throughout the school year. No children are enrolled after February for the current school year. A registration fee is collected at the time of registration and is nonrefundable unless no space is available at the time of registration or if the child moves out of the area and we are notified prior to July. No refunds can be made after July 1.

Children will be eligible for classes based on their age (as of the date July 1<sup>st</sup> of that given school year) and are assigned to a specific class. Each child's admission is valid through the current school year and expires at the end of May on the last day of school. Families who wish to attend the following school year must be re-enrolled beginning in February of that given year. Church members and currently enrolled families are given an exclusive one-week enrollment period prior to open enrollment for the community.

### ***TOURS***

Families who are interested in First Presbyterian Church Preschool enrollment and would like to tour the facility must make an appointment with the Director. Prior to the appointment, a photo ID must be emailed to the Director before entering the building if students are present.

## **ADMISSION, WITHDRAWAL, AND DISCHARGE**

The preschool is open to all children between one and five years of age. First Presbyterian Church Preschool does not discriminate on the basis of race, gender, nationality, religious creed, sexual orientation, disability, cultural heritage, political beliefs, marital status, or developmental level. A child must be one year of age by July 1<sup>st</sup> of the given school year to be enrolled in the program. The following items/forms must be present in your child's file before they may begin attending: Annual Physical or Physician's Report, Immunization Record, Permission for Medical Treatment, Non-Emergency Contacts, First Aid Permission, Informed Consent, Publicity Permission, and Dismissal Form. KCS WV Pre-K students must also provide a state certified birth certificate and dental records.

A child may be withdrawn from the program anytime during the school year. The administration must receive notice of withdrawal by the 25<sup>th</sup> of the month or tuition for the following month is due. Prepaid tuition that is not included in the following month's requirement is refundable if proper notification has been given to the school Director. Current month's tuition is not refundable. [*Exception:* If a withdrawal occurs after February 28<sup>th</sup>/29<sup>th</sup>, tuition for the remaining school year is still required since the school is unable to enroll children and fill those spots in the program after March 31.] All personal possessions and art products are to be picked up within 45 days from the date of withdrawal. Items will not be retained beyond that date.

If problems arise concerning a student, the Administration will first contact the parents for a conference. A plan of action will be agreed upon and implemented. In severe cases that corrective measures do not reverse the problem, the parents may be asked to withdraw the

student. The Administration reserves the right to determine if a child is to remain enrolled in the school. If this is the case, the parents have the right to appeal the decision within two weeks with the Preschool Committee by contacting any member of the committee. A full list of the Preschool Committee is included in the September issue of the school newsletter or can be obtained at any time by contacting either the Preschool Office or the Church main office at 304-343-8961. All concerns that are formally submitted within fourteen days will receive written correspondence in return within forty-five days of filing.

### **Dismissible Behaviors**

We see many problem behaviors when dealing with young children. Please keep in mind that we attempt to eliminate behavior with positive reinforcement. Our students are not punished for behaviors, but simply rewarded for good behavior and taught the more appropriate responses to situations. If behaviors continue, we begin to document the behaviors in an attempt to find patterns. That documentation is shared biweekly with families.

If there is no improvement in the child's problem behavior after three months and all efforts have been exhausted, we will require a developmental evaluation. If the parent refuses an evaluation or the child does not improve after all modifications are put in place, the child may be dismissed from the program. For children ages 1-3, a Birth to Three evaluation is recommended. For children over the age of three, we recommend an evaluation with Kanawha County Schools Preschool. For all students, we also recommend reporting problem behaviors to the child's pediatrician.

### ***Excessive Biting***

Biting is a developmentally appropriate behavior for toddlers. Children at this age are learning how to communicate with their peers and control emotions. Whenever this becomes difficult for children and they become frustrated or overstimulated, biting is a common response and most likely a form of communication. However, biting can be harmful to other students and staff members. Our goal is to help identify what is causing the biting, resolve the issue, and protect the biter and the child being bitten emotionally, physically, and developmentally.

If a child bites more than three times in one day, the child will be sent home. When the child returns, we will then shadow the student, provide more sensory activities, and help aid in communication to help control the biting issue. If the biting behavior continues on a regular basis day to day, we will schedule a conference with the family to determine next steps. During this conference we will likely request an evaluation with Birth to Three if the reasoning for the biting is undetermined. This service assists students of this age group in communication, behavior, and sensory issues they may be having which can cause this biting response.

### ***Attempts to Escape***

Children of all ages may at times find school to be overwhelming in many ways. When children attempt to escape a situation in the classroom, on the playground, while transitioning from one activity to another, etc., this creates a major safety hazard for the student involved, the staff members, and the other children in the classroom. It is also a WV licensing violation when the staff to child ratio is broken while one staff member follows the escaping student. If a child aged

three or above attempts to escape the group of students and causes a safety issue, the child will be sent home immediately. If this behavior continues beyond three events and the child does not have a developmentally appropriate understanding of the safety issue, we will schedule a conference with the family to determine next steps.

