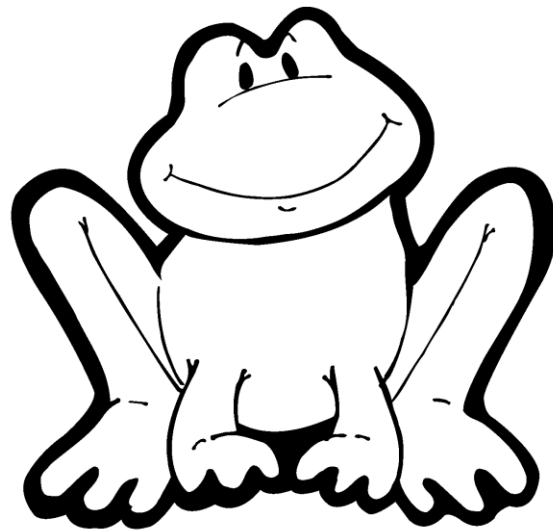


# Hope Presbyterian Preschool

Parent's Handbook  
2011-2012



Hope Presbyterian Preschool  
8500 Walnut Grove Road Cordova, TN 38018  
(901) 844-HOPE

## A Note from the Director

Dear Preschool Parents:

Welcome to Hope Presbyterian Preschool – our 14<sup>th</sup> incredible year of discovering the power of play! I know your children will have a great time this year as we find many ways to celebrate this wonderful accomplishment.

Our staff is compiled of an excellent group of people who are eager to teach your children not only the fundamentals needed, but to share with them stories of Jesus through lessons and play.

Hope Preschool allows your child to develop a broad range of skills and abilities through our curriculum of play with a purpose. We follow NAEYC (The National Association for the Education of Young Children [www.naeyc.org](http://www.naeyc.org)) guidelines, are licensed by the State of Tennessee and are assessed annually on the aspects of health and safety, emotional/social relationships and learning environment.

This handbook has been put together to help answer questions you might have. If for any reason you cannot find what you are looking for, please don't hesitate to give us a call at 844-HOPE.

Welcome...

Janie Brooks  
Preschool Director

## About Hope Preschool

The early childhood program at Hope Presbyterian Preschool may be characterized in the following ways:

### Safe and Nurturing Environment

We offer a clean, safe facility where your children can investigate and play with a wealth of materials such as blocks, toys, games, puzzles, climbing equipment, art supplies and books. The atmosphere at Hope Preschool encourages children to have fun and “act like children.”

### Well-Rounded Curriculum

Our varied curriculum provides many different kinds of experiences for your children in order to promote physical, social, emotional, cognitive and spiritual development.

### Individualized Teaching

Recognizing that no two children develop in the same way, the Hope Preschool program and its teachers value the uniqueness of each child. We provide plenty of free time for your child to try new things and learn at his/her own pace. Our Inclusion Class offers specialized instruction in an inclusive environment. We also keep child/teacher ratios low so teachers can offer individual attention.

### Hands-On Learning

Our curriculum emphasizes hands-on, play oriented learning. A child’s learning begins with the manipulation and exploration of concrete objects before the development of abstract thinking. Our teachers encourage children to learn by doing.

### Capable Staff

Janie Brooks, Preschool Director, comes to Hope with a degree in Early Childhood Education and many years of experience in the classroom. Wanda Murphy is our Program Director for Infants and Ones. Kelly Cowan is Program Director for Twos. Kris Lamberth is our Program Director for Threes. Maribeth Malahy is Program Director for Fours and Fives. Our Preschool staff has been selected for their teaching experience, their love for children and their desire to minister to families. All Preschool Staff have been fingerprinted by the State of Tennessee.

