



## *Parent Handbook*

Grow<sup>ing</sup> with Christ

*Peace Lutheran Church  
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### LICENSING STATEMENT

The State of Ohio, Department of Human Services issues the school a licensing statement of compliance every two years. It is posted on the Parent Bulletin Board. The school may serve 24 - 28 children in one session, although we prefer smaller classes. The laws and rules governing Child day care are available at the school for your review. The school's licensing record is available upon request from the Department of Human Services.

### MISSION

At Peace Christian Preschool, our mission is to share God's grace by providing early childhood training in an enriching, Christ-centered atmosphere. Our staff strives to provide a safe and loving atmosphere where each child is nurtured and taught to rejoice and grow in God's grace.

### PHILOSOPHY

It is a known fact that the early training of children is the most significant training they receive. An early childhood experience permeated by Christianity provides children with added richness. Children are allowed to develop at their own readiness with the needs of the "whole child" as the focus.

Peace Christian Preschools philosophy provides early childhood education based in a Christ-filled academic program. Our well-balanced program takes into account the whole child's physical, emotional, academic and spiritual dimensions, supporting emotional, social, cognitive, physical and spiritual development. Children will find a loving, caring environment where they can explore, learn and grow through play in our fun, safe and welcoming atmosphere. From these various experiences, children will begin to develop their individual modes of learning.

### ELIGIBILITY

The school does not discriminate upon the basis of race, color, religion, sex, or national origin in any of its policies or enrollments. Children are accepted who will be between the ages of 3 and 5 years by August 1. All children must be toilet trained and be able to use the bathroom independently.

### CLASS STRUCTURE

Classes containing three to four year old children will be limited to eight children per teacher with a maximum of sixteen children and two teachers. Classes containing four to five year old children will be limited to ten children per teacher with a maximum of twenty children and two teachers. Adult volunteers will be utilized. The children will often work in small groups with one of the teachers. The teachers will team-teach and alternate experiences. Thus the children will be exposed to two teaching techniques and the benefits of each.

## GOALS

To help children:

- Develop an understanding of themselves and a wholesome self-concept.
- Develop a sense of responsibility and self-confidence, and a feeling of security and acceptance.
- Stimulate concern, understanding and acceptance of children and adults.
- Live and work freely and successfully in a group.
- Strengthen inner emotional controls and greater self-discipline.
- Increase independence in meeting and solving problems.
- Promote health and physical growth.
- Develop sensory motor skills, motor coordination and control.
- Observe, discover, experiment and acquire information.
- Extend understanding and clarify concepts of the world in which they live.
- Increase the use of language and communication skills.
- Develop self-expression through experience in art, music, and literature.
- Experience success and achievement.
- Develop a favorable attitude toward learning and school.
- Exhibit wholesome feelings toward themselves and others.
- Learn to accept guidance and direction from teachers and other adults.
- Grow in the knowledge of Jesus as their personal Savior.

## HOURS OF OPERATION

Peace Christian Preschool operates from September (after Labor Day) thru May and closes before Memorial Day. The school operates on MTW 9:00AM-11:30 AM; Thursday and Friday from 9:30 AM -11:30 AM (Sept. -Dec.) and 9:15 AM - 11:30 AM (Jan. - May); Monday thru Friday 12:30 PM – 3:00 PM. See Class Structure for class size.

## DAILY SCHEDULE

### MTW PRE-K CLASS 4 & 5 years old

9:00 a.m.	free play
9:30 a.m.	opening: prayer, pledge of allegiance, calendar, weather, theme, activities of day
9:50 a.m.	craft time/structured learning
10:30 a.m.	snack
10:50 a.m.	story-lesson-religion
11:05 a.m.	closing-show and tell
11:20 a.m.	get ready to go home/dismissal

### THURSDAY/FRIDAY CLASS 3 & 4 years old

9:15 a.m.	free play
9:45 a.m.	opening: prayer, pledge of allegiance, calendar, weather, theme, activities of day
10:00 a.m.	craft time/structured learning
10:40 a.m.	snack
11:00 a.m.	story-lesson-religion
11:15 a.m.	closing-show and tell
11:20 a.m.	get ready to go home/dismissal

