



Parent's Day Out
(Threes – Pre-K)

Parent Handbook

Calvary PDO/Preschool
(859) 231-8458

calvarybaptistchurch.com/preschool-parents-day-out/
calvarypdo@gmail.com

Andrea Caudill, Director

Calvary Baptist Church
150 East High Street
Lexington, KY 40507
(859) 254-3491

Carrie Beth Tonks, Minister to Childhood Education

Calvary Baptist Church Preschool

Welcome to our Preschool Program. We are excited to share our love, talents, and energy with your child during the school year. We look forward to many fun-filled days and know your child will also.

Ministry Objectives

We want to provide an environment and experience that will allow your child to:

- ❖ Make a successful transition from home
- ❖ Learn to develop an interest and joy in learning
- ❖ Develop a feeling of success
- ❖ Develop self-control
- ❖ Develop self-expression and creativity
- ❖ Develop a secure feeling through trusting relationships

Curriculum

Curriculum is the framework on which teachers can build an early childhood program that allows children to grow and develop as Jesus did-"in wisdom and stature, and in favor with God and man" (Luke 2:52). A child's growth and development is viewed as a process, not an event. Development begins when the child is conceived and continues throughout life. Spiritual, physical, mental, emotional, and social development are equally important. (LifeWay Resources, 2007) **We do not have a toilet training policy.** We support each child as s/he begins to use the toilet and we will NOT set a deadline. We place children in classrooms based on age.

Our Preschool program follows the WEE curriculum. This curriculum is published by LifeWay Christian Resources. We have curriculum designed for all the ages we teach. It is learning activity based, provides choices, allows for physical activity, and is biblically based. Throughout the school year we will have many different themes students will be learning about. Classrooms will base activities on the age and developmental levels of the children. Classrooms will post the monthly calendar outside the door so you can see what your child will be involved in during the month.

In addition to the WEE curriculum materials our Preschool teachers have access to additional materials published by various early childhood education companies. We provide ongoing training throughout the year and also encourage our teachers to attend various other trainings and conferences to gather new ideas.

Themes for our upcoming school year

Friends	Animals
My Family	Feelings
Kentucky	Being Healthy
Valentines	Weather
Favorite Books	Pumpkins
Giving Thanks	Spring
Christmas	Easter
Winter	Transportation
Community Helpers	

Teachers work to plan activities, arts/crafts, music time, story times, and more that center around our themes. Outside the classroom door you will find a *What We Did Today* poster with information about what your child did during class that day.

The church has a library located in the preschool area. Calvary Preschool children are welcome to borrow books from the library. You may come in anytime but we ask that you follow the church guidelines for checkout and return.

Health and Safety

We will make every effort to provide a clean and healthy classroom for your child. Please remember that we must have your cooperation in order to achieve this.

In order to insure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to preschool.

Upon the recommendation from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:

- Fever (within the last 24 hours)
- Vomiting and/or diarrhea (within the last 24 hours)
- Any symptoms of childhood diseases
- Common cold - free of all symptoms
- Sore throat
- Unexplained rash
- Any skin infection, and
- Pink eye or other eye infection

*A child with a clear runny nose, without additional symptoms, is welcome to attend.

When in doubt, please apply the Golden Rule.

If a child exhibits any other symptoms of illness or is injured the program will contact the parent and make them aware of the situation and possibly ask the parent to come pickup the child or check on the child. The child will wait in the Preschool office with a staff member until a parent arrives. Preschool will not administer medication.

In case of emergency, parents will be contacted immediately. If the child is in need of immediate medical care the program will call Emergency Medical Services. Should your child be transported, a member of the program's staff will accompany the child. Each child has a medical release on file and this will be used if necessary. We will not accept a child unless we have all forms completed. It is very important to keep your emergency information up to date, as this is where we will get our information. If your emergency information (contact information, phone numbers, insurance numbers, etc.) changes please notify us immediately.

Arrival and Pickup

Our hours are from 9:30 – 2:00 Tuesdays and Thursdays. Please wait and drop off your child at 9:30 so teachers can prepare classrooms for the day. We encourage everyone to be dropped off on time so classrooms can begin center learning activities. Late drop offs can also disrupt children who are adjusting to their new environment. When picking up or dropping off please do not enter your child's room. At the time of drop off please complete the sign in/sign out sheet outside the classroom door letting teachers know who dropped off, where someone can be reached, and who will be picking up the child that day. Parents will sign out their child each day as well.

Please be prompt in picking up your child. Parents are assessed a late fee of \$5.00 cash for every 5 minute period after 2:05. If an emergency should arise, a phone call to the director will be expected. You are welcome to pick up your child early if needed. Please let your child's teachers know that morning if you will be early.

