



2023-2024 FAMILY HANDBOOK

Located in the
CHRISTIAN EDUCATION BUILDING
Of the
FIRST PRESBYTERIAN CHURCH
Church Street, Valatie, NY 12184

Mailing Address:
PO Box 435
Valatie, NY 12184
(518) 758-6925

Lead Teacher: Rosemary Finn
rosemary.t.finn@gmail.com
(518)248-7569

THE PRESCHOOL

The school was organized in the spring of 1974. Classes started that fall. We are set up within the guidelines of the NYS Department of Education. We also hold a NYS Charter which allows us to be a site for special services such as speech therapy and occupational therapy. The need for such services must be determined by the Committee on Preschool Special Education. The preschool is a not-for-profit organization which is non-sectarian and racially nondiscriminatory. The staff includes a teacher and a teacher's aide. The program is administered under the direction of a Board of Directors.

OBJECTIVES

We intend to provide a variety of group and individual experiences to help your child gain confidence and a feeling of security with others. Supervised play experiences and activities provide the children with a chance to grow emotionally, socially, physically, and intellectually, while preparing them for the academic tasks that will be presented in kindergarten and elementary school.

GOALS

Since all learning must begin from within the child, our Preschool will endeavor to achieve the following goals throughout the school year:

- Afford the child learning experiences through affection, belonging, understanding, doing, and being his or herself.
- Fulfill the child's need and desire to achieve according to her or her own standards of excellence because, equipped with such attitudes, he or she will succeed in school and his or her future.
- Build a foundation of basic readiness, wherein the child can learn physically, emotionally, and socially, as well as intellectually.
- Develop in the child, through tasks, games, creativity and varied motor activities, an awareness of his or her body in space and its relationship to the world around him or her.
- Maintain an individual and personal approach, so that the child may be nourished with love, understanding, respect and mental stimulation.

NON-DISCRIMINATION POLICY

Church Street Preschool does not discriminate on the basis of race, color, national origin, creed, sex, and age or handicap as defined by law, and are in compliance with Title IX of the Education Amendments of 1972 and with section 504 of the Rehabilitation Act of 1973.

PARENTS AS COOPERATIVE MEMBERS

During the school year we may request your assistance in and out of the classroom. We may need your help with special projects, parties, driving and chaperoning on field trips, baking and/or donating items for special activities and events. We are hopeful to be able to invite parents into the classroom for parties and activities this year, and we will be looking for mothers or fathers that are willing to be a “classroom parent” for their child’s respective class (*that information will go out at the beginning of the school year). We will send home a weekly newsletter; as well as, have class mothers or fathers make contact to keep you informed and to request your help.

HELPING IN THE CLASSROOM

We always welcome parent participation in the classroom throughout the school year. The following information is provided to make your experience in the classroom run a little more smoothly:

- Wear informal clothing. You may find yourself on the floor playing with the children or hanging up freshly painted masterpieces.
- Remember to be positive when speaking to or dealing with the children. For example, instead of saying “Don’t do that!” it might be better to say “Why don’t we do this instead?”.
- Don’t be surprised if your child does not want to share you when you come in to help, or if he or she is not his or her “best behavior”. This is perfectly normal. This is a special time for your child so please try to give him or her the extra attention he or she requests.
- If you feel attention may be a problem, you may want to consider making

arrangements for siblings so you will have more time to spend with your student.

- Assisting the teachers may include such tasks as helping children put on painting smocks, washing hands after painting or before snack, assisting at the art table, monitoring free play, assisting with coats, assisting with arrival and dismissal, and handing out newsletters, projects, etc. at dismissal. Please do not hesitate to ask for direction or help if you are unsure as to what to do or are having a problem with something.

SNACK

Children will bring their own snack daily, preferably in a disposable container or snack bag, as well as a drink. Water bottles are allowed and will stay in your child's backpack until snack time. Please only send water bottles that have a spill proof top.

Healthy snack ideas: -Jell-O with fruit -Pudding -Pretzels -Fresh fruit -Vegetables and dip -Cheese & crackers -Granola or cereal bars -Apples & cheese -Popcorn -Muffins or breads -Trail mix -Healthy cookies -Celery w/ cream cheese -Applesauce

Birthdays: We love to celebrate each student's birthday! Treats are welcome but not required to be sent in with your child that day.

CLOTHING

As a safety factor, your child **must** wear sneakers or rubber soled shoes at all times. No black soled shoes allowed. Please do not forget to put these in your child's backpack when they wear boots to school. Please have your child dress in clothing they can manage since we encourage independence.

TOILET USE

All children are expected to be fully potty trained before starting school. **Please send in an extra set of clothes (including underwear and socks) to be kept at the school.** Teachers will help your child clean and change if an accident occurs, but if your child should have a messy accident, you will be called to come in and clean him or her. Then they are welcome to stay for the remainder of class.

SCHOOL BAGS

All children will need to carry a backpack large enough to accommodate projects, papers, shoes, etc. It is extremely important that your child bring his or her school bag to every class so that important papers (i.e. newsletters, notes, etc.) will get home to you safely.

TUITION

3 year old class: \$1750 / year meets 2 days / week

Tuesdays & Thursdays

AM Class 8:30 - 11:00a.m.

4 year old class: \$2000 / year meets 3 days / week

Mondays, Wednesdays, and Fridays

AM Class 8:30 - 11:00a.m.

