

WELCOME

Welcome to Asbury Preschool. We are happy that you have chosen Asbury for your child. The Asbury staff looks forward to working with you and your family. We have an open door policy and we encourage you to visit with us with any concerns, suggestions, or praises.

Asbury Preschool Mission

To provide a Christian school readiness program that promotes social, intellectual, emotional, and spiritual growth.

Asbury Educational Philosophy

Preschool children need opportunities for growth and stimulation in all areas of development. At Asbury Preschool, we want to meet the needs of all children on a variety of levels including social, cognitive, physical, emotional, and spiritual development. Our goal is to provide a warm Christian environment that will allow each child to develop as an unique individual. Each child should feel safe, secure, and loved in order to develop a positive self-image that will translate into optimum emotional and physical development.

Asbury Preschool will provide an environment that fosters interpersonal contact and encourage the integration of all facets of being in the learning process. It will be individually structured and designed to encourage exploration as well as growth and development. Play, which is the work of children and the medium by which they measure their environments, will be an integral part of the curriculum.

Asbury Preschool uses a variety of resources to enhance the classroom environment. Currently, Asbury Preschool uses the *Bright Beginnings*, *Zoo Phonics Early Literacy* and *Handwriting Without Tears* curriculums. These curriculums provide us with many ideas, but are not intended as a stand-alone resource.

Using the *Bright Beginnings* curriculum, we will provide learning experiences that will encourage each child to develop social, cognitive, physical, emotional, and spiritual skills while progressing through the various development stages at his or her own pace. The curriculum provides the basis for the ways in which we will help each child build a foundation of spiritual understanding and prepare them for kindergarten. Bright Beginnings is designed to apply Bible concepts in a way that relate to a child's everyday life. They will listen to Bible stories, sing songs, and participate in creative learning activities.

The Zoo Phonics curriculum teaches early literacy development using an animal theme. Children will be taught the alphabet as a whole and we will concentrate on one sound for the entire week. The eyes, ears, mouth and large muscles will provide the vehicle to access information. Zoo phonics encourages the children's natural tendency to wiggle and to express themselves, channeling it all for learning. The alphabet is the foundation for all the other learning. We will teach reading, spelling, writing, math, science, social studies, the arts, music, cooking, literature and physical movement, phonemically-alphabetically!

Handwriting Without Tears curriculum teaches fine motor development using, music along with verbal and visual cues. Children will be taught how to correctly hold writing tools, coloring and cutting skills. They will also be taught the correct letter formation of the lower case letters that they are learning in the zoo-phonics curriculum.

We believe in the integrity of the family and will work with the parents to promote, social, cognitive, physical, emotional, and spiritual skills in their children.

Asbury Preschool and Child Development Center Parent Orientation Information

Policies and Procedures
Revised 12/3/08

Our services are provided for children who have not attained the age of eligibility to kindergarten prescribed in KSA 1981 Supp. 72-1107 and any amendments thereto, and who are 30 months of age or older. Enrollment is nondiscriminatory without regard to race, religion, national, origin, ancestry or sex.

Enrollment

Enrollment is open to all children ages 3 through 5 years. The school reserves the right to ask for withdrawal of any child who demands special attention not offered by the program. All children must be completely potty trained.

Hours

Child Development Center

Monday through Friday

7:00am-6:00pm

Includes preschool from 9:00am-11:30am

Children are only allowed to be at the center for a total of 10 hours per day.

Preschool

Morning classes meet from 9:00am-11:30am

Monday, Wednesday, Friday

Or

Tuesday, Thursday

Or

Monday through Friday

Afternoon classes meet from 1:00pm-3:30pm

Monday, Wednesday, Friday

Or

Tuesday, Thursday

Tuition

Child Development Center

\$420.00 per month

Breakfast, lunch and an afternoon snack are included.

Preschool

\$70.00 per month Tuesday, Thursday classes

\$96.00 per month Monday, Wednesday, Friday classes

\$155.00 per month Monday thru Friday classes

Tuition is due the first week of each month, beginning with the first day of attendance. Please make checks payable to Asbury Preschool. Please drop your payment into the payment slot located at the parent information station. A \$10.00 late fee will be assessed for all late payments. If your payment is not received within the first week of the month, **your child may not return to center until the payment has been received.** Returned check charges of \$20.00 will be assessed on all returned checks. All future payments are to be in cash or money orders.

Since your tuition payment reserves a spot for your child, no refunds will be made due to absences, short months, or vacations.

Direct Tuition Plan

If you would like to have your tuition directly taken out of your bank account we offer a direct tuition plan. All you will need to do is fill out the form included in your enrollment packet. Be sure to include a voided check or deposit slip with the form. Withdrawal will begin the first month of school.

