



# *West Fallowfield Christian School*

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## LITTLE FALCONS PRESCHOOL

Tuesday/Wednesday/Thursday

Half-Day 9:00 a.m. – 11:45 a.m. (option for younger threes and fours)

Full-Day 9:00 a.m. – 2:45 p.m.

Dear Parents,

Beginning school is a big step for your child! It probably does not seem possible that your child is ready for preschool. Together we as parents, teachers, and the entire school family can make the school years a happy, exciting, and rewarding time.

This handbook will help you get off to a good start. Refer to it and use it often. Additional information is found in the Student Handbook.

Communication is the key to your child's success at WFCS. If you have a question or concern at any time, please do not hesitate to call us. We look forward to a great year and our continuing relationship with you.

Robbie Martin, Principal

Table of Contents

PHILOSOPHY ..... 3  
GOALS ..... 3  
ENROLLMENT REQUIREMENTS AND PROCEDURES ..... 4  
THE FIRST DAY OF SCHOOL ..... 4  
ATTENDANCE/ABSENCES ..... 5  
PRESCHOOL DROP-OFF PROCEDURES ..... 6  
PRESCHOOL PICK-UP PROCEDURES ..... 6  
BIRTHDAYS ..... 7  
CONFERENCES/PROGRESS REPORTS ..... 7  
CLASSROOM HELP ..... 7  
NEWSLETTERS ..... 7  
RECESS ..... 7  
SUPPLIES ..... 8  
SNACK/LUNCHES ..... 8  
PERSONAL BELONGINGS ..... 8  
REST PERIOD ..... 8  
SPECIALS (Physical Education, Music & Library) ..... 8  
SCHOOL CLOSINGS ..... 9  
FIELD TRIPS ..... 9  
MEDICAL ..... 9  
CHAPEL ..... 10  
PARTIES ..... 10

## PHILOSOPHY

Because we believe that each child is created in the image of God and is a unique individual that possesses dignity and worth in God's sight, and because we view education as Christ-centered and one of training for Kingdom values, we have determined that the task of preschool is to prepare the total child for entrance into a more formal school life and into our Christian community.

## GOALS

To enable each student . . .

### SPIRITUAL DEVELOPMENT

- To grow in an awareness of God as Creator and Sustainer so the choice of Jesus as Savior can be their own.
- To begin to develop a faith in God through experiencing trust, love, worth and belonging in the Community of Faith.
- To grow in knowledge and understanding of the Bible.

### MATH DEVELOPMENT

- To develop skills in processing information, making judgments, and problem solving.
- To encourage independent and creative thinking.
- To begin exploration of mathematical concepts with the use of manipulatives.

### LANGUAGE DEVELOPMENT

- To effectively use language in communicating with peers and adults.
- To develop the ability to listen for a variety of purposes.
- To develop pre-reading and writing skills.

### PHYSICAL DEVELOPMENT

- To develop gross and fine motor coordination.
- To follow directions and observe rules.
- To be competent in physical movement in cooperation with peers and in relation to equipment and personal space.

## AESTHETIC DEVELOPMENT

- To experience the world of art, music, and drama.
- To communicate ideas of self and world through art, music, and drama.
- To develop an appreciation for the creative arts.

## SOCIAL DEVELOPMENT

- To relate to a group through responding in a caring way towards others.
- To develop a one-to-one relationship within the group.
- To experience the world beyond the classroom.

## ENROLLMENT REQUIREMENTS AND PROCEDURES

Our preschool class offers a multi-aged classroom for three to five years olds with a thematic approach. The class is a full day beginning at 9:00 a.m. to 2:45 p.m. offered on Tuesday, Wednesday and Thursday. Three and four year olds have a half day option (ending at 11:45 a.m.). The program's goal is to provide a loving, learning environment for preschool-aged children, while preparing them for an academic Kindergarten at WFCS. Your child must be three, four or five years of age by September 1.

During the course of the school year, half day students are permitted to transition to full day on the last day of the first quarter, or upon returning from Christmas break. Please notify the teacher and the school office.

After the registration packet and fee have been received by WFCS, the Admissions Committee will arrange an interview with your family.

## THE FIRST DAY OF SCHOOL

The first day of school can often be an overwhelming experience for many children – and parents! We will do all we can to make it a great beginning. Please help us by encouraging independence, confidence, and self-reliance in your child by giving them opportunities to solve problems independently and by giving them approval for whatever they accomplish.

A child's work is most important to him/her. If you show a sincere interest in the things your child brings from school, it will help them develop a respect for his/her own work. Realize that time is necessary for the growth of your child. Overly-anxious parents when a child progresses slowly only complicates and makes additional problems for the child.