## Calendar

2011:

August 24 <sup>th</sup>	Welcome Hour Visits
August 25 <sup>th</sup>	First Day of School
September 16 <sup>th</sup>	Shelby County In-Service Day
October 17 <sup>th</sup> – 21 <sup>st</sup>	Fall Break
November 11 <sup>th</sup>	Veteran's Day
November 23 <sup>rd</sup> – 25 <sup>th</sup>	Thanksgiving Holiday
December 16 <sup>th</sup> - January 2 <sup>nd</sup>	Christmas Holiday

2012:

January 3 <sup>rd</sup>	Preschool Resumes
February 10 <sup>th</sup>	Shelby County In-Service Day
March 12 <sup>th</sup> – 16 <sup>th</sup>	Spring Break
April 6 <sup>th</sup>	Good Friday
May 22 <sup>nd</sup>	Last Day of Preschool

## School Hours

Preschool classes are in session 9:30 a.m. – 2:30 p.m. on Tuesday, Thursday and Friday. The Preschool office is open 9:00 a.m. – 3:00 p.m. on these same days.

### Parking

Please enter the church grounds at the traffic light on Walnut Grove. Parking will only be allowed in marked parking spaces on the west side of the building. **There is no parking in the crosswalks or FIRE LANE at the curb.** Please be considerate of handicapped parking spaces and do not park in the designated spots unless you are disabled.

### Drop-Off

**VERY IMPORTANT:** You will enter the Preschool through Entrance 4 Adventureland or Entrance 3 by the Gym both are located on the northwest side of the church. The doors at Entrance 3 & 4 will be locked between 10:00 a.m and 2:00 p.m. All other side entrance doors will be locked throughout the day.

### **Drop-Off (cont'd)**

You may drop your child off inside his/her classroom at 9:30 a.m. each school day. Please do not go to your child's room before 9:25 a.m. as our teachers are completing preparations for the day and meeting for prayer. If you arrive after 10:00 a.m., the office staff will take your child/children to his/her classroom to avoid interrupting class activities.

**VERY IMPORTANT:** You must sign your child in each day. Sign-in sheets will be located at the door entrance of each classroom. We ask that you contact the office by 9:30 a.m. if your child/children will not be attending school on any given day.

### **Pick-Up**

You are asked to arrive promptly at 2:30 p.m. to pick your child/children up at his/her classroom. Any child not picked up by 2:40 p.m. is considered a late pick-up. In this instance, your child will need to be picked up at the Blue Diamond Desk.

A late pick-up fine will be added after the third instance to your monthly tuition. The late pick-up fine will be \$1.00 per minute up to a maximum of \$20.00.

If you arrive before 2:20 please enter at Entrance 4 at Adventureland.

**VERY IMPORTANT:** You must sign your child out each day. *If you come before 2:10 p.m., please stop at the front desk and a staff member will bring your child/children to the desk located at Noah's Ark for you.*

### **Emergency Closing**

On the days the Shelby County Schools are closed for snow, other inclement weather or any emergency conditions, Hope Presbyterian Preschool will also be closed. When in doubt, call 844-HOPE. The answering machine message will be kept up-to-date with important information.

## Parent Involvement

We encourage parent participation in our Preschool program. We welcome you to visit the classroom at any time and we invite your insight into how we can best meet your child's needs.

### Parent/Teacher Conferences

You may arrange a parent/teacher conference at any time. We ask that you save any lengthy discussions you need to have about your child for these conference times and that you do not use drop-off and pick-up times for such discussions. Teachers need to be able to concentrate on all the children in the classroom at all times.

### Parents with Hope

We have a group of parents who provide support and appreciation to the teachers at Hope Preschool. This group is open for participation for any parent who is interested. Teacher appreciation is held in April and all parents are invited to participate.

### Parent Workshops

Workshops may be offered on a variety of topics related to young children. You will be notified in advance of these workshops.

## The Classroom

### Class Size

We are committed to maintaining low teacher/child ratios as we believe it is important to be able to give your children individual attention. The ability to do this begins with low ratios. Our current ratios are as follows:

Infants:	1 to 3.5 maximum size
Toddlers:	1 to 5.5 maximum size
Two-Year Olds:	1 to 6.5 maximum size
Three-Year Olds:	1 to 8 maximum size
Four-Year Olds:	1 to 9 maximum size
Five-Year Olds:	1 to 10 maximum size
Inclusion Class:	1 to 3 maximum size

## Toilet Training

We encourage you to toilet train your three-year old before fall session begins. Please inform the teachers if your child is being toilet trained so they can reinforce your efforts. Children must be toilet trained before entering the Preschool four-year old program.

