



# FAMILY HANDBOOK

2022 - 2023

214 MOUNTAIN AVENUE SW ROANOKE VA 24016

(540) 342-6405 EXT. 1

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## PRESCHOOL SCHEDULE

What	When
Early Drop Off	8:00-8:10
Morning Drop Off	8:45-8:55
Core Day	9:00-12:00
Lunch Bunch	12:00-1:00
After Care 1	1:00-2:00
Enrichments Threes and Fours Only	1:00-2:00
After Care 2	2:00-5:30

## EARLY DROP OFF

Early Drop Off is available, from 8:00am – 8:10am There is an additional fee for Early Drop Off based on the age of your child and the number of days your child attends. Payment for Early Drop Off will be included in your monthly tuition invoice. We do not credit or refund fees if your child is absent. If space is available, your child may drop-in for Early Drop Off. Please contact the Assistant Director, Lori Privott, at [pscoord@spres.org](mailto:pscoord@spres.org) for availability. Drop in days will be added to your monthly tuition invoice.

## DROP OFF AND PICK UP

Children in our Infants, Ones, and Young Twos classes will be walked in by their adult to the door noted below. Children in our Twos+, Threes, and Fours classes will have the option to be walked in by their adult to the door noted below or to use the Car Line at the Church's main entrance.

For the Car Line, we ask that you maintain one way traffic in front of the Church's Main Entrance at the sliding glass doors. Please enter from the lower lot, close to 3<sup>rd</sup> Street and exit on the upper lot towards 2<sup>nd</sup> street. With your child seated on the passenger side of the car facing the sliding glass doors, then teachers can safely open doors and welcome your child to start their day.

Student Drop Off and Pick Up		
Classroom	Teacher	Door
Infants	Ms. June, Ms. Julie, Ms. Olivia	Door <b>13B</b> on Playground
Ones	Ms. Virginia and Ms. Maryanne	Door 14B on side street
Ones	Ms. Ria and Ms. Stacey	Door <b>14B</b> on side street
Young Twos	Ms. Michele and Ms. Vicki	Door <b>13</b> on playground
Twos+	Ms. Winter	Main church entrance
Threes	Mrs. Brunk and Mrs. Purnell	<b>Playground Door</b>
Threes	Mrs. Wheeler and Ms. Sharpe	<b>Playground Door</b>
Fours	Mrs. Culley	Main church entrance

## **CURRICULUM**

We are implementing the Creative Curriculum this year. We use a play and center-based approach to teaching and learning. The foundation of our program is Virginia's Early Learning & Development Standards which are a resource for parents and educators to provide understanding about what children should know and be able to do as they grow and change from birth until they enter formal schooling. Our curriculum is play-based and child-centered in an environment full of developmentally appropriate toys, books, and activities.

## **LUNCH AND SNACKS**

Each child brings lunch/snack(s) from home. Please include a cold pack with your child's lunch/snack(s). Please pack a small (2 snacks for children enrolled in After Care 2), nutritious snack for your child every day such as fruit, veggies, applesauce, and cheese. Perishable snacks should be packed in an insulated lunch box with a cold pack. We are able to refrigerate and warm milk for our Infants Room. Students should not bring popcorn, or other small snack goods that present a choking hazard. Grapes and hot dogs must be cut into small pieces. Goldfish are not allowed in the Ones Room .

## **NAPPING GUIDE**

Our program offers a nap/rest time at varying times, depending on the children's age. Parents provide blankets and/or pillows. Preschool staff launders infant crib sheets and sleep sacks daily. Blankets and pillows for all other students staying for naptime will be sent home at the end of each week to be laundered.

## **INFANTS ROOM NAPPING**

Our full day infant program offers a morning nap time from 10:00am – 11:00am and an afternoon nap time from 2:00pm – 4:00pm. Each child is assigned his/her own crib to be used for the entire school year. Children will use fitted sheets provided and laundered by the preschool. Loose bedding and soft objects, which include but are not limited to pillows, blankets, sheets, and loveys are not allowed inside the crib while infants sleep. Sleep sacks and wearable blankets are used, when appropriate, in the infant and ones program during nap time. An infant who falls asleep in a play space may remain in that space if comfortable, safe, and fully visible to the teacher.

# LUNCH BUNCH

Lunch Bunch is available Monday through Friday from 12:00pm to 1:00pm. There is an additional fee for Lunch Bunch based on the age of your child and the number of days your child attends. Payment for Lunch Bunch will be included in your monthly tuition invoice. We do not credit or refund fees if your child is absent. Please pack a nutritious lunch for your child every day in insulated lunch boxes with cold packs.