### MONDAY THRU FRIDAY PRE-K CLASS 4 & 5 years old

12:30 p.m.	free play
1:00 p.m.	opening: prayer, pledge of allegiance, calendar, weather, theme, activities of day
1:20 p.m.	craft time/structured learning
2:00 p.m.	snack
2:20 p.m.	story-lesson-religion
2:35 p.m.	closing-show and tell
2:50 p.m.	get ready to go home/dismissal

## CURRICULUM

The preschool program can provide for almost any child the most ideal school situation they may ever experience. At this time the school adapts itself to the children, to their individuality, and to their level of maturity. Even though demands and expectations, rules and regulations are maintained, at this level of education, school exists to accommodate the children. The child-centered nature of our school is an orderly attempt to enable the children to discover as many of their own interests as possible. The curriculum of the preschool is an intelligent assembly of opportunities for learning and is flexible, not compulsory. Children need to build a distinctive pride in themselves, and to strengthen their confidence in their own ability to do things. That confidence must be built slowly by giving every youngster an early experience of success in the small learning steps so that they develop an eagerness to take larger steps without fear of failure.

The classroom will provide an atmosphere of freedom to inquire, to discover, and to learn through incidental, as well as through planned experiences. Material will be organized into learning centers and activity areas. A wide variety of sequential materials are available to each child.

## SPIRITUAL GROWTH

The curriculum of the school is based on the Christian philosophy of the love of Jesus Christ. His guidance for living will be the framework upon which the relationships of our school family are built. The children will learn to know Jesus as their personal Savior through daily Bible stories, songs, felt board, finger plays, and puppets. Guides for living a Christian life will be presented.

## LANGUAGE ARTS

Speaking, listening, reading, writing and inter-related skills are developed as the children participate in many varied readiness activities. They will be encouraged to develop fluency and spontaneity in expression, to speak distinctly and with correct usage, and to develop the ability to communicate with others and organize their ideas in expression. They will be stimulated through story telling, readiness games, learning rhymes, finger plays, and the use of music. Specific readiness skills will be taught in a sequential manner.

## MATHEMATICS

Mathematics is an integral part of young children's daily work and play. They discover the world of numbers and number relationships through observation, counting, measuring, and comparisons of groups, people, toys and learning tools. Concepts such as ordinance, classification, sequences, patterns, shapes and problem solving will be encountered.

## CREATIVE ARTS

Children express their feelings, ideas, and interests through creative art experiences. The children will be given many opportunities to enjoy and create with a variety of media. They will become aware of colors, shapes, forms, and textures. They will express their feelings in a personal, nonverbal, constructive form. These activities will include drawing, crayon etching, various types of painting, sculpture, collages, cutting, tearing, gluing, chalking, and handcrafts.

## MUSIC

The children's world is filled with music. Music experiences are an integral part of the children's day, and a part of many activities and learning experiences. Music can contribute to the development of each child. It offers opportunities for listening, creating, singing, rhythmic responses, and playing preschool instruments. Through these activities, the children experience pleasure, joy, and creative expression. They develop listening skills and auditory discrimination, gains in physical development and the use of their bodies. They also increase the range and flexibility of their voices. They will learn to be discriminating in their choices.

## SCIENCE

This is a discovery area where the children enjoy sharing and exploring objects from the world around them. With guidance they can develop the skills of investigation and observing. As they experiment with measuring cups, magnets, plants and seeds, they begin to understand the why and how of their environment. Units may include such studies as weather and seasonal changes, the animal world, plants and seeds, force and motion, magnets, simple machines, and the atmosphere.

### SENSORY PERCEPTION AND MOTOR SKILLS

Children build self-confidence through the control of their muscles. Skills in using large muscles develop through vigorous, active play. Skills using small muscles will be developed through exposure to puzzles, games and manipulative materials. The resultant visual discrimination and eye-hand coordination are a prerequisite to reading and writing. They will be provided with a wide variety of sensory experiences and they learn about the world around them through the five senses; seeing, hearing, feeling, tasting, and smelling. The tools for understanding the world will improve as the keenest of sensory perception develops.

