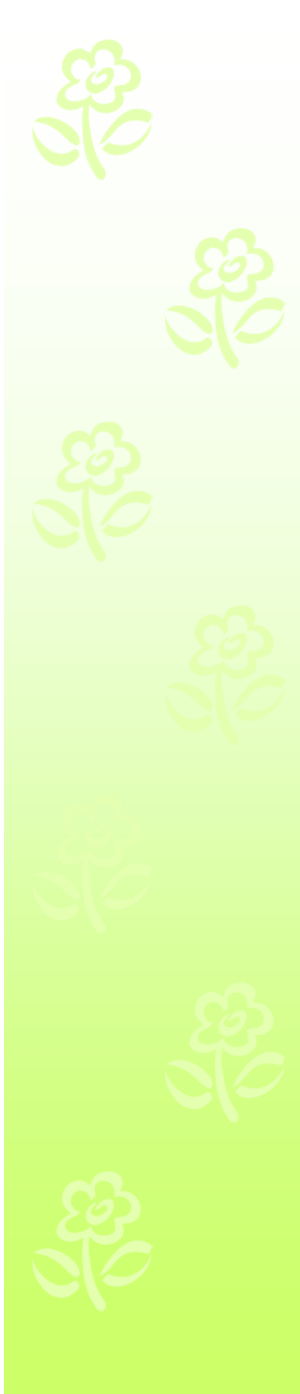


# PARENT HANDBOOK



VILLAGE CHURCH ON ANTIOCH  
**PRESCHOOL**



Village Preschool - Antioch Campus  
14895 Antioch Rd, Overland Park, KS 66221  
Preschool 913-681-1906  
Church 913-681-8180  
[www.villageantioch.org](http://www.villageantioch.org)

W

e would like to welcome you to Village Church Preschool—Antioch Campus. We are committed to a philosophy that meets each child where they are in their development. We strive to provide an atmosphere where each child will develop skills at their own rate. We acknowledge that you, the parents, are the child's first and most significant teachers and seek to build upon the foundation that you have built.

Our goal is to nurture the growth of the **whole** child by providing a curriculum and atmosphere that fosters social, emotional, cognitive, physical and spiritual development.

We are looking forward to getting to know you and your child. Because our focus at drop off and pick up times is on your children and making them feel welcome, safe and comfortable in our classroom, it is often difficult to have lengthy or private discussions with parents before and/or after class. We want to respect everyone's privacy by not discussing your child or any other child in front of other adults or children. Privacy and positivity feel safe and comfortable to everyone. If you would like to meet with us at a more appropriate time, please feel free to verbally let us know you'd like to schedule a time to meet or leave us a note with a good number to reach you. We will always do our best to contact you in a timely manner. Our goal is to work together as a team to encourage your child's growth physically, socially, emotionally, spiritually and academically.

Because we are looking forward to providing an excellent experience for your child and your family, we are providing the following information for you to review. This packet is a combination of helpful hints and required guidelines necessary to assist the students, teachers, and parents in working toward a smooth, healthy, and happy school year. These guidelines will also be discussed with the children and reminders will be sent home, if deemed necessary. If you need any additional clarification, please do not hesitate to ask any of the teachers. We are here for you AND your child.

We are pleased to have your family become a part of our Preschool community. Please feel free to communicate your joys and concerns to us as we work together in the interest of your child.

In advance, we want to **THANK YOU** for your support. The next 9 months will be an enriching and exciting adventure!

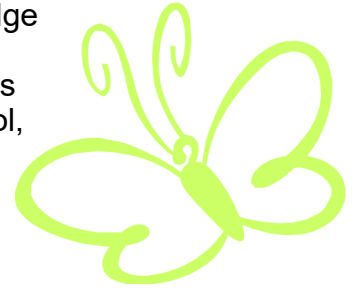
—The Preschool Staff



## -We Believe-

We see each child as a unique individual created by a loving God. We value the worth of each child and believe every child has special gifts to offer. It is our intent to provide an atmosphere that will allow for the development and growth of those gifts. With that growth, it is our hope that each child will develop a strong sense of self. We will also encourage children to value each other and treat others as they wish to be treated.

