



Parent Handbook



VILLAGE CHURCH

Preschool - Mission Campus

The Village Church Preschool – Mission Campus program is administered through the

Village Church
Children & Family Ministry Department
Brooke Brundige, CFM Director

Sarah McKee, Preschool Director

Village Church - Mission Campus

6641 Mission Road

Prairie Village, KS 66208

913-671-2338

www.villagepres.org/preschool/mission

We would like to welcome you and your child to Village Church Preschool, a NAEYC accredited program and KQRIS (Kansas Quality Rating and Improvement System) Five Star preschool. As your child begins preschool with us, we know it will be a positive and rewarding experience that will enable your child to master new skills and discover the joys of the world around them. We strive to provide an atmosphere where each child will develop skills at his or her own rate. We are committed to a philosophy that meets children where they are in their own development. We acknowledge you, the parent, as the child's first and most significant teacher and seek to build upon the foundation you have laid.

Our goal is to nurture the growth of the whole child by providing an atmosphere that fosters cognitive, social, emotional, and physical development. A list of our long-range goals is included in this booklet.

We are pleased to have you and your child become a part of the Village Church Preschool community and look forward to the partnership we will experience together.

- The Village Church Preschool Staff

Village Church Preschool – Mission Campus Mission Statement

Guided by a belief in a caring, supportive, safe environment, our preschool staff will provide students with a broad range of educational opportunities to promote an early start for school success. We will strive to develop skills and provide opportunities which will enrich each child's social, emotional, physical, cognitive, and creative abilities.

Village Church Preschool- Mission Campus Vision Statement

Village Church Preschool will foster engagement, development, and inquiry to encourage a lifelong love of learning.

Long-Range Basic Goals of the Curriculum

1. Develop a child's ability to make decisions about what they are going to do, how they are going to do it, and plan use of time and energy.
2. Develop a child's ability to identify personal goals and pursue and complete self-chosen tasks.
3. Develop a child's ability to work with other children and adults, so that work done is a result of group planning, cooperative effort, and shared leadership.
4. Develop a child's ability to use a variety of skills in the arts, in physical movement and in knowledge of objects as the basis for educational concepts.
5. Develop a child's ability to express themselves; to speak, write, dramatize and graphically represent experiences and communicate these experiences to others.
6. Develop a child's ability to comprehend other children's self-expression by understanding artistic and graphic representations.
7. Develop a child's ability to apply the reasoning capacity they have developed in a wide range of naturally occurring situations and with a variety of materials.
8. Develop a child's spirit of inquiry and of openness to knowledge and the points of view of other people.



The Daily Routine

Your child's daily routine within the classroom will include:

Arrival: During this brief and casual time, adults will enter the Preschool hallway through our security doors and walk their child to the classroom door. A teacher will be there to greet children as they enter the classroom to start their day. To help build independence and allow the classroom to begin their day as a group, parents will **not** enter the classroom upon arrival with their child.

Many important skills are developing as the children take care of their personal belongings (coat, lunch, water bottle, etc.), greet friends, and observe changes within the classroom.

Circle Time: This large group setting is a time for stories, songs, gross-motor movement, and planning at the beginning of the day. Large group time happens several times throughout the day. Many things occur during this gathering later in the day, such as recalling activities, playing circle games, or making suggestions for the next day.

Planning Time: Planning may be completed individually, in a small group, or as a large group. During this time, the children communicate to a teacher and peers what they plan to do during independent work time.

Work Time: This is time for discovery through play at the various centers in the preschool room. The children carry out the plans they made at Planning Time. The planning process continues throughout Work Time. As the child completes one plan, she makes a new one. The teachers are available during this time to help the children carry out their plans, extend those plans and make new ones. They also aid and enhance skill development as children work with various materials.

Clean-up: Children put away the materials used during Work Time. Storage shelves and containers are clearly labeled with pictures of the equipment. These pictures facilitate the clean-up process and incorporate curriculum goals such as classification, seriation, and sequencing as well as early literacy development.

Recall: Children come together, in one large group or two small groups, to recall what they did during Work Time. They are given the opportunity to represent their activities in a variety of ways (verbally, drawing, etc.).

Small Group Time: The children are divided into two small groups. Activities during this time are planned by the teacher. Although the activities are planned, there is no predetermined response expected from the children. They are asked to experiment and discover with the given materials. During this time, teachers introduce new materials to the children and provide opportunity for development of academic skills.

