# Parent Handbook

## Village Church Preschool

## Antioch Campus

VILLAGE CHURCH
Preschool

14895 Antioch Road, Overland Park, KS 66221 • 913-681-1906

# Preschool Parent Handbook

## Antioch Campus

2026-2027

The Village Church Preschool program at Antioch Campus is administered through the Village Church department of Children & Family Ministry.

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We would like to welcome you to Village Church Preschool at Antioch Campus. We are committed to a philosophy that meets each child where they are in their development. We strive to provide an atmosphere where each child will develop skills at their own rate. We acknowledge that you, the parents, are the child's first and most significant teachers and seek to build upon the foundation that you have built.

Our goal is to nurture the growth of the whole child by providing a curriculum and atmosphere that fosters social, emotional, cognitive, physical and spiritual development.

We are looking forward to getting to know you and your child. Because our focus at drop off and pick up times is on your children and making them feel welcome, safe and comfortable in our classroom, it is often difficult to have lengthy or private discussions with parents before and/or after class. We want to respect everyone's privacy by not discussing your child or any other child in front of other adults or children. Privacy and positivity feel safe and comfortable to everyone. If you would like to meet with us at a more appropriate time, please feel free to verbally let us know if you'd like to schedule a time to meet or leave us a note with a good number to reach you. We will always do our best to contact you in a timely manner. Our goal is to work together as a team to encourage your child's growth physically, socially, emotionally, spiritually and academically.

Because we are looking forward to providing an excellent experience for your child and your family, we are providing the following information for you to review. This packet is a combination of helpful hints and required guidelines necessary to assist the students, teachers, and parents in working toward a smooth, healthy, and happy school year. If you need more clarification, please ask any of the teachers. We are here for you AND your child.

We are pleased to have your family become a part of our preschool community. Feel free to communicate your joys and concerns to us as we work together for your child's interest. In advance, we want to THANK YOU for your support. The next 9 months will be an enriching and exciting adventure!

—The Village Church Preschool Staff

## WE BELIEVE

We see each child as a unique individual created by a loving God. We value the worth of each child and believe every child has special gifts to offer. It is our intent to provide an atmosphere that will allow for the development and growth of those gifts. With that growth, it is our hope that each child will develop a strong sense of self. We will also encourage children to value each other and treat others as they wish to be treated.

Our Christian preschool welcomes children of all faiths to our classes. Although we do not teach from a religious curriculum, we acknowledge God as our creator and offer our thanks through prayer each day. In addition, we celebrate the holy days within the Village Church's faith. We hope that by our loving acceptance of each child in our preschool, each child will learn to love themselves and others.

## MISSION STATEMENT

Our Preschool program:

- **Establishes a Community Profile** that provides a safe place where children are loved, encouraged to learn and helped to grow in a Christian environment.

- **Encourages and Educates Parents** by providing educational materials, fellowship and guidance from early childhood professionals.
- **Inspires Camaraderie and Excellence** among the staff and celebrates the growth and development of God's children.

### PRESCHOOL CURRICULUM

We use a the Developmentally Appropriate Practice (DAP) learning curriculum. This educational approach nurtures healthy academic growth and development, as well as age appropriate social, emotional, and physical skills. The key to success with the DAP learning curriculum lies within your child's full involvement in and satisfaction from the activities throughout the daily schedule.

The DAP learning curriculum assures that each child is active as they learn through doing. Through their play, children learn to think and solve problems for themselves. Each child is recognized for their own level of development and work from that level to achieve social, emotional, and intellectual growth. Each child is taught to take responsibility for what they do during planning, working and evaluating the day. As a result, children realize that they can control what they do and can make decisions themselves from a group of age-appropriate choices.

## GENERAL INFORMATION FOR PARENTS

### BIBLE STORY & BIBLE VERSE

The children gather weekly to listen to a story read from "The Beginner's Bible Book of Devotions - My Time with God. " The children learn a Bible verse each month that will be posted in their classroom and repeated at various times throughout the daily schedule.

