

# **CROSSROADS** **WEEKDAY** **PRESCHOOL**

## **Parent Handbook**

**2023 - 2024**

**Crossroads Weekday Preschool**

**4128 Todds Road**

**Lexington, KY 40509**

Crossroads Preschool accepts kids ages 2-PreK. All kids must be 2, 3, 4 or older on/before August 1, 2023 to enroll in our program. Before kids can enter into our 3 year old, 4 year old and PreK classes they must be potty trained.

A non-refundable registration fee is required to guarantee your kid's place in our program. 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 kids and their families shall be kept in strictest confidence. Records pertaining to kids will not be made available to any unauthorized person for inspection, review or duplication.

We are a peanut and tree nut free Preschool. Any food/drink brought into the classrooms needs to be peanut and tree nut free.

### **Notice of Christian Foundation and Religious Education**

Crossroads Preschool includes Christian teachings in its curriculum. All of our teachers are Christ-followers. We use a lot of the same content as our Sunday morning Kids' Club. We teach Bible verses and work on memorization. We participate in a weekly Chapel which includes a Bible story and worship songs. Some of the songs that are performed in our Christmas and End of Year Programs have biblical meanings. You will receive invitations to some of the events and special weekends that the church hosts.

### **Notice of Non-Discriminatory Policy**

Crossroads Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies and admissions.

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## **Calendar**

2023 - 2024

### **Fall Semester**

August 8	Packet Pick-Up Day: 2s
August 9	Packet Pick-Up Day: 3s
August 10	Packet Pick-Up Day: 4s & PreK
August 29	Visit Day: Tuesday/Thursday Classes
August 30	Visit Day: Monday/Wednesday, Monday/Wednesday/Friday & PreK Classes
September 4	Labor Day: No School
September 5	First Day of School: PreK & Tuesday/Thursday Classes
September 6	First Day of School: Monday/Wednesday & Monday/Wednesday/Friday Classes
October 2-6	Fall Break: No School
November 7	Election Day: No School
November 22-24	Thanksgiving Break: No School
December 15	Christmas Program 2s - 9:00am, 3s - 10:00am, 4s/PreK - 11:00am
December 18-Jan 3	Winter Break: No School

## **Spring Semester**

<b>January 4</b>	<b>Classes Resume</b>
<b>January 15</b>	<b>Martin Luther King Jr. Day: No School</b>
<b>January 18</b>	<b>2024-2025 Pre Registration: Current Families</b>
<b>January 22</b>	<b>2024-2025 Registration: Previous Families</b>
<b>January 25</b>	<b>2024-2025 Open Registration</b>
<b>February 19</b>	<b>President's Day: No School</b>
<b>March 13</b>	<b>Conferences: School as Normal</b>
<b>March 14</b>	<b>Conferences: No School for the 3s, 4s &amp; PreK Class as Normal for the 2s</b>
<b>March 15</b>	<b>Conferences: No School</b>
<b>March 28-29</b>	<b>Maundy Thursday &amp; Good Friday: No School</b>
<b>April 1-5</b>	<b>Spring Break: No School</b>
<b>May 14</b>	<b>Election Day: No School</b>
<b>May 16</b>	<b>Last Day of Classes</b>
<b>May 17</b>	<b>Spring Program 2s - 9:00am, 3s - 10:30am, 4s/PreK - 12:00pm</b>

## **Mission Statement**

Crossroads Preschool provides a safe, fun and welcoming environment where kids can grow and develop intellectually, physically, socially and emotionally through cognitive experiences and hands on activity.

## **Program Goals**

- To offer each kid a safe, secure, Christian environment that promotes total development of each kid (spiritual, intellectual, physical, social and emotional)
- To emphasize love and acceptance for each kid as a unique individual
- To encourage each kid in developing a positive self-image by allowing him/her to progress at his/her own pace
- To stimulate and challenge each kid to enjoy creative expression in music, art and play through activities using all of our available media
- To guide each kid's behavior through positive management techniques which encourages kids to set internal limits on his/her own behavior
- To support and promote a warm, enthusiastic, competent staff who will be role models as Christ-followers and nurture a life-long love of learning
- To provide a warm and inviting atmosphere for parents to feel welcome in and out of the classroom

## Tuition Rates & Programs Offered

All kids must be 2, 3, 4 or older on / before **August 1, 2023** to enroll in our program.

