

crossroads **WEEKDAY** **PRESCHOOL**

Parent Handbook

2022-2023

Crossroads Preschool
Crossroads Community Church
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Crossroads Preschool Calendar 2022-2023 School Year

August 29-Sept. 2	Visit Week (times and dates will be announced by the beginning of Aug.)
September 6	First Day of School for M-F and TTh classes
September 7	First Day of School for M,W,F and MW classes
October 3-7	Fall Break NO SCHOOL
November 24	Election Day NO SCHOOL
November 23-25	Thanksgiving Break NO SCHOOL
December 14	Last Day of Classes for students
December 15	Program Day! 9am- 2s 10am- 3s 11am- 4s
December 16-Jan 2	Winter Break
January 3	School Resumes
January 16	Martin Luther King Jr. Day NO SCHOOL
January 19	Pre-registration for 2022-2023
January 26	Open registration for 2022-2023
February 20	Presidents' Day NO SCHOOL
March 16-17	Conferences, No classes for 3s and 4s students but childcare will be provided during your scheduled conference time. 2 year old classes will be in session.
April 3-7	Spring Break NO SCHOOL
May 18	Last Day of Classes
May 19	Spring Program 9am- 2s 10:30am- 3s 12Noon- 4s

Mission Statement

The Mission of Crossroads Preschool is to provide an educational ministry to children by assisting in their continued growth and development spiritually, intellectually, physically, socially, and emotionally.

Program Goals

- 1. To offer each child a safe, secure, Christian environment that promotes total development of each child (spiritual, intellectual, physical, social, and emotional) through cognitive experiences and hands-on activities.**
 - 2. To emphasize love and acceptance for each child as a unique individual; to encourage each child in developing a positive self-image by allowing him/her to progress at his/her own pace.**
 - 3. To stimulate and challenge each child to enjoy creative expression in music art and play through activities using all of our available media.**
 - 4. To guide each child's behavior through positive management techniques which encourages children to set internal limits on his/her own behavior.**
 - 5. To support and promote a warm, enthusiastic, competent staff who will be role models of the Christian life and nurture a life-long love of learning.**
 - 6. To provide a warm and inviting atmosphere for parents to feel welcome in and out of the classroom.**
- o We accept any child regardless of race, religion, sex and economic status or nationality, provided we have an opening.**

Notice of Non-Discriminatory Policy

Crossroads Weekly Preschool of Lexington, Kentucky, admits students of any race, color, national or ethnic origin and religion.

Child Discipline Policy

Managing children's behavior is an important part of the educational process.

Discipline is not synonymous with punishment. Effective discipline helps children gain self-control and aids in developing a positive self-concept. Through positive management techniques a child can learn to handle conflicts in a peaceful and effective manner.

Staff members of Crossroads Preschool shall use the following guides to speech and action:

- Use positive techniques of guidance, including: redirection, anticipation of and elimination of potential problems, positive reinforcement, appropriate alternatives, encouragement and praise.
- Establish and maintain clear, consistent rules for the children.
- "Time out" may be used; bearing in mind that a child is removed from the group only in extreme situations, for one minute per year of age.
- Under no circumstances will corporal (physical punishment) be used.
- Speak with the children in a friendly, positive, courteous manner.
- Refrain from using humiliating, frightening or harsh language with children.
- Refrain from taking away toileting, rest, or snack time as a form of discipline.
- Avoid the use of competition, comparison or criticism as discipline techniques.
- Expect children's social behavior to be developmentally appropriate.
- Encourage children in being happy, comfortable and involved in appropriate

play experiences.

- Respect children's feelings and individual rights.

Learning Programs

At Crossroads Preschool we believe that children learn by doing, by exploring the world around them. Our learning programs encourage children to learn at their own rate in settings, which are friendly, supportive and fun! Each learning program is designed to meet children's spiritual, intellectual, physical, social and emotional needs. We will have a theme each week throughout the year with corresponding Bible verses and concepts. Our learning centers and circle time will be centered on those themes. We will also use shapes, colors, numbers, holidays, alphabet, art, music and science in our learning program.