Our Christian preschool welcomes children of all faiths to our classes. Although we do not teach from a religious curriculum, we acknowledge God as our creator and offer our thanks through prayer each day. In addition, we celebrate the holy days within Village Church's faith. It is our hope that by our loving acceptance of each child in our preschool, each child will in turn learn to love themselves and others.



## -Preschool Curriculum-

We use a developmentally-appropriate/cognitive (D.A.P.) learning curriculum. This educational approach nurtures healthy academic growth and development, as well as age appropriate social, emotional, and physical skills. The key to success with the D.A.P. learning curriculum lies within your child's full involvement in and satisfaction from the activities throughout the daily schedule.

The D.A.P. learning curriculum assures that each child is active as they learn through doing. Through their play, children learn to think and solve problems for themselves. Each child is recognized for their own level of development and work from that level to achieve social, emotional, and intellectual growth. Each child is taught to take responsibility for what they do during planning, working and evaluating the day. As a result, children realize that they are able to control what they do and can make decisions themselves from a group of age-appropriate choices.



## -The Preschool 3's & Pre-K Daily Routine-



Arrival: During this brief casual time, many important skills are developing as the children take care of their personal belongings (hanging up backpacks, coat, etc.) greet friends, observe changes in the classroom and find a place to sit with their classmates. **Arrival time is 9:00 A.M.**

Circle Time: Children and teachers gather together for a time of reading stories, singing songs, playing games, and briefly talking about what will be happening during the day. The children take turns being leader, checking the weather and doing *show and tell*. Unlike any other part of the day, everyone is involved in the same activity at the same time.

Small Group and Planning Time: In Pre-K the children are divided into two small groups in order to facilitate more teacher-directed time. In planning, the children decide what they want to do in the work centers.

Work Time: This is the time of day when the Pre-K children carry out the plans they made during Planning Time. All children make choices and can move freely to each activity at their own time. The teachers aid and enhance skill development as children work with different materials.

Clean-up: During clean-up time the children put away the materials they have used for their work. Shelves are marked so that children know where materials are to be placed. This labeling helps facilitate the clean-up process and incorporates curriculum goals, such as classification and sequencing.

Activity Time: During this period, the total group is involved in motor activities, either indoors or outdoors.

Serendipitous Happenings: These are daily occurrences when children are loved and are learning. The daily routine is always secondary to child-inspired creative discoveries.

End of the Day: At the end of the Preschool session, the children are ready to return home and share their experiences and discoveries with you. We ask that you pick up your child promptly each day.

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## -What to Bring Preschool 3's and Pre-K-

Large Backpack: Each child is required to bring an easy-to-open backpack to school each day. This backpack insures that projects and notes do not get lost in the parking lot. The teachers also use it as part of the curriculum, teaching your child responsibility by learning how to load their own backpack. They gain valuable skills from this—fine motor skills, planning, organization, routine, responsibility, and self esteem.

Refillable, spill proof water bottle: Please write your child's name on their water bottle. Research has shown that water is a very important part of a young child's brain development; consequently the water bottles will be available to the children at any time throughout the day.



## -EARLY PRESCHOOL PROGRAM DAILY ROUTINE-

Arrival: Walk your child to the classroom. During this brief and casual time, many important skills are developing as the children take care of their personal belongings (hanging up their coat, putting their lunch and water in their cubby, diapers in the white basket, and name tags on the white board by the door) greet friends, observe changes in the classroom, enter the classroom, and choose a center. When dropping off your child, we ask that you not linger too long in the classroom or hallway. Separation anxiety does occur with 2 and 3 year olds, and also with their parents. After a positive, encouraging and loving good bye, we will happily hold your child while they adjust to the classroom setting, but the longer the parent lingers in the child's sight, the slower and harder the adjustment time will be. We promise to take wonderful care of your sweet child!

Play Time: This is the time of the day when children are free to play in all of the different centers. The children will choose the activity/center of their choice and socialize with their friends. Teachers assist with the planning as one project is completed and the child is ready to move on to another. They also aid and enhance skill development as children work with different materials.

Clean-up Time: During clean-up time, the children put away the materials they have used for their work. Baskets are marked so the children know where materials are to be placed. This labeling helps facilitate the clean-up process and incorporate curriculum goals such as classification and sequencing.

