

Kiddie Kollege Preschool



Parent Handbook

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

902 College Ave.

Winona Lake, IN 46590

574-267-7260

Henry Church, Senior Pastor

Rick Nier, Pastor of Youth/C.E.

Lynette Merkler, Office Manager

Jennifer Nier, Preschool Admin.

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. Is 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. Is 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, v, +, and squares
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
7. Prints his or her first name
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
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 10 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 or 12:40 PM). This extended time is to help both you and your child adjust to the preschool day.

After the first week, you may bring your child inside the school door entrance between 8:50 and 9 AM or between 12:50 and 1 PM. **Your child must be signed in.** The folder will be outside the preschool classrooms in the hallway.

If you arrive early, the hallway may be used as a waiting area until 8:50 AM or 12:50 PM 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 9:15 and 1:15. If you arrive after that time, you will need to walk in the doors on the east side of the church, check in with the office secretary and then proceed downstairs to sign your child in. Please do not knock on the doors, as it can disrupt classes. Also, teachers and other staff have been instructed not to open the doors for anyone.

DEPARTURE

The school day will end at 11:30 AM for the morning classes and 3:30 PM for the afternoon classes. Doors will be unlocked at 11:15 and 3:15. Each child must be signed out on his/her sign out sheet, located outside of the classrooms. 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 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 Emergency Information Form. If your child is to be released to anyone else, written notice is required in advance.

Please note: All children must be picked up before 11:40 AM or 3:40 PM. 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:

After 10 minutes past dismissal (11:40 & 3:40)	\$1 per 5 minutes
On half hour after dismissal	\$1 per minute

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

It is best for everyone, both parent and child, to try to see the first day of school in a positive manner. 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 anxious parents and children to get used to the rooms and new friends.

IMPORTANT WEATHER INFORMATION

Please listen to WRSW, 107.3 FM, in Warsaw for school announcements. We follow the Warsaw Community Schools calendar and announced delays or early dismissals will be on WRSW, 107.3. When Warsaw Community Schools are closed, Kiddie Kollege will also be closed unless the parents are notified.

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 up your child as soon as you hear the announcement. This is to allow everyone to get home safely ahead of worsening weather conditions. If your school system is not Warsaw, and your school system is closed or delayed, please do what will be safe and best for your 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/ equipment fee of \$30 per child helps us to 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.

Policy for Visitors: Family members are welcome to visit our classrooms at any time. We highly suggest that the teacher and/or the administrator 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 administrator 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, fever

If your child has had any of these symptoms within 12 hours of his or her class time, he or she should stay home and take time to recover thoroughly, with the exception of vomiting.

If your child has been vomiting, please wait 24 hours after the last time they vomited to bring them in contact with other children.

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 should be paid between the twentieth of the preceding month and the first of each month for the upcoming month. For example, August 20 to Sept 1 covers tuition for September, Sept. 20 to Oct 1 covers tuition for October, etc. with April 20th to May 1st being the last payment of the school year. 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 \$30 for the year, for those that attend 4 days per week, the fee is \$35 for the year, and for 5 days per week, the fee is \$40 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 reviewed by the Kiddie Kollege committee, and if there are any make up days, they will be made up before June 1 of the current school year.

6. Tuition will be set annually according to projected budget needs and community average.
7. Tuition payments are to be put in the mailbox in the hallway. Make checks out to Winona Lake Free Methodist Church with "KK tuition" in the memo line.
8. Please notify us immediately of withdrawal so that tuition will no longer be charged to your account.
9. 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. Signs will be posted on doors to remind families that payments are due (approximately the 15th of the month through the first of the month due).
2. If tuition is not paid by the **5th of the month**, a reminder letter will be mailed to the home and/or a phone call made to those who have not paid.
3. If tuition is still not paid **by the 10th 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.**

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 administrator 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 Administrator 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 these 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.

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