

# First Presbyterian Preschool Parent Handbook





# First Presbyterian Preschool

1328 Peachtree Street ■ Atlanta, Georgia 30309 ■ 404-228-7722 ■ FAX: 404-228-7760

---

August, 2019

Dear Preschool Parents,

On behalf of the faculty and staff of First Presbyterian Preschool, I would like to welcome returning and new families to another great school year. As we begin First Presbyterian Preschool's 73<sup>rd</sup> year of nurturing and teaching young children, we celebrate the rich history created by the collaborative efforts of the entire school community. We know that experiences on our hallways create a foundation for future learning, and the most important part of our curriculum is to help children become enthusiastic learners.

Inspired by the Reggio Emilia Approach to early childhood education, our teachers are facilitators of children's learning experiences. As fellow researchers through the Project Approach, teachers listen, document, challenge, and support children as they learn. Our faculty helps children learn by arranging new experiences, challenges and problems, connecting them with resources, and facilitating group discussions and social interactions.

Current research regarding student success supports the importance of parent involvement in their child's school. We urge you to develop a partnership with First Presbyterian Preschool and take the opportunity to become involved in all the preschool has to offer, especially establishing open communication with your child's teachers. In addition, our educational partnerships offer wonderful enrichment both during the school day and in the afternoons and weekends. We hope you will take advantage of the programs that are offered by these great partners.

We are committed to providing a safe and caring environment as outlined in this handbook. Please take time to review and understand our policies. As always, if you have any questions or suggestions please feel free to contact us.

Regards,

JoAnn Regruto

Director

## TABLE OF CONTENTS

ADMISSION.....	9
AGE SPECIFIC INFORMATION .....	21
ART .....	7
BIRTHDAYS .....	17
BRINGING PERSONAL ITEMS TO SCHOOL .....	16
CELL PHONE POLICY .....	19
CHAPEL .....	7
CHILD'S ARRIVAL.....	12
CHILDREN WITH SPECIAL NEEDS .....	19
CLASSROOM OBSERVATION .....	15
CLASSROOM PARTY GUIDELINES .....	23
COMMUNICATION.....	18
CONFERENCES .....	15
CURRICULUM.....	20
DISCIPLINE.....	12
DRESS .....	14
ENROLLMENT.....	9
EPI-PEN POLICY & PROCEDURE.....	11
EVACUATION.....	18
EXTENDED DAY PRE-KINDERGARTEN .....	6
FIELD TRIPS.....	15
FINANCIAL INFORMATION .....	9
FOOD ALLERGIES.....	11
GUESTS .....	19
HEALTH & WELLNESS.....	11
HEALTH AND SAFETY.....	11
HOLIDAY PARTIES.....	18
ILLNESS.....	11
INCIDENT REPORT FORM.....	16
INCLEMENT WEATHER/CLOSINGS.....	18
KINDERGARTEN .....	7
KINDERGARTEN PROGRAM .....	23
LATE PICK-UP FEES .....	10
LUNCH BUNCH.....	8
MEDICATION .....	11
MUSIC & MOVEMENT .....	7
OLDER TWO-YEAR OLD PROGRAM.....	6
ORGANIZATION AND STRUCTURE .....	5
PARENT GRIEVANCE PROCEDURE.....	19
PARKING PROCEDURES .....	17
PARTY ACTIVITIES .....	24
PARTY ATTENDEES.....	23
PARTY DECORATIONS, ETC. ....	23
PARTY FOOD.....	24
PARTY OCCASIONS.....	23
PLAYGROUND.....	17
PRE-KINDERGARTEN .....	6
PROGRAM DESCRIPTIONS BY AGE LEVEL.....	6
PROGRAM EVALUATION.....	19
REGISTRATION FEE .....	9
RELEASE OF CHILDREN .....	13
SHOW AND TELL .....	16
SICK CHILD AT SCHOOL.....	12

SNACKS.....	16
SPECIAL EVENTS.....	15
SPECIAL SERVICES .....	16
SUPPLIES.....	14
TEACHER WORKDAYS .....	18
TECHNOLOGY.....	7
THREES & PRE-KINDERGARTEN PRESCHOOL PROGRAM .....	23
THREE-YEAR OLD PROGRAM .....	6
TOILET TRAINING .....	15
TUITION FEES.....	9
TUITION POLICY.....	9
TWO-YEAR-OLD PRESCHOOL PROGRAM .....	23
YOUNG DISCOVERIES .....	6
YOUNG DISCOVERIES PROGRAM .....	23
YOUNG TWO-YEAR OLD PROGRAM .....	6

## **ORGANIZATION AND STRUCTURE**

### **PURPOSE STATEMENT**

The preschool is a program ministry of the First Presbyterian Church of Atlanta and its purpose is to provide a high quality academic education integrated with a Christian environment of love, support and acceptance. We welcome all children regardless of their national origin, race or religion. This program is geared to meet the needs of students ages 18 months to 6 years old helping them learn through developmentally appropriate experiences.

### **PHILOSOPHY**

We believe that learning is an active process. Children of all ages need an opportunity to interact with their physical and social environment in order to understand the world and to find their place in it.

Readiness in all areas (social, emotional, physical, cognitive, spiritual) is developed at the child's own pace through individual discovery, as well as through group interaction. Activities promote the development of problem solving, listening, communication, auditory and visual discrimination skills. We encourage creativity, curiosity, self-direction, positive self-image and responsibility. Our basic goals and objectives are:

- To individualize instruction according to the needs and skills of each student.
- To acknowledge that learning is sequential and happens at different times according to each child's growth and maturity.
- To celebrate each child as a unique creation of God.
- To provide an atmosphere of love and understanding.
- To provide a warm, highly competent staff whose members will be role models and nurture a life-long love of learning.
- To focus on successes as the child's building blocks for learning and for developing character.
- To uphold the family, recognizing that the preschool is an extension of the home.

### **ADMINISTRATION**

#### **Director**

The Director is selected by the Preschool Board of First Presbyterian Preschool based on educational background, experience with young children and business management of early childhood programs. The Director will oversee and manage the educational programs and operations of the preschool. The Director manages admissions and hires and supervises all faculty and staff. He or she works with the faculty and staff to design and evaluate curriculum and programming.

#### **Assistant Director**

The Assistant Director is chosen based on extensive education and experience in the field of early childhood education. The Assistant Director works closely with the Director to develop and implement a developmentally appropriate curriculum. In the event of the Director's absence, the Assistant Director maintains all preschool business.

### **STAFF**

#### **OFFICE Manager**

The Office Manager is of vital importance in almost every aspect of First Presbyterian Preschool. Under the supervision of the Preschool Director, the Office Manager handles the reception of all visitors to the preschool, serves as a conduit for information, and clerical support for the faculty, administration and preschool board.

