

Dear Covenant Presbyterian Preschool Parents,

Greetings!

On behalf of the entire congregation, allow me to extend to you a warm welcome to Covenant Presbyterian Preschool. We are honored that you have entrusted your children into our care and I look forward to getting to know you and your family throughout the year. As the Associate Pastor for Christian Education, it is my great privilege to work closely with the Preschool Director, Jill Higginbotham, and the dedicated staff. This year we will have chapel in smaller groups, in a special Children's Chapel using a program called Godly Play. You are welcome to come and join your child(ren) in worship anytime to see what this entails. You may also see me visiting downstairs or helping with the car line on a regular basis.

I would also like to invite you to visit our church, if you do not already have a church home. Complete information about worship, fellowship, and Christian Education programs may be found on our website, [www.covroanoke.org](http://www.covroanoke.org). For the latest updates on life at Covenant you may find us on Facebook, Twitter, and Instagram. Our regular Sunday morning schedule provides opportunities for faith formation in Christ Connections at 9:15 for all ages and 10:30 AM for Worship. We also have a professionally staffed nursery for children under 3 years of age. Covenant Presbyterian is a vibrant and growing congregation. As followers of Jesus Christ, we affirm that God is calling us to be a people of open hearts and open minds.

As we support the Preschool in nurturing and educating your child(ren), we hope to support your entire family along your journey of faith. We hope you will consider joining with us in worship, fellowship, study, and mission. If you have further questions feel free to contact me at any time, [ltmitchell@covroanoke.org](mailto:ltmitchell@covroanoke.org).

Peace in Christ,

Rev. Loren Tate Mitchell

Associate Pastor for Christian Education

# SCHOOL INFORMATION

## **Philosophy**

Our philosophy of education is based on the belief that children learn and grow best through hands-on experiences. We wish to be a joyful and satisfying beginning for each child's school life. Our curriculum is designed to give children developmentally appropriate activities which allow them to grow socially, intellectually, physically, and emotionally. Our goal is for each child to develop in all these areas so as to be ready and excited about school. The curriculum and teacher methodology is based on Christian principles and values.

## **Organization**

Covenant Presbyterian Preschool & MDO is an outreach program of Covenant Presbyterian Church. Final authority rests with the Church's pastor, boards, Outreach Committee, and Preschool Director.

Our program is open to all children regardless of religion, race, or ethnic background. Classes are filled on a first-come basis. A waiting list is kept, and openings are filled from the list as they occur.

## **Disclosure Statement**

The Covenant Presbyterian Church Preschool & MDO program is operated in the lower level of the church's classroom facilities at 1831 Deyerle Road, S.W., Roanoke, Virginia. The facilities available include classrooms equipped with age-appropriate toys and learning materials. An outdoor playground is used daily, weather permitting. Enrollment capacity is 75-80 full-time children.

Each member of the Preschool & MDO staff is certified annually by a practicing physician to be free from any disability which would prevent caring for the children. Staff members are required to have experience with children and are encouraged to receive education in early childhood methods. The Preschool & MDO program is covered by Covenant Presbyterian Church's public liability

insurance. Covenant Presbyterian Preschool & MDO meets all standards required by the State of Virginia to qualify for state religious exemption status. **All Covenant Presbyterian Preschool teachers are required to report any suspicions of child abuse and neglect to the proper authorities.**

## Using this Handbook

The Covenant Presbyterian Preschool Handbook covers school information, rules, and procedures. The rules and procedures apply to all Covenant families, without exception. They are in place to ensure the safety and privacy of our students, as well as to make the school day run as smoothly as possible. If you have any questions or concerns about the guidelines in this handbook, please contact Jill Higginbotham, Covenant Preschool Director at [jillhiggin@gmail.com](mailto:jillhiggin@gmail.com).

# DROP-OFF and PICK-UP

## School Hours

Monday-Thursday 9:00 A.M. to 1:00 P.M. Friday 9:00 A.M. to 12:00 P.M.

We expect your cooperation in observing these hours. Children will not be admitted to their classroom before 8:50 a.m. and should be picked up promptly at dismissal time. Children not picked up by the above dismissal times will be assessed a \$5.00 late charge for every 5 minutes late (this applies to aftercare as well).

