

WELCOME

Welcome to Asbury Preschool. We are happy that you have chosen Asbury for your child. The Asbury staff looks forward to working with you and your family. We have an open door policy and we encourage you to visit with us with any concerns, suggestions, or praises.

Asbury Preschool Mission

To provide a Christian school readiness program that promotes social, intellectual, emotional, and spiritual growth.

Asbury Educational Philosophy

Preschool children need opportunities for growth and stimulation in all areas of development. At Asbury Preschool, we want to meet the needs of all children on a variety of levels including social, cognitive, physical, emotional, and spiritual development. Our goal is to provide a warm Christian environment that will allow each child to develop as a unique individual. Each child should feel safe, secure, and loved in order to develop a positive self-image that will translate into optimum emotional and physical development.

Asbury Preschool will provide an environment that fosters interpersonal contact and encourage the integration of all facets of being in the learning process. It will be individually structured and designed to encourage exploration as well as growth and development. Play, which is the work of children and the medium by which they measure their environments, will be an integral part of the curriculum.

Asbury Preschool uses a variety of resources to enhance the classroom environment. Currently, Asbury Preschool uses the *Bright Beginnings*, *Zoo Phonics Early Literacy* and *Handwriting Without Tears* curriculums. These curriculums provide us with many ideas, but are not intended as a stand-alone resource.

Using the *Bright Beginnings* curriculum, we will provide learning experiences that will encourage each child to develop social, cognitive, physical, emotional, and spiritual skills while progressing through the various development stages at his or her own pace. The curriculum provides the basis for the ways in which we will help each child build a foundation of spiritual understanding and prepare them for kindergarten. Bright Beginnings is designed to apply Bible concepts in a way that relate to a child's everyday life. They will listen to Bible stories, sing songs, and participate in creative learning activities.

The Zoo Phonics curriculum teaches early literacy development using an animal theme. Children will be taught the alphabet as a whole and we will concentrate on one sound for the entire week. The eyes, ears, mouth and large muscles will provide the vehicle to access information. Zoo phonics encourages the children's natural tendency to wiggle and to express themselves, channeling it all for learning. The alphabet is the foundation for all the other learning. We will teach reading, spelling, writing, math, science, social studies, the arts, music, cooking, literature and physical movement, phonemically-alphabetically!

Handwriting Without Tears curriculum teaches fine motor development using, music along with verbal and visual cues. Children will be taught how to correctly hold writing tools, coloring and cutting skills. They will also be taught the correct letter formation of the lower case letters that they are learning in the zoo-phonics curriculum.

We believe in the integrity of the family and will work with the parents to promote, social, cognitive, physical, emotional, and spiritual skills in their children.

Asbury Preschool and Child Development Center Parent Orientation Information

Policies and Procedures
Revised 12/03/11

Our services are provided for children who have not attained the age of eligibility to kindergarten prescribed in KSA 1981 Supp. 72-1107 and any amendments thereto, and who are 30 months of age or older. Enrollment is nondiscriminatory without regard to race, religion, national, origin, ancestry or sex.

Hours

Child Development Center

Monday through Friday
7:00am-6:00pm

Includes preschool from 9:00am-11:30am

Children are only allowed to be at the center for a total of 10 hours per day.

Preschool

Morning classes meet from 9:00am-11:30am

Monday, Wednesday, Friday

Or

Tuesday, Thursday

Or

Monday through Friday

Afternoon classes meet from 1:00pm-3:30pm

Monday, Wednesday, Friday

Or

Tuesday, Thursday

Class Size Ratio

Children/ teachers

Tuesday/Thursday in A120	10 to 1
Monday, Wednesday, Friday in A120	12 to 1
Monday, Wednesday, Friday in A109	12 to 1
5 day preschool & CDC in A113	16 to 2
CDC in A110	15 to 2
Tuesday/Thursday in A113	7 to 1
Monday, Wednesday, Friday in A113	7 to 1

Enrollment

Enrollment is open to all children ages 3 through 5 years. The school reserves the right to ask for withdrawal of any child who demands special attention not offered by the program. All children must be completely potty trained and wear regular underwear to school, no diapers or pull-ups.

