



FAMILY HANDBOOK

Updated July 2025

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

AGREEMENT BETWEEN PARENTS & TEACHERS

We work together to support our child's success at SPRES Preschool.

We are thoughtful, respectful, and honest in our communications both in person, over Brightwheel, and in the community.

We will speak up when we have questions, concerns, and curiosity about our child's success in class.

Both parties are a part of SPRES Preschool by choice.

MISSION

Second Presbyterian Preschool is an early childhood ministry of the Second Presbyterian Church whose primary purpose is to **provide an excellent preschool experience in a nurturing Christian environment**. The preschool is dedicated to the intellectual, emotional, social, physical, cultural, and spiritual growth of its students.

LIFE OF THE CLASSROOM

We are a play based and faith based preschool. Children will engage with their peers and teachers in navigating their classroom filled with age appropriate toys for their discovery. Classrooms are organized into stations focusing on areas important for a child's development. Some examples include: building, literacy (often called the Cozy Corner), fine motor, science and sensory, dramatic play, and art.

Our preschool uses a combination of process and product driven art. Children are provided with a variety of materials to create masterpieces from their imaginations. Teachers will also facilitate projects focusing on a systematic approach or following a model.

Our teachers exhibit a high level of engagement with each child. They support their play, encourage extended involvement, and facilitate a respectful environment.

PARENT COMMUNICATION

It is our goal to keep parents informed of what is happening in their child's class. Our program uses the Brightwheel app for tuition payments and as one form of parent communication. Parents will see monthly, weekly, and some daily communication about the life of the classroom. Our Ones through PreK classes can expect a month at a glance, weekly planned activities, plus some daily updates as they are able to note them on the app. Infants, Ones and Twos teachers aim to enter information on diapering,

toileting, and naps. Infants and Ones classrooms also work to share details about a child's eating throughout the day. Threes and PreK naps will be documented in after care as well.

Our intention in using Brightwheel is to provide parents with a glimpse into what is happening in their child's classroom through the weeks. This platform allows teachers to share information about the life of the class and parents can also reach out with important updates as needed. **Engaging with children is our priority.** The Brightwheel app is a parent communication tool and just one piece of our program. Phone calls and classroom meetings can be scheduled when needed.

Teachers have a high level of engagement while working with children throughout the school day and access to Brightwheel may not be in arm's reach. Please allow adequate time for responses on the app. When a message comes through after 5:30pm, families can expect a response the following morning by 8:00am.

Parents can call the Director's office when needed at 540-342-6405 ext. 1.

BEHAVIOR EXPECTATIONS & CLASSROOM MANAGEMENT

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

Teachers help children learn to use words for sharing and taking turns, apologizing, and communicating wants and needs to teachers and other students. A child may need to "take a break" at a different spot of the classroom and often the "cozy corner." He or she may also need to take a walk with one of their teachers to "take a break" from the group. Spending a short time in the Director or Assistant Director's office may be needed as well. Before returning to the group, a teacher will help the child process the situation and their actions, and together they will make a plan to avoid repeating the situation.

If a child continues to struggle in group situations or in following classroom expectations, the parents, teacher, and Director and/or Assistant Director will talk together to try to understand the challenge and troubleshoot strategies and next steps.

We aim for our children to learn, develop, and grow in a safe and positive learning community. SPRES Preschool utilizes positive behavior techniques to create this environment. We believe parents are an important link to guiding appropriate behavior in school. All teachers and staff are here to support each child's success in our program.

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. All reasonable efforts will be made to support the child.

If after several attempts to remedy the identified challenge have been unsuccessful, then additional next steps will need to take place. SPRES Preschool reserves the right to require a student to 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.

Enrollment is not guaranteed and a child's enrollment can be terminated when the child is unable to succeed in the preschool's environment. Remaining tuition for the month during which the child's enrollment is terminated will be reimbursed.

SAFETY

The safety of our children is top priority. We are committed to fostering a nurturing and healthy environment for all of our students. If a child gets hurt, by their own actions, from another student, or because of environmental factors, parents, of any involved in the incident, will be notified. An incident report will be put into Brightwheel and when necessary, a phone call will be made to parents.