Snack Time: During this period, the total group is involved in snack time where they first use the restroom and wash hands, then they sit down for a group snack time where they reinforce appropriate and safe table manners such as "please" and "thank you", sitting safely in their chairs at the table, casual conversations (when they are done chewing!) and cleaning up their area when they are finished.

Gross Motor/Outdoor Exploration Time: We then have a special time for the entire group to engage in their choice of gross and fine motor activities that have been selected for the day, either indoors or outdoors, depending on the weather.

Circle Time: Children and teachers gather together for a time of reading stories, singing songs, playing games, and briefly talking about the child's day. The children take turns helping with different tasks (picking out a book, finding colors or shapes, etc.).

Lunch Time: All the children and teachers say our preschool prayer and eat our lunches (healthy foods first). We practice sitting safely in our seats, using our manners, perfecting our use of utensils and feeding ourselves, polite conversation, and identifying healthy foods (fruits, vegetables, proteins and grains). We then clean up, put away lunches and waters, wash hands, and make sure to use the restroom.

Nap/Rest Time: Mats are set out, along with any comfort items. The overhead lights are turned off, special nap lights are turned on, and relaxing music is played. We will provide at least 30 minutes of quiet time with books, puzzles and stories.

2:00 End of the Day: At the end of the day, the children are ready to return home and share their experiences and discoveries with you. We ask that you pick up your child at the classroom door promptly each day – they will be SO excited to see you and share their day's happenings with you.

Serendipitous Happenings: Throughout each and every day, the children are loved by their peers and teachers, and they are always learning through play. The daily routine is always secondary to child-inspired creative discoveries.

## -WHAT TO BRING - EARLY PRESCHOOL PROGRAM -

A rest mat will be provided in the classroom. In a large **tote bag bring a blanket, crib sheet, pillow or quiet comfort item** for your child to use during Quiet Time. All bedding needs to be washed weekly.

We recommend that you bring your child's belongings in a **standard size backpack** that they can easily carry to and from school. The backpack should be placed on the child's hook in the hallway.

**Complete change of clothes** (weather appropriate top, bottom, underwear, socks) labeled with your child's name in a regular size backpack.

**Diapers or pull-ups** for the day (with your child's name written on them). Please place these diapers in the white basket at drop off. Please **WRITE** your child's NAME on the diapers the night before.

**Refillable, spill proof water bottle or cup** with fresh water. Please write your child's name on it. Research has shown that water is a very important part of a young child's brain development; consequently this will be available at any time throughout the play day.

If your child has food allergies, please pack an appropriate snack for them to safely eat at snack time, just in case the provided one is not appropriate for your child. This can be placed in the cubby with their lunch and water bottle/cup.

**Lunches** should be appropriately sized for your child's appetite, healthy, and low in sugar. Please send utensils if their meal requires them. Please label lunch boxes and all containers, and use an icepack to keep food cool, if necessary. Please be aware that we will not be able to heat up lunches, as we do not have a microwave in our room. Please have your child place their labeled lunch and water bottle in their cubby at drop off.

Kansas Child Care Licensing Rules and Regulations KAR 28-4-439 (b) (c) (2) (3) requires each lunch to consist of protein, fruits, vegetables, grain and milk

- Meat, poultry, fish, egg, cheese, cooked, dried peas or beans, or peanut butter
- Two vegetables, two fruits, **or** one vegetable and one fruit
- Bread, bread product or cereal
- Milk—2% milk will be provided however we still require your child to bring a filled water bottle



## - General Information For Parents-



### Bible Story and Bible Verse-

The children gather weekly to listen to a story read from The Beginner's Bible Book of Devotions—My Time with God. The children learn a Bible verse each month that will be posted in their classroom and repeated at various times throughout the daily schedule.

### Cancellation of School-

We follow Blue Valley School District's school cancellations due to inclement weather. If Blue Valley implements Late Start, the preschool will begin at its regular time. In any other situations of school closure, you will be notified by email

### Clothing-

For your child's safety we request that **ONLY TENNIS SHOES or rubber-soled shoes covering the entire foot** be worn. Sandals, flip flops and other slip-on shoes are not secure enough for the children's play at this age, and most children become quite agitated when the mulch or sand gets in their shoes, thus limiting their quality of outdoor play. Slick soled/patented leather shoes are not safe for active children on carpet or tile floors, and they do not provide enough traction when climbing on the playground equipment. Cowboy boots have hard heels and can break bones in the hands of children working on the floor.

