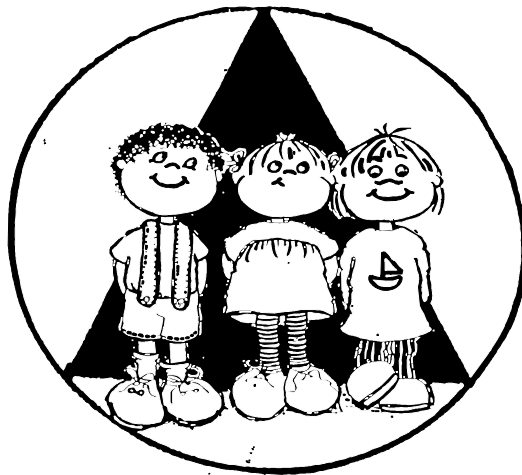


2007-2008

CHRISTIAN PRE-SCHOOL
HANDBOOK



DOBBS FERRY LUTHERAN CHURCH
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Pre-School: (914) 693-0026
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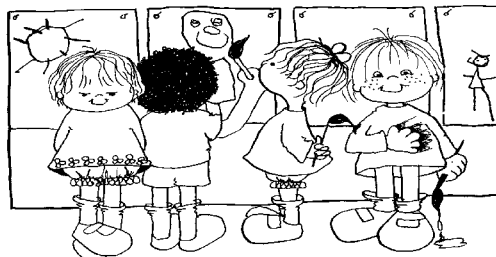
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(Within this handbook, the initials CPS represent Christian Pre-School, and DFCLC represent Dobbs Ferry Lutheran Church)



W E L C O M E

HELLO and WELCOME to the Christian Pre-School! We have been a part of the Rivertowns community for the past 32 years. It has been our privilege to be able to serve the many families that have come through our doors. We welcome your visit to our pre-school at anytime and our staff looks forward to getting acquainted with your child. Please know that your child will be well cared for, loved, and appreciated during his/her time with us.

DOBBS FERRY LUTHERAN CHURCH'S PASTOR, CHRIS MIETLOWSKI, ALSO WELCOMES EACH ONE OF YOU and wants you to know that he considers you a part of our church family.

We know that many of you are from different faith backgrounds and we respect your connection to your own congregation. But we want you to know that you are invited to attend any worship service or event at Dobbs Ferry Lutheran Church.

During the school year, our worship services are at 8:00 and 10:30 am. The 10:30 am service includes a Children's Message and an opportunity right after the message for your child to join our Child Care group, which will play in our downstairs pre-school room during the remainder of the worship service. Once the service is over, you will go downstairs to pick-up your child.

There is also Sunday School at 9:00 am and a Coffee Hour following 10:30 am worship in our gym with refreshments.

During the summer months, our worship services are at 8:00 and 9:30 am, there is no Sunday School, and Coffee Hour following the 9:30 am service.

C H R I S T I A N P R E - S C H O O L S T A F F

Director: Sharon Brennen

Admin. Assistant: Linda Mietlowski

Teachers:

Sandy McGovern—5 Day
Arlene Manley—5 Day
Linda Mietlowski—3 Day
Carol Monaghan—3 Day
Christina Mohl—3 Day
Ginger Seredinsky—2 Day
Dana Sabatino—2 Day

Classroom Assistants:

Minnie Minieri—5 Day
Ginger Seredinsky—5 Day
Susan Piko—3 Day
Maryellen Venditto—3 Day

CHRISTIAN PRE—SCHOOL ADVISORY BOARD

Our **Christian Pre-School Advisory Board** is an active part of our pre-school and closely connected to our congregation. Its nine members work together to ensure an excellence in pre-school education with a distinctive Christian emphasis. The Board also works toward:

- Being an advocate for the pre-school
- Developing long-term goals and objectives
- Reinforcing relationships between pre-school, church, and community
- Being responsible for the fiscal management of the pre-school
- Assisting in the development and support of CPS policies
- Being active in prayer on behalf of the pre-school and its staff

You will be introduced to most of our Board members at Back-to-School night and they attend many of our functions and/or events. Each Board member is a representative for one of the areas of interest for the pre-school. These areas include: *Education, Facilities, Finances, Fundraising, Policies, and Public Relations*. There is also a member who will be the connection to DFCLC and its Congregation Council.