## Inclement Weather

We will follow the *Roanoke City School* system for closing school due to inclement weather. If city schools are 1 hour delayed, we are on time. If city schools are 2 hours delayed, we will open at 10:00 A.M. There will be no morning car line on the days of 10:00 A.M. openings. If *Roanoke City Schools* dismiss early due to inclement weather, Covenant will dismiss on time. Covenant Presbyterian Preschool will not make up school days closed due to inclement weather. Please watch WDBJ channel 7 and/or WSLs channel 10, Covenant Facebook page for all closing and delays. If the children are at Preschool

and we need to close for any reason the parents will be contacted. If there is a case in which we need to open late or close because of inclement weather it will be posted on the two television stations.

We will notify you of planned school closings via our Preschool Calendar and monthly newsletters.

## **Morning Car Line**

The car line will begin the first day of school at 8:50. Staff will unload your child and walk him/her to the classroom. We find it is the best way to earn the trust of your little one, while helping him/her cope with separation anxiety. Morning car line will start at 8:50 A.M. and run until 9:10 A.M (after 9:10, all doors are locked except for the main church entrance). If you're late, please walk your child in through the main church doors (glass doors at upper level parking area), then down to his/her classroom. ***Please don't knock on classroom windows/doors and ask to be let in. This is disruptive to the children and the classroom routine.***

## **Afternoon Pickup**

In the afternoon, please come into the school to pick up your child. Doors will be open from 12:50 to 1:00 Monday through Thursday. On Fridays, we dismiss early, so doors will be open from 11:50 to 12:00. **Please wait outside your child's classroom until your child is dismissed to you.**

After the teacher has dismissed your child, please hold your child's hand in the hallways and in the parking lot. Please do not allow your child to run freely outside of the school – this is a major safety concern! Once children have been dismissed, the building will be closed.

The parking spots closest to the school need to remain open for carline. Please don't park there – this way we can prevent cars backing up towards each other. Additionally, those spaces are rather narrow, making it difficult to load children.

# SAFETY CONCERNS

## **Please keep in mind our drop off and pick up rules:**

All students, all ages, are to use the morning car line daily.

Please be on time at drop-off and pick-up, as lateness can cause a lot of anxiety for your child.

If you need to pick up your child early, please let your child's teacher know in advance.

If a child is going home with someone other than a member of your carpool, please notify the teacher via email the night before or by written note in your child's folder. Please provide the name of who will be picking up your child. Any changes to the normal pick-up should be made prior to noon to ensure a smooth transition.

## **While in the morning car line:**

Always remain in your car during the car line procedure please.

Please do not pass the car in front of you. You will simply pull forward after the one in front of you is safely unloaded.

Safety first. Please do not allow your child to stick his/her head out of a car sunroof or window while in line. Children should remain in the proper safety restraint until a staff member opens the car door.

Please never open your door and allow your child to exit the vehicle without a staff member.

There may be times when staff members need your assistance to get your child out of the vehicle. Be prepared to pull forward and park if asked to do so.

Your child must willingly hold the hand of a staff member while walking to and from the car.

All car drivers must comply with all the safety procedures of the car line. Failure to do so will result in denial of this service.

**While picking up your child in the afternoon:**

Please be sure to hold your child's hand in the parking lot, until he/she is safely in the car.

Please be very careful when backing out of parking spaces. We appreciate your help in creating a safe parking lot!

## **SPECIAL NEEDS INCLUSION**

We follow a full inclusion model for teaching students identified with special needs.

Family consultation is important to us. We will make every effort to work with families to ensure students' special needs are addressed.

Accommodations and adaptations for special needs students will be made to the best of our ability. If we need further assistance, we are sure to consult the Community Resource System (211).

Assistance and services are made available in areas such as: speech/hearing screenings, play-based activities to help develop fine and gross motor skills, and a variety of coping resources for social/emotional development.

The facility is handicapped accessible, as are the classrooms. Rooms are arranged and modified to provide easy access for special needs students. Student materials are placed within reach of all children, and teachers are sure to position children for engagement.

Basic sign language is taught and used.

Coordination with other institutions regarding a child's special needs  
At times, Covenant will need to share data about a child with other institutions (doctors' offices, OTs, nurses, future schools, etc.).