### PATRIOTISM

The children will be taught that God indeed has given us a remarkable country in which to live and will learn patriotic songs and poems that encourage loyalty and respect.

### PHYSICAL EDUCATION

The children will participate in a variety of physical education skills. Large motor activities, games, exercises, and activities of a developmental nature will be provided. Specialized small motor activities are also addressed.

### PARENT ORIENTATION AND VISITATION

Prior to the opening of classes, the parents or guardians will be invited to attend a meeting at the school. This provides an opportunity to meet the staff, tour the classroom, learn about the program, and ask questions.

Any parent or guardian of a child enrolled in the school shall be permitted unlimited access to the school during hours of operation for the purposes of contacting their child or evaluating the care or the premises. A parent of a child enrolled at the school who is not the custodial parent shall be permitted unlimited access to the school and be afforded the same rights as the custodial parent unless there is a court order limiting access and conditions of the noncustodial parent. Please notify a staff member upon entering. You may wish to make an appointment for your visitation, but it is not essential to do so.

### STUDENT INTRODUCTION

This will follow the Parent Orientation with the children attending classes for shortened, staggered periods of time. This enables teachers to give individual attention to the students and to ease them into the program. Parents or guardians may remain with their child until the child is secure enough for them to leave. Each case will be considered individually concerning the length of time required for adjustment and the coping procedures to be employed.

### ATTENDANCE

Students are expected to attend school regularly. Because of the sequential developmental nature of the curriculum, frequent absences will limit the child. However, if your child will be absent due to illness or vacation, it is expected that the staff be notified.

## COMMUNICABLE DISEASE POLICY

The staff has been trained in First Aid and in the recognition of Communicable Disease. Proper hand washing and disinfecting procedures are reviewed periodically. A staff member is available to observe all children upon entering the school. A parent or guardian will be notified of a child's condition when the child has been observed with the following signs and symptoms: (The child will be immediately isolated and discharged as soon as possible to the parent or guardian.)

- Severe coughing (whooping, red or blue face)
- A fever of 100 degrees F. or more.
- A sore throat or difficulty in swallowing.
- Untreated infected skin patches, unusual spots or rashes.
- Stomach pain, vomiting or diarrhea
- Redness of the eye or eyelid ,thick and pus discharge, matted eyelashes, burning, itching or eye pain.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Rapid or difficult breathing
- Yellow skin or eyes
- Dark urine or gray or white stool
- Stiff neck with an elevated temperature.

If your child exhibits any of these signs prior to school, it would be best to keep them home. It is your responsibility to notify the school if your child contracts an infectious disease. Other parents will be notified of the exposure. A notice will be posted on the Parent bulletin board indicating the date to exposure and the type of communicable disease. In the case of a communicable disease, a student will be readmitted to the school when the child is deemed to no longer be contagious as indicated on the Ohio Department of Health's "Child Day Care Communicable Disease Chart" or with a signed statement from the physician.

The teacher reserves the right to send a child home because of illness. A child who has been suspected of communicable disease shall be provided with a cot and blanket and isolated in a portion of the room set aside for that purpose. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised. The child will be discharged to the care of his parent or to another designated adult as soon as possible.

A child who is suspected to be mildly ill (minor cold symptoms or not feeling well enough to participate) will be observed within the group for worsening conditions.

No staff member shall attend the school if they exhibit signs of communicable disease. The Administrator reserves the right to request a physician's note for a staff member to return to work.

A Communicable Disease Chart issued by the Ohio Department of Health is posted at the school in the classroom. It lists Incubation Signs and Symptoms; Methods of Spread; Minimum Control Measures; and other information which is applicable.

No medication, vitamins, or special diets are administered unless instructions to administer such items are written, signed, and dated by a licensed physician, (must be

on state form and done every six months) and prescribed for a specific child, and only in the event of life threatening circumstances, e.g. bee stings.

