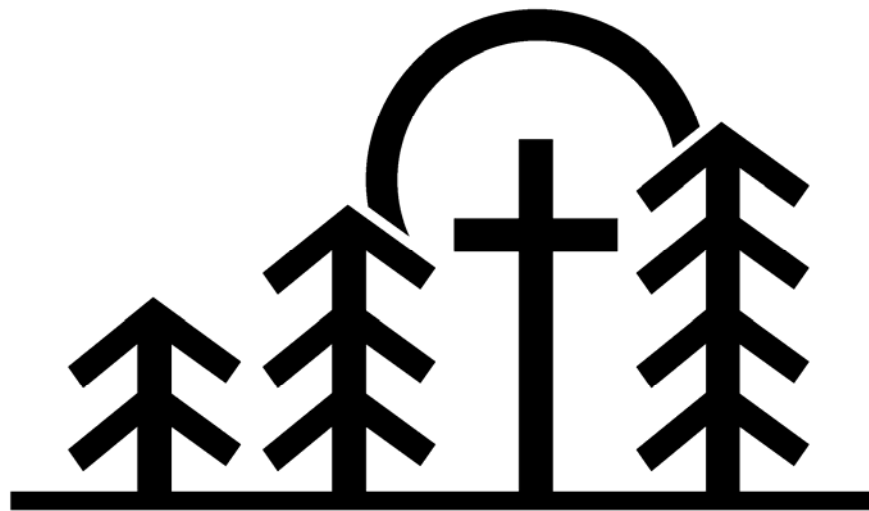


Vaughn Forest Baptist Church



Vaughn Forest Preschool
2006-2007
Parent Handbook

Dear Parents:

Welcome to the Vaughn Forest Weekday Preschool. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand this program, its mission, and the guidelines under which it operates. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday preschool program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

We strongly encourage parental involvement during classroom activities that may require extra assistance, such as holiday parties, field trips, etc. If you would like to assist with any of these activities, there will be a sign-up sheet in your child's classroom.

This handbook has been prepared so that you may know and better understand the program and policies, so we can work together to help your child through a successful year.

On the last page of this handbook is a **Parent Agreement Form**, you will need to sign and return it to the Vaughn Forest Preschool Office. This form states that you have read and understand the policies and guidelines as set forth in the Parent Handbook.

Please do not hesitate to call the Vaughn Forest Preschool office @ 334-277-0362 if you have questions regarding any information enclosed in this packet.



**Vaughn Forest Preschool
General Information 2006-2007
Educational Philosophy of the Program**

A child develops mentally, physically, spiritually, socially and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress at his/her own level of ability while feeling successful. This is primarily done through hands-on activities in learning centers, and through positive Christ like role modeling of the staff. Parent newsletters will keep you informed about each unit designed for your child's class.

School Calendar

- Orientation Date: Sunday, August 20, 2006 Time: 2:30 – 3:30
- Opening Date: Monday, August 21, 2006
- Closing Date: Friday, May 18, 2007

Day	<u>Holidays</u> Date	Recognition
Monday	September 4, 2006	Labor Day
Monday	October 9, 2006	Teacher In-service Day
Friday	November 10, 2006	Veteran's Day
Wednesday – Friday	November 22 – 24, 2006	Thanksgiving
Monday – Tuesday	Dec. 18, '06 – Jan. 2, '07	Christmas Holidays
Monday	January 15, 2007	King/Lee Birthdays
Monday	February 19, 2007	President's Day
Monday – Friday	March 19 – 23, 2007	Spring Holidays
Friday	April 6, 2007	Good Friday

Weather Days

When Montgomery County Public Schools are closed due to inclement

weather conditions, Vaughn Forest will do the same. If bad weather conditions arise while your child is at preschool, we will follow all safety precautions. You are welcome to come and sit with your child, but please do not take any unnecessary risks. The staff will remain with your child if emergency situations occur at departure time.