Learning Program for Two-Year-Olds

Very young children explore their world through their senses. They learn by touching, tasting, seeing, smelling, and listening. We provide opportunities for young children to grow and develop in a caring, supportive setting. Activities are planned and presented to best meet individual needs. We encourage development through songs, finger plays, games, toys and play materials designed for the very young. Nurturing these little ones, with particular care and attention to health and safety, is a major part of the daily routine.

Learning Program for Three-year-Olds

Three-year-olds are naturally curious about the world around them. They are active learners, love being with other children, and are very imaginative. Three year olds live in a world where fantasy and reality are intertwined. Make-believe is often very real for three year olds. Our three-year-old program is designed with busy, active threes in

mind. Opportunities for children to develop spiritually, intellectually, physically, socially and emotionally are offered in ways that expand their imaginations and natural curiosities. Games, stories, creative art experiences and dramatic play help three's master new skills as they gain self-confidence. Three's have fun while they learn.

Learning Program for Four and Five-Year-Olds

Four-year-olds are sociable, they love being with other children, especially others their age. They like to laugh, tell silly stories, and "show and tell". They enjoy playing simple games and creating new ones. We encourage them to be creative through words, thoughts, movement, and art. Experiences are planned to help children make decisions and problem-solve. Special attention is given at this age to developing reading readiness skills. These skills include listening, following directions, oral language expression, Creative language expression, and eye-hand coordination. Children build a foundation for reading by working puzzles, coloring, tossing balls and listening to books and stories. These skills and activities help children learn to love books and become self-motivated.

Notice of Christian Foundation and Religious Education

Crossroads Weekday Preschool includes Christian teachings in its curriculum.

Policies and Procedures

Enrollment Crossroads Preschool accepts children ages 2-5. The child must reach his/her second birthday on or before August 1 in order to enroll in the two-year-old class or his/her third birthday on or before August 1 in order to attend the three year-old class or his/her fourth birthday on or before August 1 in order to attend the four-year old class. Before a child can enter the 3 year old or above classes, they must

be potty trained.

NOTE: A non-refundable registration fee is required to guarantee your child's place in a classroom. We have the right to cancel any class for lack of enrollment. In this case your registration fee would be refunded to you. All information regarding children and their families shall be kept in strictest confidence. Records pertaining to children shall not be made available to any unauthorized person for inspection, review or duplication.

Tuition/Fees

Tuition must be paid in monthly payments due the 5th day of each month. The preschool reserves the right to suspend the attendance if tuition is unpaid. Students will not be allowed to return to class if payments are over two weeks late. A student can lose his/her spot if tuition is over a month late. The Director should be notified 30 days prior to the withdrawal of a child. If there are any financial problems, please see the Director.

Collection of tuition: Tuition will be paid online. Links to tuition can be found on our website. www.crossroads.net/preschool

	<u>Supply Fee</u>	<u>9 payments</u>
Two Day 2-year old classes	\$75	\$175/month
Two day 3-year old classes	\$75	\$175/month
Two day 4&5s-year old classes	\$75	\$175/month
Three day 3-year old classes	\$100	\$250/month
Three day 4&5s year old classes	\$100	\$250/month
Five day PreK classes	\$150	\$350/month

Change of Address/Phone

Please be sure that you keep your work, home, and cell telephone numbers updated at the office in case of an emergency. Should any information change throughout the year, please notify us immediately.

School Hours

All classes meet from 9:00 to 12:00 NOON. Please be prompt in bringing your children so that they may get the full benefit of our program. **DO NOT DROP YOUR CHILD OFF WITHOUT SUPERVISION.** The outside doors will not be open until 8:55 a.m. for drop off to give the teachers appropriate time to prepare. Teachers will open their doors at 9:00 a.m. *** **KEEP** your children with you in the hallways before and after school. There should be no running in the back hallways or in and out of the church classrooms.