## **FACULTY**

The Faculty at FPP is carefully chosen on the basis of academic training, previous experience, love of young children and ability to interact with parents. Teachers are responsible for directing their class in accordance with FPP philosophy. Daily plans and long-term goals for each child and the class as a whole are developed by teachers.

Our teaching standards are maintained each year as staff members attend professional development workshops, seminars and in-service training. Continuing education and current professional literature keep staff members abreast of new ideas and research in early childhood education. Additionally, all faculty and staff are certified in CPR/First-aid, including the proper use of an Epi-pen and AED (automated external defibrillator).

## **PROGRAM DESCRIPTIONS BY AGE LEVEL**

### **YOUNG DISCOVERIES**

Children who are 18-23 months old by September 1 are invited into the YD classroom. Children are encouraged to explore their environment. Teachers continue to engage children in one-on-one and group interaction while focusing on fine and gross motor skills and self-help skills. The schedule introduces some structured activities but, continues to meet all the children's daily needs when they arise. Teachers utilize learning centers to shape classroom learning.

### **YOUNG TWO-YEAR OLD PROGRAM**

Children who are two on September 1 and turn three March 1-August 31 are invited into this developmentally appropriate classroom. Teachers provide experiences through learning centers that combine sensory, language, art, music & movement, fine and gross motor activities.

### **OLDER TWO-YEAR OLD PROGRAM**

Children who are two on September 1 and turn three September 2-February 28 participate in learning centers and developmentally appropriate group activities used to promote eye-hand coordination, fine motor skills and social-emotional growth. Experiences combine sensory, language, art, music & movement, fine and gross motor activities.

### **THREE-YEAR OLD PROGRAM**

Children who are three by September 1 learn in a classroom that responds to the young child who learns primarily through the senses. Teachers implement a curriculum that combines language, reading, science, art, music & movement, and dramatic play learning centers. Independent motivation is encouraged in an atmosphere that respects each individual and promotes healthy social development. Movement is an integral component of all learning that combines both fine and gross motor activities.

### **PRE-KINDERGARTEN**

Children who are four years old by September 1 are welcomed in this classroom. Teachers engage children in language, reading, science, art, music & movement, and dramatic play learning centers. Independent motivation is encouraged in an atmosphere that respects each individual and promotes healthy social development.

### **EXTENDED DAY PRE-KINDERGARTEN**

An extended day class is available for children who are four by September 1. Additional time for problem solving and "work jobs" are made available to students Tuesday-Friday until 1:00 p.m. The curriculum continues to be developmentally appropriate for students while incorporating more challenging experiences for older children who wish to participate in another year of pre-k.

## **KINDERGARTEN**

Modeled after area private and public kindergarten programs, FPP offers Kindergarten for children who are five by September 1. Children spend time in small and large groups, individually and one-on-one with the teachers working on math skills, beginning reading and reading skills, and problem solving activities that are developmentally appropriate. The teachers utilize the following national curriculum guides along with additional curriculum materials at the school: Kindergarten Everyday Mathematics, *Handwriting Without Tears*, *Wilson Foundations* and *Explode the Code*. It is the intent of this class to prepare children for first grade.

## **ART STUDIO**

We at FPP believe that art education supports learning in every area of our curriculum. From our earliest age groups, children have a weekly opportunity to experiment with various art mediums, creating sculptures, drawings, paintings, collages and portfolios. Our art studio provides children with a dedicated resource to explore art expression in a focused and creative environment.

## **CHAPEL**

The Chapel experience is a fundamental and distinctive part of First Presbyterian Preschool. Once per month, children in our older twos, threes, pre-kindergarten and kindergarten classes worship in the First Presbyterian Church. Parents and friends are always welcome to attend. Classroom teachers stay and participate with their students and use songs learned from chapel in their classrooms.

Lead by church pastors, children hear Bible stories, sing songs about God, participate in discussions and dramatizations, and pray. Some of the overriding themes of the chapel curriculum are God's unconditional love for each of us, communication with God through prayer, and the belief that Jesus is God's son.

In the fall, Old Testament stories predominate. Advent season is a time of great celebration which culminates in Christmas Chapel. In the spring, New Testament stories and the teachings of Jesus are emphasized.

## **MUSIC & MOVEMENT**

Each class will have a special music and movement period once each week. Our music teacher will present both Christian and secular songs and incorporate scarves, parachutes and props to encourage dance and creative movement. Lessons also focus on sound, rhythm, melody, and harmony and encourage children to create, share, and observe musical ideas in a small group of peers. A variety of musical instruments are introduced and time is provided for children to handle and play them. Music and creative movement stimulate the children to be more creative, to express themselves, and to develop an awareness of spatial concepts.

## **STEAM Lab**

Children visit the STEAM Lab each week to participate in science experiment and tinkering. In addition, they visit the science lab animals. The curriculum includes activities to support the STEAM initiative, environmental awareness, gardening, and proper care and nutrition for the Science Lab animals. Families are invited to provide greens and spend time with the animals in the mornings.

## **TECHNOLOGY**

Each classroom has a lap top computer to use for long term projects, internet research and for teaching basic skills. Children do not play individual games on the computer as research has shown that computers used long-term in the early childhood classroom can be distracting to activities promoting social, literacy and cognitive development. A Promethean Board or projector and screen are installed in classrooms to enhance project work, research, and documentation.

## **LUNCH BUNCH**

Lunch Bunch days are available Tuesday-Friday (Monday afternoons are reserved for staff professional development) for a small fee per day attended. All children enrolled in Young Discoveries through Pre-kindergarten classes are welcome to participate; however, some younger children may not yet be ready for the extra time. While many YD and two year-olds will do well, some parents may wish to wait until the 2<sup>nd</sup> session (spring) to sign-up. Our Lunch Bunch afternoon is a less structured environment that usually includes center time as well as lunch. If time and weather permits, there may be an additional playground time. Children will remain with their classroom teachers for Lunch Bunch. Reservations are made for Session 1 and Session 2 through an **online** reservation form. Children who are facilitated through the Adaptive Learning Center are required to have a facilitator with them during lunch bunch also, at the family's expense.

For the first few weeks, remind your child on the days that he/she will be staying for lunch at preschool so this event is not a surprise.

Please send your child a nutritious lunch as well:

- **Do not send any tree nut or peanut food items**
- Send foods that need no heating or refrigeration
- Avoid hot dogs, popcorn, and whole grapes (cut grapes in half) for children younger than three years.
- Leave carrots out of 2's lunches (choking hazard)
- Send easy to open boxed or non-carbonated drinks.
- Pack food in a lunch bag or box clearly marked with your child's name.
- Send everything they will need for their food: spoons, straws, napkins, etc.
- Candy, including those in lunchables brand lunches, is not allowed!
- Fast food lunches are not allowed!

