

# Kiddie Kollege Preschool



## Parent Handbook

**Kiddie Kollege Preschool is a Ministry of the  
Winona Lake Free Methodist Church**

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## **KIDDIE KOLLEGE PARENT HANDBOOK**

Kiddie Kollege Preschool is operated by the Winona Lake Free Methodist Church through its Committee on Christian Education.

Kiddie Kollege is open to all children:

1. Toddlers age two by the beginning of the enrolled school year (do not need to be potty trained).
2. Ages three through five and potty trained who wish to prepare for kindergarten in a Christian environment.

Our purpose is to:

Prepare preschool aged children for kindergarten by providing a safe, caring environment in which to learn, while offering them opportunities to explore their world through academic, social, physical, and spiritual activities.

Kiddie Kollege is dedicated to the instruction of the whole child. To accomplish these purposes, we will offer a curriculum that provides these goals and objectives:

**ACADEMIC:** To help each child develop mental skills that will prepare him/her for kindergarten.

**SOCIAL:** To help each child learn how to get along with others his/her own age in a structured environment.

**PHYSICAL:** To help each child develop coordination and to provide ample opportunity for body movement.

**SPIRITUAL:** To help bring each child to an understanding of the Creator God, and the love of His Son, Jesus Christ.

### **KIDDIE KOLLEGE CURRICULUM**

The following areas are presented to our Kiddie Kollege classes. We have compiled this outline to be used as our curriculum (the skills and information that our staff will teach to your child in the coming year). Much of the following will also be part of an evaluation that we will give each student at the beginning and end of the school year. You will be able to see their progress. But more importantly, this gives you a guide from which to reinforce school experiences and prepare them for kindergarten. Our staff always welcomes questions and will be happy to help you in any way.

**A. SOCIALIZATION AND LANGUAGE DEVELOPMENT**

1. Takes turns with other children
2. Stays actively involved in a chosen task until completed
3. Role plays
4. Plays cooperatively with classmates
5. Holds conversations with other children
6. Repeats finger plays with words and actions
7. Willing to try new experiences
8. Demonstrates responsibility for own behavior
9. Respects the property of others
10. Uses “indoor” voice (talks appropriately)

**B. SELF HELP**

1. Keeps track of personal possessions
2. Washes hands, rinses, and dries them unaided
3. Able to fasten own coat or jacket
4. Puts toys away
5. Ties shoes (as child is ready)

**C. LARGE MOTOR SKILL**

1. Jumps forward 10 times without falling
2. Stands on one foot without aid for 5 seconds
3. Hops on one foot 5 times – both left and right
4. Walks on balance beam
5. Walks backward 5-6 feet
6. Walks downstairs alternating feet
7. Bounces and catches large ball
8. Catches ball when bounced to him or her
9. Catches ball when tossed to him or her

**D. SMALL MOTOR SKILLS**

1. Holds writing instrument correctly
2. Can stay in the lines when coloring
3. Can trace objects
4. Copies circles, vertical and horizontal lines
5. Draws recognizable pictures
6. Holds and manipulates scissors by cutting on a line
7. Cuts a paper into large strips by staying on a line

## **E. ACADEMIC READINESS**

1. Has an adequate attention span
2. Follows 3 simple related directions
3. Has the ability to remember what is seen and heard
4. Understands directional pairs such as over & under, up & down
5. Recognizes words and situations that are the same and different
6. Recognizes the alphabet and knows the sound of each letter
7. Prints his or her first name with first letter capitalized and the rest lower case
8. Recognizes both first and last names
9. Recites phone number and address
10. Names the following colors: red, orange, yellow, green, blue, purple, brown, black, white, gray
11. Knows right and left
12. Can duplicate a pattern using beads or blocks
13. Can rote count 1 to 20
14. Can identify the numerals 1 to 10
15. Can count 20 objects with correct 1 to 1 correspondence
16. Can match the correct numeral to the size of a set (under 5)

## **SPIRITUAL**

Our goal is to help each child come to an understanding of the Creator God and the love of His Son Jesus Christ. Children will participate in a weekly chapel time, led by the senior or associate pastor.

## **GENERAL**

Your child will take part in learning experiences to help broaden his or her background. This provides basic knowledge which will lay groundwork for future academics.

Many parents are concerned if their child is not learning letters or numbers as quickly as they had hoped. Children who are rushed into reading and writing too soon may miss important steps in learning and may suffer later on because they lack the foundation needed for language. Children need time to play and explore objects enough to discover the meaning of words. Children need to develop small motor muscles needed for writing by stringing beads, buttoning, cutting, pasting, pouring, and drawing.