Preschool Arrival

Preschool arrival begins at 9:00am. School doors will open at 8:55am. Children will not be allowed to enter classrooms until 9:00am. All Preschool Entrance/Exit doors will be re-locked at 9:10 am. If you arrive for preschool later than 9:10 am you will not be able to enter through any of our normal entrance doors. They will be locked.

For arrival after 9:10 - Drive to Entrance H and park in the designated parking spaces. A staff member will be out to run your child to class once they are able to.

Approved Pick-Up List

Children will not be allowed to leave school with anyone except parents and persons designated to pick up the child. An authorization form will be sent home so you can designate who may pick up your child. If someone else (not on that list) is to pick up your child, please send a note to that effect. Verbal messages brought by your child

cannot be accepted. Anyone picking up your child will need to show photo identification.

Noon Pick-Up Procedure

Preschool pick-up will be in the same spots as drop-off. Pick up will begin at noon until 12:15. After 12:15 students will be brought up to the front office to wait for parents. Any parent arriving after 12:15 is considered late.

Late Pick Up: you must be in the building by 12:15 p.m.

****1st LATE PICKUP:** You will receive a Written "Freebie" reminder.

*****2nd LATE PICK UP;** you will be charged \$25.00. If you are late past 12:10 p.m. YOU will pay another \$25.00 if you arrive after 12:30 p.m.

Playground Use Procedure

All Preschool classes will enter and exit the playground from an inside entrance door that leads to the playground. The playground is for Crossroads Preschool use only during our Preschool hours.

Special Note: In order for the Preschool Staff to concentrate on your children and prepare for your children - please DO NOT knock/bang on the Preschool Entrance/Exit doors if you need entrance during lockdown times. We have been instructed to ignore you. We are not trying to be rude - please understand that we are trying to implement policy. All late arrivals need to park in the designated curb-side spaces. Text the number on the sign and a preschool staff member will come out to you.

Calamity Days and School Cancellation Policy

Should there be days of ice, snow or other hazardous conditions that would require us to close school, we will make a decision by 7:00 a.m. that morning. We will put an announcement on Channel 18 and Fox 56. It will be listed as CROSSROADS PRESCHOOL. We will also post all closings on our Crossroads Preschool Facebook page as well as using a TEXTING system called REMIND 101 - see Remind 101 forms in your packet.

There might be days when Fayette chooses to close, that we will also choose to close. However, we will not automatically be closed when Fayette chooses to close.

The bottom line is this: We will always post on Channel 18 and Fox 56 and use REMIND 101 to notify you of changes or cancellations. This will be done by 7:00 a.m.

We allow 5 calamity days off before we make up any days. After five (5) calamity days (per classroom) we will begin to make up the missed days. Our 5 day classes will make up after the 5th closed day. But, most classes are not here every day. If we miss 5 Monday, Wednesday, Friday days for example, the 6th Monday/Wednesday/Friday missed will be made up.

Health and Hygiene

All children are required to have an up-to-date **Kentucky Certificate of Immunization**. You may get these from your pediatrician. The school will make every effort to protect the health and safety of the children. Cooperation of parents in helping to prevent the spread of communicable diseases is of great importance.

Children should NOT attend school if they have any of the following symptoms:

- Nausea
- Discharge in ears/eyes
- Vomiting
- Fever

- Diarrhea
- Colored Runny Nose
- Skin Rash

Children cannot return to school until they have been completely symptom free for 24 hours. **Special Note: They must be fever free without Tylenol, Motrin etc.. for 24 hours before returning to school.** If your child develops any of these symptoms at school you will be notified to pick him/her up immediately.

If you should detect lice or scabies, etc., on your child, **please notify us immediately.** Children will not be permitted to return to school without being treated and must be "Nit Free". We will need to check for lice for two weeks following to make sure there is no re-infestation. This is a health regulation. If your child should have any other ailments such as poison ivy, unidentified rashes, etc., but can attend school without infecting the other children, please give the teacher doctor notification. Crossroads Preschool will not administer medication or apply any lotions (including sunscreen) to any child.