Enrollment Forms

You can receive a copy of all enrollment forms either by downloading them off the preschool website at www.asburychurch.org or by calling the preschool office at 942-1491. The following forms must be turned in before your child may be accepted for care:

- 1) Enrollment application (at time of enrollment)
- 2) Child Data Form (at time of enrollment)
- 3) Emergency Medical Care Form (at time of enrollment)
- 4) Release form (at time of enrollment)
- 5) Health Assessment signed by a physician (on or before first day of school)
Physicals must be done within 6 months of first day of school.
- 6) Medical History including current immunizations (on or before first day of school)

Parents of children enrolled in the full day program will also need to complete the following forms

- 1) Child Development Center Contract (on or before first day of attendance)
- 2) Child Development Center Payment Plan Agreement (on or before first day of attendance)

The health assessment and medical history form is required on or before your child's first day of attendance. Due to licensing requirements, attendance will be denied for any missing forms.

If you change your address, phone number, or work number, please update or fill out a new child data form. It is important that we have the current information in case of emergency.

Teacher Requests

Teacher requests must be made in writing at time of enrollment. However, we do not guarantee that all requests can be honored.

Tuition

Child Development Center

\$450.00 per month

Five days of preschool, Breakfast, lunch and an afternoon snack are included.

Preschool

\$75.00 per month Tuesday, Thursday classes

\$100.00 per month Monday, Wednesday, Friday classes

\$160.00 per month Monday thru Friday classes

Tuition is due the first week of each month, beginning with the first day of attendance. Please make checks payable to Asbury Preschool. Please drop your payment into the payment slot located at the parent information center. A \$10.00 late fee will be assessed for all late payments. If your payment is not received within the first week of the month, **your child may not return to the center until the payment has been received.** Returned check charges of \$40.00 will be assessed on all returned checks. All future payments are to be in cash, direct withdrawal or money orders.

Since your tuition payment reserves a spot for your child, no refunds will be made due to absences, short months, or vacations.

Direct Tuition Plan

If you would like to have your tuition directly taken out of your bank account we offer a direct tuition plan. All you will need to do is fill out the form included in your enrollment packet. Be sure to include a voided check or deposit slip with the form. Withdrawal will begin the first month of school.

Credit Card Payment

If you would like to make your payment with a Visa or Master Card you can go to the main office and they will help you with this. You will need to be sure you let them know which child you are making the payment for.

CDC Payment Plan Contract

If your child is enrolled in the CDC program at Asbury Preschool you will need to fill out a payment plan contract. This insures that your payment is received on time. Contracts are due at the time of enrollment.

All programs require a \$50.00 nonrefundable registration fee. This fee reserves your spot from September to May. If you are enrolled in the Child Development Center, this fee reserves your spot from September through August. Therefore, you are responsible for payment for all the months you have registered for. You will need to pay a \$50.00 registration fee each year.

If you enroll and choose not to attend Asbury Preschool for any reason the \$50.00 registration fee will not be refunded.

Activity Fee

There is a \$15.00 activity fee for each school year. This fee covers the cost of all the field trips and special events for the school year. **This fee can be paid at the time of registration or on the first day of School.**

The Child Development Center will also have an additional \$10.00 fee added each month for the summer months, June, July and August.

Tax Statement

Parents may request a statement of amount paid for the year for their taxes after January 1st. Our tax ID number is 48-057-1069.

Scholarships

Scholarships are available on a limited basis to families that qualify. Contact the director for additional information.

Class Withdrawal

In the event it is necessary to withdraw your child from preschool, please notify the director in writing 30 days before termination. Full payment is due from the 30 day notice.

Please be aware that when you enroll in Asbury's full day program that this program runs through the summer months and you are responsible for payment for these months. If you are not in need of care for the summer months, you must give a thirty day notice and risk losing your fall spot. The 30 day notice applies at any time through out the year.

Parent Packs

Each family will receive a parent pack at Meet Your Teacher before school starts that will contain information about classroom/preschool procedures, a school calendar, menus, biographies of your classroom teacher, themes for the year and information from the church.

Monthly Newsletter

It is our goal to provide open communication with all of our families. Each month you will receive a school wide and a classroom newsletter either through e-mail or in your child's file. The new letter's will have information regarding events in the preschool, church, and your child's classroom. Each classroom has a parent information bulletin board with information for parents to check. Information is also posted at the parent information center.