Snack Time: Snack Time is a valuable sharing time when social development is fostered. Food is never withheld as punishment. Snack will be donated by families when requested at various times throughout the year. Students will wash hands before and after mealtimes.

Outside Time: During this period, the children are involved in gross-motor activities, either outdoors or inside as weather dictates. We follow the weather guidelines set by the Kansas Department of Health and Environment and the Johnson County Health Department. Classrooms will wash hands after outdoor play.

Extended Preschool Day (EPD) Program:

EPD: An extended preschool day is offered to children enrolled in the Village Church Preschool.

- 2-day students (T/Th) may extend their day on **Tuesday and/or Thursday afternoons** (as space allows).
- 3-day students (MWF) may extend their day on **Wednesday and/or Friday afternoons**.
- 4-day students (MTWTh) may attend EPD on **Tuesday and/or Thursday afternoons**.

Throughout their time in EPD, children will have opportunities for large and small-group activities, individual play in the interest centers, outdoor play for large muscle development and socialization during their lunch time. Each child will bring a nutritious lunch from home and Village Preschool will provide 2% milk at lunch each day. Children will eat lunch in the classroom prior to quiet time. We do not nap in our preschool classrooms. The length of quiet time is determined by the age of the children and the specific needs of the class. It is a pleasant time, and may include activities such as audio books, soft music, stories, or activity bags filled with developmentally appropriate materials for each child to enjoy.

Items needed from home for Preschool and EPD:

- a small reusable water bottle **labeled with child's name**
a change of clothing (please be sure clothing is season-appropriate and the correct size as your child grows)
- a school bag **labeled with child's name** (provided at Hello Day event)
- nutritious lunch in a lunchbox **labeled with child's name (EPD only)**

Arrival and Dismissal Procedures:

Staggered Arrival and Dismissal Times for Classrooms

We have staggered arrival and dismissal times for each classroom to eliminate congestion within our hallways. Morning and afternoon (EPD) sessions will each be 3 hours.

Classroom Arrival and Dismissal Times

MWF –

101– 8:40 a.m. – 11:40 a.m. / 2:40 p.m.

102 – 8:40 a.m. – 11:40 a.m. / 2:40 p.m.

103 – 8:30 a.m. – 11:30 a.m. (Monday and Wednesday only)

TTH –

102 – 8:40 a.m. - 11:40 a.m. / 2:40 p.m.

106 – 8:50 a.m. - 11:50 a.m. / 2:50 p.m.

103 – 8:30 a.m. - 11:30 a.m. / 2:30 p.m.

Arrival Procedure

Families will drop their preschooler off at the classroom door.

- Please walk your child into the building using the door marked 'Preschool Entrance' near the playgrounds.
- Do not leave siblings, purses, or valuables in the car while entering the Church building for arrival.
- Electronically sign your child in using the Procare Connect app.
- Enter the Preschool Hallway through the security doors and proceed to your child's classroom door.
- Teachers will greet students at classroom door at specified classroom arrival time.

To reduce the number of families congregating in our hallway, please plan to arrive at your classroom arrival time, rather than early. If you arrive early, feel free to hang out in our Gathering Space just outside the Preschool security door to play until your classroom arrival time.

Dismissal Procedure

Dismissal times are staggered as well to allow for a smooth drive through dismissal. *If you are early or miss your child's dismissal time, please wait until the current class has been dismissed before pulling to the curb.*

At dismissal time, please arrive in the South parking lot of Village Church at your designated time and pull up to the curb near the main South church entrance. Classes will be outside waiting for parents to arrive.

- **For the health and safety of students and staff, please do not leave your car running while waiting at the curb for your child, except in extreme hot or cold temperature conditions. Car exhaust is toxic and is easily inhaled by students and staff during the drive through dismissal.**
- Make sure you have your child's name card in your front window, so staff can quickly connect children to the correct vehicle.
- **Please wait until you have pulled up next to the curb to exit your car. Staff will walk your child to your car and you may put them in.**
 - **Preschool staff will not place children in cars or buckle car seats.**
- You will sign your child out electronically using the Procare Connect app.
- If your child is being picked up by someone other than you or their regularly scheduled adult, please notify the Preschool Director by phone, email, or a message through the Procare app.
 - If the adult picking up your child is on your 'Approved Pick-Up List,' staff will release your child to this adult without question.
 - If the adult is not pre-approved to pick up your child and we have not been notified by a parent/guardian prior to dismissal, we will contact parent/guardian by phone before releasing the child.

