

crossroads **WEEKDAY** **PRESCHOOL**

Parent Handbook

Crossroads Preschool
Crossroads Community Church
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Spring 2021 Calendar

January 11-14	Visit Day by appointment
January 18	No School-MLK Jr Day
January 19	First day of school for Mon-Friday and T,Th classes
January 20	First day of school for MWF
February 15	No school- Presidents Day
February 18	Pre-registration for currently enrolled students for the 2021-2022 school year
February 23/24	PJ Day
February 25	Open registration for 2021-2022 school year
March 25-April 2	Spring Break
May 13	Last Day of school for Tuesday, Thursday classes
May 14	Last day of school for Monday-Friday, MWF classes

****No spring program this year due to COVID.**

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

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 first day of each month. The Director should be notified 30 days prior to the withdrawal of a child. Tuition is due the 1st of each month; tuition received later than the 5th of the month will result in a \$15 Late Charge. There will be a \$25 fee charged on all returned checks. 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>4 payments</u>
Two day 3-year old classes	\$25	\$160/month
Two day 4&5s-year old classes	\$25	\$160/month
Three day 3-year old classes	\$35	\$220/month
Three day 4&5s year old classes	\$35	\$220/month

Class	Enrollment Fee	Supply Fee	January	February	March	April
2 day class	\$100	\$25	\$160	\$160	\$160	\$160
3 day class	\$100	\$35	\$220	\$220	\$220	\$220
5 day class	\$100	\$50	\$315	\$315	\$315	\$315

Due to COVID-19, IF your child (student) or any family member who lives in the home with your child tests positive for COVID, your child must remain home for 10 days or 7 days with a negative covid test on the 7th day. To hold your child's spot in the class, tuition must stay current. You will NOT be withdrawn from school if your tuition IS current.

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.

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.

Due to COVID-19, only students and employees will be allowed inside of the building to reduce exposure. If for any reason a parent or caregiver needs to enter the building they will need to fill out a Health Screening Form, have their temperature taken and MUST wear a face mask.

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 doors will be locked. If you arrive after 12:15 you will need to park in the designated parking spaces next to Entrance H. A staff member will run your child out to your car. 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.

Due to Covid-19 we will be suspending KidStrong Lunch Bunch this year.

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.

Due to COVID-19 we will be temporarily suspending after school play on the preschool playground.

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.

School Cancellation Policy

All cancellation decisions will be made by 7:00 a.m. Please sign up to be on our "Remind 101" texting system for closings/delays. This system will text your cell phone with any closing or delay decisions. We will also post closings on WLEX 18 and Fox 56 news channels.

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

Due to COVID-19, you will be **REQUIRED** to fill out a **DAILY Health Screening** for your child (student) every day that your child attends school and your child must not have a temperature of 100.4 or greater to enter the school building.

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.

Due to COVID-19, if your child becomes ill during school hours with symptoms of Covid or a temperature of 100.4 they will be removed from their class and **MUST** be picked up immediately upon notification. Not to exceed 1hr.

Due to COVID-19, if your child or any family member that lives in the home with your child test positive for Covid please contact the **DIRECTOR** immediately.

Due to COVID-19, if your child (student) tests positive for the virus they will need a written clearance from the local health department or physician to return to school. They must also be 24 hours free from fever, vomiting, or diarrhea without the use of

medications.

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.

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. **Due to COVID-19, conferences will be held virtually whenever possible.**

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.

Without an immunization, your child will not be permitted to attend preschool.

Due to COVID-19, please limit ALL personal items to necessities needed during school time only. A school bag will be provided by the preschool. Teachers will instruct parents as to what is needed in bags. Example: Class folder, coat, snack, water bottle, and change of clothes.