

# DUTCH FORK CHURCH

## Weekday

### Preschool



## Parent Handbook

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Tax ID: 57-1094175

[dutchforkchurch.org](http://dutchforkchurch.org)

**Rev. Spring 2020**



*An Outreach Ministry for the Family*



## *Welcome*

Dear Parents,

We are glad that you have decided to become a part of our Weekday Preschool Program here at Dutch Fork Church. We are looking forward to getting to know you and your child.

When your child attends our Weekday Program here, he will build habits and attitudes that will help him as he learns and experiences the environment around him. Our program offers children a place to learn and play with others; develop skills at their own rate; express ideas through group interaction; participate in creative activities, crafts, science, and music; and grow in their knowledge of God.

Our primary goal is to provide quality-learning experiences in a Christian environment and to teach developmentally appropriate curriculum to our children that will promote high self-esteem and proper social development. The Preschool curriculum we use is titled “WEE LEARN” which is written and distributed by the Sunday School Board of the Southern Baptist Convention.

Our philosophy is that children's work is play and together we can give our children a wide variety of healthy experiences to learn from and promote a strong Christian foundation on which to build a future. We are thankful for the opportunity to extend our ministry to you and your family.

### **Our Mission Statement**

Our Weekday Preschool Program mission is to provide a safe, caring, and nurturing Christian environment for children to learn and play. We minister to the spiritual, developmental, and social needs of children by providing a Bible-based curriculum that will teach them about God and His love for them and how they can experience God's love through Jesus Christ. We do this through developmentally appropriate activities and instructional teaching that promotes an environment of creative and active learning.



### **A Teacher's Principal Function**

An effective teacher must provide a caring and loving environment that adequately meets the intellectual, physical, emotional, social, and spiritual characteristics of the children in her classroom. Our teachers are trained in both Infant/Child CPR and First Aid.

## A Message from Our Church

We take great pleasure in offering a Bible-based ministry that is designed to meet some specific needs of the children and parents of our community. Jesus, himself, initiated this ministry when He took the children in his arms, put his hands on them and blessed them saying, "*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.*" (Luke 18:16)

Our Weekday Preschool staff is very much aware of the value and potential that is bundled up in the life of each child; and they take these words of Jesus to heart as they carry on a vital tradition of loving and caring for your children. We welcome the opportunity to minister to you and your family; and we count it a unique privilege to provide you with quality childcare.



Let the little children  
come to me ....

LUKE 18:16



## A Message for Parents

For Toddlers: Your child will need a book bag (big enough to hold a standard folder) with extra diapers, extra weather appropriate clothes, and a labeled empty Sippy cup each day. Toddlers will listen to music, play with large manipulatives, look at books, listen to Bible stories, play in the gym, attend worship, and have lots of fun activities.

For Preschoolers (age 2 years and up): Your child will need a book bag (big enough to hold a standard folder) with diapers and wipes (2-year-olds), and extra weather appropriate clothes. Preschoolers will do more structured activities including a Bible lesson, crafts, reading time, music, games, attend worship, and special events. Our Preschool curriculum is a Bible based study called “WEE LEARN”. Children must be potty trained to enter the 3-year-old classroom.

***Label all of your child’s belongings. This includes book bags, Sippy cups, jackets, lunch boxes, etc. We are not responsible for lost items.***

### **Your Participation:**

Parents are always welcomed and invited to participate in any activity or event at Dutch Fork Church. If you do not have a church home, you are welcome to visit us at Dutch Fork. Parents are always welcomed to be involved in school activities, assist with parties, and participate in fundraisers or special events.

### **Communication:**

Parents are encouraged to talk to the teacher and/or director about their child's progress and well-being. Communication is extremely important to us. Call or talk with us concerning questions you may have. We also communicate through our folders. Place all important notes to the teacher and tuition envelope in your child’s folder (placing notes or checks in your child’s book bag will be overlooked so please remember to place these items in your child’s folder). We try to check folders each day.



