

Family of Christ Christian Preschool
Mission Statement

To nurture and stimulate a child's growth through the knowledge of Christ using imagination, constructive play and educational Christian programs.

2008-2009 Staff

Director: Jackie Ochsner 546-0731 (school) e-mail FOCCP@comcast.net
693-7909 (home) e-mail JMO36@comcast.net

Classes and Teachers:

Mon/Wed 2's Playgroup 9:00-11:30

Rainbow Room: Teacher- Vicki McCay

Mon/Wed/Fri Am 4 Yr. Old Class 9:00-11:30

Star Room: Teachers- Jackie Ochsner & Ashley Dodds-Head

Sunshine Room: Teachers- Julie Dodds & Caryn Vargo

Mon/Tues/Wed/Thurs PM 4 Yr. Old Class 12:15-2:45

Sunshine Room: Teachers- Julie Dodds & Caryn Vargo

Tues/Thurs 2's Playgroup 9:00-1130

Rainbow Room: Teacher-Vicki McCay

Tues/Thurs AM 3 Yr. Old Class 9:00-11:30

Teachers: Jackie Ochsner & Ashley Dodds-Head

Teachers: Julie Dodds & Caryn Vargo

Tues/Wed/Thurs PM 3 Yr. Old Class 12:15-2:45

Teachers: Ashley Dodds-Head & Vicki McCay

Preschool Advisory Board

Jettye Wallberg:	Cong. Mem.	phone: 573-6849
Peggy Connolly:	Cong. Mem.	phone: 574-7547
Stephanie Terry:	Cong. Mem/Parent	phone: 546-1029
Katie Kadlec	Parent	phone: 571-0745
Keri Jensen	Parent	phone: 546-1017

**Family of Christ Christian Preschool Calendar
2008-2009 School Year**

Aug:

- 25th Staff Returns**
- 26th Ice Cream Social 6:30-7:30**
- 27th Ice Cream Social 6:30-7:30**

Sept:

- 2nd Classroom Visit AM 2's & AM 3's**
- 3rd Classroom Visits AM 4's**
- 4th Classroom Visits PM 3's & PM 4's**
- 4th Parent Orientation 7-8**
- 8th School Starts**
 - M-W 2's**
 - M-W-F AM 4's**
 - M-T-W-TH PM 4's**
- 9th School Starts**
 - T-Th 2's & T-Th AM 3's**
 - T-W-TH PM 3's**
- 25th Spaghetti Dinner 2 & 3 Old Classes 6:00**
- 26th Spaghetti Dinner 4 Yr. Old Classes 6:00**

Oct:

- 6th & 7th Trike-A-Thons**
- 20th Pumpkin Patch M/W 2's & AM 4's @ 9:30**
- 21st Pumpkin Patch T/TH 2's & AM 3's @ 9:30**
 - Pumpkin Patch PM 3's & 4's @ 12:45**
- 23rd Family Pumpkin Carving Night**
- 28th School Pictures**
- 29th School Pictures**
- 29th M-W 2's Halloween Party 7-8**
- 30th T-Th AM 2's & AM 3's Halloween Party**
 - PM 3's & PM 4's Halloween Party**
- 31st AM 4's Halloween Party**

Nov:

- 11th NO SCHOOL Veteran's Day**
- 17th Pumpkin Pie Feast AM & PM 4's**
- 24th & 25th Parent/Teacher Conferences**
- 26-28th NO SCHOOL Thanksgiving Holiday**

Dec:

17th M-W 2's & AM 4's Christmas Party

PM 3's & PM 4's Christmas Party

18th T-Th 2's & AM 3's Christmas Party

NO PM CLASS

19th Christmas Vacation Begins - Happy Holidays

Jan:

5th & 6th Classes Resume

19th NO SCHOOL MLK Day

Feb: 12th No School Staff Training All Staff Retreat

13 & 16 NO SCHOOL

President's Day Weekend

Mar: 12th NO PM Class Staff Training

13th NO School Staff Training

14th Staff Conference

30-31 Spring Vacation

Apr:

1-3 Spring Vacation-Enjoy!