If space is available, your child may drop-in for Lunch Bunch. Please contact the Assistant Director, Lori Privott, at [pscoord@spres.org](mailto:pscoord@spres.org) for availability. Drop-in days will be added to your monthly tuition invoice.

# AFTER CARE 1

After Care 1, from 1:00pm to 2:00pm, allows students to play and unwind after their busy classroom day. Twos+, Threes, and Fours play on the playground or in the gym .

# ENRICHMENTS (Threes and Fours)

Enrichments Schedule 1:00-2:00		2:00 Pick Up Location
Monday	Fours- Soccer Shots/ Threes- Science Club	Playground
Tuesday	Fours- Science Club/ Threes- Soccer Shots	Door 16 with SPRES awning
Wednesday	Creative Movement	Main Church Door Entrance
Thursday	Classical Corner Music	Main Church Door Entrance

# AFTER CARE 2

After Care 2, from 2:00pm to 5:30pm, allows children to enjoy a snack they brought from home, and continue to play in their classrooms, in the gym, or on the playground.

# ABSENCES

If you child is going to be absent, please let his/her teacher know in the Brightwheel app.

## BEHAVIOR EXPECTATIONS

Our teachers help children learn to manage themselves in a group setting by modeling appropriate behavior and guiding and encouraging positive interactions. Teachers carefully craft the environment, communicate, and enforce clear boundaries, express expectations for behavior, use verbal and non-verbal cues, and redirect a child's behavior in order to foster success.

Teachers will help the child learn to use words for sharing and taking turns, apologizing, and communicating wants and needs to teachers and other students. If warranted, a child may be separated from the group for a short time in the same room. We call this "quiet time, cool down period, or take a break". Before returning to the group, a teacher will help the child process the situation and their actions, and together they will plan to avoid repeating the situation.

In some cases, a child may sit in the preschool office, with the Director, for a short while in order to "take a break" from a situation in which they are struggling. Before returning to the classroom, both the teacher and child will talk about what went wrong and how better choices can be made in the future.

If a child continues to struggle in group situations or in following classroom rules, the parents, teachers, and preschool director will talk together to try to understand and solve the problem.

## CLASSROOM MANAGEMENT

All children should have the opportunity to learn, develop, and grow in a safe and positive learning environment. SPRES Preschool utilizes positive discipline and guidance techniques to provide this environment. We believe parents are an important link to guiding proper behavior in school. When there is a cause for concern based on disruptive behavior, which distracts from the full benefit of the preschool program, the Preschool Director and staff will work with the child and parents to develop positive behavior strategies to reduce disruptions.

Our classroom management approach consists of the following strategies, including but not limited to; the procedures listed below.

1. Establishing and communicating classroom expectations and consequences expectations/rules will always revolve around keeping our students and staff safe (both physically and emotionally)
2. Encouraging children to use their words when having a disagreement with another child which helps children to settle their own disputes.
3. Redirecting behavior
4. Logical consequences to behavior concerns, such as a toy being taken away if it was used inappropriately

5. Separating a child from the group if necessary – approximately one minute away for each year of age
6. Explaining to the child why their behavior was inappropriate and what they could have done differently
7. Making parents aware of behavior concerns

#### Procedures for Behavior Concerns

First and Second Incidents: After multiple attempts by the teacher to manage the child's behavior in the classroom through preventative actions and re-direction, the teacher and/or Director will inform parent of disruptive issues in class via a behavior incident report in Brightwheel and/or a phone call.

Third and Fourth Incidents: The child will be removed from the class and will be waiting in the Director's office for pick up for the day. A behavior incident report will be documented and shared with the parent. A parent-teacher conference will be scheduled at the earliest possible time to discuss a behavior modification plan.

Fifth Incident: The child will be removed from the class and will be waiting in the Director's office for pick-up. The Preschool Committee will be notified. The Preschool Director reserves the right to terminate enrollment after the fourth incident.

Remaining tuition for the month during which the child's enrollment is terminated will be forfeited and tuition for the following month will be reimbursed.

SPRES Preschool reserves the right to send a child home if the first or subsequent incidents warrant removal from the classroom. In addition, while this is always the last resort, SPRES Preschool reserves the right, with preschool committee approval, to require a student remain home for a determined amount of time if the student's behavior is continuously disruptive and endangers himself and /or the well-being of other children.