## Weekday Preschool Policies



### Classroom

- Toddlers
- 2 & 2 ½ year olds
- 3 & 3 ½ year olds

(Must be potty trained to enter the three-year-old classroom)

- 4 & 4 ½ year olds

### Birthdates

walkers and up to 2 years

must be 2 by Sep. 1<sup>st</sup>

must be 3 by Sep. 1<sup>st</sup>

must be 4 by Sep. 1<sup>st</sup>

*Our goal is to place your child in a classroom with children of the same age and developmental maturity. In some instances classrooms may be combined or another classroom established.*

### Class Times

Classes begin at 9:00 AM and end at 12:00 PM. Mini Munchers ends at 1:00 PM. Be on time to pick up your child. **Late fees will be incurred for late pickups.**

### Fees and Tuition

Registration fees are due at time of registration. Supply fees are due with the first month's tuition payment. Tuition is due by the 15<sup>th</sup> of each month payable to Dutch Fork Church (DFC). A \$20 charge will be incurred for tuition received after the 15<sup>th</sup>. Tuition is averaged for the year and due no matter how many days your child attends.

Yearly Registration Fee:	\$100 per child
Yearly Supply Fee:	\$95 per child
Tuition is as follows:	
1-day classes	\$140 per month
2-day classes	\$160 per month
3-day classes	\$180 per month
4-day classes	\$200 per month
5-day classes	\$220 per month

### Payment Plans and Scholarships

Payment plans and limited scholarships are to assist families who meet certain requirements and can be addressed with the director. Regrettably, if fees are not paid, your child will not be allowed to attend school until payments are made. We strive to provide a ministry program that works with families and their needs by also providing fairness to all who are involved in our program.

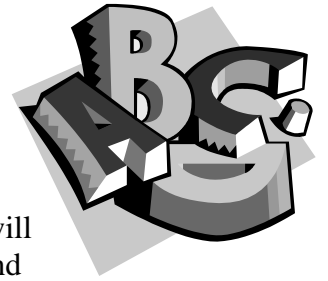
### School Schedules

Our school schedule is based on the Richland/Lexington District 5 schedule. Fall registration begins in February each year. Our Summer Term will be determined in the spring of each year.



## Holiday Schedule and Inclement Weather

Our school follows Richland/Lexington District 5's holiday calendar. When District 5 has a holiday or closing due to inclement weather we will also be closed. Watch your local news stations for District 5 delays and closings. If District 5 has a delayed opening due to inclement weather we will also be delayed. For a one hour District 5 delay we will open at 9:30 am and for a 2 hour District delay we will open at 10:00 am.



## Special Holidays

We celebrate special holidays throughout the year. Thanksgiving and Easter are very special holidays we celebrate with a family fellowship time. Our children perform during these fellowship times as well as our Preschool Christmas Pageant. Information about upcoming holiday celebrations will be posted in your child's classroom newsletters and in our monthly memos. Parents/guardians are asked to bring food items for these events.

## Personal Belongings

Label your child's belongings. This includes clothing, coats, hats, cups, book bags, etc. Do not send toys with your child to school. These items are disruptive and may not be age-appropriate. We cannot be responsible for these items if broken or lost.



## Change in Transportation

Parents should provide a written note when there is a change in transportation. This is for your child's safety. Notes should be given to the teacher the morning the child arrives. In an emergency, call the church office (803) 781-2532 to notify the staff of a change in your child's transportation. Your child will not be allowed to leave with anyone other than those specified in the parents' written note or those listed on the child's registration form. Identification will be checked before your child is permitted to leave.

## School Attire

We encourage the children to participate in fun and active learning in the classroom and on the playground. Dress your child in clothes that are suitable for play and can get dirty or stained. Also, dress your child so he/she is self sufficient (2 years and older). Overalls, laces, buttons, and belts are frustrating for your child and can hinder them from being independent during potty breaks.

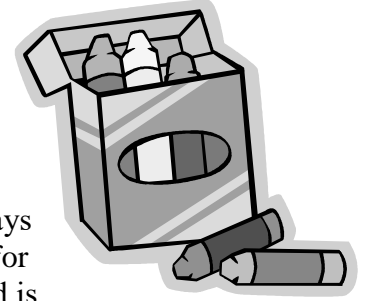
## Classroom Activities

We have lots of fun and exciting activities planned each day of school. Carefully read the classroom newsletters and monthly calendars provided by your child's teacher which provide you with information about current and upcoming events, classroom activities, and lots more. Don't let your child be unprepared for a classroom activity or project! Look through your child's book bag each day for activity sheets and important notes from the teacher.