### ***Acts of Physical Aggression***

When a child becomes frustrated with another student or staff member at school, he or she may have the instinct to act out physically. Children need time to understand this is not an acceptable behavior at school. Teachers spend a lot of their time, especially in the beginning months of the school year, working on conflict resolution and identifying and controlling emotions. If this behavior becomes a frequent occurrence with more than three total episodes, we will schedule a conference with the family to determine next steps.

## **LICENSING CAPACITY**

First Presbyterian Church Preschool Ministry is licensed by the State of West Virginia through the Department of Health and Human Services. Provided under license #30017198 issued by WVDHHR, the program has a capacity for 12 Toddlers (children age 12-24 months) and 120 children (ages 2-12 years) in any one given day. A copy of the license is located in the main hall outside the Preschool Office.

## **TUITION**

Tuition is due regardless of attendance and payable in 10 equal installments from August to May. Payments will be deducted automatically on one of the three date options chosen by families. Those options are the 5<sup>th</sup>, 17<sup>th</sup>, or 20<sup>th</sup> day of the month.

All tuition fees have been calculated by dividing the total due for the year into ten equal installments. The total amount is calculated using a daily rate multiplied by the number of days the student will attend on his or her chosen schedule. Parents may request a full accounting of monies paid at any time during the school year by contacting the Preschool Director.

Half Day Tuition		Full Day Tuition	
2 Days/Week (M/W)	\$280/month	2 Days/Week (M/W)	\$415/month
2 Days/Week (Tu/Th; W/F)	\$295/month	2 Days/Week (Tu/Th; W/F)	\$440/month
3 Days/Week (M/W/F)	\$375/month	3 Days/Week (M/W/F)	\$580/month
3 Days/Week (Tu-Th)	\$390/month	3 Days/Week (Tu-Th)	\$600/month
4 Days/Week (M-Th or Tu-F)	\$430/month	4 Days/Week (M-Th or Tu-F)	\$710/month
5 Days/Week	\$455/month	5 Days/Week	\$805/month

### **KCS Plus Tuition**

Monday-Friday Extended Day	\$450/month
Monday-Thursday Extended Day	\$250/month
Friday Extended Day	\$220/month

## **STAFF**

We recognize that in any schooling, the relationships between the children and their teachers are primary to learning. Our staff includes teachers and administrators trained or experienced in early childhood education and diversified in age, experience and interests. Continuing staff development is required and provided throughout the year. Many of the strengths of the school are derived from its emphasis upon team teaching, where two teachers share equally in responsibilities, planning classroom activities, and assessment of students. The school maintains an excellent teacher/child ratio, plus additional resource staff in other areas.

## **FINANCIAL ASSISTANCE**

Scholarship funds are available to provide partial tuition assistance for families unable to pay the full fees, but whose children would benefit from attending the Preschool Ministry. A request for scholarship may be made at the time of registration or as need arises. Eligibility of funding will be determined once proper paperwork has been filed. Parents are asked to contact the Preschool Office for more information.

First Presbyterian Church Preschool also accepts subsidized funding through Connect Child Care Resource and Referral. Families are responsible for ensuring all paperwork is submitted to the agency and a Child Care Certificate is provided to the Director. Families will be billed at the end of each month for the monthly tuition portion due based on the Child Daily Rate determined by Connect CCR&R. Families receiving this service must also sign their child in and out every day on the Connect CCR&R attendance sheets.

## **ARRIVAL AND DISMISSAL**

It is important that the arrival and dismissal of children is accomplished as safely and efficiently as possible. To minimize traffic problems, we ask for your cooperation by following these procedures:

Drop off begins for students at 7:45 a.m. Drop-off procedures will take place in the church parking lot at the preschool entrance (through and the breezeway off Leon Sullivan Way). Drivers are permitted to line up along the left side of Leon Sullivan Way. Drop off and pick up areas will be well marked. All children, regardless of age, will be dropped off in this procedure past the months of August and September. Parents of students ages 1-2 may walk their student in for the first two months if they choose. Administrators and teaching staff will assist children from the car and to the classrooms.

Please follow the detailed instructions below and on the "Arrival and Dismissal Procedures" Sheet that accompanies the August packet (and can be received in the Preschool Office).

Please be certain a staff member is present to receive your child. If you arrive late, you must park your vehicle and buzz the Preschool Office from the entrance. Doors are locked for security. Conversely, if you arrive early (before 7:45 a.m. start time) you must wait with your child until school begins. It is especially important that children not be dropped off at the back door.

At dismissal, children will be brought to your car according to your carpool number beginning at 11:45 a.m. Please keep your carpool card visible in your windshield until your child is escorted to your car. At that time, you must buckle your child into his or her seat. It is forbidden for staff to do so. If the carpool lane is backed up on Leon Sullivan Way to Virginia Street, avoid blocking the intersection by going around the block.