Classes Offered	Day Options	Registration Fee (one-time, non-refundable)	Supply Fee (one-time, non-refundable)	Yearly Fee (divided into 9 equal monthly payments)
Two Year Olds	2 days: Monday & Wednesday or Tuesday & Thursday	\$100	\$75	\$1,575 (\$175/month)
Three Year Olds	2 days: Tuesday & Thursday	\$100	\$75	\$1,575 (\$175/month)
	3 days: Monday, Wednesday & Friday	\$100	\$100	\$2,250 (\$250/month)
Four & Five Year Olds	2 days: Tuesday & Thursday	\$100	\$75	\$1,575 (\$175/month)
	3 days: Monday, Wednesday & Friday	\$100	\$100	\$2,250 (\$250/month)
PreK	5 days: Monday - Friday	\$100	\$150	\$3,150 (\$350/month)

## Learning Programs

At Crossroads Preschool we believe that kids learn by doing and exploring the world around them. Our learning programs encourage kids to learn at their own pace in friendly, supportive and fun settings. Each learning program is designed to meet kids' spiritual, intellectual, physical, social and emotional needs. Each class has a theme each week with corresponding Bible verses, concepts, activities, crafts, etc.

## **Two Year Old Program**

### **Daily Schedule**

- Free play, table work & craft
- Circle time - calendar, weather, colors, numbers, shapes, story, etc.
- Wash hands & snack
- Change diapers / Use restroom
- Music class (Monday & Tuesday only)
- Fine motor skill practice (Wednesday & Thursday only) - playdoh, cutting, tracing, etc.
- Outdoor playground / Indoor playroom time

### **Themes**

- Farm
- Dinosaurs
- Camping
- Pirates
- Space
- Bugs & Butterflies
- & so many more!

### **Activities**

- Fire Truck Visit
- Christmas Party
- Pajama Day
- Dentist Visit
- Easter Egg Hunt
- Field Day
- End of Year Party

### **Cognitive Skills**

- Introduce alphabet
- Recognize primary colors
- Introduce simple shapes
- Counting 1-10
- Recognize first letter of first name
- Recite first & last name
- Introduce scissors / cutting
- Introduce pencil skills / tracing
- Identify basic parts of the body

### **Physical Skills**

- Fine motor skills - puzzles, lacing, playdoh, tracing, cutting, etc.

- Gross motor skills - run, walk, jump, etc.
- Self help skills - potty, wash hands, blow nose, etc.

### **Social / Emotional / Spiritual Skills**

- Comfortable separation from parent / guardian
- Fostering friendships
- Sharing / Cooperation / Taking turns
- Building vocabulary
- Introduce good manners
- Listening / Following directions
- Encouraging use of words to express feelings
- Introduce simple Bible stories & prayers

## **Three Year Old Program**

### **Daily Schedule**

- Free play, table work & letter writing
- Circle time - calendar, weather, colors, numbers, shapes, story, etc.
- Wash hands, use restroom & snack
- Music class (Monday, Tuesday & Wednesday only)
- Outdoor playground / Indoor playroom time
- Chapel (Monday & Tuesday only)

### **Themes**

- All About Me
- Farm
- Dinosaurs
- Camping
- Pirates
- Space
- & so many more!

### **Activities**

- Fire Truck Visit
- Christmas Party
- Pajama Day
- Dentist Visit
- Easter Egg Hunt
- Field Day
- End of Year Party

### **Cognitive Skills**

- Recognize alphabet

- Recognize & name primary colors
- Recognize & name basic shapes
- Counting 1-20
- Recognize first name
- Recite first name, last name & age
- Practice with scissors / cutting
- Practice pencil skills
- Write first name
- Introduce personal information - birth date, street address, etc.
- Identify parts of the body

### **Physical Skills**

- Fine motor skills - puzzles, lacing, playdoh, tracing, cutting, appropriate use of crayons, pencils, markers, scissors, etc.
- Gross motor skills - run, walk, jump, skip, etc.
- Self help skills - use potty independently, wash hands, blow nose, etc.

### **Social / Emotional / Spiritual Skills**

- Comfortable separation from parent / guardian
- Fostering friendships
- Sharing / Cooperation / Taking turns
- Building vocabulary
- Fostering good manners
- Listening / Following directions
- Encouraging use of words to express needs & wants
- Encouraging healthy expression of feelings
- Introduce simple Bible stories, concepts & prayers

## **Four & Five Year Old Program**

### **Daily Schedule**

- Free play & activities
- Table work
- Classroom jobs - calendar, weather, story etc.
- Music class (Monday, Tuesday & Wednesday only)

- Outdoor playground / Indoor playroom time
- Wash hands, use restroom & snack
- Circle time - whole group letter practice, etc.
- Craft

### **Themes**

- Around the World
- Dinosaurs
- Camping
- Pets
- Space
- Nutrition & Exercise
- & so many more!