****If you need to pick up your child before dismissal time, please email or call Sarah (913-671-2338) or send a message using the Procare app.**

General Information for Parents

Assessment Policy: Village Church Preschool places a great value on the individual development and uniqueness of each child. The team-teaching approach in the classroom allows the assessment of multiple children to be done in a step-by-step process with observational record keeping at the very core. Children are assessed in a natural classroom setting individually and within small and large groups by the regular classroom teachers over the course of several months.

Eight general categories of child development are addressed with parents at least twice a year during parent/teacher conferences. It takes time to create an accurate picture of each child and how they are relating in each area; to the teachers to each other, and to the group. The documentation (observational record keeping) is important verification of the whole picture and how the child's development unfolds throughout the school year.

Our policy is to respond outside of the twice a year format when it is deemed necessary by the classroom teacher or is requested by a parent. It is our charge as teachers to have a constant and accurate evaluation of each child and to relay information to the parents in a systematic way. Like your child's health records, all conference reports are kept confidential in his/her individual file where they can be accessed only by the staff members working with your child or any other entity you have given authorization to. Our team approach includes the teachers, administration and the parents using the following process:

- Providing developmentally appropriate settings for children to explore their world and teachers that understand child development and children's needs.
- Anecdotal record keeping focusing on child-initiated behaviors (actions the child undertakes independently rather than in response to adult directions)
- Daily and weekly planning time to review status of children and plan activities around the needs of each child, as well as make improvements to classroom and program initiatives.
- Continual professional development on the HighScope curriculum and Key Developmental Indicators (curriculum objectives) to ensure quality assessment by teachers.
- Meetings with the director to assess child's development and if necessary, to help formulate appropriate feedback in response to teacher and/or parent concerns, including referrals to diagnostic specialists as needed.
- Thoughtful and timely response to parent requests for feedback through phone calls, emails and conferences concerning their child's development in school.

Birthdays: Your child's birthday is a very special time to share with friends at school. Village Church Preschool will provide a special birthday snack in celebration of each child's birthday. Individual classrooms will also have unique ways to celebrate student birthdays; please ask your child's teacher if you have questions regarding birthday celebrations. Please refrain from passing out party invitations at school; these are best sent through the mail or email using your class directory.

Cancellation of School: We will use the Shawnee Mission School District's closure decisions regarding inclement weather or unforeseen special events (Super Bowl or World Series parade, community health crisis, etc.) as guidance to make our own decisions. Please be sure to check your email for information regarding closings from the Preschool Director. If Shawnee Mission Schools are not in session during an inclement weather day, the Preschool Director will determine if Village Church Preschool closes due to inclement weather. In all cases of closing, you will be notified by the preschool via email and a Procure app message.

If Village Preschool should close due to mandatory quarantine or per mandate from the Johnson County or State Health Departments, families will be notified via email as soon as possible and directions pertaining to the reason for closure will be given.

If an excessive number of cancellations happen during the course of one school year, Village Preschool administration, along with the input of the Village Preschool Advisory Board, will consider prorated tuition refunds with consideration of the current preschool budget.

Clothing: Please dress your child in simple, washable clothing. We spend a lot of time sitting on the floor. Your child will be involved in a variety of creative expression activities, water play, and meal items sometimes spill. Please keep a seasonal change of clothing in your child's school bag. We encourage independence while using the toilet, and informal, comfortable clothing helps children to manage their own clothes for this purpose. Children have a period of outdoor play every day, except in extreme weather conditions, so please dress your child so that they stay warm and dry. **Please mark sweaters, coats, mittens, and hats with your child's name.**

Conflict Resolution at Village Preschool:

The following six steps are used by our staff in resolving conflicts:

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Be prepared for follow-up support.

In the event of serious behavior challenges, staff will partner with families to create and implement a behavior support plan that includes a timeframe for re-evaluation.

Curriculum: At Village Church Preschool, we are guided by the HighScope early childhood education curriculum, which is designed for children ages 2-7. We are sensitive to the characteristics of children at this age, their emerging abilities, and their developmental limitations. The emphases of our program are on planning, working, and evaluating. These processes help to establish personal responsibility, decision making, reasoning and comprehension, which are skills that will benefit children in later schooling, and they will use throughout their lives. During class time, children are given ample time to explore and experiment at their own rate. As the preschool child learns by doing, the daily routine offers many experiences that allow children to actively become involved with materials and the world around them to enhance skill development.