Web Site

Asbury preschool's web page can be accessed through the church's web site at www.asburychurch.org. Click on ministries and then click on preschool. There you will find the parent handbook, enrollment paperwork, the monthly newsletter and calendar. There will also be information about any upcoming events at the school.

Contacting Classroom Teachers

We want to have open communication with our parents and to make it as easy as possible for you to contact them. If you need to contact your child's teacher you can call the school at 942-1491 and leave a message for the teacher. The teacher will return your call by the end of the day if at all possible. You can also send them an e-mail at dkralicek@asburychurch.org and they will respond by the end of the day if at all possible.

Preschool Office

At Asbury Preschool and Child Development Center we have an open door policy for the classrooms as well as the preschool office. You are always welcome to stop by to chat or ask questions if my door is open, or if no one else is in the office. If the office door is closed, please know that I am visiting with a parent or staff member about a confidential matter and in order to protect their privacy I would ask that you please wait until I am done and the door is open. You are always welcome to call me at 942-1491 or to e-mail me at dkralicke@asburychurch.org. I check my messages and e-mail on a daily basis and I will get back to you by the end of the day.

Sign In Sheets

Sign in sheets are located in each classroom. It is the responsibility of all parents to sign their child in and out daily.

Drop off/Authorized Pick Up

Children will need to be escorted to and from the classroom. Children will need to be signed in/out on a daily basis. .

Children enrolled in preschool are asked not to be dropped off more than 5 minutes before class and picked up no later than 10 minutes after class. A late pickup fee of \$5.00 per 15 minutes will be applied.

We request that you notify the center if one of the authorized people will be picking your child up that day. Please let those people know that they will be asked for picture ID until we become familiar with them.

Exclusion Policy/Absenteeism

Asbury Preschool and Child Development Center will follow the guidelines for exclusion of children who are ill. See Attached. If your child is going to be absent, please let the director know. Please call the church office at 942-1491 and leave your information.

Accidents

In even the best preschool, accidents do occur. If your child is involved in an accident a written report will be completed. One copy will be kept on file at the center and one copy will be given to you. You may be given a courtesy call to inform you of what has happened. If we believe your child is in need of emergency medical attention, you will be contacted immediately. If you are unable to take your child to seek treatment or if we are unable to contact you or any of your emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child.

Discipline policy

Asbury Preschool and Child Development Center teachers work hard to provide a stimulating, safe and loving environment for the children in our care. Each classroom will have a set of rules that focus on the safety and social development of the children. Even the best-behaved children will occasionally test the environment. When this happens, the following actions are taken:

Distraction: Often a teacher can anticipate that a child will engage in an inappropriate behavior. A highly desirable toy being held by another child, for example, is likely to serve as an incentive to reach out and grab it. A teacher alert to the situation is likely to engage the child in conversation and may ask his/her to help in another task or offer an alternative activity.

Discussion: Sometimes distraction does not work. The toy may be too inviting. A teacher often will then try to reason with the child: "Cory had the truck first. You could play with another truck or wait until he is finished." Talking with the child is done on the child's level. Teachers shall kneel down and face the child. Conversations are short and a calm and relaxing voice is used.

Positive Approach: When general statements or behaviors need address it is important to respond to the behavior that you want to encourage. "I like the way Sarah and Jason are listening. They will be our line leaders." Use positive statements like, "I like having a good helper like Chris." Keep a quiet voice and calm manner to help children feel secure and comfortable. It is important always to make eye contact and speak directly to the individuals.

Shadowing: When repeated testing of the rules occurs, the teachers use shadowing. This is a procedure where the child is removed from the situation and is placed with the teacher for

short period of time. It gives the child a breather and direction from an activity that has become too intense for him/her at the time.

Signs of Abuse

Asbury Preschool teachers will report any suspicious signs of abuse immediately to the preschool director. By law, we are required to report any abuse or neglect to the state. Abuse is identified as physical abuse, mental abuse, sexual abuse or neglect of a child.

Holidays

Preschool

Asbury Preschool will maintain the same holiday schedule as the Wichita Public School System with the exception of Veteran's Day, in-service and conference release days.