### **Activities**

- Fire Truck Visit
- Christmas Party
- Pajama Day
- Dentist Visit
- Teddy Bear Picnic
- Easter Egg Hunt
- Field Day

### **Cognitive Skills**

- Recognize & name alphabet, colors & shapes
- Name upper & lowercase alphabet
- Introduce letter sounds / early reading skills
- Introduce vowels
- Draw simple shapes
- Count, recognize & write numbers 1-20+
- Pre-math skills - sorting, sequencing, classifying, etc.
- Basic math summation skills - 1 dot + 2 dots = 3 dots
- Recognize & write first & last name
- Knows personal information - age, birth date, phone number, street address, etc.
- Practice rhyming, opposites, smallest / largest concepts, etc.
- Knows days of the week, months of the year, seasons, etc.
- Identify parts of the body

### **Physical Skills**

- Fine motor skills - puzzles, cutting, gluing, appropriate use of crayons, pencils, markers, scissors, etc.
- Gross motor skills - skip, hop on one foot, balance on one foot, etc.
- Self help skills - use potty independently, wash hands, blow nose, etc.

### **Social / Emotional / Spiritual Skills**

- Fostering friendships
- Sharing / Cooperation / Taking turns
- Listening / Following directions
- Growth in self control
- Encourage problem solving
- Focused activity for 10-15 minutes at a time
- Introduce simple Bible stories, concepts & prayers
- Begin sharing / memorizing Bible verses

## **PreK Program**

### **Daily Schedule**

- Free play / small group table work / craft
- Circle time - calendar, weather, theme of the week, etc.
- Outdoor playground / Indoor playroom time
- Wash hands, use restroom & snack
- Story, Bible lesson & songs
- Table work
- Music class (Monday & Wednesday only)
- Chapel (Tuesday only)

### **Themes**

- Around the World
- Dinosaurs
- Camping
- Fairy Tales & Fantasy
- Creepy, Crawly Critters
- Nocturnal Animals
- & so many more!

### **Activities**

- Fire Truck Visit
- Christmas Party
- Pajama Day
- Dentist Visit
- Easter Egg Hunt
- Field Day

### **Cognitive Skills**

- Recognize & name alphabet, colors & shapes
- Name upper & lowercase alphabet

- Introduce letter sounds / early reading skills
- Introduce vowels
- Draw simple shapes
- Count, recognize & write numbers 1-30+
- Pre-math skills - sorting, sequencing, classifying, etc.
- Basic math summation skills - 1 dot + 2 dots = 3 dots
- Recognize & write first & last name
- Knows personal information - age, birth date, phone number, street address, etc.
- Practice rhyming, opposites, smallest / largest concepts, etc.
- Knows days of the week, months of the year, seasons, etc.
- Identify parts of the body
- Introduce telling time
- Introduce money / coin concepts

### **Physical Skills**

- Fine motor skills - puzzles, cutting, gluing, appropriate use of crayons, pencils, markers, scissors, etc.
- Gross motor skills - skip, hop on one foot, balance on one foot, etc.
- Self help skills - use potty independently, wash hands, blow nose, etc.

### **Social / Emotional / Spiritual Skills**

- Fostering friendships
- Sharing / Cooperation / Taking turns
- Listening / Following directions
- Growth in self control
- Encourage problem solving
- Focused activity for 10-15 minutes at a time
- Introduce simple Bible stories, concepts & prayers
- Begin sharing / memorizing Bible verses

## **Drop Off**

Drop off is at 9:00am. We do an in-person drop off. You must accompany your kid into the building and stay with him/her until he/she goes into the classroom. We offer three

entrances to our building - Student Section, Main Preschool Entrance by the Director's office and the entrance by the playground. Our exterior doors will be unlocked between 8:50-8:55am. If you arrive before 9:00am, you can line up outside of your kid's classroom. The classroom doors will open promptly at 9:00am. There is a sign-in/out sheet that will be displayed outside of the classroom. You must sign your kid in every morning. It is important that you arrive on time so that your kid can get the full benefit of our program. The exterior doors will be locked between 9:10-9:15am. If you arrive after that time, you will need to enter by the Preschool office and the Director or Assistant Director will walk your kid to class.

### **Pick Up**

Pick up is at 12:00pm. We do an in-person pick up. The same entrances will be open during pick up. Our exterior doors will be unlocked between 11:50-11:55am. If you arrive before 12:00pm, you can line up outside of your kid's classroom. The classroom doors will open promptly at 12:00pm. The same sign-in/out sheet will be outside of the classroom. You must sign your kid out every afternoon.

