

**WINDSOR CHRISTIAN PRESCHOOL**  
**PARENTS' GUIDE**  
**2007-2008**

Welcome! The Board of Education and the Staff of Windsor Christian Preschool welcome you and your child to our school. You are a very important part of the school and of your child's education. A mutual understanding and respect between parents and teacher is essential in establishing cooperative home-school relationships. This should ensure enriched experiences for your child.

We invite you to attend school functions, to feel free to serve in the school, to attend parent-teacher conferences or to request conferences if there are concerns, and to give your comments and suggestions.

**GOALS:** We want to provide an atmosphere that will encourage your child to grow spiritually, physically, emotionally, socially, and academically. Through positive learning experiences we hope to prepare your child for later learning and living. We want your child to be happy at preschool. We will try to encourage your child, teach your child, and understand your child.

**CLOTHING:** Play clothes and rubber-soled shoes are preferred so that the children can freely participate in our activities comfortably. We will play outdoors whenever possible. Please label all items that can be removed. Please keep a change of clothing in your child's backpack at all times. The preschool will provide a backpack that your child may keep, to send home their artwork, papers, and any other important information. Please check your child's backpack daily.

**HEALTH:** Please keep your child home if feverish, fresh cold, excessive coughing, chilled, nausea, vomiting, diarrhea, rash or too tired. Please notify the school of any communicable diseases.

**ABSENCES:** Regular attendance is encouraged; however, if you are planning a vacation or if you know in advance when your child will not be attending preschool, kindly let your child's teacher know. If your child is sick, please call the preschool office.

**PARENT COMMUNICATION:** Correspondence between the school and home will be done via monthly calendars, memos/letters and email. Email addresses will be established for each teacher. Please contact us if you are concerned about your child. We appreciate being advised of any changes in your child's home situation, any crisis, or any other circumstance that may affect your child.

**PARENT-TEACHER CONFERENCES:** Each child will receive one conference in November unless requested by the parent or the teacher.

**FIELD TRIPS:** Several classes will be taking field trips throughout the year. You must sign a permission slip for these trips. Bus transportation will be provided for your child. An activity fee will be charged to help cover the cost of the field trips, bus transportation, and in-house programs during the year.

**CURRICULUM:** We will send home a calendar of planned events each month. We request that toys and other personal belongings be left at home unless they are related to the unit of study or theme of the day.

**SNACK PROGRAM:** You will be asked to bring in a snack for your child's class on a rotating basis. Your child's teacher will provide a snack schedule. Parents of children with food allergies will provide snacks for their child. A Peanut/Nut Free Approved Snack List will be provided to all parents. Parents will be encouraged to select snacks from this list.

**BIRTHDAY PARTIES:** What fun to celebrate your child's birthday at school! Special treats are welcomed. Summer birthdays are celebrated at the end of the school year.

**LUNCH BUNCH:** Lunch Bunch is offered to our four and five year olds and is on a first come, first served basis. Lunch Bunch hours are from 11:30 a.m. to 12:30 p.m. Children eat their lunch brought from home and participate in various activities with their friends. Lunch Bunch coupons are purchased in the preschool office. Advance purchase is recommended. A nominal fee is charged for each Lunch Bunch.

**CLASS LISTS:** Class lists are maintained by each individual class and are distributed to each child in that particular class. The information on these lists is intended for the use of the parents of the preschoolers and the preschool staff only. Contact the preschool office with any changes or updates to your information.

**ARRIVAL AND DISMISSAL POLICY:** For the protection and safety of your child and for the effective operation of the classroom, we request that parents maintain the following drop-off times:

- Mornings - not before 9:00 a.m.
- Afternoons - not before 12:30 p.m.

The time before school is needed for teacher preparation so that your child will have the best possible educational experience. We want the teacher in the classroom ready to receive your child so that we may give him or her a special welcome.

All doors will be locked during school hours. If you wish to enter the building you must ring the doorbell and pull on the door. An intercom system and video monitor have been placed in the Preschool, Academy and church offices. When you are dropping off your child for preschool, you may enter through the main entrance of the church or through the front door of the Preschool wing (this door is located by the church sign on Little Conestoga Road).