CDC Payment Plan Contract

If your child is enrolled in the CDC program at Asbury Preschool you will need to fill out a payment plan contract. This insures that your payment is received on time. Contracts are due at the time of enrollment.

All programs require a \$45.00 nonrefundable registration fee. This fee reserves your spot from September to May. If you are enrolled in the Child Development Center, this fee reserves your spot from September to September. Therefore, you are responsible for payment for all the months you have registered for. You will need to pay a \$45.00 registration fee each year. If you enroll and choose not to attend Asbury Preschool for any reason the \$45.00 registration fee will not be refunded.

Activity Fee

There is a \$15.00 activity fee for each school year. This fee covers the cost of all the field trips and special events for the school year. **This fee can be paid at the time of registration or on the first day of School.**

The Child Development Center will also have an additional \$10.00 fee added each month for the summer months, June, July and August.

Tax Statement

Parents may request a statement of amount paid for the year for their taxes after January 1st. Our tax ID number is 48-057-1069.

Scholarships

Scholarships are available to families that qualify. Contact the director for additional information.

Enrollment Forms

The following forms must be turned in before your child may be accepted for care:

- 1) Child Data Form
- 2) Health Assessment signed by a physician
- 3) Medical Record including current immunizations
- 4) Emergency Medical Care Form

The health assessment form is required the day of your child's starting date. Due to licensing requirements, attendance will be denied for any missing forms.

If you change your address, phone number, or work number, please update or fill out a new child data form. It is important that we have the current information in case of emergency.

Class Size Ratio

Preschool age is 1 to 12

Teacher Requests

Teacher requests must be made in writing. However, we do not guarantee that all requests can be honored.

Class Withdrawal

In the event it is necessary to withdraw your child from preschool, please notify the director in writing 30 days before termination. Full payment is due from the 30 day notice.

Please be aware that when you enroll in Asbury's full day program that this program runs through the summer months and you are responsible for payment for these months. If you are not in need of care for the summer months, you must give a thirty day notice and risk losing your fall spot. The 30 day notice applies at any time through out the year.

Drop off/Authorized Pick Up

Children will need to be escorted to and from the classroom. Children will need to be signed in/out on a daily basis. The sign in/out sheets are located at the parent information board for the preschool classrooms. The sign in/out sheets are located in the classrooms for the Child Development Center.

Children enrolled in preschool are asked not to be dropped off more than 15 minutes before class and picked up no later than 15 minutes after class. A late pickup fee of \$5.00 per 15 minutes will be applied.

We request that you notify the center if one of the authorized people will be picking your child up that day. Please let those people know that we will be asked for picture ID until we become familiar with them.

Exclusion Policy/Absenteeism

Asbury Preschool and Child Development Center will follow the guidelines for exclusion of children who are ill. See Attached.

If your child is going to be absent, please let the director know. Please call the church office at 942-1491 and leave your information.

Discipline policy

See Attached

Accidents

In even the best preschool, accidents do occur. If your child is involved in an accident a written report will be completed. One copy will be kept on file at the center and one copy will be given to you. You may be given a courtesy call to inform you of what has happened. If we believe your child is in need of emergency medical attention, you will be contacted immediately. If you are unable to take your child to seek treatment or if we are unable to contact you or any of your emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child.

Signs of Abuse

Asbury Preschool teachers will report any suspicious signs of abuse immediately to the preschool director. By law, we are required to report any abuse or neglect to the state. Abuse is identified as physical, mental, sexual or neglect.

Sign In Sheets

Sign in sheets for A110 is located at the parent information center. The sign in sheets for the Child Development Center classrooms and A114 are located in there classrooms. It is the responsibility of all parents to sign their child in and out daily.

Holidays

Preschool

Asbury Preschool will maintain the same holiday schedule as the Wichita Public School System with the exception of in-service and conference release days.

Asbury Preschool will also observe the following holiday:

1. Good Friday

Child Development Center

Asbury Child Development Center will be closed the following days:

1. Labor Day
2. Veteran's Day
3. Thanksgiving and the day after Thanksgiving
4. Christmas Eve and Christmas Day
5. Day after Christmas
6. New Year's Eve and New Year's Day
7. Martin Luther King Jr. Day
8. President's Day
9. Good Friday
10. Day after preschool graduation
11. Memorial Day
12. Independence Day
13. 3 additional days in August for teacher in-service

If one of the above holidays falls on a Saturday, we will be closed the Friday before it. If the holiday falls on a Sunday, we will be closed on the following Monday. *No credit will be given for holidays or school closings.* If you have any questions, please consult your school calendar.