**Tennis shoes are preschool shoes!**

Please encourage independence and self-help as much as possible. Clothing should be simple enough for the children to manipulate on their own or with little assistance. Please do not send your child in overalls or clothing that makes it difficult for them to use the restroom on their own (they are often in a hurry!). Elastic waist pants or leggings are perfect until they feel ready to tackle buttons, zippers, and snaps on their own. **Regular school/play clothes are a must.** We have found dress-up costumes, jewelry, and trinkets from home to be a distraction in the classroom. Costumes worn to school will be sent home with the parent or put in their backpack until dismissal.

*Please LABEL all of your child's belongings, including seasonal outerwear (hats, gloves, coats)!*

### Lunch Bunch-

Pack a lunch that is appropriately sized for your child's appetite, healthy, and low in sugar. Please send utensils if their meal requires them. Label lunch boxes and all containers, and use an ice pack to keep food cool, if necessary. We will not be able to heat up lunches, as we do not have a microwave in our rooms.

Kansas Child Care Licensing Rules and Regulations KAR 28-4-439 (b) (c) (2) (3)  
Requires each lunch to consist of protein, fruits, vegetables, grain and milk

- meat, poultry, fish, egg, cheese, cooked, dried peas or beans, or peanut butter
- Two vegetables, two fruits, **or** one vegetable and one fruit
- Bread, bread product or cereal
- Milk—2% milk will be provided however we still require your child to bring a filled water bottle

## COLOR CODING OF CLASSROOMS-

For adult convenience, we color code each class. Notes and general information in the hall, name tags on cubbies, hooks, and name tags used in the classroom are all color coded.

### Preschool 3's and Pre-K Classrooms:

RED ROOM	MWF 4 year old Pre-K
GREEN ROOM	M-TH 4-5 year old Pre-K class
BLUE ROOM	MWF (light blue) and T/TH 3 year old class

### Early Preschool Program 2 1/2 years old:

ORANGE ROOM	Tuesday, Wednesday and Thursday class
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## Daily Arrival & Departure-

The entrance for Village Preschool is on the north side of the church building and enters directly into the lower level where the program rooms are located. Preschool doors will open at 9:00.

Early Preschool Program parents, walk your child inside to their classroom.

Preschool 3's and Pre-K parents, you may choose to walk your child inside to their classroom door or walk them to the preschool entrance. The teachers will be in the hallway and assist the children with their belongings.

Do NOT send your child in from the parking lot. If someone other than your spouse is to pick up your child after school, please leave written permission with your child's teacher. Under-age siblings are NOT a choice for accompanying a preschooler.

### **Departure procedure:**

Early Preschool Program pick up at the classroom door.

Preschool 3's and Pre-k The children will be led outside by the classroom teacher. For the safety of the children, one child will be dismissed at a time.

## Late Policy-

Preschool dismissal is 11:45, Early Preschool Program and Lunch Bunch dismissal is 2:00.

Please be considerate of the teaching staff and pick up your child on time. A fee will be **charged for repeated late pickups. Late Fee \$5.00 for every 5 minutes.**

## Guidance & Discipline-

The D.A.P. curriculum uses the following strategies for problem prevention:

- Keep expectations for behavior developmentally appropriate
- Have many choices for play available
- Set clear limits for children's behavior
- Establish a consistent daily routine and communicate it clearly
- Model respectful ways of interacting with others and using materials
- Plan for transitions

## Food Allergies-

If your child has food allergies, please pack an appropriate snack for them to safely eat at snack time, just in case the provided one is not appropriate for your child.



## Parent Conferences-

Parent Conferences will be scheduled in the spring for the Pre-K classes (M-TH and M/W/F 4 and 5 year-old classes). There are no T/TH three-year-old or Early Preschool Program conferences. You may request a conference at any time.

## Parent Involvement-

We encourage parent involvement. The main avenue for parent involvement comes through parent classroom participation. Both the children and the program benefit from your special talents, skills and love.