Emergency Plans: Village Church and Village Church Preschool have emergency plans in place for various situations including fire, tornado, intruder, flood, and earthquake. Plans will be discussed at Parent Orientation and are available for parents to review upon request.

Fire and tornado drills are practiced by classrooms once a month; lockdown is practiced by staff periodically throughout the year.

If you are in the church building during a shelter in place emergency, you may take shelter with the classrooms, however we cannot allow you to leave with your child until we have been given the 'all clear'.

Enrollment:

Enrollment is held in January. Please call the Preschool Office at 913-671-2338 for specific dates.

Admission policies are nondiscriminatory regarding race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.

All enrollment applications are accepted on a first come, first serve basis, with priority given to current Village Church Preschool families, Village Church members, Village KDO and childcare families, and former Village Preschool families. We encourage parents to observe classrooms prior to enrollment.

Field Trips:

For our four- and five-year-old students, walking field trips may be taken to implement specific goals from the content areas of the curriculum. Experience with real objects and events provides the first step in building a child's ability to deal with the world through increasingly abstract things. A field trip permission slip requiring your signature will be provided before each event takes place. All children and teachers are covered by accident insurance while participating in school activities and field trips.

For every field trip we will ask for parents to volunteer as chaperones. Once all volunteer names have been collected, staff will randomly select (draw from a hat) who will join us on the field trip.

Field Trip Chaperone expectations:

Please note that if you join us on a field trip, you will be considered an adult chaperone and will be expected to help us keep all students safe by making sure they stay with the group. We ask that you model desired behaviors for our students by paying attention to the speaker, participating in field trip activities, and not carrying on a conversation with other adults while engaged in field trip events. Unfortunately, no siblings will be allowed to join preschool field trips to allow adults to spend this time with their preschooler uninterrupted.

Groupings:

Each class has two degreed teachers that work together as a team. We follow state licensing guidelines regarding adult-child ratios. Family involvement is a valued part of our program; therefore, you will frequently find family members visiting each classroom. Preschool parents will be offered the opportunity to sign up (via Sign Up Genius) to spend an hour or so within their child's classroom. To allow an opportunity for all parents to visit, we ask that you limit your classroom visits to once per semester.

Guidance and Discipline:

Behavior Guidance:

Staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring the staff will:
 - Model appropriate behavior.
 - Arrange the classroom environment to enhance the learning of acceptable behaviors
 - Use descriptive phrase praise when appropriate occurs, i.e., “Look how high you are building the blocks! Let’s count them.”
2. When unacceptable behavior occurs or is about to occur, staff will use:
 - redirection - substitute a positive activity for a negative one
 - distraction – change the focus of the activity or behavior
 - active listening to determine the underlying cause of the behavior
 - holding and rocking a child will be done when needed
 - Separation from the group is used as a last resort, only when less intrusive methods have been tried or behavior of the child is dangerous to himself and others. If separated from the group (within the classroom setting), a child will never be left alone and will be encouraged to rejoin the group once calm.

Discipline Policy:

All staff are held accountable by the Village Church Child Protection Policy. This policy states that under no circumstances is coercion, physical, or psychological punishment allowed. We are aware of and comply with all federal, State, and local civil rights laws and laws prohibiting corporal or abusive punishment in childcare settings.

Children will learn to consider and respect others and their environment around them. Clear and consistent age-appropriate limits will be set, and with these limits, each child will gradually learn what is acceptable behavior. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member. The High Scope *Steps to Conflict Resolution* will be taught and used to solve problems between students.

All staff will be trained in and use aspects of the Conscious Discipline curriculum created by Dr. Becky Bailey. Students will be taught coping strategies while calm so they may be implemented with support when upset. A quiet, calming area will be available to all students within the classroom when needed. Behavior situations vary regarding triggers, frequency, and purpose. We will consider the specifics of each situation and act accordingly with the purpose of keeping all children safe and teaching positive behaviors.

We do not give up on children. If needed, classroom teachers, administration, and families will work together to create a plan appropriate for the situation. Outside services and support will be suggested to families if needed. Children will not be suspended or expelled from school for behavior incidents, unless the safety of other students and staff is in jeopardy, all other plans have been exhausted, and suspension is agreed upon by all parties and is in the best interest of the child.