If you find you are going to be late, please text **681-205-1815** so we can assure your child that he or she has not been forgotten. Half-day students who are not picked up by 12:15 will be sent to lunch and charged a \$5.00 lunch fee.

Pick up after 5:15 p.m. for our Extended Day Program is considered late. If you are late, your child will be detained in the Preschool office and you must call or text the number above to receive your child. Your child will be brought out to your car from the preschool entrance. A late fee of \$25.00 will be assessed at your third late pickup and forward. We will not charge a late fee for the first and second offense. Chronic late arrival may result in dismissal of the student from the program.

If you have made special arrangements for someone other than yourself or your regular carpool driver to pick up your child, you must provide us a note with the person's name, address, and telephone number; otherwise, children will be released only to those adults who have been previously authorized on your dismissal form.

Under the laws of the State of West Virginia, both parents may have the right to pick up their child unless a court document restricts that right. An enrolling parent that chooses not to include the other parent's name on the authorized list for pickup must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating sole custody, judgment of adoption). Absent that document, the preschool staff may release the child to either parent, provided that parent documents the biological or adoptive parenthood of that child.

If the preschool staff has concern about a parent, legal guardian, or caregiver authorized to pick up a child, either being impaired or otherwise compromised in a way that would affect the safety of the child, the staff may reserve the right to detain pick up and call another authorized adult to pick up the child or other appropriate authorities.

## **VISITORS**

First Presby Preschool invites family visitors frequently throughout the school year through family events and other opportunities designated by classroom teachers. We ask that parents and families only visit upon invitation from a preschool staff member. Visitors must sign in with the Preschool Director upon arrival.

## **SCHOOL CLOSINGS**

First Presbyterian Church follows the guidance of Kanawha County Schools regarding delays, closings, and early dismissals due to poor weather conditions and other emergencies. In the



event of an early dismissal issued by Kanawha County Schools, all students, including our Extended Day students and All Stars/KCS WV Pre-K students, will be dismissed during our regular Half-Day dismissal between 11:45a.m. and 12:15p.m.

The Preschool calendar will always coincide with the Kanawha County Schools calendar. The calendar will be revised if school is canceled for more than 5 days due to bad weather. The length of the school year will then be increased for each additional school day missed up to a maximum of five additional cancelled school days. In the event that KCS cancels in-person learning and issues a remote learning day for students, First Presby Preschool will be closed for all students.

## **EMERGENCIES AND SAFETY PRECAUTIONS**

It is highly recommended that you follow the directions posted on the school's Facebook page (First Presbyterian Preschool, Charleston WV), supply the Preschool Director with updated email addresses, and follow your child's individual class communications avenue chosen by the teacher. In the event of a true emergency, the Director or individual teachers will use those platforms to instruct and inform families. This eliminates the obstacle of reaching and communicating with many families at one time.

**The Preschool has very specific plans in place in case of an emergency. Here are some of the plans that may affect the closure of school and notification of parents:**

Alternate Building in case of fire: Should the Education Building be closed by the Fire Department for more than 15 minutes, all children and staff will relocate to the lower floors of the Activities Building. Parents will be called and asked to pick up their children on the Leon Sullivan Way side of the Activities Building through the glass double doors. Staff shall remain with the children until all of their class has been dismissed. (See Attachment A for additional information)

### Power Failure

Should the building experience a power failure during school hours, parents will be called to come pick up their children. All children will be picked up in a normal carpool fashion. Should the power failure occur before school starts, or last into a second day (or beyond), parents will be notified that school is cancelled.

### Loss of Water

Should the building experience loss of water during school hours, parents will be called to pick up their children. All children will be picked up in a normal carpool fashion. Should the loss of water occur before school starts, or last into a second day (or beyond), parents will be notified that school is cancelled.

### Flooding

Should the Kanawha River be reported to expect to exceed crest levels that are above flood level, school will be immediately cancelled and parents will be called to pick up their children. All children will be picked up in a normal carpool fashion. Should the expectation of

flooding occur before school starts, or last into a second day (or beyond), parents will be notified that school is cancelled.

### Blizzard

The Administration shall keep current on all weather related warnings and watches. Should a warning be issued with regards to a possible upcoming blizzard, school will be immediately cancelled and parents will be requested to pick up their children. All children will be picked up in a normal carpool fashion. Should the expectation of a blizzard occur before school starts, or last into a second day (or beyond), parents will be notified that school is cancelled.

### Bomb threat

Should the First Presbyterian Church receive a bomb threat, the children will be relocated to a safe place (Activities Building OR whatever is recommended by the emergency authorities). Parents will be notified immediately and asked to pick up their child from the designated safe location.