Please let your child's teacher or the Director know that you are willing to assist in some way such as:

- Classroom reading
- Share a career or hobby
- Provide holiday snack supplies
- Help teachers with special projects
- Help coordinate staff luncheons
- Serve on the Preschool Committee or a short term sub-committee



## DAILY SNACKS-

Daily snack always consists of **two** food groups and is viewed as a nutritional *need* at this age, not just a "treat". **Daily snack is....**

- ◆ Simple - consisting of two food groups
- ◆ Sent in only **unopened store bought packages / containers**
- ◆ Low in sugar
- ◆ Part of the children's daily routine
- ◆ Served with water for healthy brain development
- ◆ Brought by parents on a rotating basis



## SNACK IDEAS

**Dairy:** cubed cheese, string cheese, yogurt—NO squeezable yogurts, cream cheese, yogurt covered raisins

**Grains:** pretzels, graham crackers, mini muffins, mini bagels, fruit breads, crackers, cereal (low in sugar), granola bars, veggie straws

**Fruits/Vegetables:** apples, bananas, melon, oranges, berries, grapes (sliced in quarters), cut up vegetables and hummus, healthy chips with salsa

**Meats:** sliced salami, cubed chicken, ham or turkey

## HOLIDAY SNACKS-

Signup sheets for occasions such as Christmas, Valentine's Day, Easter and the End of the Year will be provided at Hello Day. Please sign up for at least one item, as this is designed to be a collaborative effort by all of the classroom parents to bring a special snack, drink, and napkin (paper goods) for their child's classroom festivities. The children truly enjoy being able to contribute to the special celebration.

## **BIRTHDAY CELEBRATIONS-**

- ◆ Please provide one serving for every child in the class. Ideas include a sugar cookie with or without icing , banana bread, mini blueberry muffin, rice krispies treats, etc. (or a pre-approved snack idea) PLUS a second healthy food group item (or the usual 2 healthy food groups type of snack, if that is what your child prefers).
- ◆ **All food must be in unopened store bought packages/containers**
- ◆ Please keep it simple – NO large cupcakes, cakes that need to be cut or party favors.
- ◆ Please feel free to provide special napkins to share with the class.
- ◆ Please feel free to purchase a book in honor of your child’s birthday. Have them “sign” it, date it, and donate it to the classroom. It can even be wrapped so your child can open it (in birthday style) before we read it to the class. If your child has a favorite book from home, we are also happy to read this special book and return it to your child’s backpack.
- ◆ We will schedule a birthday snack day as close to your child’s birth date as possible.
- ◆ Because a class list is provided at the beginning of the year, we ask that all birthday invitations be mailed. Please do not put invitations in the cubbies, backpacks or hand them out in the preschool hallway. We would like to prevent any hurt feelings or awkward situations.



\*We will notify you if there are any specific allergies in your child’s class, although many of these children historically have chosen to bring their own safe snacks.

## **SHOW - N - TELL- (Preschool 3's and Pre-K)**

Show – N – Tell will be done daily, on a rotating basis. When it is your child’s turn, a bag will be sent home. This will be your child’s time to share one item with the class that is important to him/her.

Show –N – Tell is a great time to encourage children to communicate and feel confident when standing up in front of their peers. This will be an important experience for many years to come. Therefore, helping your child to feel comfortable in what he/she brings will provide a positive experience. The following guidelines are to help you and your child find something appropriate:

- Weapons are NOT allowed.
- Items must fit in the Show –N –Tell bag.
- If you have something unique to share (pet, large items, etc....), please pre-approve this idea with the teacher in advance.

To help your child prepare for his/her big day, ask your child questions such as:

- WHAT** he/she is bringing?
- WHY** is it important to him/her?
- HOW** does he/she use it?
- WHERE** does he/she use it?
- WHO** gave it to them?
- WHEN** did they get it?



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## -Emergencies & Safety -

In the event of an accident, the teachers will follow first aid emergency procedures.

- ◆ 911 will be called.
- ◆ Parents will be called.
- ◆ Please make sure that the emergency information we have on file (phone #'s, doctor preferences, etc.) is kept up-to-date throughout the year.
- ◆ Saint Luke's South Hospital will be used in the event we have no input from the parents.

