



PRESCHOOL
AND DAY CARE
CENTER

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Our School is a member of the
Association of Christian Schools International

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The Woodland Christian Pre-School & Day Care Center Parents' Handbook

The Woodland Christian Preschool and Day Care Center is a Non-Profit Christian School.

The Woodland Christian Pre-School and Day Care Center is licensed by the State Department of Health, and its license is contingent upon continued conformity to the requirements set forth by law.

We have a nondiscriminatory policy which admits students of any race, religion, or ethnic background to all the rights, privileges, programs, and activities made available to all students at the Woodland Christian Pre-School and Day Care Center.

WHAT OUR PROGRAM CONSISTS OF

The program at WOODLAND CHRISTIAN PRE-SCHOOL AND DAY CARE CENTER is for children who have turned three years of age by December 2, of the year they are enrolled and not over six. They must be able to take care of themselves in the bathroom and they must be ambulatory.

Our program consists of both indoor and outdoor activities, with alternating periods of **active and quiet play**. This includes creative skills, (easel painting, finger painting, scissors, etc) dramatic play, language development, stories, music, rhythm, science, nutrition experiences, and listening skills. The children participate in structured learning activities as well as small group situations.

There is an emphasis on teaching Christian attitudes and concepts. Bible stories and songs are included in our school activities. A prayer of thanks is offered at snack and lunch. We teach the children of God's love for them in a Christian atmosphere of respect and love for every individual.

The teachers and aides observe carefully the characteristics and needs of every child and personal help is given to each one.

The Day Care program includes all the Pre-School activities, plus a hot lunch prepared on site, a nap period, and additional afternoon learning experiences.

WHAT IS PRE-SCHOOL?

Woodland Pre-School has been established to provide a rich, stimulating environment in which the child can learn, create with a variety of materials, grow, share, make new friends, and gain self-confidence. The child may enjoy stories, games, music, and science experiences. He/she will learn to express him/herself, develop respect for others, and become comfortable with routines in a school situation. The children enjoy Bible stories and songs in a Christian atmosphere. They learn of God's love for them.

Pre-school classes are held Monday, Wednesday, and Friday, or Tuesday and Thursday 9:00-11:30 a.m. In our Pre-K we offer afternoon sessions from 12:30-3:00 p.m. A snack is prepared by the school for each session except for birthday and holiday celebrations when treats are provided by parents.

The children must be three years of age by December 2, of the year they are enrolled and not over six. They must be able to take care of themselves in the bathroom. We do not accept non-ambulatory students.

WHAT IS DAY CARE?

Our facility is open from 7:00 a.m.-6:00 p.m. The Day Care children participate in all pre-school activities. All aspects of their day are included in the monthly fee. After the two and one half hour pre-school session, they remain for lunch prepared by our school cook, and nap time. A cot with sheet, pillow, and blanket are provided each child enrolled for nap time. In the afternoon, they have a snack prepared on site and supervised play until they are picked up by their parents.

We do expect the children to have had breakfast at home before they arrive in the morning.

THE FIRST FEW DAYS

This is a big step for the whole family. Your child will soon be coming home with exciting things to share, and will have new friends in his/her world to tell you about.

Sometimes tears come with the first days of transition. Be assured that the staff will be supportive and can handle whatever the situation is. Be sure your child understands you are not abandoning him/her, and will return “when school is over” (they do not understand time concepts). Give him/her a hug and kiss: then please leave. Prolonged farewells almost always intensify a problem. **Do not plan to stay with your child on the first day of school unless the teacher requests you to do so.**

Please come a few minutes early to pick up your child. If he/she sees other children leaving with a parent and his/hers is not there, it could cause anxiety and fear.

Please do not send extra food, gum, candy, or snacks to school unless prior arrangements have been made. If your child is allergic to any specific food, etc. please let the staff know so that proper arrangements can be made for snack time.

To help your child transition to our center, you are welcome to visit before school begins. When class is in session please limit each visit to no longer than 20 minutes and understand that these are for observation only and not for participation.