20th Donuts for Dad AM & PM 4's

May:

11th Mother's Day Tea

20th Last day of class

M-W 2's

21st Last day of class

T-TH 2's & AM 3's

PM 3's & PM 4's

22nd Last day of class

M-W-F AM 4's

25th Memorial Day

26th School Picnic Felida Park 10-11:30

T-TH 2's & AM 3's

PM 3's & PM 4's

27th School Picnic Felida Park

M-W 2's & AM 4's

29th Last day for Staff - All Staff Retreat

Calendar cont: The Preschool Director has the authority to close the program for staff training 3 days throughout the year. These days will be posted as soon as training event days are selected.

For more information about upcoming events please check our web site at www.familyofchristchristianpreschool.org

Goals and Objectives

Our goals are to respond to the natural curiosity of young children, to affirm each child's sense of self, to promote positive attitudes toward learning, and to build skills in the use of language, problem solving and cooperation.

Philosophy

We believe that the family is the primary source of education and socialization of young children. The role of the Family of Christ Preschool Program is to support families in this endeavor. You can expect that the teachers and support staff will:

1. Maintain the health, safety, and well being of the children in our care.
2. Release children only to authorized persons.
3. Keep information shared by the family in strict confidence.
4. Not discuss individual children with staff or parents in the children's presence.
5. Treat children with respect regardless of ethnic background, lifestyles, sex or religion.
6. Strive to enhance the overall development of each child in the program.
7. Communicate with families about their child's developmental progress in the program.
8. Provide opportunities for parents to increase their knowledge of child development.
9. Consistently strive to provide programs based on sound child development principles.

Curriculum

The preschool program is designed to meet the needs of the whole child. The curriculum we offer includes spiritual development along with the six basic areas of early childhood development:

Spiritual growth- learning that God loves and accepts each and every one of us for who we are, and learning to share that love and acceptance with others. Also enhancing spiritual development will be chapel time with the Pastor. We will also strengthen spiritual development through table time activities.

The six basic areas are:

1. Social/emotional development- learning to cooperate, share, take turns and express emotions as well as develop independent skills
2. Language development- learning to listen to others and to use language to communicate, emerging reading and writing skills.
3. Small motor development- small muscle groups of the hands involved in coloring, writing, stringing beads, cutting, and turning pages.
4. Conceptual development- concepts such as same and different, colors, sizes, shapes, introduction to numbers and letters.
5. Large motor development- large groups of muscles involved in running, skipping, swinging, and jumping, and riding trikes, bikes etc.
6. Self help skills- learning to be independent, clean up, button, and zip.

General Information

Fees and Tuition:

A non-refundable \$ 50.00 registration fee will be charged. The monthly rate is a flat fee. Adjustment of payments will not be made due to illness, school holidays, or absent days during the month. Tuition will not be pro-rated for months with holidays and school vacations.

Tuition payment is due to the director the first day of class (the first of each month). Payments are made for the upcoming month.

Checks are made payable to Family of Christ Christian Preschool.

If your payment is not received by the 10th of the month a late fee of \$ 10.00 will be added to the tuition payment. If your family has more than one child enrolled there is a 10% discount for the second child. For families interested in paying the entire year's tuition in full, there is a 5% discount.