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### Safety Drills-

Tornado and fire drills are practiced once a month. Should a tornado warning occur during school hours, we will take necessary precautions for your child. The plans are posted in each room for your review.

### Illness-

One of our goals is to keep the children as healthy as possible. We ask that you do NOT send your child to school if they are ill. If they become ill at school you will be called to pick them up immediately. Should your child contract a communicable disease such as chicken pox, please notify the school immediately so that we may alert the parents of children who might have been exposed. NO MEDICINE WILL BE ADMINISTERED TO CHILDREN AT SCHOOL.

Please keep your child home if they have:

- Temperature of 99.6 auxiliary or higher
- Severe cold and/or sneezing
- Persistent cough
- Sore throat
- Swollen glands
- Ear ache
- Red eyes or sore eyes
- Discharge from nose, eyes or ears
- Upset stomach
- Nausea or vomiting
- Diarrhea
- Undiagnosed skin eruptions or skin rash
- General signs of listlessness, weakness, drowsiness, flushed face or headache
- Sign or symptoms compatible with communicable disease, particularly if the child has been exposed



Please follow the Golden Rule – Do not expose others to illness to which you would not want your child (or yourself) exposed.



## -Mission Statement-

The Preschool Program of  
Village Preschool—Antioch Campus:

- ♦ ***Establishes a Community Profile***  
that provides a safe place where children are loved, encouraged to learn and helped to grow in a Christian environment.
- ♦ ***Encourages and Educates Parents***  
by providing educational materials, fellowship and guidance from early childhood professionals.
- ♦ ***Inspires Camaraderie and Excellence***  
among the staff and celebrates the growth and development of God's children.



## -Important Numbers-

Village Preschool - Antioch Campus program is administered through  
Family Ministries of Village Church.

**Paula Benefiel**

Preschool Director

paula.benefiel@villagepres.org

**Preschool Office:** 913-681-1906

Church Office: 913-681-8180

Fax: 913-681-8186

Website: [www.villageantioch.org](http://www.villageantioch.org)

## -Enrollment & Re-enrollment-

Enrollment and re-enrollment are held in February. Please call the Preschool office at 913-681-1906 for specific dates. Admission policies are nondiscriminatory in regards to race, color, religion, national origin, physical handicaps, ancestry, or sex in accordance with Kansas Civil Rights Statute K.S.A.44-1009. Children are placed in classrooms on a first come, first served basis.

### **Preschool 3's (must be 3 by Sept. 1)**

T/Th 9:00-11:45

M/W/F 9:00-11:45

(must be Potty Trained)\*

### **Pre-K—4 and 5 year old's (must be 4 by Sept. 1)**

MWF 9:00—11:45

MTWTh 9:00—11:45

### **Extended Day (Lunch Bunch) offered each day**

M/T/W/TH 11:45—2:00

### **Early Preschool Program (2 ½ by Sept. 1)**

T, W or Th 9:00—2:00

### Tuition-

Fees are set every year. At enrollment time a registration fee is due. These are NON-REFUNDABLE. Payments are to be made on the 1<sup>st</sup> of the month, September through May. Monthly tuition remains the same, regardless of the number of school days in the month. Tuition may be paid by online payments at [www.villageantioch.org](http://www.villageantioch.org), or check payable to Village Preschool—Antioch Campus. A tuition box is located in the Preschool office. Should you need to withdraw your child from school, a written **FOUR-week** notice must be given to the director.

The school year is from September—May, a **total of nine monthly payments.**

## -Potty Trained-

We require all students enrolled in the 3's and higher preschool program to be fully potty-trained (this does NOT include children enrolled in the early preschool program/day out).

A fully potty-trained child is a child who can do the following:

- Tell an adult they need to use the bathroom BEFORE they have to go.
- Pull down their underwear and pants and get them back up independently. Please consider this when dressing your child for school. Teachers are happy to help with tricky buttons and snaps.
- Independently wipe themselves after using the toilet.
- Get off the toilet by themselves.
- Wash and dry hands.

Accidents happen even with fully potty-trained children, but not regularly. We always have extra clothing on hand in the classrooms if your child should need it, but we recommend families keep a change of clothes in their child's school bag at all times, just in case.