### BIRTHDAY CELEBRATIONS

Please bring simple cookies—no cake or cupcakes. Please bring a second food group (dairy, fruit, vegetable, or protein). You may choose to provide birthday napkins. Please do not bring invitations to school. We provide a class list at the beginning of the year for you to use in mailing/emailing invitations. Please do not bring treat bags, etc.; save these for your at-home celebration.

### CANCELLATION OF SCHOOL

We follow Blue Valley School District's school cancellations due to inclement weather. If Blue Valley implements a Late Start, the preschool will begin at its regular time. In any other situations of school closure, you will be notified by email.

### CLOTHING

For your child's safety we request that **only tennis shoes** or rubber-soled shoes covering the entire foot be worn. Sandals and flip flops are not secure enough for the children's outdoor play at this age. Most children become quite agitated when the mulch or sand gets in their shoes, thus limiting their quality of outdoor play. Cowboy boots have hard heels and can break bones in the hands of children working on the floor. Tennis shoes are preschool shoes!

Clothing should be simple enough for the children to manipulate on their own or with little assistance. Elastic waist pants or leggings are perfect until they are ready to use buttons, zippers, and snaps independently. Please LABEL all your child's belongings, including seasonal outerwear (hats, gloves, coats)!

## COLOR CODING OF CLASSROOMS

Classrooms are color coded for convenience and communication.

**Early Preschool:**

ORANGE ROOM – Tue/Wed/Thurs 2.5-year-old class

**Preschool:**

RED ROOM – Mon-Thurs and Tue/Wed/Thurs 4 and 5-year-old class

GREEN ROOM – Mon-Thurs 4 and 5-year-old class

BLUE ROOM – Tue/Wed/Thurs 3-year-old class

PURPLE ROOM – Tue/Thurs 3-year-old class

## DAILY ARRIVAL

The entrance for Village Preschool is on the north side of the church building and enters directly into the lower level where the program rooms are located. Preschool doors will open at 9 a.m.

- **Early Preschool:** Parents, walk your child inside to their classroom.
- **Preschool 3s:** Parents may choose to walk your child to the preschool entrance or inside to their classroom door. The teachers will be in the hallway to assist the children with their belongings.
- **Preschool 4s and 5s:** Pre-K parents park on the south end of the parking lot near the church entrance. Walk your child to the main church entrance. Teachers will be waiting to receive your child. If you arrive late and there is no longer a teacher at this entrance, you must walk to the north preschool entrance to drop off your child with the preschool director or classroom teacher.

**Do not** send your child in alone from the parking lot. If someone other than a parent is to pick up your child after school, please leave written permission with your child's teacher. Underage siblings are not allowed to accompany a preschooler.

## DAILY DEPARTURE

- **Early Preschool:** Parents will pick up at the classroom door.
- **Preschool:** All will be dismissed from the main preschool entrance. Children will be led outside by the classroom teacher. For the safety of the children, one child will be dismissed at a time.

## DAILY SNACKS

Daily snacks always consist of two food groups and are viewed as a nutritional need at this age.

Daily snack is....

- Brought by parents on a rotating basis
- Simple, consisting of two food groups
- Sent in only unopened store-bought packages/containers
- Low in sugar
- Part of the children's daily routine
- Served with water for healthy brain development

Snack ideas from each food group:

- **Dairy:** cubed cheese, string cheese, yogurt, cream cheese, yogurt covered raisins
- **Grains:** pretzels, graham crackers, mini muffins, mini bagels, fruit breads, crackers, cereal (low in sugar), granola bars, veggie straws
- **Fruits/Vegetables:** apples, bananas, melon, oranges, berries, grapes (sliced in quarters), cut up vegetables and hummus, healthy chips with salsa
- **Meats:** sliced salami, cubed chicken, ham or turkey

## EMERGENCIES & SAFETY

In the event of an accident, the teachers will follow first aid emergency procedures.

- 911 will be called.
- Parents will be called.

Please make sure that the emergency information we have on file (phone #'s, doctor preferences, etc.) is kept up to date throughout the year.