## Discipline

Teachers of younger children will “redirect” misbehavior while teachers of older children will discipline using “time out,” which involves placing the child outside “group activity” for a short period of time. The teachers at Hope Preschool are not permitted to use physical punishment as a form of discipline.

## Birthdays

We think a child’s birthday should be celebrated even at school. We invite parents to bring icing-free treats for your child’s class to share. If you desire, you can also bring birthday napkins, hats or party favors. You can also arrange a “pretend” birthday for a child who has a summer or holiday birthday. Please check with your child’s teacher before making plans and for any food allergies in your child’s classroom.

## Video/Photography

There are times throughout the year when photographs are taken or videos are made of the children to be used in the classroom or facility. If you prefer your child/children not be included, please inform the staff in the Preschool office.

## What to Bring

### Food

Children in the **infant** class should bring already prepared bottles and unopened baby food in jars, along with a spoon. The teachers are not to mix formula in bottles for your child. Also, a bib is a necessity when feeding your infants to keep their clothes from getting dirty.

**Toddlers** should bring finger foods in a divided, plastic lunch container. While making clean-up easier; this also allows parents to see how much their child has eaten.

**Two through five year olds** should bring a nutritious lunch in a labeled lunch box or bag. Regulations from the Tennessee Department of Health require a freezer pack in lunches that must be kept cold. The foods sent should be easy for your child to handle (finger foods, sandwiches) and healthy choices (low in fat, sugar and salt, high in fiber).

**IMPORTANT:** We also ask that you be aware of food that may present a choking hazard, examples: hot dogs, grapes, olives, carrots and peanuts. Please cut hot dogs and carrots lengthwise and then diagonally in order to avoid the possibility of choking. Grapes and olives should be cut in half before they are sent to Preschool.

### Clothing

Please send a complete change of clothes (including socks) for all children in case of an accident. The children will go outside every day (weather permitting), so we ask that you dress them accordingly. Be sure clothes are comfortable and washable as they will sometimes be doing messy work. Also, please dress older children in uncomplicated clothes so they can help themselves when necessary. For safety purposes, do not allow your child to wear cowboy boots, sandals, flip flops or clogs. If a child is still in diapers, please send a minimum of four disposables. We ask that you do not send Easy-Ups or Pull-Ups.

### Rest Time Necessities

Since learning is hard work, all age groups will have quiet time after lunch. For infant and toddler naptime, you will need to send a baby bed sheet and a small blanket. Infants will not be put down to sleep on their stomachs. If your child is only able to sleep on his/her stomach, we will need a written release from your physician on file. Also, if your child needs something special for sleeping such as a stuffed animal or pacifier, please send that as well each day of attendance.

Two and three year olds will need a crib sheet or twin sized flat sheet and a blanket. They will nap on child size cots.

Four and Five year olds do have a quiet time and will need a 2" thick rest mat, crib sheet & blanket.

## Labels

This is very important! Please put your child's name on everything he/she brings to Preschool. This includes lunch boxes, thermos', food containers, backpacks, jackets, diaper bags, diapers, baby food jars, bottles, spoons, pacifiers, blankets, sheets, etc. This will ensure that your child is sent home with his/her belongings.

## No Toys

Please do not send toys to school. The only exception will be if your child needs a toy for naptime or if the class is having a share day. The Preschool is well equipped with a variety of toys which are chosen for fun and are appropriate skill development.

## Fees

### Tuition

The Preschool Committee at Hope Presbyterian Church has set the following fees for the 2011-2012 school year.

Infants attending 2 days a week . . . . .	\$180.00 monthly
Child attending 2 days a week . . . . .	\$165.00 monthly
Child attending 3 days a week . . . . .	\$250.00 monthly
Child attending Inclusion Class 3 days a week . . . . .	\$310.00 monthly

Fees are to be paid annually, by the semester or one month in advance on the first day of each month.