### Pandemic

Should Charleston, West Virginia find itself to be embattled by a pandemic, school will be closed. Parents will be notified of the closure of the school and will once more be notified of its re-opening.

### Impaired Adult

If we have a reasonable cause to suspect that any person picking up a child is under the influence of alcohol or drugs, or is physically or emotionally impaired in any way and may endanger a child, we may have cause to refuse the child. If so, the director will request that another adult be called to pick up the child or will call the numbers listed on the Dismissal Form. Proper authorities will be called.

### Kidnapping

Should a child be lost or kidnapped while at school, the education building will be closed and the proper authorities notified immediately. Once given permission by those authorities to dismiss children, classes will be dismissed as directed by authorities.

(A copy of the entire Emergency Preparedness manual may be requested by calling the preschool office.)

## **GIFTS TO THE PRESCHOOL**

### ***DONATIONS***

Educational toys and games that are appropriate for young children are always appreciated. We do not accept items that require batteries for use. We can also help recycle your old discards, as children can often transform "trash into treasure." Teachers may request art project or play prop materials such as buttons, wood scraps, cardboard tubes, scarves and costumes.

## ***ENDOWMENT AND MEMORIAL FUNDS***

In January 1985 the Session of First Presbyterian Church established an Endowment Fund for the preschool in honor of former directors, Julia O'Connor and Anne Francis. In May 1996 the name was changed to the O'Connor-Francis-Taylor Endowment Fund to honor Jackie Taylor as the first director of the combined preschool programs. This fund is managed by the Trustees of First Presbyterian Church and earnings to the Fund are used for scholarships, staff development, education, equipment and other special purposes. Donations to this fund may be made payable to First Presbyterian Church Preschool and designated "Endowment Fund." In 1992 another fund was established after the death of our young student, Charlie Gardner. Donations to this memorial fund are used for similar purposes and should be made payable to First Presbyterian Church Preschool designating the "Charlie Gardner Fund."

## ***LIBRARY***

A nice way for you and your child to always remain a part of the school is to donate a book to the Preschool Library. If you wish to commemorate a birthday or other special occasion, we will place a label inside the cover with your inscription. A "Wish list" of wonderful books is available if you would like some suggestions. Or you may wish to make a contribution to the Taylor Book Fund in honor of past director, Jackie Taylor. This fund is used to purchase library books that teachers have found to be beneficial for the classrooms.

## **YOUR CHILD**

### ***ATTENDANCE***

All students of First Presby Preschool, including those enrolled in the Kanawha County Schools program, are at risk for dismissal from the program after 30 unexcused absences. Excused absences due to illness are only excused with a note from the student's physician. According to KCS policy, if a student accrues over 30 unexcused absences, the student must be transferred to their home elementary school WV Pre-K program. If there is no availability in that program, the student will be dismissed from the program. Please be mindful that the number of unexcused absences allowed once students reach the kindergarten age in Kanawha County Schools reduces to five for each school year. Tuition-paying students of First Presby who accrue over 30 unexcused absences may forfeit their enrollment in the program if there is a child on the waitlist for that given spot in the classroom.

### ***HEALTH***

All children enrolled at First Presbyterian Church Preschool must be up to date on immunizations. An immunization record and a report of your child's last well child checkup must be received within the first 30 days of your child's attendance.

In order to maintain a healthy atmosphere for all children and staff, children who are ill should be kept home until they have fully recovered. Keep your child home if he or she has had a fever,

diarrhea, or vomited in the past 24 hours, the symptoms of a contagious disease, an undiagnosed rash, or is unusually tired. (See below)

If a child becomes ill at school, parents will be called to come pick up the child. All children who appear to be sick at school will be isolated in the Preschool Director's office until they can be picked up. Please notify the school if your child has a communicable disease, or has been given any medication that may affect his/her behavior. No medication can be dispensed in the school without proper paperwork and directions signed by medical personnel. It is assumed that if a child is well enough to attend school, he or she is well enough to engage in a full schedule of activities indoors and outdoors.

Scratches and scrapes will be cleaned and, if necessary, covered with a bandage. In case of a more serious injury, you will be immediately contacted. If unsuccessful, we will refer to the information given on the Emergency Medical form. This form must be completed and on file before the first day of school. Please keep us updated on any change of address or phone numbers during the year.

All child abuse or neglect, or suspicions of child abuse or neglect, is reported to Child Protective Services. (See page 15 for additional information)

### ***MEDICAL CONCERNS***

The parent of any child that has been diagnosed with a reportable disease should notify the Director immediately so that appropriate reporting can be filed with the local Health Department.

Reportable diseases include (but are not limited to): COVID-19, chicken pox, diphtheria, giardia lamblia, hepatitis A, mumps, meningitis, pertussis (whooping cough), rheumatic fever, rubella (German measles), rubeola (measles), salmonella, shigella, and tuberculosis. A complete list of diseases can be found posted in the Director's office.