Our staff will attempt to send home food not eaten so you will know what your child ate for lunch. Opened juice boxes or individual fruit containers that don't have a lid, trash, etc., will be thrown away. Although we encourage "healthy" food to be consumed first, children are free to eat their lunch foods in any order, including dessert items.

**Lunch Bunch days are over at 1:00 p.m. with carpool starting at 12:50. Late pick-up fees will be charged as stated.**



## **ADMISSION**

### **ENROLLMENT**

The student registration sequence will be as follows:

- Current students and siblings
- Former students and their sibling
- Members of the First Presbyterian Church of Atlanta
- Community

### **GENERAL GUIDELINES**

- An online registration application form will be available on the designated dates and applicants will be placed in the order of admissions priority.
- When appropriate, a first and second choice should be selected.
- The application registration form, with the non-refundable fee, must be submitted online by the specified deadline to guarantee placement.
- Confirmation of placement will be sent to parents as soon as all the paperwork is completed
- If this form and/or fees are not submitted online by the deadline, the application will be placed behind those timely submitted.
- After current students and siblings are placed, if a particular class is over-requested a lottery for remaining applicants will be held for that particular class only.
- A waiting list will be maintained for children not securing a place in the program.

## **FINANCIAL INFORMATION**

### **REGISTRATION FEE**

Visit [www.firstprespreschoolatl.org](http://www.firstprespreschoolatl.org) for the most current information.

### **TUITION FEES**

Visit [www.firstprespreschool.org](http://www.firstprespreschool.org) under the Admissions/Tours tab for the most current information.

### **TUITION POLICY**

First Presbyterian Preschool is a non-profit organization basing budgeting decisions on full enrollment. We rely on annual tuition collection for operating expenses. Students are enrolled in our program when parents complete the following steps:

1. Complete an application for enrollment;
2. Receive confirmation that their child has received a space in our program and complete the electronic registration confirmation form;
3. Submit the first tuition payment which is due on the specified date in April.

By completing the enrollment process it is agreed that annual tuition is non-refundable and non-transferable. I understand that my obligation to pay the annual tuition and fees for the full academic year is unconditional and that (except as noted below) no portion of such fees or outstanding annual tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from First Presbyterian Preschool. The payment of annual tuition and fees in installments does not deem this to be a fractional contract and once a child is enrolled (as outlined above), parents are financially responsible for the student and obligated to pay the full annual tuition charges.

If it becomes necessary to withdraw a child from the Preschool due to relocation outside of the Metropolitan Atlanta Area, 50% of the unused annual tuition is refundable if and only if **all** of the following conditions are met:

1. Withdrawal of the child is necessitated by the family's moving outside of the Metropolitan Atlanta Area (Fulton, DeKalb, Gwinnett, Cobb, Clayton, Butts, Cherokee, Douglas, Fayette, Forsyth, Henry, Newton, Rockdale and Walton counties); AND
2. Written notice is given 30 days prior to the withdrawal; AND
3. The classroom opening is filled within the 30 day notification period; AND
4. The corresponding classroom is at full capacity.

*Upon meeting these conditions, a refund equivalent to 50% of the unused annual tuition will be mailed to your forwarding address.*

Other than the circumstance outlined above, all annual tuition payments received by First Presbyterian Preschool (including any prepayments made before the applicable due dates) are non-refundable and non-transferable. A registration fee is due with your application form.

*Annual tuition payments made past the annual tuition payment dates outlined on the Annual Tuition Payment Options sheet should add a \$50.00 late payment fee.*

## **FACTS TUITION MANAGEMENT**

To help our families manage tuition expenses, the preschool is proud to offer FACTS as a convenient budget plan. This is not a loan program, but a payment plan option. Payment through FACTS is the only way to deviate from the tuition payment dates. Please inquire with the preschool office for more information.

## **LUNCH BUNCH FEES**

The Lunch Bunch option is available for children in our Young Discoveries, 2's, 3's, and pre-kindergarten classes. Children may bring their lunch and stay an additional hour at school (until 1:00 pm.) Lunch Bunch is offered Tuesday through Friday.

**Online** registration for Lunch Bunch will be broken up into 2 sessions. **(No daily or monthly drop-ins)** Registration for Session 1 will be held in August/early September and registration for Session 2 will be held in early December. The tuition (\$10.00 per day, plus a convenience fee if paid via credit card) is due for the entire session at registration time. You are not charged for days the school will be closed for holidays, conferences, staff meetings, etc. However: **There will be no refunds for the days your child does not attend (illness, appointments)** so please consider that when making your plans for Lunch Bunch.

Lunch Bunch fees and registration will not be accepted after the due date; however, sometimes situations arise after the enrollment period which might necessitate a longer day.

## **REFUNDS**

Registration fees are non-refundable and non-transferable. Tuition payments are also non-refundable and reflect the days the preschool is closed for holidays and teacher workdays. No reduction will be made for absences, withdrawals, or dismissals except as described in the previous information under "tuition policy."

## **LATE PICK-UP FEES**

A late fee of \$2.00, per child, for each minute will be charged when children are picked up later than 12:10 (school day) or 1:10 p.m. (Lunch bunch, Extended Pre-K, Kindergarten)

## **HEALTH AND SAFETY**

### **HEALTH FORMS**

A current immunization record (GA form #3231) must be submitted prior to the child's first day attending preschool. It is the parent's responsibility to update the file should the health records change during the year.

## EMERGENCY INFORMATION

If a parent plans to be away from the listed contact number, an applicable phone number must be provided, in order that the preschool can at least contact one parent, or designated person, at all times.

Parents are required by law to let us know if your child has any allergy, handicap, or other special needs and if he/she is under a doctor's care for any such condition. This information will enable us to continue appropriate care and education.

## MEDICATION

In the event medication needs to be given to your child during the time they are at preschool, you must bring it to the preschool office in the original prescription bottle or non-prescription bottle and fill out a medication request/release form. For the health and safety of all the children, please do not send any kind of medicine in your child's bag or lunch box. There will not be any medication kept at school for use "as needed". This includes teething medicine or gel, Tylenol, or cough syrup. Unless medication is for a chronic condition, or by a prior arrangement, it will not be given for longer than one week. Additionally, medicine should be dropped off and picked up in the preschool office by an adult rather than placed in the school bag.

## EPI-PEN POLICY & PROCEDURE

First Presbyterian Preschool cannot be responsible for administering emergency treatment in the event of a life-threatening emergency or any invasive procedure such as the administering of epi-pens **unless a liability waiver has been signed, notarized and submitted to the preschool office.**

## FOOD ALLERGIES

**We are a peanut and tree nut free environment.**

Food allergies should be noted on your child's health form. Please speak directly to your child's teacher about specific foods to be avoided and/or provided.