Tuition Schedule:

<u>Tuition Due</u>	<u>Pays for Month of</u>
July 1, 2011	September 2011
September 1, 2011	October 2011
October 1, 2011	November 2011
November 1, 2011	December 2011
December 1, 2011	January 2012
January 1, 2012	February 2012
February 1, 2012	March 2012
March 1, 2012	April 2012
April 1, 2012	May 2012

Tuition fees are based on a yearly cost of operating this program which includes paying the teachers and staff. These are set fees and no refunds will be given for any school days missed. Your prompt payment will be appreciated. After the 10<sup>th</sup> of the month, any unpaid tuition will be considered delinquent and will result in a \$10 late fee unless other arrangements have been made through the Director. Tuition over 30 days may result in dismissal of your child/children from the Preschool.

A \$15 returned check fee will be charged for returned checks.

**The Preschool's taxpayer ID number is 62-1360056.**

### **Enrollment Fee**

Each year we ask parents to pay an enrollment fee of \$50.00 per child or \$75 per family. This fee is non-refundable.

### **Activity Fee**

All Preschool children will pay a one time activity fee of \$50.00. This fee includes all special materials used throughout the year to include evaluation tools and screenings. This fee will lessen the need to send money or materials for special projects during the year.

### **Funding**

Hope Presbyterian Preschool is a non-profit and is supported entirely through student fees. Each year we establish our budget based on the number of students who are enrolled. Student fees, therefore, are non-refundable whether the student attends school or not.

### **Licensed**

Hope Presbyterian Preschool is licensed by the State of Tennessee. Our license is renewed in December of each year.

### **Withdrawal**

We ask parents to give two weeks written notice prior to withdrawing your child/children from the Preschool. This notice should be given to the Director, Janie Brooks.

## Other Policies

### Notice of Non-Discriminatory Policy to Students

Hope Preschool admits children of any race, color, nationality or ethnic origin to all privileges, programs and activities generally accorded or made available to students at the school. Hope does not discriminate on the basis of race, color, national or ethnic origin in administration of education policies or admissions.

### Authorizing Release of a Child

Unless a parent gives written permission, the school will not allow children to leave the premises with someone other than their parent. Forms are available at the Preschool desk to authorize someone else to pick up your child. The authorized person will need to present their driver's license or photo ID and check in at the Noah's Ark Preschool desk before going to the classroom. In an emergency, you may telephone permission for the child to go home with someone other than yourself. We will verify that you are the one calling. If there is a person who should NOT come for your child, please notify the office and your child/children's teacher(s). We will practice caution at all times when dealing with your child's safety.

### Records

Hope Presbyterian Preschool requires parents to keep the following forms on file in the Preschool office:

- † Enrollment form which includes telephone numbers of friends to call in an emergency, the name and number of your child/children's doctor and signed permission allowing school officials to authorize emergency medical treatment. Please be sure your friends listed for emergencies are aware that their names and numbers are on file.
- † Health form, as required by state law, from your child's doctor stating immunization records and any allergy history. This form must have the medical provider's stamp or signature on it. Please bring an updated form whenever your child receives an immunization.
- † Permission slips, if needed, authorizing someone else to pick-up your children or authorizing the dispensing of prescription medicine.

## Illnesses

- If your child has any of the following symptoms for 24 hours, he/she should not come to Preschool:
  - fever
  - vomiting
  - diarrhea
  - respiratory symptoms
  - eye drainage
  - unexplained rash
- Your child/children must be free of any symptoms for 24 hours before returning to class.
- Notify the Preschool if your child/children have a communicable disease such as chicken pox, strep throat or head lice.
- The Preschool cannot administer medications unless they are prescribed by a doctor and are accompanied by a parent permission slip, which is available in the office.
- Preschool records must be kept current as your children receive new immunizations. If your child receives any new immunizations during the preschool year, request that your child's doctor give you a current copy of the State of Tennessee health form for you to bring to the preschool.
- If your child travels outside of the country, proof of a TB test must be on file before your child can come back to school.