## SAFETY DRILLS

Tornado and fire drills are practiced once a month. Should a tornado warning occur during school hours, we will take necessary precautions for your child. The plans are posted in each room for your review.

## ENROLLMENT & RE-ENROLLMENT

Enrollment and re-enrollment are held in February. Please call the Preschool office at 913-681-1906 for specific dates. Admission policies are nondiscriminatory regarding race, color, religion, national origin, physical handicaps, ancestry, or sex in accordance with Kansas Civil Rights Statue K.S.A.44-1009. Children are placed in classrooms on a first come, first served basis.

**Early Preschool** (must be 2.5 by Sept. 1)

1 day a week: Tues, Weds, or Thurs – Full day only*

**Preschool**

3-year-olds (must be 3 by Sept. 1; must be potty-trained)

2 days a week: Tues/Thurs, full or half day*
3 days a week: Tues/Wed/Thurs, full or half day*

4 and 5-year-olds (must be 4 by Sept. 1)

3 days a week: Tues/Weds/Thurs, full or half day*
4 days a week: Mon-Thurs, full or half day*

*Half day is 9-11:45 a.m. Full day is 9 a.m.-2 p.m.

## FOOD ALLERGIES

A food allergy must be communicated on the health form and verbally to both the director and the child's teacher. If your child has food allergies, please provide a safe snack for them to eat when the classroom snack is not appropriate.

## GUIDANCE & DISCIPLINE

The Developmentally Appropriate Practice (DAP) curriculum uses the following strategies for problem prevention:

- Keep expectations for behavior developmentally appropriate
- Have many choices for play available
- Set clear limits for children's behavior
- Establish a consistent daily routine and communicate it clearly
- Model respectful ways of interacting with others and using materials
- Plan for transitions

## HOLIDAY SNACKS

Sign-up sheets for occasions such as Christmas, Valentine's Day, Easter and the End of the Year will be provided on Hello Day. Please sign up for at least one item, as this is designed to be a collaborative effort by all classroom parents to bring a special snack, drink, and napkin (paper goods) for their child's classroom festivities. The children truly enjoy being able to contribute to the special celebration.

## ILLNESS

One of our goals is to keep the children as healthy as possible. We ask that you do **not** send your child to school if they are ill. If they become ill at school, you will be called to pick them up immediately. Should your child contract a communicable disease such as chicken pox, please notify the school immediately so that we may alert the parents of children who might have been exposed. **No medicine will be administered to children at school.**

Please keep your child home if they have:

- Temperature of 99.6 auxiliary or higher
- Severe cold and/or sneezing

- Persistent cough
- Sore throat
- Swollen glands
- Earache
- Red eyes or sore eyes
- Discharge from nose, eyes, or ears
- Upset stomach
- Nausea or vomiting
- Diarrhea
- Undiagnosed skin eruptions or skin rash
- General signs of listlessness, weakness, drowsiness, flushed face, or headache
- Sign or symptoms compatible with communicable disease, particularly if the child has been exposed

Please follow the Golden Rule—do not expose others to illness to which you would not want your child (or yourself) exposed.

## LATE POLICY

Half-day Preschool dismissal is 11:45 a.m.; Early Preschool and Full-day Preschool dismissal is 2 p.m. Please be considerate of the teaching staff and pick up your child on time. A fee will be charged for repeated late pickups. Late fee is $5.00 for every 5 minutes.

## PACKED LUNCHES (FULL DAY STUDENTS)

Pack a healthy lunch that is appropriately sized for your child's appetite. Please send utensils if their meal requires them. Label lunch boxes and all containers and use an ice pack to keep food cool. We will not be able to refrigerate or heat up lunches in the classroom.

Kansas Child Care Licensing Rules and Regulation KAR 28-4-439 (b) (c) (2) (3) requires each lunch to consist of protein, fruits, vegetables, grain and milk.

- Meat, poultry, fish, egg, cheese, peas or beans, peanut butter
- Two vegetables, two fruits, or one vegetable and one fruit
- Bread, bread product, or cereal
- Milk – 2% milk will be offered in addition to the child's water bottle from home.