### CHILD'S MEDICAL STATEMENT

Each child attending the school shall be examined by a licensed physician prior to the date of admission or within thirty days after the date of admission. The examining physician shall affirm that the child has had the required immunizations and that based upon the medical history and the physical condition at the time of the physical examination, the child is free from apparent communicable disease and is in suitable condition for enrollment in the school.

### CHILD'S RECORDS

Enrollment, health, family history and attendance records for all children attending the school are maintained. The records are confidential. They must be secured on or before the first day of school. Supplementary records to enable the teachers to better understand and deal with each child may be required. These are also confidential.

### SPECIAL NEEDS

If your child has an allergy or you wish him to refrain from certain food items, please give a written request to the teachers.

Inform the teachers of any physical or emotional limitations your child may have, along with suggestions for dealing with them. It is important that the staff and the parents set the same goals for the child.

### SCHOOL CLOSINGS

Please be aware of school closings listed on local television and radio stations before 8:00 a.m. Peace Christian Preschool will follow the school closings of the Chardon Local Schools due to inclement weather conditions. Occasionally, it is necessary to deviate from this plan, but you will be notified if there is a change.

### ARRIVAL AND DEPARTURE

Please submit your child's transportation arrangements in writing to the teachers noting designated drivers. The school assumes no transportation responsibilities. If there is a change in your transportation arrangements, inform the school in writing. Children will only be released to adults authorized by parents.

Please make every effort NOT to arrive more than 5 to 10 minutes prior to the opening of classes, and to pick up your child ON TIME at the close of the session. Both of these measures are designed to avoid undue anxiety for the child and to allow the teachers the time necessary to prepare for the opening and closing of school. Upon entering the school, be certain that a staff member is aware of the presence of your child.

On departure parents will remain behind the locked rear entrance doors until opened by teachers. The teacher will acknowledge each parent, guardian, or babysitter and then that child will be individually dismissed from the table into their care. No child is allowed to depart unless dismissed by the teacher.

The Peace Christian Preschool entrance is located at the back of Peace Lutheran Church. In the case of hazardous conditions on the drive leading to the rear of the building, please use the front church entrance.

### DRESS CODE

Children are expected to be dressed neatly and comfortably. Play clothes, which at times may become soiled, should be worn. Children, for their safety, should wear sneakers or rubber-soled shoes. Please dress your child appropriately for the weather. Kindly label all outer clothing that may be removed and thus lost or mixed with that of another child: coats, hats, mittens, sweaters, boots, scarves, etc. Names may be applied with tape or directly with permanent marker. We encourage the children to manage outer clothing themselves.

### SCHOOL ADJUSTMENT

Expect possible irritability, fatigue, or over stimulation at home during the first few weeks in school. It is essential to communicate understanding for your child's feelings if they are experiencing difficulty with separation from parents and the start of school. Assure them that they will soon be comfortable about coming to school and about remaining there for each session.

**YOUR ATTITUDE IS CRITICAL TO THE ADJUSTMENT OF YOUR CHILD IN PRESCHOOL.** If you project positive expectations, your child will experience a successful adjustment quickly and with ease. The staff is more than happy to help you and your child with entrance into preschool. Speak to them if you are experiencing any problems.

### CONFERENCES

Formal Parent-Teacher conferences will be scheduled in the spring of the year to discuss the progress and adjustment of each child. The teacher will contact the parent if a student has special needs that should be communicated at other times. The teacher is always willing to discuss parental concerns. Conferences by phone or in person are a time of mutual sharing and concern for each child.

### PARENT PARTICIPATION

Being a parent helper on a volunteer basis is encouraged, but is not mandatory. Parent helpers are utilized in each class, and there are other instances when help is welcome, such as driving for field trips, assisting on party days, donating treats, or saving recyclable items for craft projects. We will post items when needed. 8½ x 11 clean paper (on one side) is always welcome. Please check the Parent Bulletin Board and volunteer when it is convenient for you to do so.