Health Records:

All child health records are kept confidential in his/her individual file where they can be accessed only by the staff members working with your child, parents or guardians, or any other entity you have given authorization to. Health records will be immediately available upon request by

parents/guardians or regulatory authorities.

Illness:

Children may not attend school with a fever and must be fever-free for 24 hours (without medication) before returning to the classroom. If your child has other common childhood illness symptoms, students must be kept home until 24 hours after symptoms are resolved.

If your child becomes ill at school, you will be called immediately. If your child is diagnosed with a communicable disease, inform the teachers or directors so parents of exposed children can be alerted. If your child is absent for any reason, please phone or email the school.

If your child requires medication while at school, it will be administered according to KAR 28-4-430. Please contact the Preschool Director for protocol.

Please keep your child at home if he or she has:

- temperature of 100.4 degree F or higher
- severe cold or congestion
- persistent cough
- sore throat/swollen glands
- earache
- red or sore eyes
- discharge from nose, eyes, ears
- upset stomach, nausea, vomiting, or diarrhea
- undiagnosed skin eruptions or skin rash
- general signs of listlessness, weakness, drowsiness, flushed face or headache
- fainting or seizure

Immunizations: We at Village Church **strongly endorse and encourage** the standard vaccination schedule as set by the Kansas Department of Health and Environment and the American Academy of Pediatrics (AAP) for all children who attend our programs. We recognize that not all families observe the standard vaccination schedule. If a child is not fully vaccinated, Village Church reserves the right to exclude that child from programming during a disease outbreak. Please contact the Preschool Director if you require an alternative schedule or immunization exemption. We appreciate your careful attention to this issue as we strive to provide a safe and healthy environment for all children and their families.

Incidents between families and program staff:

In the event a disagreement arises between a parent and a staff member, the following procedure will be followed:

1. The program director will document information about the issue from both parties without judgement.
2. After information is gathered, the program director will meet with each party individually to discuss both sides of the issue and arrange a meeting to include parent, staff member, and program director.
 - a. Before meeting occurs, program director will be present for all interactions between parent and staff member during arrival or dismissal times.
3. Solution options will be discussed during meeting with program director, staff member, and parent.
 - a. Solution will include a resolution to present issue and steps to ensure the issue will not arise in the future.
 - b. The issue will be considered closed when all parties agree on a solution.

4. If a solution cannot be agreed upon, or the issue becomes escalated, the incident will be brought before the Village Church Children and Family Ministries Director.
5. Steps 1-3 will be repeated by the CFM Director. Additional Village Church pastors will be brought into the conflict resolution process if necessary.

Mandated Reporter Procedures:

All Village Church Preschool staff are required by Kansas law to complete Mandated Reporter: Child Abuse, Neglect and Head Trauma training before teaching in the classroom. Village Church Preschool will revisit this training as a staff every four years to maintain knowledge of updated information and regulations.

If a report should need to be made, the staff member who suspects the abuse, with the support of the Preschool or Children's Ministry Directors, will call the Child Abuse and Neglect Hotline (Kansas Protection Report Center – 1-800-922-5330).

Information to be reported:

- Child's name, address, and date of birth
- Child's parents
- Nature of the suspected abuse or neglect
- Nature and extent of the child's injury
- The name of suspected adult
- Where the child can be located currently
- Any other information you think may be helpful

Staff who report suspicions of abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to cause harm.

If the person suspected of abuse is a staff member:

- Individual will be suspended immediately with pay (if applicable)
- Preschool Director and Children's Ministry Director will document the report including name of reporting individual, date, time, place, name of suspected individual, and details of report made to authorities.
- An investigation by appropriate law enforcement agency will be conducted
- Suspended individual is restricted from participation in all child-related activities during the duration of the investigation
- The matter should not be discussed with anyone except law enforcement

If Village Church Preschool or Village Church receives an allegation of child abuse, it will respond with the utmost concern to the alleged victim, parent, and party making such an allegation. Persons making such complaints should have no doubt that Village Church take them seriously and will take appropriate action. All rights of the accused and victim will be protected.

Medical and Dental Emergency Procedures: If a medical or dental emergency should occur during school hours, Village Preschool staff will follow the following procedure.

1. In the event of any accident at school that requires first aid, or a child hits his/her head, an accident report is filled out.
 - a. One copy is given to the parents and one copy is kept on file in the Preschool Director's office.