This year, **2007-08**, our Advisory Board members, their area of concentration and their connection to our program and/or the church are as follows:

- **Judith DeMaria**, *President and Liaison to DFCLC Congregation Council*, DFCLC member and past/current CPS family
- **Dave Dosin**, *Public Relations Representative*, past/current CPS family
- **Sandy McGovern**, *Educational Representative*, CPS teacher and past/current CPS family
- **Jessica O'Neill**, *Vice-President, Fundraising Representative*, current CPS family
- **Sue Preddy**, *Policies Representative*, DFCLC member
- **Marion Van Hoose**, *Facilities Representative*, past/current CPS family
- **Lisa Vassalotti**, *Financial Representative*, past/current CPS family
- The Pastor and Director are also members of this Board. Currently, this includes **Pastor Chris Mietlowski** and **Deacon Sharon Brennen**.

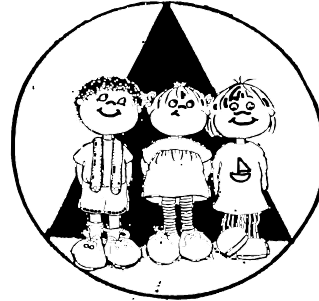
If you have a suggestion, a concern, or would like information on any of the areas mentioned above, please see the appropriate representative on our Board as listed above. You are also welcome to speak to the Director or the Pastor at anytime.

INTRODUCTION

CHRISTIAN PRE-SCHOOL LOGO:

You will see our school logo on most of our advertising and communications. The following is an explanation of the meaning of this logo.

1. *The circle* surrounding the logo represents God's never-ending presence in our lives.
2. *The triangle* represents the Father, Son, and Holy Spirit.
3. *The children* are shown surrounded by God's presence and His gifts of grace, love, and peace.



PHILOSOPHY & GOALS: The Christian Pre-School is a ministry of Dobbs Ferry Lutheran Church grounded in the word of God, offering a Christian-based non-denominational pre-school experience that actively engages and encourages the faith lives of our families. Our program enables your child's "hands-on" exploration and discovery of God's world. Recognizing the importance of becoming a responsible and respectful member of any community, we encourage a child's empathy for others and show them the importance of caring for the world God created.

We understand young children need teachers who are kind and loving. We know children need learning opportunities balanced with their need for play. We encourage each child in his or her unique skills and abilities. At Christian Pre-School, your child will experience opportunities for spiritual, emotional, social, physical and intellectual awareness and growth.

ADMISSION: Our students are 2.6, 3 or 4 years of age by December of the year in which they are attending our program. Our youngest students do not have to be toilet-trained, and you will need to give us permission to change your child, if you are comfortable with this. We do ask that any student older than 3.5 have "adequate" toilet skills. Our program is non-denominational, and we welcome all faith communities.

NON-DISCRIMINATION POLICY:

The Christian Pre-School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PROGRAMS AVAILABLE:

Our Busy Beginner 2 Day Class for children age 2.6 by Dec. meets on Mondays and Fridays from 9:15-11:45 am. There is only one class available and we like to have a maximum enrollment of only 8 students. A Teacher and an Assistant supervise this group. Our Busy Beginners have a flexible schedule of free-play, arts and crafts, music and story, snack, and gym indoors or outdoors.

Our 2 Day, 3 Day, and 5 Day Classes for children ages 3-4 years by Dec. Our programs meet as follows: 2 Day - on Mondays and Fridays; 3 Day - Tuesdays, Wednesdays, and Thursdays; and 5 Day - Monday through Friday. All classes take place from 9:15 to 11:45 am with an enrollment of 10-12 children.

Our 5-day program is usually filled with our oldest children. Our 3-day programs have each class grouped as closely as possible by age. Our 2-day program has a mixed age grouping of those who are 3 to 4 years of age. All programs are supervised by a Teacher and an Assistant.

These classes have a daily, rotating schedule of **Free-play** in two areas, including arts and crafts, manipulatives, blocks, cars and trucks, dolls and accessories, writing center, etc.; **Snack; Music and Story; Gym** in our new playground outside or inside in our Fellowship Hall on rainy and very cold days; and **Discovery**, where we explore 9 different curriculum themes with hands-on activities. Your child's teacher can give you a copy of your child's daily schedule.