We are committed to fostering a safe, nurturing, and healthy environment for our students. It is our intent to extend all our efforts and resources to assist our families in finding suitable environments for every student.

## SICK

For the protection of your child and the others in the preschool, please keep your child at home when he/she exhibits signs of illness or fever. If your child becomes ill while at school, and in our opinion should go home, we will use the classroom and preschool office touchless thermometer to determine whether or not the child has a fever. We will call the parents first to come pick up the child. For this reason, it is very important that we can always reach you, or your emergency contact person, during school hours.

Children should be kept at home with a fever, any temperature over **100.4**. Please wait until your child has been fever free for a full 24 hours before returning to school and if he or she has/had one instance of diarrhea and /or one instance of vomiting within the past 24 hours.

## IMMUNIZATIONS

Proof of a child's immunization record, signed by a physician, is required prior to enrollment at Second Presbyterian Preschool. Please note that all children must be working toward the correct immunizations for their age. No child will be exempted from the requirements of immunization based on a parent's personal objections or beliefs.

## MEDICATIONS

We keep first aid supplies on hand for treatment of minor cuts, scratches, bumps, etc. No medication may be administered by the teachers or staff. The application of diaper cream and sunscreen, or the use of a child's prescribed EpiPen are the only three exceptions. Please advise your child's teacher if they are on any type of medication because it may influence behavior in the classroom.

## ALLERGIES

If your child has food allergies, allergic reactions to insect bites, or other serious allergies, please notify both the office and your child's teacher to ensure that we have the most recent information on file. Ask your doctor for a prescription for an EpiPen if he/she thinks that is warranted and bring it to the preschool office. If a child's allergy is very severe, certain food items/allergens may be prohibited in that child's classroom. The teacher will notify parents if any allergens must be excluded from your child's class.

## CLOTHING AND TOILET TRAINING

Please dress your child in comfortable play clothes and closed toed play shoes so that they can participate freely, in all activities.

Once toilet training has begun at home, children in the Ones and Twos who are toilet training need to wear disposable diapers or pull-ups with Velcro closures until they are fully toilet trained.

Threes must be fully toilet trained and be independent in using the bathroom and washing hands. Threes classrooms are not equipped for diaper or pull-up changing; therefore, we ask that Threes come to school in underwear, and they can change their clothes in case of an accident. Threes and Fours should keep at least 2-3 sets of clothes (shirt, pants, underwear, socks, and shoes) at school. These extra clothes should be kept in a labeled Ziploc bag, and stored in the classroom.

## INCLEMENT WEATHER POLICY

In case of snow or other dangerous weather or emergency situation, SPRES Church and Preschool Leadership team may decide to delay opening or closing the preschool. Closure or school start delays will be posted on Brightwheel, our website, and Facebook page. If Preschool is delayed by one or two hours, then all children will pack a lunch and stay until 1:00 and After Care will continue as scheduled. Second Presbyterian Church Preschool builds five weather days into our school year calendar. For this reason, we will not make up the first five missed. Any change deemed necessary will be made by the Director.

## REGISTRATION AND ENROLLMENT

Children are assigned to classes according to their age, determined by the Roanoke City Public School System's cut-off date of September 30. For Registration, you will need to submit a New Student Application, Program Selection Form, and a \$75 non-refundable Registration Fee.

Registration takes place during the month of January. Priority will be given in this order:

1. Children who currently attend Second Presbyterian Preschool receive preferential enrollment.
2. Second Presbyterian Church members and siblings of currently enrolled students are considered next.
3. All remaining applicants are ordered chronologically according to registration date.

Next, you'll be contacted of your enrollment. At that time, you'll be asked to submit \$300 toward September's tuition and asked to sign an Enrollment Agreement. You'll then be responsible for turning in a completed health and immunization form and copy of birth certificate before your child's first day.



## **PAYMENTS**

Tuition, Early Drop Off, Lunch Bunch, After Care, and Enrichment fees are paid together in one monthly payment. Monthly payments are due the first day of each month for the following month beginning on August 1 and ending April 1 for School Year. Payments will run May 1 through July 1 for Summer Programming.

Drop In fees for Early Drop Off, Lunch Bunch, After Care, and any late fees will appear on the next month's invoice.

## **WITHDRAWAL**

One month's written notice is required should a child be withdrawn from Second Presbyterian Preschool. Any child attending one day within a given month will be charged for the entire month.

## **DIVERSITY, EQUITY, AND INCLUSION**

Second Presbyterian Preschool 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 the administration of its educational policies, admissions policies, scholarship and/or loan programs, and other school-administered program.