## Snack Time

Water and a snack will be provided for toddlers and preschoolers. However, we do encourage healthy snack donations (**no peanut butter products or items loaded with sugar**). Your child's favorite fruit is always a special treat for snack time! Mini cupcakes or cookies are fine to bring for your child's birthday party. Please notify your child's teacher if your child is allergic or sensitive to any foods.



## Drop-off and Pickup Guidelines

For morning drop-off you may choose to walk your child into school no earlier than 9:00am or drop them off in car line from 8:45-9:05am.

For afternoon pickup you may choose to pick your child up from their classrooms or drive through our car line to pick your child up. If you choose to pick up from the classroom, you must do so before 11:45. After 11:45 the children are escorted to the gym by their teachers for afternoon car line pickup. At this time all the teachers will be in the gym and all the doors will be locked for security.

### Car Line Guidelines:

- Entrance and Exit signs for our car line are posted at the front of the playground.
- Each family will receive a car line tag that is specific to your child. If you need additional car tags send a note requesting additional tags with \$1 fee for each and we will put the tags in your child's book bag.
- Place your car line tag on your rear view mirror.
- Please have your child's car seat on the driver's side of the car if possible.
- Do not get out of your car. We will do our best to buckle your child into their car seats in the afternoon.
- Make sure your car is in PARK to receive your child and then wait until the teacher has cleared the car before taking off.
- During car line we will NOT have time to talk about your child's day. Please call the teacher or send a note for any questions you may have. Remember to check your child's folder each day for notes from the teacher.
- In the winter time when the temperature is very cold, the doors to the gym may be closed in the morning to conserve heat but the car line is still open until 9:05am.
- Late fees will be incurred for late pickups after car line ends.
- The second Tuesday of each month is designated as "Walk In" day. Afternoon car line is closed on these days. Signs will be posted for reminders.

## Late Pickup Fees

Each family will receive a warning for a first time late pickup. Each subsequent late pickup will incur a fee that will be noted on the child's tuition envelope. If a child is picked up after 12:05, the parents/guardians will need to pay the Mini Muncher drop-in fee of \$5. For those children staying for Mini Munchers, if they are picked up after 1:00, a \$5 fee will be incurred for every 5 minute increment.

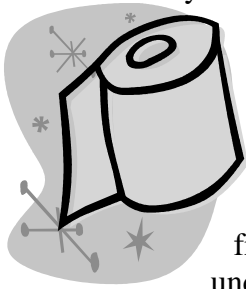


## Mini Munchers

Mini Munchers is an optional program that extends the day until 1:00. You provide a healthy child friendly lunch that includes a drink, utensils (if needed), and an ice pack. Label your child's lunch box. Mini Munchers is for children ages 2 and above. Pick up is by 1:00. Fees will be incurred for late pickups. Foods such as hotdogs, grapes, cherry tomatoes, and nuts must be pre-sliced due to the potential for choking. The cost is \$12 per month for each day enrolled and payment should be included with tuition (a common example of a Mini Muncher payment is as follows: enrollment of every Tuesday and every Thursday of the month would be a total of \$24 added to tuition). No refunds or makeup days for holidays or absences. A Mini Muncher form is included in your child's information folder. Drop-ins are welcome at \$5 per day.

## Potty Training

Potty training is a developmental milestone for our children. Our goal is to assist families in this important area of a child's development with patience and consistency. Let your child's teacher know any special instructions that you use at home that may be helpful to the teacher while your child is at school. Overalls, belts, and buttons are frustrating for your child, therefore, dress your child in appropriate clothing and in either pull-ups or underwear that makes "potty tries" easier for both child and teacher. We ask for pullups that are Velcro on the sides for easy changing when necessary.



When your child enters the 2-year-old classroom we will begin the potty training stage as a classroom. Your child will be taken for a "potty try" at frequent intervals. Make sure your child has plenty of clothes and extra undies or pull-ups. Special treats will be given for successful potty tries.