Math involves logical thinking. To acquire the foundation for logical thinking, children need many opportunities to count objects, sort them into piles, add some to a pile, and take some away. With these concrete experiences, children will understand what they are doing in math and why. Children who are given plenty of time to play will learn to ask their own questions and figure out their own answers.

## **ARRIVAL AND DEPARTURE PROCEDURES**

### **ARRIVAL**

For the first week of school only, you may bring your child 20 minutes early (8:40 AM). This extended time is to help both you and your child become comfortable with the classroom before separating from each other. After the first week, you may bring your child inside the school door entrance between 8:50 and 9:00 AM.

**If you arrive early, the hallway may be used as a waiting area until 8:50 AM when the classrooms and teachers will be available for your child. The parent or guardian must stay with the child until the rooms are opened (no exceptions).**

### **LATE ARRIVAL**

For the safety of our children, each day the double doors leading to the parking lot (south side) will be **locked at 9:10**. If you arrive after that time, you will need to walk in the doors on the east side of the church (College Ave.), check in with the office secretary and then proceed to your child's classroom. Please do not knock on the doors to be let in, as it can disrupt classes.

### **DEPARTURE**

The school day will end at 11:30 AM every day. Doors will be unlocked at 11:20. Parents or guardians may use the hallway as a waiting area until the end of the class session. Children will be released early only if prior notice is given or in the case of an emergency. Children will also be released early if we are in the outdoor play area and not in a structured class session. Children will be released to authorized adults only. Authorized adults include the parents or guardians and anyone you have specified on the registration form. If your child is to be released to anyone else, written notice is required in advance. Staff will ask person picking up for proof of identification. Please note: All children must be picked up on time. Immediate notification is needed in the event of an emergency.

### **LATE PICK UP**

In the event that your child is picked up late, the following fees will be applied to your monthly account:

<b>After 10 minutes past dismissal (11:40)</b>	<b>\$1/minute</b>
<b>After 5 times of late pick up</b>	<b>\$10 flat fee per late arrival</b>

You will be notified by letter as to the charges being added. Exceptions can be made by the administrator in the event of an emergency.

## **STARTING SCHOOL**

Preschool is a big step for a young child. Parents and family can make it a positive step with support and encouragement. Here are some ideas to help you:

### **Talk**

Use positive and reassuring language to tell your child what to expect. Make it a point to emphasize that you will be there to pick up your child. Don't make fun of their worries. Begin talking with your child using the names of the teachers and classmates to make the new situations seem familiar.

### **Relax**

Children's fears can be heightened by an anxious parent. If your child experiences difficulty in being left, it may be best to arrive at school in plenty of time to sit and talk with your child in order to help him or her relax before you have to leave. Sometimes the first days are hard, but it will become routine with time and patience. The classrooms will be open 20 minutes early for the first week only for parents and children to get used to the rooms and new friends.

## **IMPORTANT WEATHER INFORMATION**

Please listen to local radio stations or watch the news for school announcements. We follow the Warsaw Community Schools and announced delays or early dismissals for Warsaw Schools will also include our preschool. When Warsaw Community Schools are closed, Kiddie Kollege will also be closed.

When Warsaw Community Schools are delayed one hour because of weather, Kiddie Kollege will also be delayed for one hour with classes beginning at 10 AM instead of 9 AM. A 2 hour morning delay means that there will be no morning Kiddie Kollege classes.

When Warsaw Community Schools have an early dismissal due to weather, Kiddie Kollege classes will also have an early dismissal. We ask that you pick your child up as soon as you hear the announcement. This is to allow everyone time to get home safely ahead of worsening weather conditions.

If you live outside the Warsaw School district and your school system is closed or delayed when Warsaw Schools are not, please do what will be safe and best for you and your child. Your safety is more important than preschool!

## **GENERAL POLICIES**

**Backpack:** A backpack or book bag large enough for 9x12 sheets of paper is needed for each child.

**Snacks:** Snacks will be provided by Kiddie Kollege once during each class day. A snack fee helps us cover these costs throughout the year. Special birthday snacks may be sent in for your son or daughter's class.

**Gum or candy:** Please no gum or candy except for school party days.

**No toys** are to be brought to school, except for on “Show and Tell” days. Please do not send in any action figures such as evil villains or toy weapons.

**Other items to leave at home:** Hand sanitizer, make-up/lip gloss, lipstick, medications, essential oils, blankets, stuffed animals (except with permission for children having separation anxiety). Please check your child’s backpack to know what he/she is bringing to school each morning.

**Policy for Visitors:** Family members are welcome to visit our classrooms at any time. We highly suggest that the teacher and/or the director be notified in advance. For the safety of our children, those who are not family/guardians or have a connection with our program will not be allowed to visit. Please see the director if you have questions or concerns regarding this matter.