What to Pack

A backpack with a change of clothes and a blanket for rest time as well as a lunch with a cup.

*See nutrition section below for further information

Please be sure to LABEL all of your child's belongings such as cups, dishes, clothes, bags, coats, towels/blankets, etc. When dressing your child for the day at school please be aware that all classrooms do engage in art and sometimes messy learning activities as well as some amount of active play either on the playground or in the gym facility. Please have your child dressed in shoes suitable for play. Apply sunscreen in the morning if needed. Sunscreen is important however, teachers will NOT apply sunscreen due to the potential of allergic reaction.

Unless it is for security reasons (comfort items such as a stuffed animal or blanket), parents are encouraged not to allow children to bring toys from home. Adequate toys and equipment are provided for the proper age level and many times toys get lost/damaged or are a problem for other children.

Daily Schedule

All classrooms follow similar schedules. Children will have learning activity time (for classrooms where it is age-appropriate), playtime, lunch, and rest. Our preschool schedule will include centers (small group learning time), whole group story time, calendar, and chapel. All classrooms on the first floor will go down for rest time with lights out and quiet music. Staff will not keep a child awake due to a special request so feel free to pick up your child early if you do not wish for them to nap.

Tuition and Fees

Tuition is due the first day of the month that school is in session. Supply fees (\$30) are due twice per year (August/January) Fees not paid for more than four weeks will have an additional \$5.00 fee applied to the tuition amount. Tuition is due regardless of the number of days or hours your child attends during the month. We do not have a vacation or holiday policy. All payments should be made by check or paid online through the Calvary website. We do not accept cash. Please indicate the child's name on the check and leave the check in the payment box on the desk in the school office. Preschool children will pay a snack fee (\$20) per semester to cover the cost of all snacks. Teachers and children will all prepare snacks together and incorporate them into the lessons they are learning in class. Our preschool classes do take occasional field trips. Some trips (Explorium, Lexington Children's Theater, etc) require a fee for tickets. You will be notified in advance of any additional money due to cover field trips.

Calendar

Our program operates on the same schedule as Fayette County Public Schools with the exception of the first and last day of school. When Fayette County schools are closed, so are we. We also follow Fayette County Public Schools policy for inclement weather. If Fayette County closes for weather or dismisses early we will also. If Fayette County has to close for any other reason, we will be closed too. Each family will receive a copy of our yearly calendar at the start of the school year. This will include all days off, payment due dates, special events such as Picture Day, Art to Remember program dates, and other relevant dates to remember.

*2020-2021 will be a different year because of COVID-19 and potential variance we may have with Fayette County Public Schools. Please pay attention to emails concerning our schedule.

Discipline Policy

Our goal as childcare providers is to help children to learn to live comfortably with themselves and others. In order to achieve this, children need to learn to develop self-control and to be responsible for their actions. There are many things we, as teachers, can do to help children recognize alternatives and consequences which affect them as well as others. Discipline helps to guide children to this more mature behavior.

Our staff will work to recognize and meet the age-level characteristics and needs of children. We will give appropriate choices, arrange the classroom to be developmentally appropriate, clearly define limits and expectations, give children positive suggestions and directions, and redirect children to help them make good behavior choices.

In the event a child is having problems with behavior staff will offer redirection, verbal warnings, and/or possible removal from the situation. If the problem persists or is severe the child will spend a time-out in the classroom or in the school office. If further action is needed based on severity or persistence of behavioral issues a parent conference with the director may be required. We also have a biting policy for our program. It is available upon request.

Nutrition

Each child is to pack an individual lunch. Please do not send foods that staff members must microwave. Staff members will not leave the classroom during the busy lunchtime to heat foods. If there are any children with severe food allergies in your child's classroom you will be notified in advance. Please do not pack foods that may be dangerous to other children in the room or cause a choking hazard to preschoolers such as whole grapes, uncut hot dogs, and hard foods including raw vegetables. Please do not send soft drinks in your child's lunch.

An afternoon snack in our preschool classes is part of our instructional day. Parents will pay a snack fee of \$20 for each semester. Snacks are prepared by the children and/or teachers each day. "Cooking" as part of the curriculum is an engaging way to incorporate various areas of curriculum including literacy, math, science, social studies, group skills, and more. We promote good choices for our children and want to provide them with the best possible foods for snack. Below is a list of foods we have 'cooked' in the past with children in our preschool classes.

- ❖ Friendship Fruit Salad
- ❖ Friendship Soup
- ❖ Salsa (tomato and fruit)
- ❖ Green Eggs and Ham
- ❖ Face Sandwiches
- ❖ Pesto
- ❖ Snow Cones
- ❖ Ants on a Log
- ❖ Pumpkin Butter
- ❖ Homemade Ice Cream

Please note any allergies your child may have.