In addition, parents in a class where there are allergies should consult teachers prior to bringing snacks, food donations and "special day" treats. This prevents giving unknown ingredients to children with food allergies.

## ILLNESS

If your child has been diagnosed as having a Communicable disease, please notify the preschool immediately, as we are required by state law to notify the parents of other children in the preschool. **We reserve the right to ask that children who have had a communicable disease bring a release statement from their doctor before returning to the preschool.**

*According to Georgia state law, children who are ill cannot remain in the school and should be symptom free, without the aid of medication, for 24 hours prior to returning to school. Being ill includes:*

- Frequent or deep cough
- Sore throat
- Undetermined rash or spots
- Fever of 100 degrees or more
- Upset stomach or diarrhea
- Consistent mucous discharge (any color)
- Red, glassy, eye(s) with a discharge
- Vomiting

## **SICK CHILD AT SCHOOL**

If a child becomes ill during the school day, one or both parents will be notified. In the event that parents cannot be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately.

For this reason, it is imperative that emergency numbers are current and up-to-date. Please advise all persons designated to pick up your sick child that they will be expected to pick up children immediately when notified of a child's illness.

## **DISCIPLINE**

Discipline will be treated as a positive learning experience promoting independence and self-esteem within the child. FPP follows the concepts of the Positive Discipline Program.

Discipline will be administered under the following guidelines:

- Behavioral standards, limits and rules shall be developmentally appropriate for the age of the child.
- Staff shall establish standards of acceptable and unacceptable behavior, set limits, and implement rules which are appropriate for the child's age.
- Guidance and expectations shall be consistent.
- Corporal or physical punishment shall not be used. Neither will a child be threatened.
- Discipline shall not be humiliating, shaming, or frightening to the child.
- Positive attention and redirection are recommended techniques to avoid discipline problems.
- A child who displays continuous challenging behavior will be handled in the following manner:
  - Parents will be kept abreast of any behavior issues.
  - The child will be redirected in the classroom environment unless behavior is dangerous to others.
  - The child will be warned of the consequences of continued misbehavior.
  - Minimal use of "cool out time" for major behavior problems or as a reflective teachable moment is used.
  - If the situation continues, a plan of action will be developed with the family.

## **ARRIVALS AND DEPARTURES**

### **CHILD'S ARRIVAL**

We begin opening car doors at 8:50 A.M. and continue to open doors until approximately 9:10 A.M. If you arrive after the teachers have gone into the building, and the doors are closed, you must park and bring the children into the building and to the door of the classrooms; alerting the teacher through visual or verbal communication. No child is to be left unattended in the hallways. Morning carpool is available to children in all of our classes.

For the safety of our students, carpool drivers and teachers, please review and adhere to the following morning carpool policies:

- **Cells phones use is prohibited during active carpool.**
- The carpool queue begins at 16<sup>th</sup> street.
- As soon as you are in the carpool queue, turn on your hazard lights to indicate that you will be turning into our parking lot, so that cars not coming to our building may pass you.
- DO NOT enter the queue from the West Peachtree end of Arts Center Way. Doing this slows the carpool process, blocks traffic and results in you breaking line in front of other cars that have queued from the correct point.
- Be careful not to block the side walk or the main entrance to the parking lot.
- You will enter the 2<sup>nd</sup> driveway, not the parking lot. Notice that the arrows are pointing toward you. However, traffic is reversed during morning and afternoon carpool times.
- Cars should proceed as far forward as possible to stop next to the hazard cones designated as #1 and #2.
- We will unload multiple cars at one time.

- Your car will be to the left of the cones. The area to the right of the cones is our safety zone for teachers and children.
- **Children should not be in the driver's seat or leaning out of windows or sun roofs during active carpool.**
- Once your car is at a stop, and you are in the park position, please unbuckle your child to expedite the carpool process.
- Please stay in your car.
- A security officer is stationed at the end of the drive way to ensure cars do not enter from Peachtree and to assist with pedestrian traffic. However, he will not stop Peachtree traffic for you to exit.
- Left turns onto Peachtree Street are not permitted. Please turn right.

Children of any age may be walked in during morning carpool as well; however, **NO ONE** will be allowed to walk through the carpool door during active carpool\*. Instead, you may park in the back lot and walk in through the preschool glass doors. Our staff has been advised of this policy and we will not allow any exceptions.

If you have someone bringing your child that may not be familiar with this policy, please inform them of the details.

\*If you walk your children to school/walk to pick-up and cannot enter the 16<sup>th</sup> street entrance because of your stroller, you may come to the carpool area. In the morning, please proceed straight into the lot crossing over the carpool lanes towards the playgrounds so that you will be in view of the security guard. When leaving, please wait on the sidewalk until the security guard directs you to cross over the carpool lanes. This is the only exception made for parents/children entering and exiting the carpool door during carpool time.

For allergy and choking concerns, please make certain that children do not have any unfinished food in their hands when preparing to exit the car and entering the building.

## RELEASE OF CHILDREN

Afternoon dismissal begins at 11:50 P.M. with the exception of our Lunch Bunch program, Extended Day Pre-K and Kindergarten which dismiss beginning at 12:50 P.M. **You must** display your carpool hangtag on your rear view mirror so that carpool attendants may read the number(s). Each car that enters into carpool must have the "official" carpool hangtag. This is for safety purposes and also helps our line run more smoothly. If you forget your carpool hangtag, you are required to park in the parking lot and walk in to pick up children.

We will provide you with one hangtag. Should you need more than one hangtag, please purchase extra tags for \$2.00 in the preschool office. Visibility of the hangtag will help us keep the line moving more quickly. If you would like to come in and pick up your child, you must enter the building through the glass preschool doors and not through the carpool door during active carpool time. However, if you are a walker with a stroller or bicycle bring your hangtag and pick up at the carpool door.

Please be on time to get your child as they become anxious when a parent is late. It is important that your child know that he/she will be picked up on time to ensure a happy ending to a busy day. If you are running late, please call the preschool office at 404-228-7722 so that we may give your child warning that you will be late and make arrangements for a teacher/staff member to stay with your child. There are no provisions for children left beyond "pick-up" time. Our staff has families, commitments, and responsibilities to take care of when school is over. A late fee will be assessed as previously stated.

For the safety of our students, carpool drivers and teachers, please review and adhere to the following afternoon carpool policies:

- **Cell phone use is prohibited during active carpool.**
- The carpool hangtag must be visible hanging from your rear view mirror.