Only after receiving a signed statement from a licensed health care provider that the child no longer possesses a health risk to others may the child be permitted to return to class.

### **When You Should Keep Your Child at Home**

The following is a policy concerning sickness at our Preschool. Please be considerate of other children and staff by not sending your child to school with a contagious illness.

**Fever:** If a child runs a fever over 100.4°, keep the child home until the temperature has returned to normal without medication for 24 hours.

**Runny Noses:** If your child has allergies and his nose runs clear, he/she is okay. If the mucus is yellow or green or if there is a fever, keep your child at home. He/she probably has a viral or bacterial infection.

**Vomiting or Diarrhea:** Wait 24 hours after the last incident before returning to school.

**Strep Infection or Pink Eye:** Wait 24 hours after the first dose of medicine before coming back to school.

**Rash:** Any rash needs to be identified as not being contagious by your doctor before coming to school.

**Hand Foot and Mouth:** Keep the child home until the temperature has returned to normal without medication for 24 hours, and blisters have scabbed over.

**Head Lice:** Child may return after nymphs, nits and eggs are no longer visible.

The above policies are minimum guidelines. Of course, if your doctor recommends a child should stay home longer, please follow his/her instructions. Also, if your child is taking a medication which may affect his/her behavior or activity level, it is probably a good idea to keep that child at home until he/she can participate in the full range of activities.

## NUTRITION

A good balanced diet can have a marked effect upon children's social and emotional behavior, as well as upon their intellectual capabilities. We foster healthful eating habits by providing nutritious meals and snacks, and a variety of cooking experiences in the classroom. Please let us know if your child has any food allergies.

At First Presbyterian Church Preschool, each half-day student will be offered a nutritious breakfast snack each day of school. KCS Pre-K students receive a breakfast snack and lunch while full-day students receive an additional snack in the afternoon.–These meals are prepared according to the US Department of Agriculture’s Dietary guidelines and will include at least two offerings from the following table:

	Food Group	Sample Foods
1	Dairy	Milk, yogurt, cheese
2	Protein	Meat, fish, poultry, eggs, dried beans, dried peas
3	Fruits and vegetables	A wide variety of green, white, yellow and red vegetables and fruits
4	Grains	Whole grain and enriched breads, cereals, pasta, crackers and rice

The Preschool serves whole fruit as a first option. If whole fruit is not available, we offer fruit that is canned in its own juice (no syrups) or frozen. Fresh vegetables are also served as a first option. We offer vegetables raw (first cleaned), steamed, boiled, roasted or lightly stir-fried with little added fat.

A menu of breakfasts, lunches, and snacks is prepared and given to each child at the beginning of each month to take home. Students are able to bring their lunch from home if First Presby guidelines are followed. This includes:

1. Lunches must include four different food groups from the following (protein, fruits, vegetables, dairy, grains, and beans)

2. No beverages are permitted in lunches brought from home. Water and milk will be offered by the school daily.
3. Lunches are prepared using properly stored food and proper preparation with no threat of cross contamination on unsanitary surfaces.
4. No food items containing allergens harmful to our students (peanuts, sesame, or tree nuts).
5. No candy or junk food allowed.
6. No food is to be shared with other children in the classroom.
7. Each child's lunch is clearly labeled with the child's first and last name and the date it is brought to the center.
8. No additional food preparation is required by the center.
9. Food is not required to be refrigerated.

Children who have special dietary needs are always accommodated. Dietary needs and allergies are to be indicated on each child's annual examination form, personal information form and/or Emergency Medical form. An action plan is also required from the child's pediatrician or allergist. If allergies are severe, the staff will follow procedures outlined for EpiPen use.

Servings of food will be provided at age appropriate levels. Additional food is made available for the child who has eaten the food served and is still hungry. Menus are created on a monthly basis and allow for seasonal changes so that fresh food can always be offered. Our menus include healthy items from a variety of cultures and also include a combination of new and familiar foods.

The Preschool serves only water or pasteurized, inspected milk. On those occasions when juice is served, the school only serves commercially pasteurized 100% fruit juice. We make drinking water freely available so children can serve themselves.

Staff sit at the table with the children and eat the same food as the children unless excused from eating specific foods for medical or religious reasons. The meals are served in a setting that encourages socialization, where children and staff members are seated when eating, and staff members provide supervision and model positive eating behaviors and social interactions. The children are taught how to pour, pass, and request elements. The children are also expected to clean up after themselves (and taught to do so) when the meal has ended.

After mealtime is through, all food left on the table (served or unserved) shall be thrown away. Staff members shall not return unused food portions to the kitchen.

Example of foods that are choking hazards (rough, hard, small, thick and sticky, smooth or slippery): hot dogs (sliced into rounds), raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, peanuts, popcorn, marshmallows and chunks of meat larger than can be swallowed whole.

For toddlers, foods shall be cut up in small pieces no longer than ½-inch cubes.