FINANCIAL POLICIES & PARENT INFORMATION

A non-refundable registration fee is required upon acceptance of application for new students and at re-registration. Tuition is paid by the first of the month, with a ten day grace period. If this is a hardship for anyone, special arrangements can be made with bookkeeper of director. Payments are made at the Pre-school. Accounts not paid by the tenth of the month will be charged a late fee, and if not paid by month's end, the child's enrollment will be terminated. There is a service charge for any returned checks.

Students may also be dropped because of persistent late pick-ups. Please give a 2 week notice, if you choose to drop your child.

A two week vacation credit is granted to year-round students who have attended for one year. Credit will be given in the summer for vacation time when your child is away from our facility. Pre-school and nine month day care children pay monthly, while enrolled.

Students records must be complete and on file before the child may start school. Please be sure all names and numbers are current and notify staff if any changes occur during the year.

Fifteen hour of volunteer service is required of each full time day care family. Three day students families must perform 9 hours of service and 2 day students must perform 6 hours of service during each school year. In lieu of service hours you may pay \$15.00 per hour, or combine hours served with dollars paid.

SIGN IN/SIGN OUT PROCEDURE

Parents must sign in their child, using both the child's first and last name and their own first and last name, on the provided form located on the lobby counter closest to their classroom. Any time a child leaves the center they must be signed out. If a child leaves and then returns they must be signed in again when they return.

YOUR CHILD'S HEALTH

Please bring your child to the Center only if he/she is in good health. If your child exhibits any sign of illness, such as vomiting, diarrhea, runny nose, rash, head live, general weakened condition, or fever, please keep him/her at home. We have neither the staff nor the facilities to care for sick children, and illness travels so quickly that healthy playmates are easily infected. Also, your child will not be free to participate fully in the program of the Center if he/she is not feeling well.

Please notify the Office if your child is absent from school.

MEDICATION

The preschool will administer prescription and non-prescription medication to your child under the following conditions:

1. Prescription medications must be in the original container from the pharmacy, showing the child's name, current date and doctor's instructions as to administering the medication.

“Your Child’s Health continued...

2. Parent must fill out a medication form for all prescription and non-prescription medication. Include the date, amount to be given, type of medication, and the parent’s signature on each day medication is to be given.
3. All lotions, sunscreen, chap stick, etc., is considered a non-prescription medication and needs to have a medication form and be given to a teacher to store away from the children.

Minor cuts and scrapes will be treated with soap and water, first aid spray, and bandaids.

Emergency medical information is kept on file in each child’s folder, and it is the parent’s responsibility to keep this information current at all times. If your child has a medical emergency at school we will make every effort to contact you or your designated emergency contacts. The center will call 911.

NUTRITION

We provide one morning and one afternoon snack as part of our preschool or day care program. Snack is prepared on site unless it is a birthday party or holiday party provided by the children. Snack will include 1/2 cup of milk or juice and either 1/2 cup of fruit or vegetable or 1/3 cup cereal or 1/2 cup crackers and cheese.

We do expect the children to have had breakfast at home before they arrive in the morning.

Our full day children are served lunch at 11:30 a.m. each day. Lunch is prepared on site and includes 3/4 cup milk, 1/2 cup vegetable, 1/2 cup fruit, 1 1/2 oz. protein and 1/4 cup carbohydrate. Our lunch menu is posted on the birthday board in the entry of our building. If your child has food allergies you may decide it is best to provide your child's meals from home. If you do provide your own lunch or snack this in no way changes your tuition payment.

FIELD TRIPS

We do not schedule field trips, we do invite the community in to visit us.

VISITORS

We schedule Special Visitors to come into the classroom to reinforce learning. These Special Visitors are mostly parents of children enrolled in our Center who come in to share how they spend their day with the children.

PARENT CONFERENCES

Informal parent conferences may be held at any time. Open communication and the sharing of information are essential ingredients for a successful preschool experience.

A formal parent conference is scheduled with your child's teacher sometime during the year at which time a detailed report of his/her school experience is given. We trust that this will be an especially informative time for you.

PROGRESS REPORTS

A progress report for each child will be given to the parents at the parent conference and again at the close of the school year.