- If you forget your carpool hangtag, you are required to park in the parking lot and walk in through the preschool glass doors to pick up children.
- The carpool queue begins at 16<sup>th</sup> street.
- As soon as you are in the carpool queue, turn on your hazard lights to indicate that you will be turning into our parking lot, so that cars not coming to our building may pass you.
- DO NOT enter the queue from the West Peachtree end of Arts Center Way. Doing this slows the carpool process, blocks traffic and results in you breaking line in front of other cars that have queued from the correct point.
- Be careful not to block the side walk or the main entrance to the parking lot.
- Enter the 2<sup>nd</sup> driveway, not the parking lot. Notice that the arrows are pointing toward you. However, traffic is reversed during morning and afternoon carpool times.
- Cars should proceed as far forward as possible to stop the furthest hazard cone designated
- We will load multiple cars at one time.
- Stay to the left of the cones. The area to the right of the cones is our safety zone for teachers and children.
- We will not load children into cars if the driver is talking on a cell phone.
- Please remain in your car.
- Once your car is at a stop, and you are in the park position, we will load your child. For liability reasons, we are not able to buckle children.
- When your child is loaded, please pull as far forward as you can within our driveway. At that point, you will get out of your car to buckle your child.
- A security officer is stationed at the end of the drive way to ensure cars do not enter from Peachtree and to assist with pedestrian traffic. However, he will not stop Peachtree traffic for you to exit.
- Left turns onto Peachtree Street are not permitted. Please turn right.

## **MISCELLANEOUS**

### **DRESS**

Children should wear comfortable, washable clothes. While we have washable paint and markers, some spills and stains will occur. Rubber soled shoes should be worn for safety. We discourage children from wearing boots, hard soled shoes, open-toed sandals, or jellies/Crocs as they can be dangerous on the playground or wet surfaces.

Each child must have a complete change of clothing. "Potty trainers" will need more. Please mark each item. The preschool cannot be responsible for any clothing that is not properly marked.

Hats, gloves, and coats are needed for outside play during fall and winter months. Jewelry, clothing or costumes designed with fictional characters can be a classroom distraction and is best worn away from school. Costumes may be worn for Halloween parties.

### **SUPPLIES**

The preschool provides all supplies, which are necessary for a typical day (paper, glue, project materials.) Each family will be asked to provide Kleenex, paper towels, and diaper wipes during their snack week.

On occasion, teachers may request special materials for a class project (margarine tubs, orange juice cans, toilet paper rolls, etc.) and will also occasionally make known their "wishes" (items that would enhance the classroom environment, such found materials, box of zip loc bags, etc.) Parents are under no obligation to purchase these items; however, it is always much appreciated.

In order to provide ample room in children's cubbies and to give teachers ease in distributing letters and art work to be sent home, your child is required to have a tote bag with the preschool logo. Tote bags will be available for purchase during the open house. After that time, the preschool office should be contacted if you wish to purchase a bag.

## **TOILET TRAINING**

The goal of First Presbyterian Preschool is to meet the needs of each child. Teachers in the two-year-old classes (sometimes in Young Discoveries children are ready) will work with each child on an individual basis to assist efforts at home towards toileting success. (See specific guidelines in the Young Discoveries & Twos program information.)

Typical toileting development of threes and fours assumes that children of this age are no longer in diapers; therefore, our threes and Pre-kindergarten classrooms are not equipped with diaper changing facilities.

Should your child not be potty trained by that age, a teacher will take them to a younger age group classroom to be changed at a changing table. Should the need for changing occur so frequently that the learning environment is compromised, the preschool director will contact the parents for a conference.

## **CONFERENCES**

Normal parent conferences are scheduled two times each year. These are occasions for parents and teachers to share information and insights about the child.

If an additional conference is desired, please notify the Director and one will be set up at a time when the teacher is available to be away from the classroom.

## **SPECIAL EVENTS**

During the year, we have various programs and events for the entire family. We encourage parent/family involvement and ask for parents to donate items for events during the school-year. Please see the school year calendar for dates and events.

## **CLASSROOM OBSERVATION**

Parents are permitted access to all parts of the preschool at any time their child is present. However, please make your presence known to the preschool office and obtain and wear a name tag sticker. Please sign out prior to your departure. Parents are welcome to join their child for reading times and special activities. Special days for parent participation are planned throughout the year.

## **FIELD TRIPS**

Field trips serve as an extension of the classroom instruction process and relate to classroom projects the class is working on. Our students take part in various walking field trips throughout the year. FPP collaborates closely with the High Museum, Alliance theater, Atlanta Symphony and MODA to bring enrichment to students of all ages.

Children in our YD and two-year-old classes occasionally leave the campus for field trips. Field trips are planned by the director and assistant director in conjunction with classroom teachers in order to fully combine concepts and learning goals from the classroom. Therefore, parents should consult the director or assistant director with suggestions for class outings. To facilitate ease and coordination on field trips, one teacher will serve as "leader" during field trips. Chaperones will consult with the "leader" prior to leaving campus.

Parents must sign a permission slip before children are permitted to participate in field trips. Parents accompanying classes must leave siblings in another's care during the trip. If you desire other safety precautions for your child, please make the arrangements with the classroom teacher or plan to drive your child.

All parent chaperones will have a criminal background check.

## **SNACKS**

Keep in mind that our school is a **NUT FREE ENVIRONMENT**. This includes peanuts and tree nuts. Therefore, nut butters and items with these ingredients listed may not be brought to or consumed at school.

The preschool will provide water, cups, plates and napkins. The parents will provide **nutritional** mid-morning snacks such as: prepared\* fruit, cheese, crackers, wheat thins, cheese crackers, or similar items on a rotating basis. Children enjoy choosing from 2 choices such as a cracker and fruit/veggie or dairy selection. See "Snack Guidelines" for further suggestions.

The classroom teacher will distribute a snack schedule. Parents are to keep up with their scheduled times. If you are unable to meet your obligation, please find someone who will substitute for you.

\*By "prepared", we mean bite sized pieces and individually bagged. Grapes need to be sent halved. For classes with children under the age of three please do not send raw carrots, popcorn or hot dogs. Dessert/cookie type snacks are unacceptable except for birthdays and/or parties. Water is the only acceptable drink during school snack time.

### **BRINGING PERSONAL ITEMS TO SCHOOL**

We enjoy special discoveries that your child may like to bring to school to share with the class, for example; shells, flowers or other nature specimens for our science tables. Books and records that are appropriate for the class may also be shared.

### **SHOW AND TELL**

At our parent's meeting your child's teacher will explain how her class will participate in sharing activities. Each age level will need to participate differently and teachers will notify you of dates and times. Please be aware that this is an activity specifically designed to further develop oral language skills.