## PARENT CONFERENCES

Parent Conferences will be scheduled in the spring for the Preschool 4s and 5s. There are no scheduled conferences for Preschool 3s or Early Preschool. You may request a conference at any time.

## PARENT INVOLVEMENT

We encourage parent involvement. The main avenue for parent involvement comes through parent classroom participation. Both the children and the program benefit from your special talents, skills, and love.

Please let your child's teacher or the director know that you are willing to assist in some way such as:

- Classroom reading
- Share a career or hobby
- Provide holiday snack supplies
- Help teachers with special projects
- Help coordinate staff luncheons
- Serve on the Preschool Committee or a short-term sub-committee

## POTTY TRAINING

We require all students enrolled in Preschool to be fully potty-trained (this does **not** include children enrolled in Early Preschool). A fully potty-trained child is a child who can do the following:

- Tell an adult they need to use the bathroom BEFORE they must go.
- 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.
- Independently wipe themselves after using the toilet.
- Get off the toilet by themselves.
- Wash and dry hands.

Accidents happen even with fully potty-trained children, but not regularly. We always have extra clothing on hand in the classrooms if your child should need it, but we recommend families keep a change of clothes in their child's school bag, just in case.

## SHOW AND TELL

Show and Tell will be done daily, on a rotating basis (except Early Preschool). When it is your child's turn, a bag will be sent home. This will be your child's time to share one item with the class that is important to him/her. Show and Tell is a great way to encourage children to communicate and feel confident when standing up in front of their peers. The following guidelines are to help you and your child find something appropriate:

- Weapons are **not** allowed.
- Items must fit in the Show and Tell bag.
- If you have something unique to share (pet, large items, etc.), please pre-approve this idea with the teacher in advance.

To help your child prepare for his/her big day, ask your child questions such as:

- WHAT is he/she bringing?
- WHY is it important to him/her?
- HOW does he/she use it?
- WHERE does he/she use it?
- WHO gave it to them?
- WHEN did they get it?

### TUITION

Fees are set every year. At enrollment time a registration fee is due. **Enrollment fees are non-refundable.** Payments are to be made on the 1st of the month, September through May. Monthly tuition remains the same, regardless of the number of school days in the month. No refunds will be given due to illness, inclement weather, holidays, or other conditions beyond the control of the preschool. If a child withdraws from school, **a written four-week notice** must be given to the director. If you withdraw after March 1, you will owe one additional month. Once enrolled, you will make payments through Procare.

The school year is from September-May, **a total of nine monthly payments.**

## PRESCHOOL DAILY ROUTINE

**Arrival:** During this brief casual time, many important skills are developing as the children take care of their personal belongings (hanging up backpacks, coat, etc.) greet friends, observe changes in the classroom and find a place to sit with their classmates. Arrival time is 9 a.m.

**Circle Time:** Children and teachers gather for a time of reading stories, singing songs, playing games, and briefly talking about what will be happening during the day. The children take turns being leaders, checking the weather and doing show and tell. Unlike the other parts of the day, everyone is involved in the same activity at the same time.

**Small Group and Planning Time:** For 4 and 5-year-old classes, the children are divided into two small groups to facilitate more teacher-directed time. In planning, the children decide what they want to do in the work centers.

**Work Time:** This is the time of day when the 4 and 5-year-old children carry out the plans they made during Planning Time. All children make choices and can move freely to each activity at their own time. The teachers aid and enhance skill development as children work with different materials.

**Clean-up:** During clean-up time the children put away the materials they have used for their work. Shelves are marked so that children know where materials are to be placed. This labeling helps facilitate the clean-up process and incorporates curriculum goals, such as classification and sequencing.

**Activity Time:** During this period, the whole group is involved in motor activities, either indoors or outdoors.

**Serendipitous Happenings**: These are daily occurrences when children are loved and are learning. The daily routine is always secondary to child-inspired creative discoveries.

**End of the Day:** At the end of the Preschool session, the children are ready to return home and share their experiences and discoveries with you.