If you would like to bring in a special snack for your child's birthday please let the teachers know ahead of time. Also, please bring in individual treats rather than something teachers will have to try to distribute evenly among all students. If you bring in a beverage, please do not bring in soda or sugary drinks. 100% juice is preferred.

Occasionally classrooms plan special luncheons for students based on the curriculum for the week. Teachers will post a sign-up sheet outside the classroom for items they wish to be brought in for the luncheon. (Green/white lunch for St. Patrick's Day, Thanksgiving Feast, Red/White lunch for Valentine's Day)

Healthy Guidelines for 2020-2021

PDO / Preschool at Calvary

The past five months have been uncertain and challenging times for us all. As we return to our PDO/Preschool program this fall we know it is going to look very different. We have planned to make sure we can have a good program where the girls and boys are socializing and participating in learning activities as before but in the safest possible way for them, our staff and families.

We can accomplish this by following the recommendations and guidelines from **Healthy at Work for Childcare Programs** issued by our state and national health organizations. We have many good health and safety policies that are already a part of our preschool policies at Calvary for all the groups and programs that minister to our children but you may want to know these additional ones that we are adhering to this year with the presence of COVID-19:

Preschoolers

There will be a maximum group of 10 children to a classroom. They will stay together with the same teachers the whole day in the same room except for playground/gym time. Children will go to the playground/gym with their class only and playground toys will be cleaned before their use. Children will use hand sanitizer before and after playground time. Children who are five years of age or under will not wear masks due to safety precautions.

Drop off and Pick Up

Preschoolers and parents will be screened as they enter the preschool foyer. Preschoolers and parents will have temperature checks for a fever (100.4 or higher) and will be asked screening questions concerning the health of their child at this time.

Parents may then walk them to their classroom. Parents are to maintain social distance of six feet and to wear masks during these times and anytime they are in the building or near staff, other preschoolers and parents on the campus

Demarcation spots on the ground spread at 6 foot intervals both inside and outside the facility for the parents/custodial adults may safely wait to drop off and pick up children.

Cleaning and Disinfecting

A cleaning and sanitizing process will be done at the end of each day to ready the room for the next use. Surfaces and high touch areas will be cleaned throughout the day by teachers. The plan for the cleaning of toys, bathrooms and classrooms will be determined with the help of the custodians and posted.

Mouthed toys will be set aside in a separate marked container until they can be washed by gloved hands.

Only bedding that can be washed should be provided by families. Each child's bedding will be stored in individually labeled bins and cubbies. We encourage parents to take the home the children's belongings (i.e. nap items, lunch boxes, coats, gloves, etc.) weekly and wash them. Handwashing is extremely important to prevent the spread of COVID-19 as well as other illnesses. Staff and children will be encouraged to wash their hands frequently throughout the day as well as using hand sanitizer when needed.

Screening and Illness

If a child shows a fever of 100.4 or higher or displays other contagious symptoms, the child must be removed from the classroom immediately and sent to the designated safe, secluded area. The parent/ guardian will be notified and must pick up the child from the program within one hour. A staff member that displays symptoms will be sent home as well.

Preschoolers and staff should stay home or be sent home if exhibiting any of the following symptoms:

- Temperature of 100.4 or greater
- Cough
- Headache
- Sore throat (not caused by seasonal allergies)
- GI Issues (vomiting/diarrhea)
- New rash
- Exposure to someone who has COVID-19 during a 48 hour period before the onset of symptoms until meeting the criteria for discontinuing home isolation

Staff who demonstrate symptoms of COVID-19 must be tested for the illness.

Upon learning of a COVID-19 case involving someone who has been in the program, we will immediately notify the Fayette County Department of Public Health. The CDC recommends dismissing all students and most staff for 2-5 days. This initial short term closure allows time for the Health Department to determine a course of action for our program. During the 2-5 day closure, the program will focus on cleaning and disinfecting all areas potentially exposed to the sick person.

Preschoolers or adults that test positive for COVID-19 must follow the recommendation of the Health Department on when to return to the program.

Personal Protective Equipment (PPE) Requirements

Teachers and staff must wear a face mask while part of the PDO/Preschool program unless doing so would represent a serious risk to their health or safety.

Staff will use gloves, along with any PPE normally used for routine job tasks in the care of children.

Preschooler Materials

Preschoolers will each be provided with their own pencil boxes with age appropriate school supplies.

We appreciate your family being a part of our 2020-2021 PDO/Preschool program this year and look forward to a good year ahead with your preschooler. Remember, we will all need to work together with trust, good communication, flexibility, working together, and hope. We don't know what the future holds, but we know Who holds the future.