Clothing

Please dress your child in play clothing for his/her days at school. It greatly inhibits your child's play to worry about protecting "good" clothing. Every child needs a complete change of clothing including underwear and socks in a clear plastic bag to stay in their backpack at all times. All items in it should be clearly labeled with your child's name. All outerwear (sweaters, coats, gloves, etc.) must be labeled with your child's name.

Snack Time

Each child will bring their own snack and water bottle.

*** Please check with your child's teacher for their class snack rules. We have children in our church that have a lethal allergy to peanuts and peanut products. Any contact

with products with any peanut ingredients could be deadly. We are helping by making our preschool a **Peanut Free Zone**. Please take special precautions when preparing snacks by checking the ingredients of the snack before sending it to school.

Birthdays

We love parties, so birthdays are celebrated for each child. Parents may provide special treats for their child's birthday. We will try to adjust the Snack Calendar to be as close to their birthday as possible. Please use precaution when preparing or purchasing products/treats remembering the Peanut Free Zone.

Separation

All children have difficulty separating from parents, occasionally. New children usually have an adjustment period during which separation is difficult. We encourage you to view this as normal and typical behavior for a young child and not to be unduly upset by it. It is easier for everyone if you separate quickly and matter-of-factly when arriving with your child. The staff is trained to help your child in his/her transition to the school and we will be aware of, and responsive to, each child's needs.

Special Circumstances:

We would appreciate your letting us know of any significant changes in living arrangements or other circumstances in your home. Our knowing will allow us to better assist your child in dealing with these changes.

Parent Conferences

The staff and parents need an open door of communication in order to provide the best possible school experience for each child. Therefore, conferences to discuss the

progress of your child will be held. If you are concerned about any aspect of the Preschool please feel free to schedule an appointment with the Director or your child's teacher.

Things your child will need

- A change of clothes including socks marked with your child's name.
- A tote bag (provided by Crossroads Preschool) for your child to carry his/her belongings.
- Completed immunization record within 10 days of the first day of school.

Developmental Delay Policy or Special Needs Policy

- Our staff will observe if a child exhibits any of the following: cognitive, communication, social/emotional, behavioral, fine/gross motor delays or concerns.
- Once a delay or concern is recognized, the parents will be notified discreetly and asked to address the concerns with professional services in a timely manner.
- In most cases children may continue to attend classes while a diagnosis, evaluation, or plan with the professional is being determined. However, if professional services are NOT sought out in a timely manner, the preschool reserves the right to ask that the child be removed from our program without the option to re-enroll.
- Parents MUST continue to communicate with our staff the progress being made with the professionals and the plan as it evolves.
- Our staff will accommodate or consult with any professional wishing to observe the child in a classroom to facilitate a diagnosis, evaluation, or development of a plan.
- Once a diagnosis, evaluation, or plan has been determined, the parents and professional involved will decide on a course of treatment and notify our staff.

- Our staff will determine what reasonable supports or accommodations can be made in the classroom to assist the child in the classroom setting. In some cases, our staff may not be able to be successful. Any items needed for the child's plan will be provided by the parent or professional.
- Teacher assistants are in the classroom to support the entire class. Assistants cannot be expected to give one-on-one care to one student on a consistent basis as this will take away from the learning environment for the remaining students in class.
- There may be some cases in which we can immediately assess that a child's needs are beyond our ability to care for that child appropriately. Although this is rare, we do reserve the right to immediately dismiss that child from our program.
- **SPECIAL NOTE:** If a child exhibits aggressive physical behaviors that injure other children, reasonable efforts will be made to work with the parent and professionals. However, if at any time the physical behaviors are not able to be managed any longer, then Crossroads Preschool reserves the right to ask that the child be removed from the program without the option to re-enroll.