## **REST TIME**

Students who are enrolled in the Extended Day Program have one and a half hours of rest time embedded into their afternoon schedule. This time directly follows lunchtime. Children are invited to bring their own blanket and a stuffed animal or small pillow. Crib sheets also allow students to have a more comfortable rest. Rest time items are kept in a basket specifically labelled with each child's name. At the end of the week, the basket is sent home so items can be washed and returned the next week. We ask that students do not bring items that do not all fit in their individual basket.

Before rest time, students take a bathroom break. Students who are typically potty trained, but need a pull up or diaper during rest time, are accommodated. During rest time, students are encouraged to independently make their beds on their specifically labelled cots to prepare for rest. Students who do not rest are given options of reading books quietly on their cots. Children are awakened with soft music or softly read books as they transition into gross motor play in the playroom.

## ***BIRTHDAYS AND HOLIDAY CELEBRATIONS***

Celebrating birthdays and special moments in the classroom is always an exciting time for our students. Teachers ensure each child is celebrated individually and equally on their birthday. Parents are not allowed to send in special treats or provide special activities or events for their child's birthday. This prevents students from feeling their birthday is less significant than another student's birthday.

## **PHYSICAL ACTIVITY**

At the Preschool, we encourage children to be physically active. Our staff models active lifestyles by joining with children and providing support of physical activities in the classroom through use of posters, books and pictures. Our play environments are designed to stimulate vigorous play both inside and outside. We provide fixed play equipment (tunnels, climbing and balancing equipment) and portable play equipment (wheeled toys, balls, hoops etc.) that are extensive and varied for all children. We make portable outdoor and indoor play equipment freely available to all children all of the time.

The outdoor play area includes varied surfaces (grassy, mulch and concrete) to help develop strong bodies. We have a track/path in both the indoor and outdoor play areas for riding equipment. The classrooms go outside to play each day for at least thirty minutes as long as the temperature is above 32 degrees (for ages 3-5) or 40 degrees (for ages 1-2) and weather is permitting. If weather is inclement, the students play in the indoor playroom for at least thirty minutes. We have two indoor playrooms, each designated for a different age group. First Presbyterian Church also has a gymnasium and a separate recreation room that can be used during their gross motor play.

The Preschool staff has an opportunity to expand their knowledge of physical education through training and conferences at least twice a year. In addition, FPC Preschool offers education to parents on the importance of physical activity at various times throughout the school year.

## **DISCIPLINE**

The word “discipline” relates to the word “disciple”. It connotes that the person being disciplined is learning to emulate the person doing the disciplining. We examine the effects of any discipline we use as well as our motives for using it. This school prohibits corporal punishments. Instead, we use humane methods of helpful discipline so that our children may develop their own problem-solving and decision-making skills. Our aim is to convey through the disciplinary methods we use such basic human values as respect, trust, honesty and caring for others. (Taken from *Parents, Please Don't Sit On Your Kids*)

## **DRESSING FOR SCHOOL**

Play clothes that are suitable for outdoor play, painting and crafts, and physical education are needed. Please send your children in clothes that you consider appropriate while they play. Remember coats and sweaters for cool days, and **tennis shoes** for running, climbing and gym. Jackets, coats or clothing that contain drawstrings are a potential strangling hazard to children. All items that have drawstrings will be removed from the child; he/she will be given replacement clothing to wear.

Mark all outer clothing with your child's first and last name. It is a good idea to leave a complete set of extra clothing (also labeled) at school. Parents of children in the Toddler Program are to supply diapers.

We ask that toys from home not be brought to school. No items that depicts or can simulate violence are permitted in the school at any time.

## **FIELD TRIPS**

Field trips are an integral part of the curriculum for ages three-five. Those students will attend at least one field trip per school year. Destinations are within walking distance of the school and parents are always invited to attend. Permission slips for field trips are provided to students of this age group within the enrollment packet.

## **CHILD ABUSE AND NEGLECT**

Any staff member who has reason to suspect possible child abuse or neglect is responsible to make a report to the authorities and then relay those concerns to the Director who will also follow up by contacting the appropriate agencies.

The purpose of required reporting is to identify suspected abused and neglected children as soon as possible so that they may be protected from further harm. Child Protective services cannot act until a report is made. Without detection, reporting and intervention abused children may remain



victims for the rest of their lives. These children do not grow up and forget their childhood. They carry physical and emotional scars throughout their lives, often repeating the pattern of abuse and neglect with their own children. West Virginia law provides immunity from civil or criminal liability for persons reporting in good faith (WV Code 49-6A-6).