DROP OFF & PICK UP

We have two drop off windows in the morning. For our Early Drop off, doors will be open between 8:00 and 8:10. Doors will not open before 8:00 and we ask that parents refrain from ringing the doorbell prior to that time. For our Core Day drop off, doors will be open between 8:45 and 8:55. All exterior doors are closed and locked outside of the drop off windows. It is important to have your child to Preschool on time.

The church office hours are 8:30-4:30 and closes on Fridays at 1:00. When arriving outside of the two drop off windows, we ask that parents message their child's teacher letting them know and be patient waiting for them to welcome the child at the door.

It is important for each child to be picked up at their scheduled time. We staff classrooms for After Care based on the number of children in attendance. We understand that situations occur out of our control and late pick ups will happen. Parents must message the teachers in Brightwheel letting them know they will be late. If this becomes habitual then a late fee could be charged.

As teachers are learning parents and those who frequently pick up children, they may be asked to show an ID at pick up, to be doubled checked with the child's approved pick up list on Brightwheel. When another family member or caregiver is given permission to pick up a child, the parents must send a message in Brightwheel, prior to their arrival. The person will be asked to show an ID.

ABSENCES

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

LUNCH & SNACKS

Children staying for lunch, pack a lunch from home. We do not provide food. Please include a cold pack with your child's food items as we are unable to refrigerate, microwave, or heat food. **All children will need a labeled water bottle, labeled AM snack to enjoy mid morning, and a PM snack for those staying for After Care.** 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.

INFANT ROOM

ALL items coming into preschool need to be labeled. Bottles must be premade. We are able to refrigerate these, however in a small (college dorm size) fridge. We are also able to warm them in a bottle warmer.

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 until the child is able to sit up on their own. Parents may send in sleep sacks and wearable blankets if desired.

TOILETING & CLOTHING

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

Once toilet training has begun at home, children in the Ones and Twos Classes, who are potty training, can wear pull-ups, with Velcro closures on the sides, until they are fully toilet trained. **It is our policy that children remain dry for two weeks at school, prior to beginning to wear underwear during the school day.** During this time, teachers can prompt them to use the potty to encourage their progress. Teachers will keep track of a child's progress once the two weeks start. If a child has an accident during that two week period then the two weeks will begin again. Teachers will support efforts in potty training by

allowing children frequent chances to use the potty and celebrate their successes. Communication between parents and teachers is important for children reaching this milestone.

Children in our Threes Classes are expected to be fully toilet trained and independent in using the bathroom and washing hands. Accidents are expected and considered to occur no more than once a week. Their classrooms are not equipped for diaper or pull-up changing; therefore, we ask that Threes come to school in underwear. 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.

LABEL EVERYTHING

We ask that everything coming into preschool be labeled with the child's name. This includes bookbags, nap mats, snacks, jackets, hats, lunchboxes, water bottles, and more.

AFTER CARE 1

After Care 1, from 1:00pm to 2:00pm, allows students to play and unwind after their busy classroom day. Enrichment classes are an option for Threes and PreK children.

AFTER CARE 2

During After Care 2, from 2:00pm to 5:30pm, children will nap or at least have quiet time on their nap mats, enjoy a labeled afternoon snack brought from home, and continue to play in their classrooms, in the gym, or on the playground.

DROP-IN CARE WHEN NEEDED

There are times when a family may need additional care for their child for a window of time. We aim to grant these requests when space allows and when communicated to the Director and/or Assistant Director in advance. This can occur for an early drop off or after care request. Each child's schedule is set for the month though our goal is to work with families when additional care is needed on occasion.

SICK

For the protection of each 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 call the parents to come pick up the child. **For this reason, it is very important that your contact information is correct and emergency contacts are listed in Brightwheel.** We ask that parents communicate with teachers on the order for Brightwheel contacts to be notified in the event we are unable to reach the parents.

Children should be kept at home with a fever, any temperature, **100.4 and up, is consider a fever.** Please wait until your child has been fever free, without fever reducing medications, for a full 24 hours before returning to school. Children should also stay home for any instance of vomiting or diarrhea within the past 24 hours. Parents will be notified to pick up their child after two instances of diarrhea occur at school and can return once he or she has been diarrhea free for 24 hours. Please let us know of any marks, bumps, or sores. We will follow and communicate guidelines for other illnesses.

