

# **crossroads** **WEEKDAY** **PRESCHOOL**

## **Parent Handbook**

**Crossroads Preschool**  
**Crossroads Community Church**  
**4128 Todds Road**  
**Lexington, KY 40509**  
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# **Crossroads Preschool**

## **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.**

## **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's live in a world where fantasy and reality are intertwined. Make-believe is often very real for three's. Our three-year-old program is designed with busy, active three's 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-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.

## **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 or 4 year old classes, they must be potty trained.

NOTE: We understand that "accidents" occur with 3 year olds and we expect them from time to time. We also understand that potty training is especially difficult for some children. However, we do require fully trained students. If your child is not fully potty trained, we will not be able to accept them into a 3 year old room. Please understand that we will ask you to withdraw your child if they are not fully trained. Thank you for your cooperation and understanding.

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**

A yearly tuition is due per child but for your convenience, it has been divided into nine payments. Tuition may be paid in monthly payments due the first day of each month. Except in the case of severe illness or of the family moving from Lexington, the child is enrolled for the entire year and the parent is responsible for tuition payments for the entire year. 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. Full tuition is to be paid monthly from September and including May.

**Collection of tuition:** Tuition will be paid online. Links to tuition can be found on our website. [www.crossroads.net/preschool](http://www.crossroads.net/preschool)

	<u>Supply Fee</u>	<u>Yearly Tuition</u>	<u>9 payments</u>
Two day 2-year old classes	\$75	\$1440	\$160/month
Two day 3-year old classes	\$75	\$1440	\$160/month
Two day 4-year old classes	\$75	\$1440	\$160/month
Three day 3-year old classes	\$100	\$1980	\$220/month
Three day 4-year old classes	\$100	\$1980	\$220/month
Five day 4-year old classes	\$150	\$2835	\$315/month
Enrollment Fee	\$ 100.00		one time fee

### **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 child so that he may get the full benefit of our program. DO NOT DROP YOUR CHILD OFF WITHOUT SUPERVISION. The outside doors will not be open until 8:50 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.

## **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.

## **Morning Drop-Off Procedure**

All Preschool Entrance/Exit doors-Entrance G (front of bag), Entrance H (by Preschool Office) and Entrance J (back door by playground) will be unlocked at 8:50 for entrance into our hallways. Please note: Classroom doors will not open until 9:00 a.m. You must bring your child into the school and sign them into their classroom.

All PreSchool Entrance/Exit doors will be re-locked at 9:15 a.m. If you arrive for preschool later than 9:15 you will not be able to enter through any of our normal entrance doors. They will be locked.

For arrival after 9:15 - you will need to drive to Entrance E - Church office entrance and check in with one of the church receptionists. They will direct you to the Preschool side of the building.

## **Noon Pick-Up Procedure**

The Preschool Entrance/Exit doors will be unlocked for pick up at 11:50 a.m. Classroom doors will not open to release children until 12 Noon.

All PreSchool Entrance/Exit doors will be re-locked at 12:20 p.m. If you arrive after 12:20 p.m. to pick up your child you will have to enter thru Entrance E Church office Entrance and be directed to the Preschool side of the building. you will also have a late

pick up charge.

\* Days we have lunch bunch students will be picked up from Entrance H.

Late Pick Up: you must be in the building by 12:10 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.

You may use the playground after preschool hours but the preschool doors will be locked at 12:20 p.m. If you need to enter/exit the church after 12:20- you must do so thru the Church Office Entrance (Entrance E).

Special Note: In order for the Preschool Staff to concentrate on your children and preparing 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.

## **Calamity Days**

Should there be days of ice, snow or other hazardous weather conditions, 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 weather closings on our Crossroads Preschool Facebook page as well as using a TEXTING system called REMIND 101 - see Remind 101 forms in your packet.

## **Weather Policy**

**We will make our own snow/ice/weather related decisions.** All 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 will probably 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 weather related days off before we make up any days. After five (5) snow days (per classroom) we will begin to make up the missed days. Our 5 day classes will make up after the 5th snow 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.

**We will only make up 5 Snow days after the 5 missed days.**

## **Field Trips**

The Staff will determine school trips. These are subject to change if deemed necessary by the Staff. School trip permission slips for each child need to be completed before the beginning of school. If you do not wish for your child to go on these field trips, we ask that your child remain at home on that day. Crossroads Preschool does not transport any children. All field trips will meet at the location of the field trip. Parents will transport their own children. There are additional costs involved with field trips.

## 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**

Each teacher will decide how to do snack. There are 2 possible ways to handle snack time:

#1: Each child will bring their own snack and juice or milk.

(NO CARBONATED DRINKS)

#2; Parents will rotate and bring snack and juice for the whole class

(NO CARBONATED DRINKS)

\*\*\* 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.

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