It is important that you arrive on time to pick up your kid. You are considered late if you arrive after 12:10pm. On your first late pick up, you will be given a written warning. On every additional late pick up, you will be charged \$25. If you are late past 12:30pm, you will be charged an additional \$25.

Your kid can only be picked up by the people listed on your Enrollment Application. If someone is picking up your kid who is not on that list, we will need written permission. There is a spot at the bottom of the sign-in/out sheets where you can write their name. We will need to check the photo ID of anyone picking up that we don't know/recognize.

### **What should my kid bring / wear to school?**

- Crossroads Preschool tote bag
- Class folder
- Change of clothes in case of an accident, spill, etc.
- Diapers/pull ups & wipes - if not potty trained

- Individual snack - anything **without peanuts or tree nuts**
- Water bottle labeled with your kid's name (except the 2 year old classes - they will be given water in small cups at school)
- Play clothes that can get dirty
- Shoes that are comfortable and easy to run in

## **Calamity Days & School Cancellation Policy**

If the school is closed due to weather, calamity, power outage, etc., a decision will be made as early as possible. If we cancel or delay, here are the ways that will be communicated:

- Text via Remind - you will receive instructions on how to sign up for this in your Parent Packet
- Email from the Director
- Post on our Facebook page (Crossroads Weekday Preschool)
- School closing lists on LEX18 and FOX56 - it will be listed as CROSSROADS PRESCHOOL

We cancel and delay for snow, ice and dangerous road conditions. We do not cancel for really cold days like FCPS sometimes has to.

We do not make up canceled days until we have more than 5 per class. If necessary, we will make these up in May 2024 at the end of the school year.

## **Field Trips & Special Events**

- Evan's Orchard Field Trip - meet at the apple orchard & experience a tour, tractor ride, pumpkin picking & playground time with your kid
- Halloween Parade - come watch your kid trick-or-treat while wearing their Halloween costume
- Christmas Program - bring your family & friends to watch your kid perform Christmas songs on stage in our Auditorium
- Super Dads Event - dad (or any other super adult) is invited to play football themed games & eat snacks for the first 30 minutes of the school day

- Mom's Day at the Races Event - mom (or any other adult) is invited to play Derby themed games & eat snacks for the first 30 minutes of the school day
- End of Year Graduation - bring your family & friends for an End of Year celebration (4 & 5 Year Old Program and PreK Program only)
- End of Year Program - bring your family & friends to watch your kid perform songs on stage in our Auditorium

## **Conferences**

The staff and parents/guardians need an open door of communication in order to provide the best possible school experience for your kid. We will have two official times for conferences. Your kid's Lead Teacher will offer an optional phone conference in November. This will be available if you have anything that you'd like to discuss with your kid's teacher. There will be a required conference with your kid's Lead Teacher in March (except for the 2s classes). We prefer that these be in person but can accommodate a phone conference if necessary. Your kid's Lead Teacher will perform an evaluation on your kid at the beginning of the second semester and will discuss those results with you during these conferences. You can request a meeting with your kid's teachers or the Director at any time during the school year.

## **Playground Policy**

Our playground is for Crossroads Preschool use only during Preschool hours. It is fenced and no kid is allowed outside to play unless there is a staff member present.

Here are our playground rules:

- No climbing up the slide
- No standing on the fence
- No digging around and picking up the big rocks by the little picnic tables
- No throwing rocks or dirt
- No playing with or close to the barriers around the air conditioning units

You are welcome to use our playground after school. It will be really helpful for us if you adhere to the playground rules that we follow during Preschool hours. The exterior door by the playground will be unlocked until 12:30pm. You can enter the building to

use the restroom only. The teachers will be busy preparing for the next school day so please do not enter their classrooms. An adult must accompany kids who enter the building after school hours to use the restroom. After 12:30pm you will not be permitted to enter the building for any reason.

## **Potty Training Policy**

### **2s Classes**

Kids enrolled in our 2s classes do not have to be potty trained. Our teachers are equipped to change diapers. This policy is in place because some of the kids in our 2s classes will begin potty training during the school year. We want to help you in this transition. While we don't potty train at school, we want to provide a supportive environment to help your kid be successfully potty trained.