NEW...

Christian Pre-School Playdate: beginning in November, on Tuesdays from 11:45 am until 1:00 pm, you and your child can join other pre-school families on a "playdate" in our gym. The children can play on and with the toys/equipment there and you can meet and talk with other pre-school parents/caretakers. There will also be arts and crafts materials available for the children.

To join this group, you will need to sign-up the week before, bring a lunch for yourself and your child, and help in the "clean-up" at the end of the playdate. There will be a "free-will offering" for the use of the gym and any materials provided. Your contribution is entirely voluntary.

Music & Movement with Maryellen: beginning in October, on each Thursday from 11:45 am until 1:15 pm, your child can join our Maryellen Venditto for fun adventures with songs, games, movement activities, and arts and crafts. Registration for this program is limited to 10 children. You can sign up for two different sessions, **October through January** and/or **February through May**. There will be a separate fee for this program, which will be announced in September. All your child needs to bring is a lunch and a smile!

REGISTRATION INFORMATION

Registration for each school year begins in December and continues until all openings are filled. We do retain a "waiting list" for any available openings. Our school year begins in the second week of September and ends the first week of June. You must complete the registration process each year your child will be in our program.

REGISTRATION FORM:

When you ask for registration information, you will receive a brochure, a welcome letter and a registration form. This registration form and the registration fee is required for each year your child is in our program. You must fill out all information on the form and return it to our office to complete the registration process. If there is any additional information you feel we should know, please attach this to the form and we will keep this information in our files. Once we have received completed registration information and fees, you will then receive a confirmation letter.

Your next contact from us would be in the spring before your child will begin pre-school. At that time, you would receive a Medical Form and other information as well as notification that you need to remit your September tuition in order to further retain your space in our program.

REGISTRATION FEE: Our registration fee is non-refundable. This registration fee is mailed or brought to our office with the registration form. Your child's spot in the program is not confirmed until we have received both the form and the registration fee. **All checks should be payable to: CHRISTIAN PRE-SCHOOL. If paying in cash, you must receive a receipt from our office so you receive proper credit.**

FINANCIAL ASSISTANCE: Our church is closely connected to our school's ministry and offers some scholarship money to the pre-school for families in need. Please contact our Director if you need to discuss this scholarship.



TUITION & OTHER FEE INFORMATION

TUITION FEES for the pre-school year 2007-08 are listed below:

<u>PROGRAM</u>	<u>MONTHLY FEES</u>	<u>ANNUAL FEES</u>
5 Day program	\$433/mo.	\$3,897/yr.
3 Day program	\$309/mo.	\$2,781/yr.
2 Day program	\$234/mo.	\$2,106/yr.
Busy Beginners	\$234/mo.	\$2,106/yr.

You may pay your tuition fee on a monthly or yearly basis. Our monthly fees are **not** based on the number of days in the month, but are **a portion** of the **annual fee** for the program. The first month's tuition is due in the spring before your child attends. Then in September you pay the second monthly installment, in October the third installment, etc. Your payment is due the first of each month.

All checks should be payable to CHRISTIAN PRE-SCHOOL. If paying in cash, you must pay in the office and receive a receipt.

TUITION MODIFICATIONS: If you have two or more children in our program at the same time, you will receive an automatic 10% discount on the second and each consecutive tuition.

PRE-PAYMENT OF TUITION: If your family is paying for the entire year's tuition at the time of registration, your registration fee is waived. If, for some reason, you need to withdraw your child during the school year, you will be reimbursed for the months that your child will **not** be attending our program, beginning with the first **full** month.

We hope you do not find yourself in the following categories, but if you do, you need to understand that there are additional charges:

RETURNED CHECK FEE: All returned checks are billed a **\$35.00 return check fee**.

LATE PAYMENT FEES:

- If we have not received a tuition payment by the **15th** of the month, you will be billed with a **\$20.00 late fee**.
- If we do not receive a payment by the **30th**, you will be billed an **additional \$20.00 late fee**.
- If you are **over a month late**, you will be jeopardizing your child's spot in the program.