2. In the event of a serious accident at preschool, the following procedure will be followed:
 - a. if situation warrants, dial 911 for medical assistance
 - b. administer first aid, as trained
 - c. call Sarah (2338) or Lisa (2379) for assistance, if needed
 - d. access child's emergency file for relevant information regarding health insurance, medical treatment, and transportation
 - i) Files are kept in Code Red backpacks
 - e. contact child's parent
 - f. if unable to reach parent, call physician/dentist or emergency number on child's form.
 - g. a staff person will accompany child to hospital if parent has not arrived, taking child's emergency file along
 - h. Advent Health Medical Center will be used as the primary site for emergency care unless a child's file indicates otherwise
 - i. fill out accident report
3. Medication will only be administered according to KAR 28-4-430, 9-11. All Preschool staff have been formally trained in Medication Administration.
 - a. All medications will be kept in a locked cabinet in the Preschool Office, except for emergency medications, such as epinephrine, which will be kept in the Code Red bags out of the reach of children.
4. An adult with current pediatric first-aid training certification and CPR training must be always present with each classroom group.
5. Individual emergency care plans for children that require special care due to known medical or developmental conditions, will be kept with their individual emergency file and a copy in the Director's office, and flagged for ease of access.
 - a. An adult trained in the special care specific to that child must always be present when the child is present at school.

Parent Teacher Conferences: Conference reporting looks different in every classroom, however the type of information given to the parents is consistent. All classrooms focus on **Reflections** (observations by the teachers) and **Looking Ahead** (goals) with mutual input by parents and teachers. These opportunities for decision making and planning for the children are a valuable part of our supporting family partnerships. Copies of conference reports are kept confidential in each child's file where they can be accessed only by preschool staff working with that child or any other entity you have given authorization to.

Personal Items from Home: Personal toys should stay at home (except for special situations when requested by teachers) to avoid loss or damage. In most situations, we recommend leaving blankets and lovies at home, however we understand that these items may ease anxiety and stress. If a blanket or lovie is necessary, we will ask your child to keep it in his/her bag where they may 'visit' it when needed.

Safe Sleep Policy: Sudden Infant Death Syndrome (SIDS) is "the sudden death of an infant under one year of age which remains unexplained after a thorough case investigation, including: performance of a complete autopsy, examination of the death scene, and a review of the clinical history. (National Institute of Child Health and Human Development, Willinger et al, 1991) The American Academy of Pediatrics (AAP) recommends that infants be placed to sleep on their backs, in their own crib, with nothing in the crib other than a fitted sheet covering a tightly fitting mattress. In order to follow this recommendation, this facility has implemented the following Safe Sleep Policy.

Mandatory Safe Sleep Practices:

1. All staff will receive training on the Safe Sleep Policy and SIDS risk reduction.

2. Unless an infant has a sleep position waiver signed by their physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to reduce the risk of Sudden Infant Death Syndrome. A notice will be posted near the infant's crib for those infants.
3. The infant's head shall remain uncovered during sleep.
4. Room temperature will not exceed 75° F.
5. Only one infant in a crib at a time.
6. No smoking in the childcare facility, or in vehicles when transporting infants. Employees must wash hands before returning to the infant room after smoking.
7. Infants will be provided appropriate "tummy time" when awake.
8. Caregivers will visually check on infants every 30 minutes while the infant is sleeping.
9. No additional items such as pillows, blankets or toys will be allowed in the infant's crib.
10. When infants can easily turn over from the supine (back) to the prone (stomach) position, they will be placed to sleep on their back but allowed to adopt whatever position they prefer for sleep.

Safety and Security: Village Church and Village Church Preschool continually works with the Prairie Village Police Department and Johnson County Sheriff's Department to yearly reevaluate all security plans currently in place. Village Church has locked doors at the first-floor entrances to the Preschool/Child Care Hallway. This is the first step in securing our children's area during the school day. Access for visitors may be granted or denied by the Preschool or Child Care Director by ringing the doorbell and stating your purpose for entering.

Snacks & Nutrition: A daily snack time is built into each classroom schedule. Families will be asked to donate snack at various times throughout the year to maintain our snack supply.

- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers with an ingredient label.
- We will serve snack from two different food groups daily.

Children that are enrolled in the Extended Preschool Day (EPD) program will bring their own lunch from home. Again, we encourage healthy food choices to be packed for your child. No sodas are allowed. Be sure to label all lunch containers with your child's name.