- Tuition is broken down into 10 equal installments, due each month from August to May. Tuition payment is due on the 28th of the month. We cannot refund tuition for classes missed by your child. This is not a monthly tuition, but installments of the yearly tuition for your convenience.
- A "Late Fee" of \$15 will be charged if payment is not received by the 3rd of the following month.
- A \$15 fee will be charged on checks returned for insufficient funds.
- A one month non-payment of tuition may necessitate dismissal of your child from our program.
- After one late payment, only cash and/or money order will be accepted.
- **A WORD ABOUT EARLY DROP OFFS AND LATE PICK UPS.** Children should not be dropped off early or picked up late from Preschool. If you drop your child off or pick them up more than 10 minutes before/after class starts, you will be asked to sign a statement and your preschool account will be assessed a \$20.00 fee.
- If a child is left at the program one hour after closing time and parents and emergency contacts cannot be reached the local authorities will be contacted.

CALENDAR

We follow the Ichabod Crane Central (ICC) Schools schedule for all school closings, including holidays, recesses, and conference days. If ICC is closed, the preschool will be closed.

If ICC is closed for a snow day, our classes will be canceled. If ICC is opening with a 1 hour delay, we will open at our regular time. If ICC is opening with a 2 hour delay, we will open from 9:30-11:00.

If there is an early dismissal called by ICC due to weather, we will close 30 minutes prior to ICC.

Please check your local news for updates in the event of inclement weather and keep an eye out for Ichabod Crane District. It will NOT say Church Street Preschool.

Drop Off/Pick Up Procedure

Parents/Guardians should wait at the bottom of the stairs before school starts. The door will open at 8:30. Your child will then be assisted up the stairs to the coatroom. The first few weeks of school, it is common for parents to have to walk their student up the stairs and into the classroom if separation is an issue. The students' comfort in coming in will grow as they get more comfortable with the teaching staff and classroom.

At dismissal, your child will be escorted down the stairs directly to the adult picking them up. If someone other than a parent is to pick up your child, written permission is necessary. No child will be allowed to leave with someone other than a parent without written consent. You can assign other adults authorization for the entire year in the ELV app. We will also ask to see the driver's license of anyone other than a parent that is picking up your student.

WITHDRAWAL

If you find it necessary to withdraw your child from school, we ask that you notify the registrar in writing as far in advance as possible, with a minimum of two weeks notice. There will be no refunds in tuition for withdrawals and you will be responsible for the remainder of the yearly tuition unless your child's spot can be filled.

LIBRARY

Once a week we will allow students to borrow books from the school's lending library. Each student is responsible for it's care. Each book must be returned before another book may be borrowed. If a book is lost or stolen,

parents will be responsible for replacing it or paying for another. *More information on the lending library will be sent home by Ms. Rose.*

PROBLEMS

Problems relating to your child should be discussed with the classroom teacher. Please contact Ms. Rose via phone or email with concerns or to schedule a meeting. Any other problems or issues pertaining to the preschool should be referred to the President of the Board, Samantha Gooshaw-McDarby. Please don't hesitate to talk to us if there is a problem.

HEALTH

Health Form: Documentation of immunizations and your child's general health status is required by NY State of all new students. The completed health form, signed by your physician, must be returned to the preschool before the start of the first day of class. Illness: Please do not send your child to school if he has had diarrhea, vomiting, or an elevated temperature > 100 degrees within the past 24 hours. If your child is absent from school we would appreciate you calling to let us know. We also ask that you notify us if your child has contracted a contagious illness, such as chickenpox, so that we may inform the other parents in your child's class.

Classroom Health Precautions

- Cleaning Procedures
 - All hard materials and surfaces will be wiped down between uses.
 - The classroom and bathrooms will be fully cleaned and disinfected at the end of each day/between classes.
- Ventilation
 - 2 Hepa filter air purifiers will be running in the classroom at all times.
 - Windows will be open for ventilation *weather permitting*
- Handwashing
 - Frequent hand washing and use of hand sanitizer:
 - Upon entering program
 - After toileting
 - Before and after snack
 - Whenever hands are soiled or dirty

CLASSROOM SCHEDULE

8:30-8:40 Arrival & Student Sign In

8:40-9:15 Free Choice Activities

Students will also complete themed art projects and/or journals during this time.

9:15-9:20 Tidy Up

9:20-9:40 Circle Time

Includes calendar, weather, pledge, phonics/letter books, music, and themed lesson

9:40-10:15 Learning Centers

**Includes 2 teacher directed centers (1 literacy, 1 math/science) and 2 student directed centers* (Also includes outdoor play, weather permitting)*

10:15-10:35 Handwashing/Snack

10:35-10:50 Music and Movement

10:50-11:00 Prepare for Dismissal

Materials/Supplies

Parents will be provided with a supply list prior to the start date of school. The school will provide each child with their own plastic pencil box to store materials (crayons, scissors, pencils, etc.).

Closing Procedures

In the unlikely event that school cannot open for an extended period of time, Church Street Preschool teachers will provide each child with at-home learning kits which will be utilized during zoom/google class meetings in the event of an extended school closure (i.e. 2-week COVID Mandatory Shutdown, NYS dictated closure)

- Meetings will occur on all scheduled class days (times and schedules to be outlined by the teacher)
- Kits will include additional activities that can be done independently
- Kit materials and activities will be switched out and updated in the event of a closure lasting more than 2-weeks

We want your child to have a positive experience at Church Street Preschool!

Please do not hesitate to reach out to us with any questions or concerns

regarding your child or our program