It may be a small matter, but a child's name is part of his/her security. If the child prefers a nickname, please let us know. If you do not want a nickname used, please make certain that your child is accustomed to the name that you prefer several weeks before the start of school.

A child's attitude toward school often reflects the attitude at home. If your child has been helped to look forward to school as an interesting place where they will find new and exciting experiences, they will be likely to make a good adjustment.

### ATTENDANCE/ABSENCES

Regular school attendance in preschool is important to your child. Irregular attendance makes a child feel insecure and requires a period of adjustment that slows learning. If possible, please schedule dental and doctor appointments on days when your child is not in school or after school hours.

As a protection for your child, please notify the school on days that your child will not be in school due to illness. If we do not receive a call from you, we may call to verify the illness.

Preschool parents are highly encouraged to drop off their child at school between 8:45 a.m. & 9:00 a.m. Students are not to be dropped off before 8:45 a.m. Students arriving late disrupt the flow of the class as well as distract other students in the class. If students arrive after 9:00 a.m., the following actions will take place:

1. After a student arrives late to school three (3) times, the student's teacher will notify the parents via email regarding the student's tardiness.
2. After the student arrives late to school five (5) times, the office will contact the parents via phone regarding the student's tardiness.
3. After the student arrives late to school ten (10) times, the office send a letter to the parents regarding the student's tardiness.
4. Unexcused absences and the amount of days a student is tardy will appear on the student's report card.

Approved extended trips require the completion of a Family Educational Trip form that needs to be returned for administrative approval at least two weeks in advance of the planned absence. Forms are available in the school office. Approval will not be given to trips which fall within the first week of school or the last week of school. A guideline of seven school days or less should govern the length of absence for any school year. Days exceeding this limit shall be deemed unexcused.

The responsibility to report an absence as excused lies with the parents. Excuse cards have been made a part of the school calendar to make it more convenient for you to send an excuse when your child returns to school after an absence. Absences will automatically be applied to the personal category as outlined in the Student Handbook if an excuse card has not been returned within seven days of the absence.

Parents are urged to consider the other students when deciding if their child is too ill to attend school.

#### PRESCHOOL DROP-OFF PROCEDURES

Drop off will occur in the back of the building. Please use the south driveway and proceed to the back doors. An adult will greet you and your child. Children should arrive between 8:45 a.m. and 9:00 a.m. and walk down to the preschool classroom.

If your child arrives after 9:00 a.m., we ask that you stop in the office prior to going to the preschool classroom as attendance will have already been sent to the office.

#### PRESCHOOL PICK-UP PROCEDURES

For half day students:

1. Parents of preschool students should park in a line in the front entrance of the school. Everyone should pick up from the front of the school at 11:45 a.m. You do not need to come into the school. You can simply pull up and we will dismiss your child to you.

For full day students:

1. Parents should arrive to the Car Pick Up line (south driveway) by 2:45 p.m. Preschool students will be dismissed to their car by their teacher and/or classroom aid. Cones will designate the area for preschool parking pick up. Our desire is to dismiss the preschool before the rest of the car pick up students are dismissed. Please display your car pick up tag from your rear view mirror (obtain the tag from the office.)

For other times during the day:

1. Parents of preschool students are required to enter through the front door of the main building and proceed to the office. Someone will call the classroom to have your child dismissed to the office to be signed out. These procedures are for security reasons.

## BIRTHDAYS

Children like to share their birthdays with their classmates at school. If you wish, you may bring cupcakes, cookies or another treat, or purchase a book for the classroom library in honor of your child. Children who have summer birthdays, are invited to celebrate with the classroom on their half-birthday! If you have a home party, we encourage you to invite the entire class. Please do not send invitations to school if the entire class is not invited. This helps prevent hurt feelings.

## CONFERENCES/PROGRESS REPORTS

Preschool families will have a time to schedule a conference in the fall. Conferences are scheduled as needed in the spring. This is an excellent time to receive specific information and details concerning your child's progress. If you would like a conference at any time, please call the principal or your child's teacher. Progress reports will be sent home mid-year and at the end of the year for preschool students.

If you are puzzled by your child's behavior at home or are unsure of activities at school, please email the teacher or call and schedule an individual conference. Our problems are quite likely similar, or may be worked out very easily once a conference occurs. Progress may be made more rapidly by our working together.

## CLASSROOM HELP

Parents are encouraged to participate in the classroom if possible. When you are asked to assist in the classroom or participate in a class activity, it is requested that babysitting arrangements be made for younger siblings. All volunteers must provide copies of their clearances to the office prior to helping in the classroom. Parents may also volunteer for committees, etc. Be sure to check out the sign-ups at our Back to School Night or contact the office.