Weather

Asbury Preschool and Child Development Center will always follow Wichita Public School System when they are closed due to inclement weather. Watch KAKE news on channel 10 for the list of school closings.

School Supplies

(See Attached sheet for additional information)

To avoid lost or broken toys, please only permit your child to bring toys on Show and Tell Days. Also, to prevent children's belongings from getting lost, we ask that all personal items such as back packs, jackets, mittens, etc. be labeled with your child's name.

We also request that you dress your child in appropriate clothing so they may participate in all activities. The children have a period of outdoor play everyday (except in extreme weather conditions) and warm outer clothing including hats and mittens are a must. Picture days will be announced on the parent board and in the monthly newsletter so you may dress your child accordingly.

Food Allergies/Menus

Parents will receive a copy of the food menus at the beginning of the school year. These menus will also be posted in and outside the classrooms and in the kitchen. Parents will be made aware of any changes. Food allergies or special dietary needs should be made known to the director at the beginning of the school year.

If your child is enrolled in the Child Development Center program, they must be at the preschool before 8:15am to receive breakfast. We like to have the carts cleaned up and sent to the kitchen by 8:30am so our cook can prepare for lunch.

Birthday Parties/ Holiday Parties

Parents may pick a day for their child to celebrate their birthday at school. **Please give a two week notice of your chosen date to the director.** It will be at the parent's discretion as to whether they provide a snack to be distributed by the teachers or have a party at snack time. All party supplies will be furnished by the parents. Parents need to arrive 10 minutes before the party if they would like to be present.

Asbury Preschool will have the following parties: Fall Festival, Christmas, Valentine's Day, St. Patrick's Day, Easter, and the End of the Year School Party. **Due to licensing regulations, all food snacks must be in an unopened box or sack. Sorry no homemade snacks! Asbury is also a peanut free school due to so many children with peanut allergies. Please be sure that snacks do not contain any peanuts.**

Field Trips/ Activities

Several field trips will be included in the year's activities. Parents will be notified at least two weeks in advanced. We encourage parent volunteers for these fun activities. All drivers and vehicles must meet state transportation requirements. All drivers must have a signed regulation sheet. All children must have a signed permission slip. All children must be buckled in individual seat belts while being transported. **All children riding in the van must have a car seat or booster seat.** All state requirements must be met before a child will be taken on a field trip.

Parent Packs

Each family will receive a parent pack that will inform you of classroom/preschool procedures, calendar of activities, biographies of each teacher, and the discipline and inclusion policy.

Assessment/Portfolios

Every child will receive at least two assessments each year, one at the beginning of the school term, and one at the end.

Every child will also have an assessment portfolio. Teachers will collect artwork, writing samples, photos, and other evidence of competence in various areas of the assessment. This will be an ongoing project. The portfolio will be a feature at all parent/teacher meetings. It will be a reflection of the student's strengths and weaknesses.

Parent/Teacher Meetings

Teachers will conduct at least two parent/teacher meetings for each student that will be attending kindergarten. All other families may request a meeting. At the meeting, the results of the assessment and the student portfolio will be discussed. Parents will exchange ideas and goals for their child. Sign-up sheets will be posted two weeks in advanced to schedule a time.

Monthly Newsletter

It is our goal to provide open communication with all of our families. Each month you will receive a newsletter with information regarding events in the preschool, church, and your child's classroom. Each classroom has a bulletin board that has important information for parents to check. Information is also posted at the parent information station.

Graduation

Graduation will take place at the end of the school year. A ceremony will be held to honor the students that will be going to kindergarten the following year. Caps and gowns will be ordered through the director prior to graduation.

Guidelines for Exclusion of Children (or Staff Working With Children) Who Are Ill

When formulating exclusion policies, it is reasonable to focus on the needs and behavior of the ill child and the ability of staff in the out-of-home child care setting to meet those needs without compromising the care of other children in the group

Children with fever are managed differently in child care. The presence of fever alone has little relevance to the spread of disease and may not preclude a child's participation in child care. A small proportion of childhood illness with fever is caused by life-threatening diseases, such as meningitis. It is unreasonable and inappropriate for child care staff to attempt to determine which illnesses with fevers may be serious. The child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions. Parents should be notified anytime a child has a fever.

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

The illness prevents the child from participating comfortably in facility activities;

The illness results in a greater care need than the child care staff can provide without compromising the health

and safety of the other children; or

The child has any of the following conditions:

- 1) Temperature: Oral temperature 101 degrees or greater; rectal temperature 102 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility. Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.
- 2) Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
- 3) Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops.
- 4) Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration.
- 5) Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
- 6) Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- 7) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- 8) Untreated scabies, head lice, or other infestation.
- 9) Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
- 10) Known contagious diseases while still in the communicable stage.