

Parent Handbook

Village on Antioch Preschool
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Preschool 913-681-1906 Fax 913-681-8186
www.villageantioch.org

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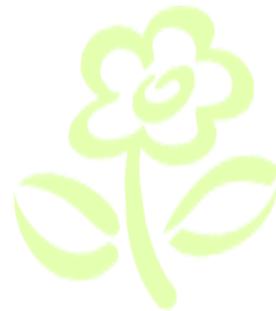
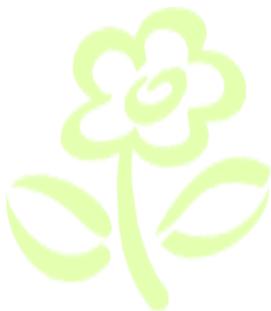
e would like to welcome you to Village on Antioch Preschool. We are committed to a philosophy that meets each child where they are in their development. We strive to provide an atmosphere where each child will develop skills at their own rate. We acknowledge that you, the parents, are the child's first 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 pleased to have your family become a part of Village on Antioch Preschool community. Please feel free to communicate your joys and concerns to us as we work together in the interest of your child.

—The Preschool Staff



—The Preschool & Pre-K Daily Routine—



Your child's daily routine will be consistent and will include:

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 weather, helping with the calendar 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: Each class divides 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 children carry out the plans they made during Planning Time. The child makes 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.

—The Early Preschool Program Routine—

Children in the Early Preschool program begin their day by selecting puzzles, colors, books or toys. Parents may feel free to assist their children in finding the first activity of the day and may find that this shared activity helps to relieve some of the anxiety that children of this age so often feel. The Early Preschool program will then progress through the day with opportunities for large and small group activities, individual play in the interest centers, outdoor play for large muscle development and socialization during their lunch period. Each child will bring a nutritious lunch from home and enjoy it with the rest of their classmates prior to rest time. Before dismissal time, the children will be given a snack that parents provide on a rotating basis. We ask that you pick up your child promptly, and be prepared to hear about their fun and exciting day.

Items needed from home:

- *Labeled change of clothes & diapers if needed*
- *A water bottle*
- *A nutritious lunch with drink in a labeled lunchbox*
- *A wipe off resting mat*
- *Blanket & other comfort items*
- *A labeled backpack*
- *A laundry basket or tote in which to carry & store above items*



—The Preschool Curriculum—

At Village on Antioch Preschool 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 with 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.

—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



— General Information For Parents—

Backpacks: 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.

Bibles: Every child enrolled at Village on Antioch Preschool receives a new Bible. The children gather weekly to listen to a story read from a similar Bible. The weekly Bible Story that was read will be posted by your child's classroom. Our hope is that you will re-read the story at home with your child.

Birthdays: Birthdays are special times for children! Please follow the snack guidelines and birthday guidelines found in the "Guidelines" handout when planning that fun day with your child. Families have established a tradition of buying a book for the classroom library in honor of their child's birthday. Teachers can give you selection suggestions if you wish to donate a birthday book.

Cancellation of School: We follow the Blue Valley School District's decisions regarding inclement weather. In any other case you will be notified.

Carpools: You will be receiving a class list. Please use this information in order to arrange carpools.

Clothing: Please dress your child in simple, washable clothing. We spend a lot of time sitting and playing on the floor. Your child will be involved in a variety of creative expression activities and at snack spills do happen. We encourage self-help at bathroom time and informal, comfortable clothing helps them manage their own clothes for this purpose. The children have a period of outdoor play, except in extreme weather conditions, so please dress your child so that they can stay warm. All sweaters, coats, hats and mittens must be labeled with the child's name.

Daily Arrival & Departure: The entrance for Village on Antioch preschool program is on the north side of the church building and enters directly into the lower level where the program rooms are located. Please bring your child to the door of their classroom each day. Do NOT send your child in from the parking lot. Please come to the classroom door to pick up your child. 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. Should you arrive early for class or to pick up your child, please wait at the classroom door.

Classroom doors will open at 9:00 by the teacher. 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.**

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.



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 you 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.

Lunch: Children enrolled in Lunch Bunch and the Early Preschool program need to bring a lunch. Please be aware that refrigeration is not available, so make your food selections accordingly. Lunchboxes should be labeled. Please pack the lunch so that it is easy for your child to eat, i.e. fruit cut into small pieces, and include a drink. We ask that candy and other high sugar items NOT be included.

Snack: Snack is a center at Preschool. We refer to it as snack and not treat. Snacks are provided by parents on a rotating basis. The schedule will be posted and sent home. The State of Kansas regulates what can be served in licensed Preschool programs. According to Kansas guidelines, snack should come from two of the following basic food groups: cereal/grain, dairy, protein, fruits/vegetables. Consider that your child, plus their classmates will be the consumers, so please remember to AVOID SWEETS and FATTY ITEMS. Bring healthy snacks for the children to enjoy. Allergies are considered in each classroom. We will alert parents regarding dietary limitations.

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 at Village on Antioch Preschool. 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



–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 Statue K.S.A.44-1009. Children are placed in classrooms on a first come, first served basis.

The class schedule is:

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|---|------------------------------------|
| 3- year-olds (must be 3 by Sept. 1) (MUST be Potty Trained) | T/Th 9:00-11:45 & M/W/F 9:00-11:45 |
| Pre-K—4 year olds (must be 4 by Sept. 1) | MWF 9:00—11:45 |
| Pre-K—4 and 5-year olds | MTWTh 9:00—11:45 |
| Extended Day (Lunch Bunch) offered each day | M/T/W/TH/F 1145—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 and accreditation fee are due. These are NON-REFUNDABLE. Payments are to be made on the 1st of the month, August through April. 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 , or check payable to VOA Preschool. A tuition box is located in the Preschool office. Should you need to withdrawal your child from school, a written FOUR-week notice must be given to the director. The school year is from September to May-a total of nine monthly payments.

—Important Numbers—

Village on Antioch Preschool program is administered through
Family Ministries of Village on Antioch 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

—Mission Statement—

The Preschool Program of Village on Antioch Church:

- ***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.

Village on Antioch Preschool
—*Serving the Johnson County Community since 1991*—