Tuition for the 2008-2009 school year:

	<u>Monthly</u>	<u>Yearly</u>	<u>w/discount</u>
2 Yr. Old classes	\$ 105.00 per month x 9 =	\$ 945.00	\$ 897.75
AM 3 Yr. Old Class	\$ 105.00 per mo. X 9 =	\$ 945.00	\$ 897.75
PM 3 Yr. Old Class	\$ 145.00 per mo. X 9 =	\$ 1305.00	\$ 1239.75
AM 4 Yr. Old Class	\$ 145.00 per mo. X 9 =	\$ 1305.00	\$ 1239.75
PM 4 Yr. Old Class	\$ 185.00 per mo. X 9 =	\$ 1665.00	\$ 1581.75

Snack Fee: To help continue serving healthy/nutritious snacks, we are asking for a \$ 10.00 snack fee per child. Please include this additional fee with your September tuition payment.

Sign In -Sign Out Sheets

For the safety of the children in our program parents need to "sign" their children in and out of preschool. Sheets will be posted near preschool classrooms. These are our attendance records in case of emergency. It is very important that you SIGN your child IN.

Authorization To Pick Up Your Child

Only persons you authorize will be allowed to pick up your child from preschool. A phone call or written permission must be given when a change occurs. Please let those that are picking up your child know that if they are not recognized by a staff member that they may be asked for ID.

Arrival

Class starts at 9:00 and at 12:15. Please arrive no earlier than 5 minutes for the classroom staff will be busily getting ready for the day. If you arrive early you are responsible for your child until the teachers open the classroom doors. Books will be available in the corridor, or you may visit the playground area while you wait. Please help your children remember that they are in a church and to respect their environment while waiting upstairs...

Departure

Class ends at 11:30 and at 2:45. Please be prompt when picking up your child. We will be charging \$1.00 per minute after the first 5 minutes for late pick up. This charge will be made directly to the teacher on duty.

Discipline

At Family of Christ Lutheran Preschool we expect age appropriate behaviors, which include everything from hugging to hitting. Staff members will guide the behavior of children by setting up clear expectations and boundaries, positive reinforcement and logical or natural consequences. Initially, children will be redirected to another activity or area of the room to change the undesired behavior by introducing something new for them to participate in. Occasionally, if an undesired behavior persists, it may be necessary to remove a child from an activity or the main group of children for a short "time out". NO child will ever be isolated out of sight of a staff member. If a child has had a particularly hard day, the teacher will pass this information on to the parent at the end of the day. Parents will be contacted if there appears to be a consistent problem that needs to be worked through together. If the problem persists, after 3 conversations with the parent it may be necessary to remove the child from the program.

Parent Participation

Parent involvement is encouraged, as a program we would like to see parents volunteer at least once a month in their child's classroom. There are many ways in which parents can be involved in our program, they can be a classroom volunteer, participate in parent meetings, and or attend trainings and workshops offered in the community.

If you have a special talent or hobby to share we encourage you to do so.

****Parent Participation in the Pre-3 Playgroup is required. This class requires one parent volunteer daily. **** A calendar of parent work days will be posted. If you are unable to work on your scheduled day, it is your responsibility to find a replacement. Your replacement must be cleared through the Director's background check prior to working in the classroom.

Preschool Advisory Board

The Preschool Advisory Board is a group of people consisting of preschool parents and congregation members. The Preschool Advisory Board is responsible for programmatic decisions that affect the preschool program, the children and their families that it serves.

Book Orders

Your child will be bringing home book club order forms each month. These order forms are completely optional. If you choose to order books please make your check payable to Jackie Ochsner.

School Pictures

We will be having school photos taken on Oct. 28th AM classes.
And on Oct. 29 for AM and PM classes.

Thursday/Friday Bags

Your child will be bringing home all of their work that they did during school at the end of their school week. Please take time to look through their bags with them. Their work is very important to them, and sharing it with someone is a great esteem builder. Please remember that it is the process that counts not the product.

Illness

We ask that you do not bring your child to school if you suspect that he/she might be ill. A child who has a fever, upset stomach (within 12 hours), a sore throat, conjunctivitis (pink eye) or any other communicable disease must stay home for the health of the other children. Many children will "beg" their parents to bring them to school, but please remember the best interest of the rest of the children in our program.