We encourage you to send items that relate to educational concepts, as suggested by the teacher, and that are relevant to a current event, etc. **NO WAR TOYS ARE ALLOWED. GUNS, KNIVES OR OTHER VIOLENT WEAPONS OR FIGURINES ARE NOT PERMITTED FOR SHOW AND TELL.** Items must be small enough to fit into the child's school bag to facilitate ease of transportation. We appreciate in advance your cooperation in this matter.

### **INCIDENT REPORT FORM**

Minor accidents sometimes occur. Parents will be notified of minor scrapes, bumps and bites on an Incident Report Form, which will be sent home with your child. Please sign the form and send the back copy back to your child's teacher.

In the event of a biting incident, parents of both the child who was bitten and the child who bit will be notified. The names of children involved are kept confidential.

### **SPECIAL SERVICES**

Individual and class pictures will be taken during the year by a professional agent. All purchases are optional.

A Speech Pathologist is available to conduct screenings once per year. Parents will be made aware of the dates and fees that are applicable. If a child is evaluated and further assistance is recommended, the parents will be notified. Limited spaces for Speech Therapy are offered as a part of the preschool's daily program. A fee is paid by parents directly to the Speech-Language Pathologist.

Free Vision Screening is available to all children in threes, pre-k and kindergarten and is offered by Prevent Blindness Georgia.

When necessary, the preschool consults with an Occupational Therapist who, with a parent's consent, can provide a free screening. If a need is identified, Occupational Therapy is offered as



a part of the preschool's daily program. A fee is paid by the parent directly to the Occupational Therapist.

We have the privilege of receiving services of Georgia State University play therapy graduate students to assist students who may need emotional or social support. These services are available via recommendation of teachers or the request by parents, and based on availability of the therapists' schedules.

### **PARKING PROCEDURES**

Parents are asked to park only in designated parking spaces. The use of handicap parking spaces is for those persons with a handicap-parking sticker. Please leave your carpool hangtag visible when parking in our lot, so that security may find you if there is a problem, or if we need you to move your car. When parking, please use only one parking space. Please do not double-park as our parking lot is not easily negotiated when cars are in un-marked spaces.

**CHILDREN SHOULD NEVER BE LEFT UNATTENDED FOR ANY REASON IN PARKED CARS!**

When the parking lot in the back of the church is full, parents may park in the "Lanier" lot across Peachtree Street. Tickets may be validated at the security desk or with the Office Manager.

Parents are asked to be mindful of all children as they come and go, observing speed limits and being watchful of persons crossing into the building. Please use the exit and entrance driveways as marked.

### **PLAYGROUND**

During school hours, students are under direct supervision of preschool staff personnel. After school hours, students are not permitted to play on the playground without a parent or supervising adult present. Siblings of students and other children are not permitted to play on the playground during school hours.

We do go outside everyday so please make sure your child has the appropriate clothing for the weather. If your child has been sick, they need to return to school only when they are able to go outside. We do not have provisions to keep them inside while the rest of the class goes out to play.

### **BIRTHDAYS**

We encourage each parent to talk with your child's teacher if you would like to plan a special snack and festive paper goods for your child here at school. Should your child's birthday fall during the summer months, an "unbirthday" date will be chosen for you to celebrate your child's birthday. Please do not send party invitations to school for an out of school party unless everyone is included. Check with the teachers for an updated list of students. Carpooling to parties directly after school is not permitted unless each child in the class is invited. Additionally, birthday gifts should not be brought to school for any reason (i.e. unable to attend party, carpooling w/another parent to party, etc.).

There are no organized birthday parties during school hours, and other than the birthday snack, the following items are **not allowed**: party favor bags, toys, balloons ( This rule is mandated by the Department of Human Resources due to concerns over choking.), or candy of any kind. **Please save the lighting of "real" candles for your at home party. Our fire code prevents us from having an open flame at school.**

**Our school is a peanut and tree nut free** and birthday celebrations are no exception.

Parents are welcome to donate a book to the library, through the Birthday Book Club, in honor of their child.

### **HOLIDAY PARTIES**

We will have a Halloween, Christmas, Valentine's, Easter and End of the Year party in our two,

three, pre-kindergarten, and kindergarten classes. For each party 2-3 party parents volunteer to help and are responsible for planning for about an hour of fun. Since the physical space of our classroom cannot accommodate large groups and children are easily overwhelmed by numerous visitors, we ask that only those parents scheduled to help with the party be present for the event.

When planning for our parties remember that children enjoy very simple activities that do not require a major expense for any one parent. **Balloons are not allowed on school property.** Party parents must discuss party plans with the classroom teacher prior to the party day. Children in our Young Discoveries and Young Twos classes do not have formal parties until after January; however, parents are invited to send in a special holiday snack.

### **INCLEMENT WEATHER/CLOSINGS**

In the event that we experience inclement weather FPP closings will be determined independently with the decision being made by FPP administration. When possible, the school's phone message and/or website will be updated for closings and a Kaymbu email and text will be sent. We will not have make-up days for these school closings.

Should our preschool need to close for any reason due to an emergency a Kaymbu notification will be emailed and texted, or a telephone tree will be activated through individual classrooms.

### **EVACUATION**

The following procedures have been established for the safety and care of your child in the event of an accident or emergency:

- Fire or tornado drills are conducted multiple times each year.
- A plan of action for fire and tornado is posted in each classroom.
- Parents will be notified in the event of evacuation.

### **TEACHER WORKDAYS**

First Presbyterian Preschool's school year calendar includes non-instructional workdays for teachers. On these days before during and after the student school year, teachers participate in a variety of activities including required professional development hours, parent-teacher conferences and instructional planning.

Progress made by our school in the recent years is a result of our commitment to:

- Promoting teaching as a profession; and
- Improving the quality of professional development to ensure that all students are taught by highly qualified teachers.

### **COMMUNICATION**

Since a mutual interest exists in helping your child, you will be kept well informed about our preschool/ classroom activities through notes, calendars and newsletters. Verbal messages brought by the children cannot be accepted. Please send written notes via the take home folder that remains in your child's school bag. Additionally, you may email the Office Manager at [preschool@firstpresatl.org](mailto:preschool@firstpresatl.org) with information that you wish to be conveyed to your child's teachers or the preschool office.

### **Afternoon Pick Up of Children**

Let us know in writing, in advance, if someone different will be picking up your child. For the child's protection, we cannot send children home with anyone that is not on the pick-up authorization list without written confirmation from the parent.

If parents wish to speak with a staff or faculty member, and they are unavailable when you call the preschool, please leave your name and number(s) and times you may be reached. Every effort will be made to return your call as quickly as possible. If the call is about an emergency

situation, please indicate this to the office personnel.