School Hours:

- Regular Hours Monday through Friday 9:00am - 1:00pm
- Early Room Monday, Wednesday, Friday
8:00a.m. –9:00a.m.
 - Late Room Monday, Wednesday, Friday
1:00pm - 2:00pm
 - **Cost is \$5.00 per child for each hour**

The Program

The program incorporates many educational hands-on activities and allows self-discovery through instruction. Basic phonics skills, number and letter recognition and formation, and colors and shapes are introduced. Your child will participate in a variety of learning center activities that include art, books, blocks, puzzles and manipulative, nature, music, and dramatic play.

Our preschool uses the **High Reach Learning Curriculum** in classes' for children ages 18 months to older 3's, and the **Letter People** in classes' for children ages 4 to Kindergarten. Both of these are thematically based instructional series and provide instruction in phonics and math.

Appropriate field trips are taken in the community. You will be notified in advance of any field trip. Social skills are developed through sharing, taking turns, thinking, reasoning, and problem solving. Bible stories, thoughts, and verses are included in each teaching unit.

Vaughn Forest Preschool Staff

Vaughn Forest Preschool is staffed with Christian Educators with many years of experiences in Early Childhood Education. The student/teacher ratio is as follows:

18 months – 24 months	6 students/1 teacher
24 months – 30 months	7 students/1 teacher
31 months - 35 months	7 students/1 teacher
Threes	8 students/1 teacher
Fours	14 students/1 teacher
Kindergarten	14 students/1 teacher

Tuition

Tuition is payable in the weekday preschool office. Tuition is due by the **first** of the month and considered **delinquent after the 15th** of the

month. There is a **late payment penalty of \$20.00 after the 15th** of the month. When the 15th falls on a weekend tuition is considered delinquent after the following Monday.

If tuition is not paid at the end of two weeks, the child will be dismissed unless the parent/guardian takes the initiative to make definite arrangements for payment.

Picking up a child after 1:10p.m. will result in the late room fee of \$5.00.

Registration Fee - \$35.00

Supply Fee - \$75.00

18 Month Olds: \$135.00 3 days

2 Year Olds: \$135.00 3 days

3 Year Olds: \$135.00 3 days

3 Year Olds: \$ 90.00 2 days

4 Year Olds: \$135.00 3 days \$165.00 5 days

Kindergarten: \$175.00 5 days

Tuition for the months of August and December are prorated. They are one half of the regular tuition.

Supply fee and August tuition is due on August 1st.

Health and Safety

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies, the program has permission to take such reasonable measures as are (in the judgment of the teacher or director) necessary for the welfare and safety of the child until a parent can be reached. All children **must have an updated immunization record/blue card** on file in order for them to be admitted to our program.

Remember, if your child does not feel well, he/she will probably not have a good time at school. Use your best judgment. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up him/her immediately. In the event of exposure to a contagious disease within the group, you will be given written notice.

Teachers will not be responsible for giving medicine to children at school.

Children who have contagious illness or exhibit any of the following signs of illness may not attend:

- A fever of 100 degrees or more within a 24 hour period
- Diarrhea/Vomiting (must stay home for 24 hours after symptoms)

- subside).
- Contagious diseases,
 - Severe coughing / Sore throat,
 - Heavy or green nasal discharge,
 - Skin rash any type of not related to an allergy - must have a written diagnosis from a doctor,
 - Pink eye or thick eye discharge.

Arrival and Departure

Children cannot be accepted into the classroom until **8:55am** (unless attending the Early Room), in order for teachers to prepare their classrooms for the day. Pick up is at **1:00pm** (all children not picked up on time will be sent to Late Room). An authorized adult must sign all children in and out daily. **This is a DHR requirement.** Parents will sign the child's sign in/out Sheet when bringing or picking up a child, noting the name of the person dropping off or picking up, time of arrival/departure and any special instructions. Persons dropping off or picking up a child will need to confirm that a staff member is aware of the child's arrival or departure. Authorized Pick-up: Your child will only be released to persons listed on the enrollment form under release of child.

Absences

It is extremely important that your child attend preschool on a regular basis. It promotes structure and routine and helps children learn a basic schedule. Full tuition is due even when a child is absent. Failure to pay may cause your child to lose his/her space at the preschool. If a child misses a month, parents will have to repay the registration and the supply fees to re-enroll in our program.