### WHAT TO BRING

**Large Backpack:** Each child is required to bring an easy-to-open backpack to school each day. This backpack ensures that projects and notes do not get lost in the parking lot. The teachers also use it as part of the curriculum, teaching your child responsibility by learning how to load their own backpack. They gain valuable skills from this: fine motor skills, planning, organization, routine, responsibility, and self-esteem.

**Refillable, spill proof water bottle:** Please write your child's name on their water bottle. Research has shown that water is a very important part of a young child's brain development; consequently, the water bottles will be available to the children at any time throughout the day.

## EARLY PRESCHOOL DAILY ROUTINE

**Arrival:** Walk your child to the classroom. During this time, many important skills are developing. Help your child follow the posted arrival routine. Guide them in hanging their backpack and coat, putting away their lunch box and water bottle, putting diapers in the basket, selecting and placing their name on the whiteboard, and greeting their teacher. When dropping off your child, we ask that you not linger too long in the classroom or hallway. Separation anxiety does occur with 2 and 3 year olds, and also with their parents. After a positive, encouraging and loving goodbye, we will happily hold your child while they adjust to the classroom setting. The longer the parent lingers in the child's sight, the slower and harder the adjustment time will be. We promise to keep your child safe!

**Play Time:** This is the time of the day when children are free to play in all the different centers. The children will choose the activity/center of their choice and socialize with their friends. Teachers aid and enhance skill development as children work with different materials.

**Clean-up Time:** During clean-up time, the children put away the materials they have used for their work. Baskets are marked so the children know where materials are to be placed. This labeling helps facilitate the clean-up process and incorporate curriculum goals such as classification and sequencing.

**Snack Time:** All students wash their hands and are invited to use the restroom. We sit down for snack time where we reinforce appropriate table manners such as "please" and "thank you", sitting safely in their chairs at the table, casual conversations and cleaning up their area when they are finished.

**Gross Motor/Outdoor Exploration Time:** This is a special time for the entire group to engage in gross and fine motor activities that have been selected for the day, either indoors or outdoors, depending on the weather.

**Circle Time:** Children and teachers gather for a time of reading stories, singing songs, playing games, and briefly talking about the child's day.

**Lunch Time:** Children and teachers say our preschool prayer and eat our lunches together. We practice sitting safely in our seats, using our manners, feeding ourselves, having polite conversation, and identifying foods (fruits, vegetables, proteins and grains). We clean up, put away lunches and water bottles, wash hands, and make sure to use the restroom. Refer to lunch guidelines in general information for parents.

**Nap/Rest Time:** Mats are set out, along with any comfort items. The overhead lights are turned off, special nap lights are turned on, and relaxing music is played. We will provide at least 30 minutes of quiet time with books, puzzles, and stories.

**End of the Day (2 p.m.):** At the end of the day, the children are ready to return home and share their experiences and discoveries with you. We ask that you pick up your child at the classroom door promptly each day. They will be **so** excited to see you and share their day's happenings with you.

**Serendipitous Happenings:** Throughout each day, the children are loved by their peers and teachers, and they are always learning through play. The daily routine is always secondary to child-inspired creative discoveries.

## WHAT TO BRING

A large tote bag will be provided for Quiet Time belongings. Bring the tote bag with the following items to be used during Quiet Time:

- **a blanket**
- **large crib sheet**
- **pillow**
- **quiet comfort item**

A rest mat will be provided in the classroom. All bedding needs to be washed weekly.

**Backpack:** We recommend that you bring your child's belongings in a standard size backpack that they can easily carry to and from school. The backpack should be placed on the child's hook in the hallway.

**Complete change of clothes** (weather appropriate top, bottom, underwear, socks) in a Ziploc labeled with your child's name and kept in their regular size backpack.

**Diapers or pull-ups** for the day (with your child's name written on them). Please place these diapers in the white basket at drop off. Please **write your child's name** on the diapers the night before.

**Refillable, spill proof water bottle** or cup with water. Please write your child's name on it. Research has shown that water is a very important part of a young child's brain development; consequently, this will be available at any time throughout the play day.