If such institutions contact us, we will be sure to get your permission before sharing any information. If you contact us about working with another institution to share information about your child, we are happy to do so. We will still need written permission from you before we go ahead with such a process.

Once again, please know that we will never share personal information about your child without your prior written consent.

## HEALTH and SAFETY

### **Injury**

Any time there is a serious accident or injury at Covenant, parents will be notified immediately. If the injury is minor, parents will be notified at the end of the day. Minor injuries include small scratches, cuts, scrapes, or bruises.

### **ILLNESS**

Children who have experienced any of the following symptoms within 24 hours preceding the school day are not to attend Preschool:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Unexplained rash
- Contagious illness (unless you have a doctor's note stating the child may return to school)
- Pink eye
- Lice (a doctor's note will be required stating the child is nit-free before they can return to school)
- Severe coughing
- Croupy or whooping sounds after coughing
- Sore throat or trouble swallowing

\*\*If your child is on medication (i.e. acetaminophen, ibuprofen) to treat any of the above symptoms he/she may not attend

If your child has exposed others to a contagious illness, please notify the Director as soon as possible. The Director has final authority regarding the

wellness of a child to stay at school. Please understand that if your child shows any of these symptoms while at Preschool they will be sent home. The Director may require a doctor's note when a child has been sick before they can return to school. These precautions are taken to prevent the spread of germs and promote good health among our students. If you have any questions, please call the Director. We do not administer any medications to children while they are in our care. Please contact the director if your child will be absent from school.

### **SNACK & LUNCH**

Families are asked to send in snacks for the entire class on a rotational basis (and to fill in as needed). Your child's teacher will ask you to sign up for snack one week at a time throughout the school year. Thank you so much for all of your help!

In our toddler class we ask that the parents send a separate sippy cup for snack time. This cup should be clearly labeled, be packed separately from the child's lunch and brought to be kept in the classroom.

Each child will need to bring his or her own lunch, including drink in a well marked lunchbox. All containers should be clearly marked with your child's name. We ask that you do not include food items that need to be heated and please make sure your toddler's food is cut into bite size pieces. All food should be ready-to-eat. All food needs to be age appropriate and not a choking hazard. Please inform us of any food allergies your child may have. Do not send any carbonated beverages or candy with your child. In following state licensing standards, we will throw away any perishable food that is not consumed during lunch time.

### **SPECIAL OCCASIONS, PARTIES AND FIELD TRIPS**

- If your child is celebrating a birthday while we are in school, you may bring a special treat to share with all of his/her classmates. (Birthdays that fall during the summer months may be celebrated at the end of the school year in May). Please notify your child's teacher or director when you are planning to bring the items in (we will provide you with a list of food allergies in classroom). We do not allow full "parties" in our classes, as all parents are not able to do this. We ask that you send the special



treat with your child in the morning and allow us to share at an appropriate time during the day.

- We do celebrate special holidays at our Preschool by having class/school parties. We will have sign-up sheets outside the classroom for party items to be brought by parents. Another time this might happen is when we have cooking experiences in the classroom. We appreciate your willingness to help with these special occasions.
- Field trips have been planned periodically throughout the year. These outings enhance many study units and are a great way to build foundations for learning. There are many great places for us to see! For safety reasons, field trips are only for ages 3 and above only and some field trips will only be for our older classes. We welcome parent chaperones on our field trips. If you do not want your child to go on the field trip, please notify the Director as soon as possible so alternative arrangements can be made.

## **MISCELLANEOUS INFORMATION**

- Please send a complete change of clothes with each child, including socks and underwear. You never know when accidents will happen. We ask that you leave the extra set of clothes in your child's classroom.
- Your child will need a backpack they can carry to transport items to and from school. At the beginning of the year your child will receive a folder. Papers, including daily reports, memos, newsletters and more will be sent home in this folder daily. Please check/empty your child's folder and return to school each day. Replacement folders will be available for purchase (\$1) throughout the school year.
- With the exception of "show & tell" days, we request that toys are not brought to school. We cannot be held responsible for lost or broken toys.
- Please dress your child in "wash and wear" clothing as we will be cooking, eating, painting, exploring nature, etc.