### **Sharing Classroom/Blog Photographs on social Media**

Photographs taken in the classroom or posted on the classroom blog **MAY NOT** be shared on personal social media. Some FPP families have requested that information and photographs of their children not be used outside the preschool.

### **CELL PHONE POLICY**

We believe that the time you spend saying "good-bye" to your child in the morning is an important time, therefore, we will not open your car door in the morning if you are on a cell phone.

We will likewise not release a child at car pool if the driver is on a cell phone at pick-up. We would also like to remind you to have your phone turned off while in the classrooms and when attending preschool programs.

### **GUESTS**

We invite parents to visit our preschool at anytime. Because our teachers prepare well in advance of their classes, by preparing materials for projects for the students, we cannot invite cousins or friends to visit for the day. We do enjoy having Mommy, Daddy or an adult friend sharing their hobby, job, culture or other areas of interest with our classes. In order for teachers to plan their schedule, all of these visits must be arranged in advance with the Director.

### **PROGRAM EVALUATION**

Parent feedback is vital to maintaining quality standards and improving programming. Parents have an opportunity to provide the administration with a program evaluation. Please take the time to share your perspective with us. Each family will receive an opportunity to evaluate your child's experience here at First Presbyterian. A survey will be sent toward the end of each year.

Please remember that we are here all year long to receive your comments and suggestions -- you do not need to wait to voice any concern you may have. We are both striving to do what is best for all of the children.

### **PARENT GRIEVANCE PROCEDURE**

Comments and concerns about program implementation should be discussed with the Director of the school. If the issue concerns a policy or procedure of the school which has been set by the preschool board, then a letter addressing that issue should be written to the preschool board, mailed to the board chair (or given to the Director who will see that it gets to the board chair) and the matter will be put on the agenda for a board meeting.

### **CHILDREN WITH SPECIAL NEEDS**

We believe that all children come to us as unique individuals with their own special needs. At First Presbyterian we strive to include all children in our classroom. In conjunction with the Adaptive Learning Center (ALC), our preschool can serve children with learning differences. ALC partners with accredited Early Childhood Education programs to implement inclusive preschool programming. They provide trained staff and therapists to support children with special needs as well as provide expert training to our teachers and staff on the concept of inclusive education and best practices for helping children who learn differently. ALC professionals help in the observation/fact gathering stage and will ultimately work with the director to determine a child's needs.

We reserve the right to dismiss a child from our program if it has been determined that we cannot meet the needs of this child.

### **CURRICULUM**

The goal of our program is to nurture and encourage every child's positive self-image in an

atmosphere of love and caring. Utilizing a Scope & Sequence of critical facts and concepts and drawing ideas from the Reggio Emilia Approach, our program philosophy is implemented through project work and an emergent, play based curriculum. Emergent curriculum is an approach that permits learning activities to arise out of each child's interests, actions or serendipitous events. The framework for this style of curriculum planning involves the following premises:

- Curriculum is what actually happens in an educational environment, not what is planned to happen.
- Young children invent and organize their own curriculum all the time. They are actively motivated learners, studying the world through their play (hence the phrase, "children learn through play").
- Young children are active learners. Curriculum planning should focus on action, not lessons to be taught.
- All curriculum plans are tentative, and children modify them by their response
- Curriculum is always expanding. To carry out this approach teachers engage in an ongoing process of planning, analyzing, observing, and evaluating the children's activities, ideas, needs and interest.
- Small group teaching to facilitate individualized learning.

All classrooms and other activity areas at the preschool are set up with these premises in mind. In each classroom, there are clearly defined interest areas where children can engage in activities of their own choosing. These areas may include spaces for: art, alone-quiet time, reading and relaxing, block building, dramatic play, sensory/water activities, science, music, manipulatives, gross motor activities, writing and drawing.

These spaces are created based on a child's eye view, are adapted to meet the current interests and play needs, and are rearranged occasionally to renew interest in a particular area. Teachers suggest play possibilities through the arrangement of materials and having related props available. Open-ended use and transformation of materials is encouraged with the focus being on process rather than product. Long-term projects allow teachers to guide children through problem solving, hypothesizing and team work.

Children do not work in abstract workbooks, or learn to read through formal programs geared for school-age children. They will, however, be immersed in language and literature using concrete manipulatives to explore pre-quantitative concepts, and experiencing success in fine motor activities designed for their developmental level.

The Kindergarten curriculum at FPP draws on routines and curriculum materials found at both public and private kindergarten programs. Children work on problem solving activities and math lessons from *Kindergarten Everyday Mathematics*, a program from the University of Chicago. Phonemic awareness is the first piece of the foundation children need in order to go on to the next step - assigning written symbols to these sounds. Two published curriculum guides are used to support this development: *Wilson Foundations*, as well as *Explode The Code* which provides a sequential, systematic approach to phonics in which students blend sounds to build vocabulary and read words, phrases, sentences, and stories. Our balanced writing program includes experiences in the writing center as well as curriculum from the *Handwriting Without Tears* program.

When curriculum and teaching methods are not developmentally appropriate, frustrations, feelings of helplessness, and school phobias often occur. In fact, we can change the level of content and the methods we use to instruct children, but we cannot change the ways in which children learn. To say that a child can learn anything at any age ignores all that we know about the growth and development of children. According to Piaget, manipulative learning is a necessary prerequisite to the abstract, formal operations that will come later at age eleven or twelve. This is the foundation for learning at First Presbyterian Preschool.

## **AGE SPECIFIC INFORMATION**

### **YOUNG DISCOVERIES PROGRAM**

(18 months – 23 months)

The Young Discoveries Program may be the first experience your child has in a group setting. Our goal for this age group is that they experience a fun and happy transition from home to school in a safe and stimulating environment and that they begin to widen their world with new peers, new adults and new situations.

Begin to tell your child about preschool. Say that he/she is going to play with some new friends for a little while. Mention the teachers by name and talk about "your" new preschool and "your" new friends.

Send one familiar, cuddly thing to school with your child to help ease the transition. Some children separate easily and some don't; some may say good-bye one day and cling the next. A familiar blanket, doll, or stuffed animal comes in handy!

If you believe your child needs his/her pacifier, please attach it to the child's clothing with a pacifier clip. In the required FPP school bag, pack disposable diapers, wipes, and a complete seasonal change of clothes, as well as an empty drink cup with lid. (Children will begin to transition to open cups as the year progresses and this will not be required) Please label all contents.

**Diapers/Potty Training:** This age group is at various stages of potty habits. The majority of our YD children will not be ready to use the potty at school. Potty training should be well under way at home before children use the "potty" at school. Teachers will work with you in this process.