NEEDED DOCUMENTATION

Each child must have a birth certificate, proof of a child's immunization record signed by a physician, and a completed form for any preschool or childcare attended prior to enrollment at SPRES Preschool. These documents are required prior to starting at Second Presbyterian Preschool. **Please note that all children must be working toward the correct immunizations for their age.** No child will be exempt from the requirements of immunization.

MEDICATIONS & ALLERGIES

Teachers are not permitted to administer medicine to children. Diaper cream is an exception, when it is provided by the parents and labeled with the child's name. If a child has rescue medication, such as an Epi Pen or Inhaler, it must be registered with the Director. Please advise your child's teacher if they are on any type of medication because it may influence behavior in the classroom.

Alert the preschool if your child has or acquires any allergies. 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.

INCLEMENT WEATHER POLICY

Unless otherwise notified, the preschool will use the decision of Roanoke City Public Schools' to initially close due to inclement weather. The decision will be made and promptly communicated by the Director, based on the best information available. After one day of closure, the Director and Assistant Director will assess the preschool's ability to open on subsequent days, even if RCPS decides to stay closed. The safety of children and teachers will determine this call, based on the best available information. Conditions surrounding the church will be assessed. A message will be sent in Brightwheel by 6:00pm stating the intention to stay closed or open, either on time or at a specified delayed time. If there is a change in weather conditions overnight, a message will be sent in Brightwheel by 6:30am.

The preschool calendar will accommodate 5 full day closures, due to inclement weather. These will not be made up. A 6th closure due to inclement weather will call for a make- up day on Monday, 4/6, the Monday after Easter, scheduled as a holiday. A 7th closure due to inclement weather will call for a make- up day on Tuesday, 5/26, the day after Memorial Day, scheduled for an end of the school year workday. If additional make-up days are needed, the Director and Assistant Director may decide to delay the start of summer programming by the number of days needed.

If Roanoke City Public Schools decide to close early due to inclement weather, the Director and Assistant Director will assess the preschool's ability to remain open through the remainder of the day. The safety of children and teachers will determine the decision based on the best available information. Conditions surrounding the church will be assessed. A message will be promptly sent in Brightwheel stating the intention to stay open through the regular school day or alerting parents of an early pick up at 2:00. If preschool closes early due to inclement weather, the day is not eligible to be made up.

REGISTRATION & ENROLLMENT

Children are assigned to classes according to their age, determined by the VDOE's cut-off date of **September 30**. For Registration, you will need to submit a New Student Application, Program Selection Form, and a 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 status. If you are enrolled, you'll be asked to submit a deposit 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.

PAYMENT

Tuition, Early Drop Off, Lunch, 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 the school year. Payments will run May 1 through July 1 for Summer Programming.

Drop In fees for Early Drop Off, Lunch, After Care, and any fees will be charged as incurred.

WITHDRAWAL

If a family's plan changes and the child needs to withdrawal, one month's written notice is needed.

ALL ARE WELCOME

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, admissions, and financial policies.

STATE LICENSURE

Second Presbyterian Preschool is a Religiously Exempt Childcare Program. The State of Virginia requires all childcare centers to meet certain codes and guidelines each year regarding safety and care for young children. Each year our program sends a packet of materials indicating our compliance with Staffing, Fire Codes, Health Department Requirements, and other general statements of purpose to the Virginia Department of Education. There is a copy of this file in the Preschool Office.

PRESCHOOL ENDOWMENT FUND

The Preschool Endowment Fund was established in 2018 by the session of Second Presbyterian Church. This fund recognizes the church's deep commitment to the preschool program and the vital role of faith formation during children's developmental stages. Our goal is to provide a nurturing environment where young minds can grow and learn, laying a foundation of faith that will support them throughout their lives.

PRESCHOOL COMMITTEE

The Preschool Committee works with and supports the Director and Assistant Director in running a successful preschool program at Second Presbyterian Church. It has a chair appointed by the church's college of elders, consisting of church members, non-church members, parents, ministers, a teacher representative, Director, and Assistant Director. The Preschool Committee is dedicated to the intellectual, emotional, social, physical, cultural, and spiritual growth of its students.



Signature Page for Parents

We have thoroughly read the Second Presbyterian Family Handbook Updated July 2025. We understand and agree to the policies laid out in the handbook.

Please sign and return to preschool by Thursday, August 28th.

Parent Signature and Date

Parent Signature and Date