Child abuse is a very complex and dangerous set of problems that include child neglect and the physical, emotional and sexual abuse of children. Although most people think first of physical abuse when they hear the term, physical abuse makes up 25% of reported cases. It is defined as physical injury inflicted upon the child with cruel and/or malicious intent, although the law recognizes that in some cases the parent or caretaker may not have intended to hurt the child; rather the injury may have resulted from over-discipline or physical punishment. Physical abuse includes punching, beating, kicking, biting, burning, shaking, or otherwise harming a child. Fatal injuries from maltreatment can result from many different acts, including severe head trauma, shaken baby syndrome, trauma to the abdomen or chest, scalding, burns, drowning, suffocation, poisoning, etc. Many physically abused children suffer multiple injuries over the years, which may go untreated to cover up for the abuse.

Child neglect is the most frequently reported form of child abuse and the most lethal. This form of abuse is defined as the failure to provide for the shelter, safety, supervision and nutritional needs of the child. Child neglect can be physical, educational, or emotional neglect.

If a staff member suspects that a child is being abused or neglected, it will be reported first to the proper authorities and then to the Preschool Director for follow-up. Together, adults can protect the child with their own voices. Child Protective Services unit can be reached at hotline number 1-800-352-6513. All staff members are directed to report abuse directly if they have strong suspicions of child abuse; as mandated reporters, our teachers may be a child's first voice for help.

## **PARENT INVOLVEMENT**

### ***YOUR ROLE***

Parents have a vital role to play at our school. We recognize that the wholesome development of a child depends upon how well parents and staff work together. The Preschool would like to encourage your interest, involvement, and help. There are many ways parents may volunteer at our school. At the beginning of each year, parents are given an interest checklist to provide the Director with insight on who would like to become more involved. In addition, we have many family events, programs, committees, fundraisers, and community outreach projects in which parents can be involved. For those who volunteer their time on a regular basis within the building (substitute teaching) a background check and maltreatment check is required.

### ***COMMUNICATIONS***

Monthly classroom newsletters keep you informed about educational activities, special events and meetings. The *Lollipop Reporter* is the Preschool Program newsletter sent out electronically each week. It presents information of more general interest to the children and parents of the

school. We urge you to read these and other notices carefully. You will find, too, that they serve as good discussion starters in talking with your child about the latest happenings at school. Teachers are required to develop a private avenue of communication and we encourage all families to participate.

### ***CONCERNS***

If you have any concerns, we suggest you speak with your child's teachers within thirty days. If you feel your concerns were inadequately addressed, please speak with Anne Moses. Maybe your concerns have to do with the program or administration. If you do not feel comfortable speaking to them directly, you can call on any member of the Preschool Committee. A list of the Preschool Committee ~~members can be found on the preschool website~~ or can be obtained at any time in the Preschool Office. All concerns and grievances that are formally submitted within thirty days will receive written correspondence in return within forty-five days of filing.

First Presbyterian Church Preschool is a licensed child care center with the State of West Virginia. You have the right to report to the Secretary of the Department of Health and Human Resources any complaints related to compliance with licensing regulations. If you have standard violation complaints that you would like to register with the State of WV, you may do so in one of three ways: through the website [www.wvdhhr.org/bcf/](http://www.wvdhhr.org/bcf/), by submitting the complaint in writing to Licensing (submit to WVDHHR, Child Care Licensing, 350 Capitol Street, room B-18; Charleston, WV 25301-3705)

### ***CONFERENCES***

Conferences with your child's teachers may be the best and most direct way to discuss concerns that you may have with your child's growth and development. We offer two times during the year that conferences are encouraged. However, feel free to contact your child's teachers anytime that you would like to arrange a conference. You may also arrange a conference with the Preschool Director at any time by calling 304-389-1406. If we feel there are concerns to be addressed prior to the first scheduled conference, we will notify you to schedule a conference before that date.

### ***ASSESSMENT***

All children in the program are being assessed on a daily basis for development and growth in major content areas including: cognitive, language, physical, and social/emotional. Teachers keep assessment progress on each child in a file that is kept in a locked cabinet. All information in the assessment files are kept confidential and are made available only for view of the teachers, parents of the child, Director of the program and Early Intervention staff (and then, only with signed permission from the parents). If you have questions concerning the development of your child, you are encouraged to contact your child's teacher at any time of the school year, or you can contact the Preschool Director. We would be glad to set up a meeting to discuss your concerns and provide resources.

### ***VISION, SPEECH OR DEVELOPMENT CONCERNS***

The Preschool may call on services of Birth-to-Three or Kanawha County Schools Early Intervention for a screening or full evaluation. If a teacher or parent has concerns about a child, they are instructed to contact the Director. Appropriate forms and consents are required before children can be screened. All information is strictly confidential and can be accessed only by the Preschool Director, parents and Early Intervention staff. Connect Child Care Resource and Referral is also another resource that provides support to teachers and families who may have a behavioral concern regarding a child.