## SAFETY AND TRANSPORTATION POLICY - EMERGENCY AND ACCIDENT MANAGEMENT

- No child shall ever be left alone or unsupervised.
- Parents/guardians are asked to remain at school upon arrival until a staff member is aware of the presence of their child.
- Children are dismissed individually into the care of their parent or guardian or a designated adult.
- See Arrival and Departure Policy for further information.
- The school has immediate access at all times to a working telephone within the building.
- The school has a monthly fire drill at varying times each month. A record of fire drills is available at the school.
- In case of a general emergency, which includes any threat to the safety of the children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc., or loss of power or heat, the parents will be notified. If necessary to evacuate the building, the children will be taken and accounted for in the garage immediately west of the school.
- The school has a fire emergency and weather alert plan posted in each classroom which explains action to be taken and staff responsibilities in case of fire emergency or weather alerts. The plan diagrams evacuation routes.
- In the event that a child needs emergency transportation, or transportation for a life threatening emergency, the Township of Munson Fire Department (911) will be contacted for assistance.
- When an accident or injury occurs, the school completes an incident report and gives the parent/guardian a copy of it on the day of the injury. A copy is kept on file at the school.
- Spray aerosols are prohibited when children are in attendance at the school.
- Child Care staff members are required by law to immediately notify local public children services when it is suspected that a child has been neglected or abused.
- Special care is taken whenever children are transported from the school on field trips, special outings, or routine trips.
- A person trained in First Aid is available on each trip.
- A First Aid box, which meets requirements, is available.
- Each child shall have identification attached to their clothing, containing the name of the school, the address, and a telephone number to contact in the event the child becomes lost.
- An emergency transportation authorization form and health record will be taken on all outings.
- Written permission is required from the parent or guardian. This will include the child's name, the destination, the signature and the date on which the parent signed, and the date of the trip.

- Adults who are transporting children on field trips or special outings must meet and maintain the child restraint system requirements.
- A CERTIFICATE OF INSURANCE, obtainable from an insurance agent, or other proof of insurance, should be on file for those driving on field trips or outings.
- The building is locked during school hours.
- A safety room exists for the children.

### DISCIPLINE POLICY

The staff member in charge of a group of children shall be responsible for their discipline. The school has a written discipline policy describing the philosophy of discipline and the specific methods of discipline used. This policy applies to all persons on the premises.

Appropriate child guidance and management techniques are used at all times and shall include such measures as redirection, separation from problem situation, talking with the child about the situation and praise for appropriate behavior. In extreme and rare cases a child who demonstrates repetitive harmful behavior inappropriate for the classroom will be separated and placed in a "Time out" chair. The duration will be appropriate to the child's age and circumstance. The child shall be within sight and hearing of a teacher in a safe, lighted, well-ventilated space.

The staff has conscientiously planned the best environment possible to encourage desired student behaviors. Many strategies are employed in an effort to meet these goals. Several of them are listed:

- Treat students with respect and love.
- Be consistent and fair.
- Ask for student attention only when necessary (this will avoid training students to "tune out").
- Keep dignity.
- In dealing with impudent behavior or performance, the behavior is separated from the children themselves. The behavior is the issue, not the child's worth.
- Be honest with the students.
- Try to keep the classroom atmosphere positive.
- Teach the children to know that each is a member of the group and that they have a responsibility toward the group.
- Avoid sarcasm and meaningless threats.
- Be patient.
- Provide challenges and changes to prevent boredom.
- Be dramatic and radiate excitement.
- When students become disorganized, change to a new routine.
- Avoid "yelling" and establish a sense of "quiet".
- Keep a sense of humor.

### PARENT ROSTER

The school will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from this list. The roster is available to you upon request.

### WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw your child from school, we ask your consideration in the following procedures. We prefer a one month's notice so that we can prepare your child and the class for the departure, and also have time to fill the vacancy. Without adequate notice, a bill will be sent for the full coverage of the month, regardless of the number of days actually attended. **NO CHILD SHALL BE CONSIDERED OFFICIALLY WITHDRAWN UNTIL THE PRESCHOOL AND ADMINISTRATOR ARE NOTIFIED IN WRITING.**

### TUITION

Tuition is payable in advance of the first of the month and is the same each month regardless of school vacations or absences. Please make checks payable to PEACE CHRISTIAN PRESCHOOL. Your cooperation is appreciated in paying tuition promptly. A late fee will be charged after the tenth of the month.