LATE PICK-UP FEE: We expect you to be on time to pick up your child at the end of the program. We also understand that sometimes emergencies can occur that may cause you to be late. In an emergency, you need to call our office so our staff can make arrangements to be available for your child.

If we find that you are late on an on-going basis, we reserve the right to apply a fee to your monthly tuition. This fee will be \$15.00 for every 15 minutes or portion thereof that your child remains with us before your arrival.

REFRESHMENT FEE: Students at Christian Pre-School are served a snack in the middle of their day with us. In order to ensure that snacks and drinks are as healthy as possible, we prefer to purchase these refreshments through our office. Each family, therefore, is responsible for a one-time only fee for this purpose. This fee is due by September 15th and is as follows:

<u>FEE</u>	<u>PROGRAM</u>
\$45	5 day program
\$40	3 day program
\$35	2 day program

WITHDRAWAL FROM PROGRAM: If you withdraw your child during the summer months, your pre-paid September tuition is non-refundable. If you must withdraw your child during the school year, you are not responsible for payments for the rest of the year, but are responsible for the month your child is still in our program regardless of the amount of days he/she attends.



HEALTH & SAFETY POLICIES

MEDICAL FORMS: The NY State Board of Health requests the information contained in these forms in September. If your child is up-to-date on immunizations, your physician can complete this form (or use their own) without an appointment. You will receive this form from us during the summer, but you can receive a medical form from our office at anytime.

ALLERGIES/PHYSICAL LIMITATIONS: The medical form will also ask for information about these two important concerns. Please ensure that we receive this information **before** your child starts school.

Please note that we are a Peanut-Free environment due to the increase and severity of this allergy in young children. Any food products brought into CPS must not contain peanuts.

EMERGENCY NUMBERS AND PROCEDURES: Each of our staff members is trained in Community First Aid and in CPR. However, In spite of care and supervision, we all know that children sometimes suffer injuries during play and/or that children can become ill at anytime during their day. To ensure that we can adequately reach someone in an emergency, we require not only your phone numbers, but two additional emergency numbers on your registration form. If these numbers should change, you need to inform us immediately. Our procedure for medical illness or emergencies is as follows:

When your child does not feel well, we will call you with the numbers you have provided so you may come and take your child home. We will also notify you of any minor injuries.

You need to know that more serious injuries/illnesses require medical attention we cannot give. If it is a serious emergency, the child will be taken by ambulance with the Director and/or the child's teacher to the emergency room and you and your child's doctor will be notified, again with the information you have provided. Please know that it is rare for such a serious emergency to occur.

Please Remember...Since we depend on the information you provide in an emergency, it is important that you keep all emergency information updated throughout the school year.

SICKNESS POLICIES: You need to call the pre-school office whenever your child is going to be absent. Some guidelines for "when to call in sick" are listed below and continued on the next page.

- If a temperature climbs to 100 degrees or more the night before pre-school or if you suspect your child is unwell that morning.
- If your child vomits or has diarrhea.

SICKNESS POLICIES (continued):

- If your child has a rash.
- If your child complains of a stomach ache, earache, or headache and is in discomfort
- If your child has a yellow or green discharge from the nose
- If a medication is making your child tired and irritable
- If your child did not sleep well the night before

Most of these guidelines are common sense. Just remember, if your child was not feeling well the night before, they will not feel any better at school the next day. Even when a child seems fine first thing in the morning and wants to come to pre-school, it is always just a matter of time before they begin to feel unwell again as the day progresses. You need to know that because of this, and because we want to ensure the health of your child as well as the other children in our program, we expect the following::

- If your child is sent home from pre-school because of illness, you are expected to keep him/her home an additional 24 hours before returning
- If you have called our office on any given morning to let us know your child is ill, we will not expect to see him/her for an additional 24 hours.

We also need to know about any contagious illnesses (i.e., Fifth's Disease, Chicken Pox, etc.) so we can inform our other families that their children have been exposed.

MEDICATIONS: It is not our policy to administer medications. Please make arrangements to have medications administered before or after pre-school.

HANDWASHING: We all know that washing hands can help to prevent the spread of illnesses. Our staff will ensure that the children wash their hands before they have any food and after using the bathroom facilities.