Asbury Preschool will also observe the following holiday:

1. Good Friday

Child Development Center

Asbury Child Development Center will be closed the following days:

1. Labor Day
2. The day before Thanksgiving
3. Thanksgiving and the day after Thanksgiving
4. Christmas Eve and Christmas Day
5. Day after Christmas
6. New Year's Eve and New Year's Day
7. Martin Luther King Jr. Day
8. President's Day
9. Good Friday
10. Day after preschool graduation
11. Memorial Day
12. Independence Day
13. 3 additional days in either late August or early September for teacher in-service

If one of the above holidays falls on a Saturday, we will be closed the Friday before it. If the holiday falls on a Sunday, we will be closed on the following Monday. *No credit will be given for holidays or school closings.* If you have any questions, please consult your school calendar.

Weather

Asbury Preschool and Child Development Center will make decisions on closing school due to weather as early as possible. Please Check the web site after 6:00am, listen to KFDI or watch your local news for the list of school closings. **We do not always** follow USD 259 when they close school due to weather.

Personal Belongings at School

To avoid lost or broken toys, please only permit your child to bring toys on Show and Tell Days only. Also, to prevent children's belongings from getting lost, we ask that all personal items such as backpacks, jackets, mittens, etc. be labeled with your child's name.

School Dress Code

We request that you dress your child in appropriate clothing so they may participate in all activities. The children have a period of outdoor play everyday (except in extreme weather conditions) and warm outer clothing including hats and mittens are a must. Picture days will be announced on the parent board, the web site, and in the monthly newsletter so you may dress your child accordingly.

Food Allergies/Menus

Parents will receive a copy of the food menus at the beginning of the school year. These menus will also be posted in and outside the classrooms and in the kitchen. Parents will be made aware of any changes. Food allergies or special dietary needs should be made known to the director at the beginning of the school year.

If your child is enrolled in the Child Development Center program, they must be at the preschool before 8:15am to receive breakfast. We like to have the carts cleaned up and sent to the kitchen by 8:30am so our cook can prepare for lunch.

Birthday Parties/ Holiday Parties

Parents may pick a day for their child to celebrate their birthday at school. **Please give a two week notice of your chosen date to your child's teacher.** It will be at the parent's discretion as to whether they provide a snack to be distributed by the teachers or have a party at snack time. All party supplies will be furnished by the parents. Parents need to arrive 10 minutes before the party if they would like to be present.

Asbury Preschool will have the following parties: Fall Festival, Christmas, Valentine's Day, St. Patrick's Day, Easter, and the End of the Year School Party. Parents can volunteer to be a room parent for the party of their choice at the beginning of the school year. There will be a sign up sheet for supplies for each party in the classroom two weeks in advance. Room parents will provide an activity for the children during the party and help with set up and clean up.

Due to licensing regulations, all food snacks must be in an unopened box or sack. Sorry no homemade snacks! Asbury is also a peanut free school due to so many children with peanut allergies. Please be sure that snacks do not contain any peanuts.

Field Trips/ Special Activities

Several field trips will be included in the year's activities. Parents will be notified at least two weeks in advanced. We encourage parent volunteers for these fun activities. All drivers and vehicles must meet state transportation requirements. All drivers must have a signed regulation sheet. All children must have a signed permission slip. All children must be buckled in individual seat belts while being transported. **All children riding in the van must have a car seat or booster seat.** All state requirements must be met before a child will be taken on a field trip.

There are several special events and activities that are scheduled throughout the school year. We encourage parents to come and be a part of as many of these events as they can. You will receive information about the events and it will also be available on the web site.

Parents Of Preschoolers Meeting

Parents of Preschoolers are a parent group that meets once a month to share information and help with fundraisers and other activities at the preschool. This is a wonderful way to meet other parents and be more involved in your child's school. Child care is provided by the classroom teachers and

the meetings are conducted by the director. Dates for the meetings can be found on your school calendar or on the web site.

Assessment/Portfolios

Every child will receive at least two assessments each year, one during the fall term, and one during the spring term

Every child will also have an assessment portfolio. Teachers will collect writing samples, cutting samples, cognitive samples, language development samples, and other evidence of competence in various areas of the assessment each month. This will be an ongoing project. The portfolio will be a feature at all parent/teacher meetings. It will be a reflection of the student's strengths and weaknesses.

Parent/Teacher Conferences

Teachers will conduct at least two parent/teacher conferences for each student that will be attending kindergarten. All other families may request a conference. At the conference, the results of the assessment and the student portfolio will be discussed. Parents will exchange ideas and goals for their child. Sign-up sheets will be posted two weeks in advanced to schedule a time.