Materials and Supplies

The program generally furnishes the majority of the materials and supplies. Donations of Kleenex, napkins, 5 oz. paper cups etc. are always welcomed.

Clothing

Please dress your child in appropriate clothes. We are very busy at preschool and clothing sometimes clothes get wet or messy.

Parent-Teacher Conferences

Parent-Teacher conferences will be held once during the year, but will be scheduled throughout the year as needed. Special problems or occurrences affecting the child will be brought to the attention of the parents.

Weather Closures

For weather closures only, the preschool will operate on the same schedule as the Vancouver School District. **Please note: If the district has a two hour late delay, preschool will be closed. Snow days will be made up at the end of the year. You may check for closures by calling Vancouver School District School Closures line at 313-1401**

Birthdays

We like to celebrate birthdays at preschool. The children decorate a crown and receive a birthday book and bookmark. If you wish you may bring a "birthday snack" to enhance their celebration. We discourage cupcakes but muffins are fine. If your child wished to pass out invitations to his/her home party please be sure all children in the class are invited, otherwise please deliver the invitations outside of school.

Snack

If you are interested in providing a snack for your child's class, please select prepackaged store bought nutritious snacks, fruits, or vegetables. Due to the increase in nut allergies, we will no longer be serving peanut butter. Please do not send nuts of any kind!

Immunizations

Your child must be current before starting school.

Report of Child Abuse

Any employee who has reasonable cause to believe that a child has suffered abuse or neglect is required to report such abuse or neglect directly to the proper law enforcement agency or the Department of Social and Health Services, Child Protection Division.

Field Trips

Field trips throughout the year will be taken by the preschool. The program will not be responsible for transporting children due to the increased liability and the new child safety seat regulations. Prior to the trip, directions, time and date, will be sent home along with a permission slip for your child.

Field Trips cont.

Please note: Our day will begin and end at the field trip site. We will not be conducting classes at the school on these days unless otherwise noted by your teachers.

Student Emergency Kits

Family of Christ Christian Preschool now has a school Emergency Preparedness Program in case any child has to stay at the school for an extended period of time (i.e. severe weather etc.). We are asking each child to bring a home-made Emergency Supply Kit (items listed below) to his/her classroom on the first day of school. Unused kits will be returned at the end of the school year.

Place the following items in a gallon size Ziploc type bag, labeled with your child's name and teachers.

- 1) 1 sealed bottle of water 16 oz.
- 2) 2-3 juice boxes
- 3) 3-5 snacks (granola bars, beef jerky, fruit roll ups, cheese/crackers, canned fruit w/spoon etc. Remember NO NUTS!
- 4) Several small hard candies (sour balls, lemon drops, lifesavers, etc)
- 5) 1 large garbage bag (to use as a poncho)

Confidentiality

In the course of the duties as a volunteer in the classroom or other areas of the preschool program, you may become aware of personal and confidential information about the staff, children or families being served. The family of Christ Christian Preschool Program depends on the maturity and loyalty of its staff and volunteers to keep private matters private. Things seen or heard in the classroom and or the program need to remain in the program. This information is not up for public review. If problems or concerns arise from information that you have heard please report it at once to the Director or a member of the Preschool Advisory Board.

How You Can Help

- Send your child to school in clothes he/she can manage themselves and that are suitable for play. No open toe shoes or cowboy boots.
- Reassure your child that a stain on his/her clothes is not a problem.
- Contact your child's teacher whenever a question arises.

- Attend all parent meetings.
- READ NEWSLETTERS AND NOTES.
- Pick up your child on time.
- Pay tuition on time.
- Send a change of clothes in a backpack.
- Read message boards outside classrooms.
- Keep children under control before and after school.
- DO NOT leave unattended children in your vehicle, even for a few moments.
- Always deliver your child to his/her classroom-teacher. Do not drop him/her off or send him/her to class without an adult.
- VOLUNTEER!!!