LICE: Outbreaks of lice are found periodically in all public, private, and parochial pre-schools. While these outbreaks do not occur on a regular basis, we still need to let you know our procedure should we find any child has lice.

- Once lice are found, we will inform you by phone or in a private conversation.
- Then, as required by the Board of Health, we need to inform our other families by letter that their children have been exposed to lice. Your child's name will not be mentioned in that letter.
- You will be asked to keep your child home until all lice and nits have been removed from your child's hair. Your child will then need to be rechecked before he/she can enter the classroom again.

Please do not be embarrassed. The finding of lice does not reflect upon your cleanliness or parenting. We will all work together to control any infestations. There is an organization right in our area called Lice Enders that will help you ensure your child is free from lice. We can give you information about contacting this organization.

Your doctor is also a good and necessary contact. In some schools, children keep their outer clothing in a plastic bag when it is in a cubby as a precaution. You are welcome to do this at Christian Pre-School.

SHOES: For safety purposes, we ask that your child should wear non-skid shoes or sneakers. It is hard for a child to engage in all activities if shoes are uncomfortable and/or do not protect their feet.

CLOTHING: Please remember that your child will be playing hard and using all types of art materials. For this reason, we ask that you dress your child accordingly. We will not be responsible for paint or dirt on new or expensive outfits. In addition, each child should always have at least one spare set of clothing at pre-school. This should be kept in a box in your child's cubby. Be sure to change this clothing as your child grows and as the seasons change.

In the winter months, we do try to get outside as much as possible. Therefore, please dress your child in a warm coat, hat, mittens, boots and snow pants during these months.

It is most important that you label all removable clothing (i.e., sweaters, mittens, jackets, etc.) so we are sure of ownership. Children often have the same belongings, and it is helpful if we know which child actually owns the item.

DISCIPLINE POLICIES: As role models for your children, we want to encourage their development of self-control by modeling and expecting appropriate behaviors. Our interactions with your child will model the warmth, trust, enjoyment, respect, and cooperation that is needed in a classroom environment and in our communities.

Discipline involves establishing rules to help maintain a safe atmosphere, a sense of order and to give boundaries that protect and comfort. These rules help prevent children from injuring themselves, others, and any equipment or materials.

When a problem occurs, we will work with the child on communication and problem-solving skills until he/she is able to resolve the situation by him/herself without our intervention. When this is not possible, the child is removed from the situation and given time to calm down or gain control in a quiet, more private space. Once the child is calm and has control, we will discuss the situation, and then the child is brought back into the classroom.

REMOVAL FROM PROGRAM: We reserve the right to remove a child from our program when behaviors and/or conditions are beyond the abilities of our staff and/or what is in the best needs of your child. The behaviors and/or conditions that might make this action necessary are listed on the following page.

REMOVAL FROM PROGRAM (continued):

- Children who are unable to be separated from their primary care provider within a reasonable amount of time
- Children who hurt themselves or others on an on-going basis
- Children who intentionally damage property on a consistent basis
- Children who have medical, emotional, or educational needs that are beyond the experience, knowledge, and/or abilities of our staff and do not have a SEIT with them during their time with us.

In such instances, you will be informed verbally and by letter before the steps to remove your child is taken. All effort will be made to resolve any concerns before this final step is taken.

SECURITY: As a family member, you have the right to visit our school at any time. However, for your child's safety, all doors are locked and playground areas are fenced in. If you need to enter the building, please ring the doorbell and someone from our staff or the church office will open the door for you. The doors will be open upon arrival and departures, and a staff member will be present at any open door.

You need to let the office know if someone else will be picking up your child. *We will not release a child unless the office has been notified in advance.* We will need to receive a note from you with the name of the person picking up your child. In the event of a non-custodial parent visit, a written notification from a representative of the courts must be on file in the office authorizing impromptu visitation rights.

Our classes move as a unit from one area to another. A teacher and/or assistant always accompanies students at any other time. (i.e., bathroom, etc.).

FIRE DRILLS: The children participate in two fire drills during the school year with one time in the fall and one time in the spring.