**Clothing:** Please provide a change of clothing (socks and underwear included) in your child’s backpack to remain there for the school year. If your child has an accident at school, we will clean them up, place the dirty clothes in a plastic bag, which will be then be placed back in your child’s backpack. Teachers will inform the person picking up your child if an accident occurred. Your child should wear comfortable, older clothing to preschool. Our activities involve things that could get messy, so please don’t send your child in clothing that is too dressy. Please label your child’s things such as backpack, coat, sweater, hat, etc. We will try to go outside for a few minutes every day depending on the weather conditions.

### **ILLNESS:**

For the safety of everyone involved, please do not send your child to school if you question his or her health. The following list outlines some symptoms that we consider important enough that your child should stay at home:

Upset stomach, diarrhea, vomiting, pain, excessive coughing, excessive or colored mucous, or fever.

If your child has had any of the above symptoms, please wait a full 24 hours after the symptom stops, and then they may return to school. This is for the health of all of the children in our preschool and for our staff as well.

**Contagious diseases:** If your child has a contagious disease, or if you know that he or she has been exposed to a contagious disease, please keep your child at home and call the school at the beginning of the day. Some contagious diseases are: chicken pox, head lice, pinkeye, ringworm, strep throat, measles, stomach viruses, and the flu. After a child has been sent home five times during the year with any of the problems listed, the child may be dropped from the program.

### **TUITION**

1. Parents or guardians are responsible for each monthly payment.
2. Tuition is due on the 1<sup>st</sup> of each month, but may be paid sooner. Please pay on time.
3. A registration fee is required at the time of enrollment to reserve each child’s place in Kiddie Kollege. Registration fees are non-refundable.

4. A snack fee is due at the beginning of the school year. For those children that attend 3 days per week, the fee is \$35 for the year, for those that attend 4 days per week, the fee is \$40 for the year and for 5 days per week, the fee is \$45 for the year.
5. No credit is given in the case of scheduled school holidays, vacation periods and school cancellations. Excessive bad weather and school closings during the year will be made up using the built in snow days assigned by the Warsaw Schools or alternatives as scheduled by the preschool director.
6. Tuition payments are to be put in the mailbox in the hallway. Make checks out to Winona Lake Free Methodist Church or WLFMC with “KK tuition” in the memo line.
7. Please notify us immediately of withdrawal so that tuition will no longer be charged to your account.
8. Please notify us immediately of extended absence. If we do not receive any notification, tuition will be charged to your account.

### **LATE REGISTRATIONS**

The full month’s tuition fee will be paid if the child begins school between the first and the tenth of the month. After the tenth, the tuition will be pro-rated for that month only.

### **LATE PAYMENT PROCEDURES**

1. Reminders will be sent to families that payments are due (approximately the 15<sup>th</sup> of the month through the first of the month due).
2. If tuition is not paid by the **5<sup>th</sup> of the month**, an email will be sent and/or a phone call made to those who have not paid.
3. If tuition is still not paid **by the 10<sup>th</sup> of the month, a \$5 additional fee will be added to the tuition for that month. We will charge an additional \$5 for each week that the month’s tuition remains unpaid.**
4. If the tuition remains unpaid after all of the above is attempted, the child will NOT be allowed to return to school at the beginning of the next month. Child may be reinstated at the discretion of the preschool director if the account is paid in full.
5. No family with outstanding bills will be allowed to enroll a child in Kiddie Kollege Preschool for the next year (or later years) until all payments have been made in full.
6. **Please remember that the church secretary is not an employee of the preschool. She cannot make decisions or answer questions regarding money matters for the school.**

### **WITHDRAWALS**

If a student is withdrawn with advance notice between the first and fifteenth of the month, one-half of the tuition will be refunded. If a student is withdrawn after the fifteenth, that month’s tuition will not be refunded. Please notify the Kiddie Kollege director as soon as possible of the withdrawal of the student so that no further tuition will be charged.



## **PARTIES, FIELD TRIPS, AND SPECIAL DAYS**

Calendars will be sent home monthly for all special occasions. Field Trips will only be possible if we can have help from the parents or guardians of our students. Drivers and extra volunteers will be needed. You will be notified several weeks ahead of time. Each child will have the opportunity throughout the year to celebrate his/her birthday or “special day” (if their birthday is in the summer, you or your child’s teacher may choose which day during the school year to celebrate). On this day, please feel free to bring in a special treat for your child’s class (cupcakes, cookies, juice, etc.). Please be sure to inform your child’s teacher that you will be supplying the snack for that day.