## NEWSLETTERS

A school newsletter is sent via email at the end of each week to keep you informed of events and activities at the school. It is also available on the school's Facebook page. Please notify the office if you wish to also receive a hard copy. A classroom calendar will also be sent each month from the teacher. These resources will inform you of activities that will be a part of the classroom schedule during the coming weeks.

## RECESS

Students in preschool have recess periods daily. Fresh air and exercise are important for each child. Because of this, we expect each child to participate and encourage you to make certain that your child is

appropriately dressed for the weather conditions. If it is raining or too cold, indoor recess is held in the classroom or the MPR.

### SUPPLIES

The preschool teacher will provide you with a list of required school supplies prior to the start of school. The supply list can be located on the preschool teacher's site: <https://sites.google.com/a/wfcs.org/little-falcon-s-preschool>. In addition to school supplies, each student will need a lunch box/snack container, water bottle, book bag, and a change of clothes. Preschool students also need a paint smock; an old shirt serves well as a smock for painting or other activities to protect your child's clothing.

### SNACK/LUNCHES/FOOD ALLERGIES

Morning snack time is scheduled daily. Students are encouraged to bring one small, non-messy snack. Students staying for the full day should pack a healthy lunch to eat in the classroom. Microwave and refrigeration are not available at this time. Milk is available for lunch. Due to a number of students with severe food allergies, foods containing peanuts or peanut products should be avoided as classroom snacks on "special" days. Please contact the school office or the classroom teacher if you have questions concerning a specific treat. A list of allergies will be send home at the beginning of the school year.

### PERSONAL BELONGINGS

To keep items from becoming lost, please make certain that your child's belongings have been marked with his/her name. We discourage children from bringing favorite toys, money, or other valuables to school. We want to avoid the heartbreak of favorite items being lost or stolen.

### REST PERIOD

Full day students will have a rest/quiet time in the afternoon. The school will provide rest mats. Students should bring a small blanket.

### SPECIALS

Preschool students will attend specials once a week. Preschool students will participate in PE, library and music. PE is an excellent place for students to develop and refine motor skills. This is accomplished by using many different methods such as rhythm, music, tumbling, and non-competitive games. Please dress your child accordingly on days that PE is scheduled.

## SCHOOL CLOSINGS

School closings and delays due to snow, ice, or other reasons will be announced on WDAC-FM, WGAL (channel 8), WCAU (channel 10), and WPVI (channel 6). This information will be posted on our website (wfcs.org), Facebook, Twitter and sent in an email as well. When WFCS is on a two-hour delay, half day preschool will operate on a modified schedule from 11:00 a.m. to 1:00 p.m. Everyone should pack a lunch. In the event of an early dismissal due to weather or other emergency, we will follow the instructions you have given to us on your emergency procedure form. If more than three preschool days are missed due to weather, they will be made up at the end of the school year.

## FIELD TRIPS

Field trips are valid learning experiences for children. Cost and time will be factors considered in the planning of any field trips. Signed permission slips will be sent by the teacher for return to the school prior to any field trips.

A parent or guardian is required to accompany their child on field trips unless other arrangements have been made. Field trips are designed as an opportunity to extend our learning outside of the classroom for the enrolled child and parent/guardian. Siblings are not permitted to attend for safety and insurance reasons.

Grandparents who are acting as guardians may chaperone field trips, provided clearances are on file.

## MEDICAL

If your child becomes ill at school, we will provide a place for them to rest until you can be notified to come for them. Your child must be fever free for 24 hours before returning to school.

All medication to be taken during the school day is to be brought to the school office in the prescription bottle that is specified for the student along with a note from the parents. **NO MEDICATION WILL BE GIVEN DURING THE SCHOOL DAY IF THIS PROCEDURE IS NOT FOLLOWED.** We will NOT give aspirin to students under any circumstances.

An emergency information sheet is to be filled out for each family. This provides numbers of persons and doctors to be contacted in the event of an emergency. It is your responsibility to contact the office if there is a change in your schedule or persons to be contacted. The school uses the services of County Line Medical Center when the doctor specified by the parent is not available.

### CHAPEL

Preschool students will attend chapel regularly for the worship time on Wednesdays beginning at 9:10 a.m.

### CLASS PARTIES

Class holiday parties will take place on the school day before the holiday from 10:30 a.m. – 11:30 a.m. Parents/Guardians are welcome to join us! Celebrated holidays include: Thanksgiving, Christmas, Valentine's Day and Easter. Watch for your child's monthly calendar for specific details.