At dismissal time, your child will be brought to you either at the main entrance of the church or to the Academy entrance located at the rear of the church building. We ask those parents of the children in rooms 102, 103, and 106 park in the front parking lot. The children from these rooms will exit from the church main entrance doors. For the children in rooms 104 and 105 parents are asked to park in the back parking lot. The children from these rooms will exit from the rear Academy door. It will not be necessary to come into the building to pick-up your child. Please remain in your car until you see your child's teacher open the door to dismiss the children. At that time, you may go to the teacher and she will release your child to you.

Our morning preschool programs begin at 9:00 a.m. and end at 11:30 a.m. Our afternoon programs begin at 12:30 p.m. and end at 3:00 p.m. **PLEASE BE PROMPT** in picking up your child. A late pick-up fee of \$10 will be assessed after five minutes. After 10 minutes the assessment is \$10 for each five minute increment or portion thereof.

**CAR POOLS:** Teachers **must** be informed of car pool arrangements. Car pool permission forms will be provided and must be signed and returned to the preschool office. We will not release your child to anyone other than a parent or those listed on the car pool permission form **unless a note has been received** prior to the pick up time. Please pin the note to your child or hand it directly to the teacher. (Do not put it in your child's backpack.) Car pool lists are available in the preschool office.

**PARENT PARTICIPATION:** To enrich our program the parents are invited to come in and participate in classroom activities, benefiting both parent and child. This is an important part of our program since it enables the parents to observe their child in a classroom environment and to share in the learning experiences. Because we want this to be a beneficial experience between parent and child, we must ask that no other children accompany the helping parent. The teachers also benefit from parent participation as it helps them understand the child more fully by getting to know the family and a greater cohesiveness between student, teacher and parents is established.

**PRESCHOOL-PARENT COMMITTEE:** Parents may volunteer to participate on the Preschool-Parent Committee. This committee provides opportunities for parents to help with special events, craft preparation, staff appreciation events, and any other happenings that may occur during the year.

**PARENT ON-LINE BULLETIN BOARD:** Parents may post on our website any needs that may arise throughout the school year. This would include, however, are not limited to childcare, carpooling, providing meals or help to a family with a new baby or illness, etc. Requests will be submitted to the preschool office for approval and posting.

**TUITION:** Tuition is based on a yearly figure broken down into nine equal monthly payments even though the number of school days per month may vary. The first non-refundable tuition payment must be received in May. (This amount is applied to the following May's tuition payment.) The second tuition payment is due the first school day in the month of September. The remaining seven payments are due on the first school day of each succeeding month through April. Tuition payments must be made by check or cash only. Please note your child's name on your check and drop it in the locked tuition box (no envelopes, please) on the wall just inside the preschool office. Cash payments are to be given directly to the administrator. If the tuition is paid in full on or before the September payment, a 2% discount will be applied. Families with two or more children enrolled in the preschool will receive a 20% discount for each younger child enrolled. Windsor Baptist Church members will receive a 10% discount.

A late charge of \$20 may be assessed for late tuition payments received after the 10<sup>th</sup> of each month. A service fee of \$15 is charged for any payment returned by the bank. After two returned checks in any one school year, payment must be made in cash, money order or certified check. Students will not be permitted to attend class when their tuition is four weeks past due. Should it become necessary to withdraw your child, the parent must inform the preschool administrator in writing.

**EMERGENCIES:** You will be notified immediately in case of accident or illness at school. Please keep your emergency information up to date. In a severe emergency, the Uwchlan Ambulance Corps will be called, and then the teacher's assistant will notify the parent. The teacher will stay with the child. If the parent does not answer, the child will go the hospital with the teacher and the Emergency Medical Information Form and Emergency Medical Release Form.

**SNOW DAYS:** School is canceled whenever the Downingtown Schools are canceled which will be announced on WCOJ (1420 AM) or KYW (1060 AM), School #876. You may also check Channels 3 and 10 for school closing information. **There will be no special announcement for the Preschool.** Downingtown Schools will also post delays or closings on their website at [www.dasd.org](http://www.dasd.org). If opening is delayed for two hours, we will hold abbreviated sessions as follows:

- Morning session: 11:00 a.m. – 12:30 p.m.
- Afternoon session: 1:30 p.m. – 3:00 p.m.