For those children still in diapers: Dress children in simple play clothes without belts and extra accessories, which are easily lost when changing diapers. One-piece outfits are particularly difficult to manage and are discouraged at school.

For those children who are potty training: Again, simple "potty accessible" clothes work best. Pull-ups are best used when a child is completely trained. Velcro/easy-open pull-ups prevent the entire outfit (bottoms) being changed for a fresh "pull-up".

Please keep in mind that this age group has one of the highest absentee rates of any of the age groups at school because, for many, it is their first exposure to childhood illnesses.

Two formal conferences are held for this age group. Additionally, please feel free to ask your teachers for a telephone call if needed.

### **TWO-YEAR-OLD PRESCHOOL PROGRAM**

The two-year-old curriculum is developmentally appropriate and provides hands-on experiences for children. It generally focuses on socialization and subjects pertinent to the world of two year olds.

Real life activities such as learning to be a part of a group, sharing and self-help skills are major in the twos-turning three year olds. Incidental exposure to letters and numbers through games is used. Rote memorization and drill of letters and numbers are not a part of our two's early childhood program. The academic area for twos turning three targets experiencing the world around them by physically moving, using their senses, and through social interaction. Topics of general interest to parents of two year olds are outlined as follows:

**Separation:** What if my child cries? Separation anxiety is a universal phenomenon. The separation and attachment process is a very natural part of the human cycle. The anxiety accompanying

separation will not disappear overnight. Early Childhood professionals can contribute to a family's well being by helping parents and children navigate from the family circle to a group setting with a minimum of stress.

**Diapers/Potty Training:** This age group is typically at various stages of potty habits. Potty training should be well under way at home before children use the "potty" at school. Teachers will work with you in this process.

For those children still in diapers: Dress children in simple play clothes without belts and extra accessories, which are easily lost when changing diapers. One-piece outfits are particularly difficult to manage and are discouraged at school.

For those children who are potty training: Again, simple "potty accessible" clothes work best. Pull-ups are best used when a child is completely trained. Velcro/easy-open pull-ups prevent the entire outfit (bottoms) being changed for a fresh "pull-up".

**Pacifiers:** We find that typically children are so busy with school activities they soon forget about their pacifier, but if you believe your child needs his/her pacifier, please discuss the use with the classroom teachers. We strongly encourage weaning children from pacifiers at school.

**Security Object:** Many children have a special security object such as a stuffed toy or a blanket. Each child is permitted to bring one security object to school with him/her if you believe it will help your child's sense of security while at school. Once again, we encourage leaving the item at home or in the car as soon as possible. Bringing a special item from home can inhibit social development when the child fears a friend may take his special item.

**Green, Runny Noses and Rashes:** For twos, the most common "ailments" we see are "green, runny noses" and unexplained rashes. Both are signs of contagion. Since two's are particularly susceptible to so many "bugs", we ask that parents cooperate by keeping children with signs of contagion at home. If your child's green runny nose is due to an allergy, a note from your child's doctor is needed to document that fact.

Please keep in mind that twos have one of the highest absentee rates of any of the age groups at school because, for many, it is their first exposure to childhood illnesses.

**Biting:** Biting is normal and natural, and nearly every child bites another child at some time. Usually, when children bite, it is because they lack the skills to cope with frustrating situations such as wanting another child's toy. We handle biting by redirecting the biter to another activity and/or modeling the appropriate words to say. When an incident occurs, teachers notify parents of the bitten child as well as parents of the child who bit. The teachers handle biting incidents in the classroom as a normal part of the two-year-old day. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, more aggressive measures may be necessary.

**Show and Tell:** We have found from past experience that Show and Tell items that are of most interest to the two year old "show and teller" are not easily shared with the other children in the class. To avoid conflict with twos, we reserve Show and Tell for our threes through Pre-kindergarten program.

### **THREES & PRE-KINDERGARTEN PRESCHOOL PROGRAM**

The First Presbyterian Preschool Three-year-old and Pre-Kindergarten curriculum builds upon the Two-year-old program. Our developmentally appropriate curriculum allows for hands-on exploration and discovery one-on-one and in small groups. These programs are not scaled down versions of school-age curriculums but are specifically formulated to address the developmental needs of these age groups.

Specialists with the National Association for the Education of Young Children (NAEYC) have noted the modern misconception that children today are smarter than in previous years and can somehow skip stages of development. One noted educational specialist and author notes, "education is not a race." "A child who learns to read at age three has not "won" over a child who learns to read at six or seven."

## **KINDERGARTEN/FIVES PROGRAM**

The Kindergarten year at FPP is an accredited Kindergarten class. Children work on learning goals similar to those found at public and private schools. While some parents may choose to have their child repeat kindergarten the following year, it is our intent that children will move directly to first grade or a private school pre-first program which may have a slightly advanced curriculum.

## **APPENDIX 1**

### **CLASSROOM PARTY GUIDELINES**

#### **Party Occasions**

Halloween (Parents may dress, but please. no scary wigs, masks or heavy makeup. Witch and ghost costumes are not suitable for our parties.)

Christmas

Valentine's

Easter

End-of-Year

#### **Party Time**

11:00 a.m. to 11:45 p.m. (The time may vary for children in Extended Pre-K and Kindergarten)

#### **Party Attendees**

Only the parents who are helping with the party need attend. When attending a party, bring your "helping hands." Party attendees will actively assist in the set-up, implementation and clean up of the class party. Since school parties are planned for school children, please make alternate arrangements for siblings and other children. The purpose of the class parties is for food and lots of fun!

#### **Party Decorations, etc.**

Simple festive paper plates, cups and napkins and simple decorations are appropriate. Party favor bags and candy treats should not be given at parties held at school. Themed stickers are permissible.

**Mylar and latex balloons, including un-blown latex balloons are not allowed at school as they are choking hazard for young children.**

#### **Party Activities**

Parties and party materials are planned and provided by designated party parents. Confirm all party plans with classroom teachers. Parties are most successful when children are divided into small groups for party games and crafts and one or two adults are with each group.

#### **Suggested Activities**

Simple relays

Face painting

Pin the tail (using seasonal theme) Beanbag toss

Color bingo games

Simple craft (jingle bracelet, candy cane reindeer, spiders, etc.) Duck, duck goose!

**Story fun**

Read a special holiday story to children using puppet, flannel board, etc. This is a great way to come together as a group at the end of party activities. (The preschool has many puppets for your use.)

**Party Food**

Pizza party (make your own)

No-crust sandwiches (holiday shapes cut with cookie cutters)

Jell-O Jigglers in seasonal shapes

Vanilla pudding mix w/a few drops of appropriate food coloring (orange for Halloween, etc.)

Mini-muffins

Chicken nuggets

Simple cookies (have children decorate) **Candy is NOT permitted!**