## **CHILDREN WITH SPECIAL NEEDS**

We welcome all children at First Presbyterian Church Preschool. Children with special needs come in all varieties. We do our best to accommodate the needs of all children. Teachers work with the Director of the preschool and resources at Kanawha County Schools and WV Birth to Three to address concerns about a student's development and identify a delay. We provide a specific space for those in need of WV Birth to Three services and speech services for ages three to five. All students at or above the age of three are screened for speech delays with parent permission. If the child qualifies for services, a Speech Language Pathologist will work with that student at the preschool weekly at no cost to the family.

Our WV Pre-K teachers screen each of their students within the first 45 days of attendance for developmental delays. If a child within that classroom qualifies for special services beyond speech services, that child must transfer to a classroom within an elementary school to get the resources they need to succeed and where teachers are certified in Preschool Special Needs. Kanawha County Schools will not provide those services to First Presbyterian Church Preschool once a child qualifies for services.

## **CONFIDENTIALITY**

First Presbyterian Church Preschool is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The Preschool will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

## **INTEGRATED PEST MANAGEMENT**

IPM, or Integrated Pest Management, is an environmentally sensitive approach to controlling pests. We use IPM here at the Preschool. West Virginia law requires that we inform parents of the right to be notified should pesticide applications be used in the building when children are enrolled. If a pesticide application becomes necessary, we will post the notification to parents at all sign-in stations, send home e-mail notices and backpack notes at least 24 hours in advance of the application.

## **CIVIL RIGHTS**

First Presbyterian Church Preschool does not discriminate on the basis of race, gender, nationality, religious creed, sexual orientation, disability, cultural heritage, political beliefs, or marital status in hiring or enrollment practices. If you feel that your civil rights have been violated in any way, you should file a complaint by calling, writing or visiting the West Virginia Human Rights Commission at the following:

Mail Address: State Capitol, Charleston, WV 25305

Phone: 304-558-2616 Fax: 304-558-0085

Office Location: 1321 Plaza East Room 108A, Charleston, WV 25301-1400

## **EARLY REGISTRATION**

To be a participant in early church member enrollment, you (the parent or legal guardian) must be an active member of First Presbyterian Church. Active, by definition of the Presbyterian Book of Order, means that you are on the active rolls of the church. Other family members, who are not legal guardians, are not eligible to enroll children during this period; you must be immediate family (father, mother or legal guardian) of the children you are enrolling to submit a valid early enrollment registration.

To be a part of the early re-enrollment process, you must currently have a child attending First Presbyterian Church Preschool. Turning in enrollment for children other than yours in addition to yours will render enrollment invalid. You may ask a family member or friend to wait on your behalf and turn in enrollment forms for your children; he/she may also only enroll children from one family unit.

*The First Presbyterian Church Preschool Ministry is an equal opportunity provider and employer, and a nonprofit, tax-exempt school. This school does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.*

*It is covered by commercial liability insurance coverage through First Presbyterian Church.*

***All contributions, either as cash donations or materials and equipment are tax-deductible.***

Attachment A  
First Presbyterian Church Preschool Ministry  
16 Leon Sullivan Way  
Charleston, West Virginia 25301

Dear Parent or Guardian,

In the event of an emergency situation that requires an evacuation of our building, one of the following plans will be used. Teachers and staff will make every attempt to contact you in such an event. Teachers or myself will go “Live” on private First Presby Preschool Facebook pages to ensure all parents are able to be in contact with us without communication interference. **Please be sure to supply us with up to date emergency contact information including email and out of state contact information.** Our Emergency Response Plan relies directly on your contribution of extra clothing, medication, and your preparation for an emergency situation. Keep this information with you so that you will know how to contact and find us in the event of an evacuation.

1. If the emergency environment is confined to the immediate area of the Education Building, e.g. fire or toxic fumes and the children cannot stay on the premises, the children will walk to the Activities Building where they will remain accompanied by teachers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the emergency.
2. In the event of exposure to toxic materials or gases, and a physical examination is recommended, children will be transported by Ambulance to CAMC General (or Women’s & Children’s) where they will be examined by a health provider and family/guardian/emergency contacts will be notified.
3. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat, e.g. toxic fumes from a spill, flood waters, brush fires, etc. and the children cannot remain in the area, evacuation will be coordinated through the City of Charleston Emergency Services. The Director will immediately contact the City (304-348-8130) to be included in the Emergency Operations Center plan. The children will be safety moved to locations designated by Emergency officials where they will remain accompanied by Preschool staff while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
4. In the event of a major environmental hazard that necessitates are larger area evacuation such as several neighborhoods, a city/town or a geographical area, due to a large non-confined hazard, e.g. earthquake, hurricane, etc., children will be transported to a Red Cross designated mass shelter by emergency transportation where they will remain accompanied by teachers and staff while family/guardian/emergency contacts are notified and arrangements are made for their pick up. Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records. In the event that we receive different instructions from emergency personnel, every attempt will be made to contact you with the alternative plans.

Thank you for your continued cooperation, Anne Moses, Director