Snacks & Lunch

Your preschooler will be asked to provide snacks on a routine basis. Snack buckets should contain enough snacks for the entire class. Snacks should be nutritious low in sugar and easy to handle. Please send an extra drink for snack, as well. For safety reasons, do not send canned drinks. If your child cannot drink from a cup, please send a bottle or a sippy cup. Parents are responsible for providing lunch for their children, which should include a drink. No microwavable lunches - finger foods are best - sandwiches cut into four pieces, cheese, etc. No containers (glass or canned), jars or bottles. To prevent choking, cut all food into bite size pieces - this includes grapes and other soft foods.

Records

Attendance records, registration forms, health records, and identification records are kept for each child. They are on file in the weekday preschool office. Please keep all forms, **especially emergency**

numbers, up to date. Notify the office and the teacher of any telephone or address changes. In the case of an injury or sickness, we will attempt to contact a parent based on the numbers on the record.

Clothes

Parents need to provide diapers and wipes. Washable play clothes are recommended for weekday preschool activities. All children are required to wear shoes and keep them on while at school. **Shoes should be fastened or tied securely. No slip-on shoes will be allowed.** Please label all removable clothing such as sweaters, raincoats and jackets. Parents are expected to bring an extra set of clothes in a zip-lock bag labeled with the child's name (for emergency purposes).

- Please notify the teacher if your child is being potty trained. The teacher will help in this process.

Discipline

It is our philosophy that the best form of discipline for a preschooler is positive reinforcement. However, if a child continues to misbehave after several attempts by the teacher to alleviate the inappropriate behavior, the child will be placed in time out. This is simply a time for the child to be removed from his/her present situation and given a moment to reflect upon his/her behavior. Our teachers will work with the child so that he/she understands what is expected at our preschool. If the disruptive behavior continues, parents will be notified and a parent/teacher/preschool director meeting will be scheduled.

Toys

Please do not bring toys from home unless requested by a teacher in writing. Toys are easily broken and misplaced, and we are not responsible for lost or broken items.

Outdoor play

The children at Vaughn Forest weekday preschool go outside every day, weather permitting. The children's play area is an enclosed, locked, and gated area that contains age appropriate playground equipment. When the temperature is below 52 degrees classes will not go outside. Dress your child appropriately to enjoy God's beautiful world.

Classroom Celebrations/ Parties

When classes celebrate or decorate for fall (not Halloween), Christmas (Christ's birthday not Santa & Winter Holiday), Valentine's Day and Easter (Christ's resurrection) secular images will not be used (Santa, the Easter Bunny, ghosts, goblins, jack-o-lanterns etc.).

Party invitations can only be passed out at school if every child in the class is included. Otherwise, please mail invitations.

Field Trips

Field trips are planned to broaden a child's experiences outside of the home and school. You will receive information and a permission slip in advance of each outing. This slip must be completed and signed by the parent and returned to the teacher before a child can be permitted to leave school grounds. Teachers will not be able to transport any student off campus.

Chapel

Chapel will be held every Wednesday morning at 9:30 am. This is a very special time for all children to come together and praise God. It is a time of singing and sharing Bible stories and scriptures. Children with birthdays will be recognized during Chapel time. Parents are welcome to attend the chapel service.

Parent Meetings

Teachers will schedule conferences throughout the year to discuss your child's progress in our program. If at any time you would like to discuss any aspect of your child's experiences, please feel free to make an appointment with your child's teacher. Drop-off and pick-up times are not the appropriate times for parent/teachers to conferences. They must keep their attention on the children in their classes.

Progress Reports

Vaughn Forest sends home progress reports for kindergarten only. If you would like to know specifically how your child is progressing, please feel free to set up a time to talk with your child's teacher.

Tests/Assessments

Before a child enters kindergarten, a kindergarten readiness test will be administered. The kindergarten and four-year class teachers will be administering these tests as a means of measuring your child's maturity level, and overall readiness for kindergarten.