WHAT ABOUT DISCIPLINE?

Our goal in discipline is to train children to use self-control, develop respect for authority, and learn to express themselves in socially acceptable ways while giving all the children a peaceful, secure learning environment that is safe, healthful and comfortable free from any form of corporal or unusual punishment. Each child is treated with dignity and respect.

Discipline when applied correctly is always positive and is carried out in the following manner:

Positive Reinforcement- This is discipline brought about by reinforcing what is acceptable and right. Many different kinds of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior. Included are hugs, stickers, candies, verbal praise, and public recognition. Good behavior is well recognized and encouraged.

Consequences- are part of our training and discipline process and are used to teach responsibility. These are administered consistently and are clearly defined to the student beforehand. They are used to help correct unacceptable behavior. They are always administered in love with firmness. For offenses deemed less serious, the process is carried out as part of the normal teaching process in a given day with time out and/or loss of privileges. In more serious offenses, the parents are notified with a written note. If the behavior continues a parent/teacher conference may be scheduled. A child will be dismissed from the program for continuous misconduct, incompatibility with group activities, or interference with the educational opportunities of the

other children, if a satisfactory resolution of the problem cannot be achieved upon consultation with parents or guardian. An appropriate refund of remaining fees will be made.

CLOTHING

Please dress your child in clean, sturdy, play clothes that he/she can manage by him/herself. Clothes may get dirty during the many learning activities at school, and this should not disturb you.

Your child is expected to take care of his/her own bathroom needs so his/her clothing should encourage self-help, such as t-shirts and long pants with an elastic waistband. Please do not dress him/her in clothing with buttons, zippers, buckles, or snaps that he/she cannot handle him/herself.

Clothing should be appropriate for outdoor as well as indoor activity. Shoes are required at all times. NO FLIP-FLOPS, PLEASE. Sturdy tennis shoes, without wheels, that he/she can take on and off by him/herself are best.

Please label all removable clothing (coats, jackets, sweaters, scarves, caps, gloves, etc.) with you child's FIRST AND LAST names. Initials or first names only are often confusing because of duplication. Articles that are properly labeled are seldom lost.

Each "morning" child is provided with a cubby in which to keep personal belongings. Please provide a complete change of clothing to be left in the cubby in case of an accident. Please check the cubby daily for projects, notices, soiled clothing and anything else that needs to go home.

SCHOOL YEAR CALENDAR

PRESCHOOL will observe the following calendar:

SEPTEMBER	Parent Information Time Labor Day
NOVEMBER	Veterans' Day 1 week at Thanksgiving
DECEMBER	2 weeks at Christmas
JANUARY	Martin Luther King, Jr. Day
FEBRUARY	Presidents' Day Lincoln's Birthday
MARCH	Open House (family)
APRIL	Good Friday 1 week of Spring Break
MAY	Memorial Day

DAY CARE will be open on a year-round basis except for the following holidays:

- * 2 days before school starts
- * Labor Day
- * Veterans' Day
- * Thanksgiving (2 day)
- * Christmas (2 days)
- * New Year's Day (2 days)
- * Presidents' Day
- * Good Friday
- * Memorial Day
- * Friday after school ends
- * Independence Day

SOME ITEMS TO BE KEPT OUT OF THE REACH OF CHILDREN

All medications	Depilatories	Nail Polish and Remover
Ammonia	Drain Cleaners	Paint and Paint Thinner
Antiseptics	Dyes	Perfume
Aspirin	Epoxy Glues	Rat Poison
Astringents	Floor and Rug Cleaner	Rubbing Alcohol
Bleaches	Furniture Waxes and Polishes	Shaving Creams and Lotions
Boric Acid	Gasoline	Shoe Polish
Camphorated Oil	Insect Spray	Turpentine
Alcohol	Kerosene	Varnishes
Car Polish	Liniment	
Creams	Laxatives	
Cleaning Agents	Lye	
Cologne		
Cough Syrup		
Cuticle Remover		

Emergency Phone Numbers **(for all emergencies call 911)**

Physician

Poison Control

Dentist

Hospital