Your kid is ready to come to school in underwear when:

- He/she has been mostly accident free for a week
- He/she can tell you when he/she needs to go to the potty
- He/she actually uses the potty when he/she gets to the potty

While you're potty training, send your kid to school in clothes that are easy to change, send a pull up or diaper & send a change of clothes. We will remind your kid to take potty breaks. We will be extra watchful, patient & encouraging. We expect that there will probably be accidents. If your kid has an accident, we will put him/her in a pull up or diaper for the rest of the day.

### **3s, 4s & PreK Classes**

Kids enrolled in our 3s, 4s & PreK classes must be potty trained before attending preschool. Kids must be wearing underwear with very few accidents. A kid having accidents daily would not be considered potty trained. Please note that wearing a pull up is not considered being potty trained.

Why do kids have to be potty trained before they begin preschool? The classrooms are not equipped for diaper changing. When an adult is busy changing a kid's diaper or

soiled clothing it is taking away from learning time for all kids. In addition, it removes one adult from the direct supervision of & interaction with the rest of the class.

We do understand that even potty trained kids will occasionally have toilet accidents. By definition, “accidents” are unusual incidents & should happen infrequently. In these instances, the teachers will help kids change their clothes, encouraging independence as much as possible.

What do we expect?

- Wears underwear. No pull-ups.
- Communicates to the teachers that he/she needs to go to the restroom before he/she needs to go.
- Alerts him/herself to stop what he/she is doing to use the restroom.
- Postpones going if he/she must wait for someone who is in the restroom or if away from a restroom.

We will certainly ask your kid many times throughout the day if he/she needs to use the restroom. A teacher will assist kids as needed but kids should be able to complete toilet activities independently.

It is not uncommon for a kid who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this & will assist the kids when necessary. Please dress your kid in clothing that can be undone & changed easily. Please have a complete change of clothes appropriate for the season in a ziplock bag inside the kid’s school bag. Parents will be notified if a kid has a toileting accident.

We understand that each kid arrives at this milestone differently, therefore we will allow a reasonable amount of time from the first day of school for your kid to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents & reserve the right to suspend attendance of the kid at such time.

If you feel your kid will not be completely potty trained as described by the time school starts please contact the Director to discuss options.

## **Discipline Policy**

Managing kids' behavior is an important part of the educational process. Discipline is not synonymous with punishment. Effective discipline helps kids gain self-control and develop a positive self-concept. Through positive management techniques a kid can learn to handle conflict in a peaceful and effective manner.

Staff members at Crossroads Preschool will use the following as guidelines for discipline:

- 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 and expectations
- "Time out" may be used in a few different ways, in this order:
  - Separated from the rest of the class but remain in the same room, seated in a chair or on the floor
  - Taken out into the hallway to sit or walk with a staff member
  - Taken to the Director's office to sit
- Under no circumstances will corporal (physical) punishment be used
- Speak with the kids in a friendly, positive and courteous manner
- Refrain from using humiliating, frightening and harsh language
- Refrain from taking away toileting, rest or snack time as a form of discipline
- Refrain from the use of competition, comparison or criticism as a form of discipline
- Expect kids' social behavior to be developmentally appropriate
- Encourage kids to be happy, comfortable and involved in appropriate play experiences
- Respect kids' feelings and individual rights

## **Developmental Delay or Special Needs Policy**

Crossroads Preschool always strives to provide a warm, loving & safe environment for all of our parents & their kids. This continues to be our goal. Due to an ever increasing number of kids in our program that have a diagnosis &/or developmental delay, we have developed a written policy regarding how Crossroads Preschool can meet or not meet these kid's needs. Our goal is to be able to meet all needs. We just may need your help to best serve your family.

If your kid has a diagnosis with modifications or special needs that may need to be addressed or is receiving outside therapies, please notify us immediately. In most cases, special needs will not exclude a kid from entrance into our program.

- Our staff will observe if a kid 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 & asked to address the concerns with professional services in a timely manner. If this is necessary, we have some resources that we can recommend.
- In most cases kids 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 kid be removed from our program without the option to re-enroll. This is especially applicable in cases in which the kid is displaying behaviors that are disruptive, aggressive, self-injurious, etc.
- Parents must continue to communicate with our staff about the progress being made with the professionals & 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 & professional involved will decide on a course of treatment & notify our staff.**
- **Our staff will determine what reasonable supports or accommodations can be made in the classroom to assist the kid in the classroom setting. In some cases, our staff may not be able to be successful. Any items needed for the kid'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 kid's needs are beyond our ability to care for that kid appropriately. Although this is rare, we do reserve the right to immediately dismiss that kid from our program. This includes, but is not limited to: aggressive physical behaviors that injure self, teachers or other kids; medical needs that require one-on-one care.**