No child may attend a new month at Preschool, unless tuition is paid in full for the previous month. Example: September tuition must be paid prior to attending classes in October. **PEACE CHRISTIAN PRESCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM ATTENDING IF TUITION IS NOT PAID.**

Past due accounts will be referred to the Board of Christian Education for appropriate action.

Payments should be dropped off in the box marked "tuition" at the school. Envelopes will be available for your convenience.

Any issues regarding tuition or payment should be directed to the Administrator, Andrea Johnson.

### REGISTRATION FEE

This is a non-refundable sum and is payable at the time of enrollment, and each year, thereafter.

### SUPPLY FEE

This fee is payable with the first month's tuition. It is a yearly fee, payable only once for the current school year.

### REFUNDS

No tuition credit or refunds will be given for days missed at school due to illness or personal vacation. If a child is removed from school, no refund will be given unless the teachers, parents, and Board of Christian Education mutually agree upon the circumstances.

### SNACKS

The children are served a snack each day. Our school is making every effort to offer the children nutritious foods with a minimum of artificial additives. "Food habits which build good health are not acquired naturally, they must be learned. Children have to be educated to make good food selections." We would greatly appreciate your cooperation in this area when sending snacks or special treats to school for holidays or birthdays. Possible choices include; fresh or dried fruits, raw vegetables, popcorn, cheese, whole wheat bread and jelly, yogurt mixed with fruit, cookies. Due to potential allergens, we would request that snacks have no nuts.

### BIRTHDAY TREATS

We would like to celebrate birthdays occurring during the school year near their actual date. Summer birthdays can be celebrated any time during the school year that the parents choose. A birthday calendar will be posted on the Parent Bulletin Board. If you wish to send a special treat, please sign up on the date you will send it.

### SPECIAL ACTIVITIES

In an effort to broaden the children's learning experiences, numerous field trips are planned throughout the school year. We also have programs sponsored by educational organizations brought directly to the children at school. Trips and programs will vary each school year.

We welcome parents, other relatives and friends who have talents or special collections to share them with the children.

Parties planned throughout the year for holidays will include a celebration of Thanksgiving Feast, Christmas, and Valentine's Day. Special activities are planned for Easter and graduation.

Dad's Night is generally held each year. At this special event, Fathers get a chance to participate with their child, construct a project with them, and sample a delicious snack.

Mothers are usually honored each year with a special Tea or some other form of program.

More specific information for each event, or for any others which may be planned, is provided at the appropriate time.

### BULLETIN BOARD FOR PARENTS

This is located near the entrance door of the school. On it will be posted news of field trips, in-school programs, parties, requests for craft items, etc. Please check the board each day. If you are in a car pool, please be responsible for getting information to the other parents if necessary. A Monthly Newsletter is also prepared and distributed.

### WILL YOU HELP US?

Fill out all records completely and accurately. Most of them are self-explanatory. The administration feels that the information can assist them in better working with your child. State Law requires a portion of the information.

Be sure that your child's PHYSICIAN'S STATEMENT has been completed and is returned to the school. This is a yearly exam that must cover the entire school year.

Prepare your child for their first day by talking about the pleasant time awaiting him.

Be positive concerning your decision to send your child to preschool. Any hesitation on your part will be instantly noticed by your child and may cause them undue anxiety.

Please do not send toys (except for Show and Tell items), gum or money to school with your child.

When money is required for a specific purpose, please put it in an envelope and mark it with your child's name and the purpose.

Your child will really enjoy school if they rest 10 to 12 hours a night and if they eat a good breakfast and lunch.

Be matter of fact and truthful about leaving and assure your child that you will be prompt about picking them up.

Notify us in advance in writing when you are moving or if you must withdraw your child for some other reason.

Notify us of any change in pertinent information, such as telephone number, address, physician, emergency numbers, etc.

Check the Bulletin Board frequently and read the Monthly Newsletter.

If you have any comments or criticism, we would appreciate hearing from you. All suggestions will be carefully considered. We would like to serve the children and their families in the best possible way. You may contact the administration or teachers at any time.