### **Children must be potty trained before entering the 3-year-old classroom.**

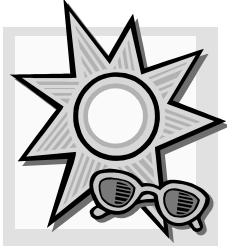
These policies are in place to insure a quality teaching and learning environment. Our goal is to have classrooms where children are learning and growing together and where children are expected to meet developmental milestones that encourage confidence and well-being. If you have any questions concerning this topic see the director or teacher for helpful techniques. Remember, consistency is the key!

## Graduation

A graduation ceremony is held each year for our 4K students. Our graduates are dressed in full cap and gown attire. The ceremony consists of scripture reciting, songs, personal letters to parents, favorite activities during preschool, future plans and careers, presentation of preschool diplomas, and much more. Everyone is invited to attend.







## **End of the School Year LUAU**

At the end of each year we have a Luau celebration for the children in our school. We have a variety of stations where the children can make crafts, decorate pictures, eat snacks, play games, and lots more. Parents are asked to volunteer to help decorate the classrooms and help with all the planned activities. At noon we have a hot dog luncheon. This is a wonderful time to celebrate a year of fun and learning with our children and their families.

## **Recycling Aluminum Cans**

We recycle aluminum cans as a fundraiser and as a great way to keep God's world clean. Recycling is a wonderful way to teach children the importance of reusing our resources wisely. Our can collection bin is located on the opposite side of the church from the playground.



## **Child Discipline**

Our school is committed to providing children an opportunity for quality learning in a safe and loving environment. A major part of this obligation is to use a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. We believe that positive reinforcement encourages positive behavior. The following are guidelines for handling discipline:

1. No corporal or physical punishment.
2. All behavioral expectations are developmentally and age appropriate.
3. Use of consistence, fairness, and patience.
4. Use of encouragement for positive behavior.
5. Use of logical consequences (Acceptable consequences are removing child from one play area to another, limiting play privileges and using "time out").
6. The director will involve a child's parents/guardian in the disciplinary process when uncontrollable behavior and/or behavior that is harmful to the child or others persist.
7. The director and the teacher will work with the parent/guardian to guide the child to develop appropriate behaviors in the classroom and when relating to his/her peers.
8. If disciplinary issues persist and do not improve, the child will be removed from the classroom and potentially from the school.

*Children are supervised by sight as well as sound at all times.*

## Health Requirements

An up-to-date immunization record is required for each child when they begin school.

The health of our children is a combined responsibility of the parents and the school. Communicable childhood diseases are inevitable in early school environments but can be kept to a minimum if symptoms are noticed and parents are diligent to keep their child at home. Please notify your child's teacher or the director whenever your child is exposed to a communicable disease. A child showing illness (fever, vomiting, diarrhea, etc.) will be promptly isolated from the other children and expected to be picked up as soon as possible. Children should be free of symptoms for at least 24 hours before coming back to school. Children with the following illnesses are expected to remain at home:

1. Communicable or contagious disease
2. Sore throat or swollen glands accompanied by fever
3. Blisters in mouth
4. Undiagnosed rash or skin eruptions
5. Earache accompanied by fever
6. Green, thick runny nose
7. Undiagnosed red eye or drainage from eyes
8. Fever of 100 degrees or above
9. Vomiting or diarrhea within the past 24 hours
10. Untreated head lice or scabies



**Dutch Fork Church**  
**Weekday Preschool**  
Church office (803)781-2532  
Chuck McAlister, Pastor

**Staff Members**

Leon Boss	Assistant Pastor & Minister of Worship
Trevor Meade	Minister of Outreach & Discipleship
Jeanne French	Ministry Assistant
Robin Broad	Preschool/Children's Ministry Director
Melissa Jones	Toddler Teacher
Abbie Youngblood	Toddler Assistant
Christina Pazarena	Teacher for 2-year-olds
Jessica Smith	Teacher for 2-year-olds
Kelley Connelly	Teacher for 3-year-olds
Tina Martin	Teacher for 3-year-olds
KC Paulk	Teacher for 3-year-olds
Paige Shealy	Teacher for 4-year-olds
Christi McManus	Teacher for 4-year-olds
Kelly McKay	Teacher Assistant
Sheena Wilson	Teacher Assistant
Diana Issa	Teacher Assistant
Ashley Coogler	Teacher Assistant
Harriet Barbee	Teacher Substitute