- Children should come to school in appropriate footwear for running outside on the mulch filled playground. Children will not be allowed to play on the playground in flip flops or inappropriate sandals.
- If your child wears a skirt, we suggest shorts be worn underneath.
- If needed, sunscreen should be applied to your child prior to coming to school; by law we cannot apply sunscreen to any child. The Director will have a bottle of sunscreen at her desk in case you forget yours.

## TUITION

### Fees and Discounts

Registration fee (non-refundable) \$85

- Any child's tuition that is more than 30 days past due will be dropped from the program until the balance is paid in full. There is a \$20.00 charge for any returned checks. Two or more returned checks will result in the tuition being paid in cash or money order only.
- As a parent, you agree to pay for services on a monthly basis unless payment arrangements are made with the Director. **All tuition is due by the 3<sup>rd</sup> of the month.** If payment is not received by the 5<sup>th</sup> of the month, a \$5 late fee will be charged. Tuition after the 10<sup>th</sup>, a \$20.00 late fee and/or suspension of services until current. Please use our EFT automatic withdrawal to make payments or make checks payable to Covenant Presbyterian Preschool. If you find it necessary to permanently withdraw your child from school, a thirty day notice must be given to the Director. Unless this notice is given, the entire monthly payment is expected by the school. Allowances for non-payment due to absences of any kind cannot be made. Tuition costs are figured by the number of days in a school year. Monthly tuition does not change based on holidays, snow days or sick days.

### **Babies/ Toddlers**

2 days \$155

3 days/week \$190

5 days/week \$340

### **Two Year Olds**

2 days/week \$140

3 days/week \$190

5 days/week \$330

### **Three-Year Olds**

3 days/week \$180

5 days/week \$225

### **Four-Year olds/Pre-Kindergarten**

5 days/week \$225

## **Payment Cycle 2018-19**

August 3 <sup>rd</sup>	September fees due
September 3 <sup>rd</sup>	October fees due
October 3 <sup>rd</sup>	November fees due
November 3 <sup>rd</sup>	December fees due
December 3 <sup>rd</sup>	January fees due
January 3 <sup>rd</sup>	February fees due
February 3 <sup>rd</sup>	March fees due
March 3 <sup>rd</sup>	April fees due
April 3 <sup>rd</sup>	May fees due

## **EARLY DROP and AFTER CARE**

### **Early Drop-Off**

Staff will be available Monday through Friday for Early Morning Drop off, provided a minimum number of students are registered.

- The service begins at 8:00 A.M.
- Please walk your child in through the playground door.
- All ages are welcome.
- The fee is \$6.00/day and is due at the time of service.

Pre-registration is required, and the number of children is limited.

A spot can be reserved on a monthly basis. Payment is due on the first of the month. The spot will be held for you whether you use it or not, and money paid ahead will not be refunded.

## **After Care**

- After care will be comprised of a selection of special programs this year! Flyers will be distributed during the school year with more information.
- This service allows your child one extra hour at school from 1:00-2:00 p.m. for specified programs (example – soccer, dance, gymnastics).
- Pre-registration is required and the number of children is limited.
- Please wait in carline for children after aftercare. Pull up to the sidewalk near the morning drop entrance (the usual carline spot). The aftercare teacher will walk your child down the sidewalk. Please get out of the car and meet your child on the sidewalk.
- The usual late fees will apply to aftercare pickup.

## **COMMUNICATION**

### **Email**

Please provide us with at least one current email address

Please note that only Covenant Presbyterian Preschool staff may generate group emails (those sent to all families at once). Mass emails sent out to the families of Covenants' students reflect the professional opinion of the preschool. Please do not "respond all" to emails unless asked to do so. If you have a question or concern regarding an email communication you receive please contact the director on your own. Failure to comply with the preschool communication guidelines or misuse of email for one's own personal gain will result in being removed from the group.

### **Questions and Concerns**

Please be sure to contact us with any concerns or questions you may have!  
Please contact your child's teacher first. If she is unable to address your concerns/questions, please contact the preschool director next. We appreciate your help in keeping the lines of communication open!

Covenant Preschool Director:

Mrs. Jill Higginbotham, email: [jillhiggin@gmail.com](mailto:jillhiggin@gmail.com)

preschool phone: 540-772-5222

Covenant Presbyterian Preschool Outreach Committee:

Contact Tricia McMahon, [pomroomcm@aol.com](mailto:pomroomcm@aol.com)