Early Room/ Late Room

An Early Room (8AM– 9AM) and a Late Room (1PM – 2PM) is provided on Monday, Wednesday, and Fridays if you need to bring your child/children to school early, or pick them up late. Teachers take turns supervising Early/Late Room. Early/Late Room is provided on an "as needed" basis for \$5.00 per hour per child. This fee is to be paid to the teacher in charge when you drop off or pick up your child. If you fail to pay this Early/Late room fee will reflected in an outstanding balance on your weekday tuition account.

Withdrawal

Two weeks notice is required for withdrawal and is to be submitted in writing to the Vaughn Forest weekday preschool program. Verbal withdrawals or messages left on the answering machine will not be accepted. You will be billed the regular tuition amount through the end of your notice.

Dismissal of a Child

This program reserves the right to dismiss any child. If, after entering our program, he/she is unable to participate in-group experiences, or if fees have not been paid.

What the Children Will Learn While They Play

- To get along with others - to be polite, fair.
- To share with others - toys, games and experiences.
- To explore new things and ideas.
- To express himself/herself through words, clay, paint, crayons, music and stories.
- To plan - what to do next?
- To listen - to stories and directions.
- To look at books and learn how to use them.
- To spot differences - in color, sizes, shapes and sounds.
- To play outside - developing big muscles and learning to take turns and follow directions.
- To eat with others - learn to relax - practice good manners.
- To care for himself/herself and his/her belongings - keeping up with lunch bags, tending to bathroom needs, returning toys and tools at pick-up time.
- To think of others - gifts for Mom, Dad, siblings, classmates, etc.
- To learn about God, the Creator of all things and people.
- To learn about God's son, Jesus, and what He did on earth.

Ways Parents Can Help

1. Bring your child on time every morning.
2. Contact us if your child is not coming to school.
3. Know and appreciate your child's teacher. Call if a problem arises.
4. Read all letters and information sent home or posted in the hallways or on classroom doors.
5. Remember to pay preschool tuition on time.
6. Talk with your child each morning regarding school rules, manners, sharing, taking turns, etc.
7. Pray that our preschool program will be successful in reaching all of our children.

Extracurricular Activities

Several extracurricular activities are available for our children to participate in at Vaughn Forest Preschool. They are offered at an additional cost. Parent will have the opportunity to learn more about these activities at the orientation in the fall. The activities are listed below with a brief description of each.

Flip Factory

The Flip Factory is a 28 foot enclosed trailer that has been converted into a preschool gym. This *gym-on-wheels* arrives at Vaughn Forest Preschool once a week affords an opportunity for children to work on vault bars, beam, and floor, as well as aiding in the development of eye-hand coordination. Lisa Morrow is the owner/instructor of the Flip Factory. Lisa has been teaching gymnastics for over ten years, and holds a degree in Early Childhood Education.

ORFF

Ann Louise Pattillo and Peggie Ann Clayton, both certified ORFF teachers, come to Vaughn Forest Preschool on a weekly basis to offer vocal training in singing on pitch, rhythm, memorization skills, creative movement, and playing musical instruments are the main focuses. Ms. Pattillo holds a Master's Degree in Music and Opera Performance, and Ms. Clayton, a Master's Degree in Education. Combined the two teachers have 41 years of experience teaching ORFF music.

Abrakadoodle

Ms. Lynn Knighton comes once a week to Vaughn Forest to offer Abrakadoole. In Abrakadoole classes your children will: ignite their imaginations, strengthen thinking skills, develop fine motor and language skills, explore their creativity and art materials, and celebrate their uniqueness. Lynn Knighton is the teacher for Abrakadoodle.

Mobile Mouse, inc.

Dianne Waites, owner of Mobile Mouse, Inc., offers computer instruction once a week to Vaughn Forest Preschool children. Ms. Waites supplies the computers and introduces the children to several different educational programs. These programs teach them basic computer skills, and enhance what they learn in our classes.

Parent Agreement

Pease sign and return to the Vaughn Forest Preschool office

I, _____, whose child _____ is enrolled in the 2006-07 school year of the Vaughn Forest weekday preschool program, have received a copy of the Parent's Handbook. I have read and understand the policies and guidelines as described in the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)



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