Social Media: As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs or video taken within the Preschool setting or at Preschool events with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes photographs taken by staff for classroom newsletters, assessment documentation, and portfolios, which are sometimes used for display in the facility, for use on the Village Church Preschool website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding Village Church Preschool children, families or staff, that could be construed to have any impact on Village Preschool's reputation or that would offend any member of staff or family connected to Village Preschool.

Toilet Training: All children must be fully potty trained to attend Village Church Preschool.

A fully potty-trained child is a child who can do the following:

- 1) Tell an adult they need to use the bathroom BEFORE they have to go.
- 2) Pull down their underwear and pants and get them back up independently. Please consider this when dressing your child for school. Teachers are happy to help with tricky buttons and snaps.
- 3) Independently wipe themselves after using the toilet.
- 4) Get off the toilet by themselves.
- 5) Wash and dry hands.
- 6) Be able to go directly back to the current classroom activity without directions.
- 7) Postpone going if the bathroom is in use.

Transportation:

Village Church Preschool will not transport children in any vehicle.

Tuition:

- Fees are set each year.
- At enrollment time, the September tuition payment is due, along with a registration fee. Registration fees are **NON-REFUNDABLE** unless extenuating circumstances should necessitate refunds and is approved by both the Preschool Director and Village Church.
- Payments are to be made on the first school day of each month. Tuition Express will be charged the first Monday of each month.
- Monthly tuition remains the same from September through May, regardless of the number of school days in the month.
- Tuition checks will include both Preschool and EPD tuition and will be made payable to Village Church Preschool – MC (Mission Campus). Please hand check or cash to Preschool administration.
- No refunds will be given due to illness, holidays, or other conditions beyond the control of the preschool. Please see **Cancellation of School** for inclement weather/special event refund policy.
- If a child withdraws from school, notice must be given to the Director. Tuition deposits will be refunded if the vacated space is filled with another student.

Additional Offerings

Art

In addition to art experiences offered in the classroom daily, our art enrichment teacher will meet with preschool classes regularly. The method will be process art, which encompasses all of one's senses. Process art, not product art, means that the child is free to experiment with different art materials and enjoy what happens. There are no concerns about right or wrong or copying an example. Each child is the artist, whatever they create is right and most times more exciting than what we as adults imagine. Our art curriculum is original to Village Preschool and is administered by Debbie Smith.

When looking at art, children tend to focus on the subject of the art rather than the aesthetics. Our art program helps to develop children's language skills by talking about shape, size, color, and texture. The instructor extends these art concepts by asking open-ended questions and engaging in meaningful conversation about specific artists and their creative styles. Art classes help develop fine motor, cognitive, language and social skills.

Music

In addition to the music the children experience daily in the classroom, Mary van Thullenar, our music enrichment teacher, will regularly visit each class. She follows the key developmental indicators within the HighScope curriculum. Children explore and experience sound through singing, moving, listening, and playing instruments. They experiment with their voices and make up songs and chants. Children explore and respond to musical elements such as pitch, tempo, dynamics, and steady beat.

Movement Is Fun!

The *Movement Is Fun* (MIF) program was developed for use in preschools to enhance normal growth and development. Using concepts of movement exploration imbedded in a framework of sensory integration development, children learn how to move their bodies through space.

Children also learn about how muscles work and how to visualize body movement and then plan and execute the ideas (creative movement). Because of the emphasis on a sensory integration framework, the activities concentrate on enhancing the basic sensory systems - and parents may notice that their children's freedom to investigate new activities has increased.

This curriculum is provided to each child 2 times per month during the school year and is taught by former Village Preschool teacher, Mary van Thullenar. A minimum of equipment is utilized, so that the children will concentrate on their body movements rather than on a piece of machinery.



What iF Puppets Story Drama Residency

Once a month, a puppet educator employed by What iF Puppets will visit our classrooms. The goal of the program is to expand access to young people to arts integrated learning, social-emotional skill development, and professional puppetry productions.

Lessons focus on social-emotional skills and are hands-on, interactive experiences for students.

Speech and Hearing Screening

We offer Speech and Hearing Screenings, through Poss-Abilities Children's Therapy Group, which is a screening test for articulation to assess speech sound development, an observation of the child's expressive and receptive language skills, and a hearing screening. All test results are reported to parents by the speech pathologist performing the screening. This screening is done in the Fall for 4s and 5s classrooms and in the Spring for 3s classrooms.

Screenings are optional and are offered at a discounted cost to Village Preschool families. Financial assistance is available if needed. Please contact Sarah McKee for more information.