FAMILY INFORMATION

BACK TO SCHOOL NIGHT: This evening presents an opportunity for you to meet the staff, hear information about the coming year, and to get acquainted with other families. You will also be able to visit your child's classrooms and draw your child a picture that he/she can find in his/her cubby on the first day. Information on the date and time for this night will be mailed to you during the summer months.

FAMILY AIDE RESPONSIBILITY: We are in the process of phasing out this responsibility. At this time, families still participate as assistants in the classroom 3 or 4 times during a pre-school year.

Your family will receive your dates for the entire year in our summer mailing. It is your responsibility to put these dates on your calendar and make arrangements to have someone here on your assigned dates. Please do not call the office to make any alternate arrangements for you, except in an emergency.

Please note: If you have not make arrangements to be here and/or we have not heard from you, you will be billed a \$45.00 fee for this inconvenience to the pre-school.

STUDENT "CUBBIES": Each student will have a cubby with a place for outerwear and a backpack to be placed. It will also have space for any notices or projects that will go home.

CALENDAR: You will receive a copy of our Christian Pre-School calendar in your summer mailing. This calendar will list vacation and other school closings. Please be sure to check this calendar each month. We usually (*there may be exceptions*) follow the same yearly schedule as the Dobbs Ferry Public School System (BOCES).

WEATHER CLOSINGS & DELAYS: Our pre-school may have to close or delay due to severe weather, unsafe conditions, etc. If weather such as snow or black ice is the culprit, we usually follow the same closings as the public school system. If they delay for two hours or more, we close. If they delay for one hour, we begin at 10:00 am. You can obtain information on closings/delays from our answering machine (by 7:00 PM), by e-mail if you are on our e-mail list; by going to www.wfasam.com or www.wfasfam.com; or by listening to WFAS radio (12.30 AM and 103.9 FM). We are in the process of developing our own web-site and eventually, this information would be listed there.

CLASS ROSTER: You will receive a roster listing all classes, students, parents, and phone numbers in your summer mailing. You can use this roster to make play-dates, speak with other families, or to switch your family aide dates. Unlisted numbers will not be placed on this roster, but the office will be glad to get in touch with the family for you.

DROP-OFF OPTION & PROCEDURE: For your family's convenience, we have a drop-off area in the front of our building to help during your arrival in the morning. Our drop-off option enables you to stay in your car and our staff will get your child out of the car, into the building and into his/her classroom. This option will begin on the first full day of pre-school for your child. Once your child feels comfortable in his/her surroundings, you may want to participate in this option for your family. You are welcome to join drop-off at anytime during the pre-school year.

PLEASE NOTE: *If you **DO NOT** want to be a part of the Drop-off area, PLEASE DO NOT PARK YOUR CAR or LEAVE YOUR CAR UNATTENDED IN THE DROP-OFF AREA (which is the church/pre-school side of Ashford Ave.) AT ANYTIME.*

Doing this would interfere with the drop-off procedure for all other families in our program because they would be expecting your car to move. If you do not want to participate in drop-off, you will need to park your car on the opposite side of Ashford Ave. or any side streets.

Once your child has been taken from your car, we ask that you proceed promptly onto Ashford Avenue so other cars may move forward and the drop-off may continue.

PARKING: We have stated that you should not park in our "drop-off area", but after drop off ends at 9:30 am, this area will be open for parking. You can park at anytime on the other side of Ashford Avenue, or on any side street. Please pay attention to all signs on each of these streets as the Christian Pre-School is not responsible for tickets issued when you park illegally. Especially be aware that there is a NO PARKING area directly across from Edwards Funeral Home. It is also the narrowest part of Ashford Ave. and would be an unsafe (*as well as illegal*) place to park your car.

TEACHER CONFERENCES: If you need to speak to your child's teacher at any time, please arrange a time with her before or after school and not in the presence of other families. Scheduled conferences will be available in the fall and in the spring.

DIRECTOR CONFERENCES: The Director will be available at anytime for a conference with a family member with or without a staff member present. As parents, you are your child's best advocate and you are always welcome in the pre-school office.

CHAPELS: All 3 & 4 year old classes will have Chapel twice a month. You are welcome to join us during any Chapel and will be invited to two of our special Chapels at Thanksgiving and Easter.