Graduation

Graduation will take place at the end of May each school year. We will have several events during that time. Preschool Sunday will give the families an opportunity to visit during a breakfast and then share in a Sunday morning service at Asbury where the graduates and their families will be honored. A graduation ceremony will be held on a Thursday evening in May to honor the students that will be going to kindergarten the following year. Caps and gowns will be ordered through the director prior to graduation.

Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill

Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill As Recommended in *Caring for Our Children: National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs*

When formulating exclusion policies, it is reasonable to focus on the needs and behavior of the ill child and the ability of staff in the out-of-home child care setting to meet those needs without compromising the care of other children in the group

Children with fever are managed differently in child care. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in child care. A small proportion of childhood illness with fever is caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for child care staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions. Parents should be notified anytime a child has a fever.

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

The illness prevents the child from participating comfortably in facility activities;

The illness results in a greater care need than the child care staff can provide without compromising the health

and safety of the other children; or

The child has any of the following conditions:

- 1) Temperature: Oral temperature 101 degrees or greater; rectal temperature 102 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility. Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
- 2) Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
- 3) Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops.
- 4) Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be no communicable, and the child is not in danger of dehydration.
- 5) Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
- 6) Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- 7) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- 8) Untreated scabies, head lice, or other infestation.
- 9) Untreated Tuberculosis, until a health care provider or health official states that the child can attend childcare.
- 10) Known contagious diseases while still in the communicable stage.

Supply List

2012-2013

Asbury Preschool and Child Development Center

Each child is asked to bring:

1. Personalized back pack-Please no mini packs!
2. One bag of napkins
3. One box of kleenex
4. One container of Clorox Wipes
5. 4 Elmer's glue sticks
6. One package of Crayola crayons
7. One set of Crayola watercolors
8. 2 bottles of Elmer's glue
9. One white one and a half inch easy insert binder
10. One package of 8 dividers
11. Two bottles or cans of 100% Fruit juice
12. Two boxes of crackers from the following list:
 - Graham crackers
 - Ritz crackers
 - Gold fish
 - Animals crackers
 - Cheez-its
 - Saltine crackers

Child Development Center Only:

1. Small Blanket

Each child must bring a small blanket for naptime. This blanket must fit into a 6qt. shoebox. Children may bring a pillow with a pillow case. But it must fit into the shoebox. All items will be sent home on Fridays to be washed.

2. Children will need to bring a toothbrush at the beginning of the school year and again at the beginning of January.

Discipline Policy

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Distraction: Often a teacher can anticipate that a child will engage in an inappropriate behavior. A teacher alert to the situation is likely to engage the child in conversation and ask his/her help in another task to offer an alternative activity.

Discussion: Sometimes distraction does not work. Talking with the child is done on the child's level. Teachers will kneel down and face the child. Conversations are short and a calm and relaxing voice is used. The child is given an opportunity to share their feelings and information about what happened. The teacher will help the child in making a positive decision about how to resolve the issue in a positive way.

Shadowing: When repeated testing of the rules occurs, the teachers use shadowing. This is a procedure where the child is removed from the situation and is placed with the teacher or the director for a time. It gives the child a breather and direction from an activity that has become too intense for him/her at the time.

Positive Approach: When general statements or behaviors need addressed it is important to respond to the behavior that you want to encourage. Teachers will make eye contact and speak directly to the individuals using positive statements such as: "Thank you for following my directions the first time."

Zero Tolerance Child Abuse Policy

This policy is in place to protect both the children in our care and the colleagues we work with at the center. It is our goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure to the health and safety of young children in the center's care, we are committed to consistently enforcing the Center's Zero Tolerance Child Abuse Policy.

Dismissal from the program due to Behavior Issues

Asbury Preschool strives to help all children to become successful in the school setting. When a child is experiencing behavior problems the teacher will work with the parents to resolve the issue. If the behavior continues the director will meet with the parents and teacher/s to set up a behavior plan with the parents input and cooperation. If the child is still not able to be successful in the classroom the parents will meet with the director again to discuss the child being withdrawn from the program. The parents will also be given written notification of a request to remove the child from the program at this meeting. All decisions will be made on a case by case basis.