If Downingtown Schools are dismissed early because of snow, our afternoon classes will likewise be dismissed early.

**SCHOOL CLOSING:** In case of school closings, other than weather related, or other important announcements, you will be notified through the phone chain.

**HOLIDAYS:** See the Windsor Christian Preschool Calendar

**BEHAVIORAL EXPECTATIONS:** In keeping with the philosophy of the preschool to provide a safe environment conducive to learning for our students and staff, we recognize that there may be a disruptive behavior that would hinder the learning process. We also recognize that any behavior that causes harm to self or others is likewise unacceptable and needs to be corrected. Should repeated unacceptable behavior arise, a meeting with the teacher, parents, and preschool administrator will take place to initiate a plan of action to correct the behavior. After a period of six weeks from the initiation of the plan, the expectation is that the behavior will be eliminated. Any time a severe behavioral infraction occurs, the child will be excused from the class until a meeting with the teacher, parents, and administrator takes place to determine the appropriate plan of action for immediate elimination of the behavior. As a result of either of the above situations, the child may be found to be not developmentally ready, and the board reserves the right to excuse the child from the program.

**MEDICATION POLICY:** It is the policy of Windsor Christian Preschool that medications (both prescription and over the counter) will not be administered to students during the school hours. If the student is sick, please keep him or her home from school for the day. Should the student become sick at school, parents will be notified to pick up the student immediately. If any student has an allergic reaction condition and/or medical condition requiring immediate administration of a medication, we will require the Emergency Medical Information Form and the Emergency Medical Release Form to be completed by both parents along with a physician's note.

**HOW PARENTS CAN HELP ENRICH THE PROGRAM:** You can greatly help your child by being aware of the subjects he or she will be currently learning about. You can supplement our teaching by simply talking to your child. Asking him or her questions regarding the units of study or themes to be presented by the teacher is a good example. Point out items in the home that can be used in school. If the subject is particularly interesting to you and you feel you would like to participate in any of our classes, please contact the teacher. Your talents may be shared with us.

**WE STRIVE IN SO FAR AS WE ARE CAPABLE TO MAINTAIN A VERY WHOLESOME ENVIRONMENT FOR THE CHILDREN AND WOULD ASK FOR YOUR ASSISTANCE AND COOPERATION IN THIS ENDEAVOR.**

**MAILING ADDRESS:**

Windsor Christian Preschool  
P.O. Box 322  
Uwchland, PA 19480  
Phone: (610) 458-0339  
Fax: (610) 458-2569  
E-mail: [wbps@comcast.net](mailto:wbps@comcast.net)

**BOARD OF EDUCATION:**

Mrs. Tina Seese, Chairperson  
Mrs. Cheryl Fulginiti Vice Chairperson  
Mrs. Karalee Styer, Secretary  
Mrs. Cynthia Martin  
Mrs. Rachel Nagle  
Mrs. Sarah Styer

Rev. Paul E. Chaya, Pastor, Windsor Baptist Church

**STAFF:**

Mrs. Darlene Runyen, Administrator  
Mrs. Alice Vache, Teacher and Education Coordinator  
Mrs. Sue Aird, Teacher and Teacher Assistant  
Mrs. Trisha Borders, Teacher  
Mrs. Dusti Bowling, Teacher  
Mrs. Karen Cooper, Teacher  
Mrs. Suzanne Damberg, Teacher  
Mrs. Jennifer Elmore, Teacher  
Mrs. Bev Runyen, Teacher  
Mrs. Bev Volante, Teacher  
Mrs. Stephanie Bishop, Teacher Assistant  
Mrs. Lois Cartledge, Teacher Assistant  
Mrs. Maureen DeKonty, Teacher Assistant  
Mrs. Susan Reeder, Teacher Assistant  
Mrs. Sarah Tornquist, Teacher Assistant  
Mrs. Rachel Whiteley, Teacher Assistant  
Mrs. Jenny Peterson, Teacher Prep Assistant  
Mrs. Creative Movement Teacher  
Mrs. Music Teacher