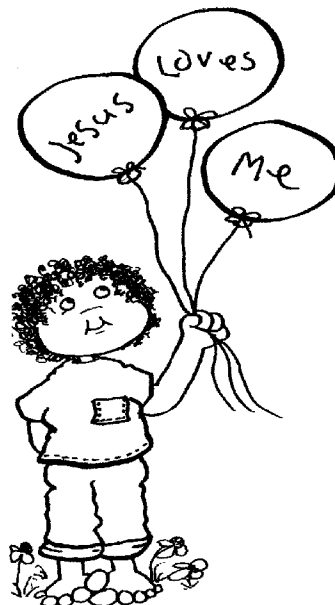
FUNDRAISERS: During the year, you will be asked to participate in fundraisers. These fundraisers may be a Dinner, Silent Auctions, Bake Sale, Tag Sale, etc. We also appreciate your ideas for fundraisers. Although your involvement is voluntary, we do rely on your family's participation to make each fundraiser a success.

SPECIAL EVENTS: During the school year, we have several special events that take place. Two examples are our Family Advent Night and our Graduation Ceremony. Other events might include our Cultural Celebration, Memorial Day Parade, "Thanksgiving Dinner" and Chapel, Color Weeks, Fire Department visit, etc. You will be notified of these events.

FIELD TRIPS: Usually we have guests/visitors that come to our school instead of our school traveling to any other location. If we will be going on a field trip, you will be informed and required to fill out a permission slip for your child.

CLASS CONTACT PERSON: We will need a contact person from each class to be a liaison between our office and each class. Please let the office know if you are interested.

COMMUNICATION: We try to keep you Informed through individual notices/reminders in your child's backpack and our Bulletin Board outside the front door. We can also communicate through e-mail as long as you supply your address. It is important that you read all information sent to you and that you check your child's backpack each day.



FIRST DAY of PRE—SCHOOL

SEPARATION: We know the first day is a happy but anxious day for your family. We will work through the separation process with you. For some children the transition between home and school will be an easy one, but others will need a little time to feel comfortable in their new surroundings. It is hard to predict how your child will react to this new experience. And remember, each year is a new experience for them! The best advice we can give you is to have your child get a good night's sleep the night before and to establish a regular routine for school mornings so no one feels rushed or anxious. Once you get here, we will help you through the rest!

FIRST DAY FOR PARENTS: The first day of pre-school is one hour long. During that hour, we will have refreshments set up in our Church Library (located upstairs near the stairway). This gives you a place to wait close by, an opportunity to meet some other parents, and a time to ask any questions that you may have that day.

WHAT TO BRING TO SCHOOL: Each child will have a cubby of their own. Everything you bring to school should be labeled with your child's name and put in his/her cubby. On the first day, you will bring:

- A small shoebox container with a change of clothes (remember to change these clothes during the year with the seasons and as your child grows).
- Your child's photograph
- A backpack, which you should check each day for any reminders/notices we may put inside. Any projects, artwork, or papers from the writing center will also be put inside this bag.

TOYS FROM HOME: We understand that some children may need to bring a transitional object to school the first day, but as the year progresses these toys can become a problem. They also have a way of getting lost once they are in the classroom and your child's teacher cannot be responsible for the care of these toys. After the first week, we will ask that any toys from home be left there. We will have plenty for your child to do once he or she is here.



CHRISTIAN SUMMER PROGRAM

During the summer, we have a camp program during the month of July. It takes place both inside and outside the building and provides a safe, loving, summer experience in a faith-filled atmosphere. Activities include water play, music, arts and crafts, games, bible stories, etc. The maximum enrollment is 28 children. The Christian Summer Program also admits students of any race, color, and national or ethnic origin.

REGISTRATION: Registration for this program begins in the spring through contact with the pre-school office. Brochures and registration forms will be available at that time. Campers do not have to be a part of the Christian Pre-School program, although Christian Pre-School students have the first opportunity to enroll.

FEES: The fee for the summer program will be located inside our brochure. This fee may be paid in installments, but must be paid in full by June 15th.

You need to know that if you withdraw from the program once the fee has been paid, there is a non-refundable portion of your fee of \$100.00. There are also no refunds for vacation time or frequent absences.

