

PROMISE LAND PRESCHOOL PARENT HANDBOOK 2023-2024



First Christian Church
2601 South Walnut Street
Hopkinsville, KY 42240

Preschool Office
270-985-1530

We are excited about our upcoming year here at Promise Land Preschool (PLP). We hope that the experience that your child has while with us is enjoyable as well as educational. We know that it is not an easy choice to decide where you want your child's first school experience to occur and we hope we are able to meet your expectations.

Mission Statement

Our aim at Promise Land Preschool is to offer a pre-kindergarten program for two, three, and four year old children. We seek to provide a faith-based program that is committed to the development of the whole child. Through appropriate learning experiences and a stimulating environment, we will nurture the spiritual, intellectual, social, and emotional development of each child.

Contact Information

We will strive at all times to have your child's best interest at heart. Please always feel free to come to us with any questions or concerns.

Preschool Office: 270-985-1530
Church Office: 270-886-0197



Staff

Amber Duvall & Sierra Burgess

Co- Directors

Rosa Bucker & Amber Duvall

2 & 3 Year Old Class Teachers

Kia Hoskin & Shaniya Burton

3 & 4 Year Old Class Teachers

Sierra Burgess

4 & 5 Year Old Class Teacher

All staff are CPR/First Aid Certified and have completed the necessary training to be qualified to teach in our preschool.

Child Abuse

We hope and pray that all children attending our preschool are growing up in a secure and loving environment. Unfortunately, statistics show that all types of families are subject to child abuse. Should a situation arise in which staff members have reasonable grounds to believe that a child is suffering or in danger of being abused, the staff is morally and legally obligated to file a report immediately with the Cabinet for Children and Families.

We have cameras in our building for the protection of our children and our staff. If you suspect abuse within our center, it should be reported to the Director and/or the Cabinet for Children and Families.

Registration

- Complete registration packet.
- Provide a copy of up-to-date immunizations on a Kentucky Form
- Provide a copy of a State Certified Birth Certificate.
- Sign a Permission Form for Emergency Medical Treatment.
- Pay \$100, Non-Refundable, Annual Registration Fee
- Provide any court orders or paperwork pertaining to the child.
- Notify staff of any known allergies that the child has or has not had in the past.

Staff to Child Ratios

The ratio PLP keeps is within State Regulations and will usually be even more than the standards require. The preschool will be staffed with a director, two teachers for each class, and a substitute.

In the case of an absence, the director will fill in as a teacher or, in their absence, the lead teacher will serve as director.

Class Capacity:

2 & 3 Year Old Class: 10 Max

3 & 4 Year Old Class: 12 Max

4 & 5 Year Old Class: 12 Max

Tuition & Fees

Monthly tuition is \$520 per month for the 23-24 school year. The rate will increase to \$580 per month for the 24-25 school year.

Tuition is due on the 1st of each month, by check or money order only. Please note which month you are paying for on your method of payment. Each month is paid in advance for that month. If received late, a \$5 daily fee will be added to your account. It is the responsibility of the parent to stay current, PLP does not issue statements unless your account is 30 days past due. If payment becomes a problem, please make arrangements with the director.

There is a \$100 annual registration fee per child each year.

If you are late picking up your child, a \$1 per minute fee will be added for each minute past closing.

If your child does not attend the June and July Summer Session, there is a \$100 monthly fee to secure your child's place for the Fall Session. This fee allows your child to attend up to 4 days per month during this time.

How will we facilitate your child's growth during the upcoming year?

God created preschoolers full of imagination and curiosity. They have an exciting world at their fingertips ready to explore. As the saying goes, "Play is a child's work and the classroom is their laboratory." Through play and varied activities that include music and movement, creative art, games, field trips, stories, outdoor play, and quiet time, your child will be given a wonderful opportunity to develop his/her God-given potential in all areas of learning. These areas include social, emotional, physical, cognitive, and spiritual. We look forward to sharing many meaningful experiences with your child.

- Give each child unconditional love through smiles, friendly words, encouragement, and care.
- Show each child respect by considering their opinions and validating those feelings. Be a good listener.
- Provide limits that are reasonable and understandable to the child to create a safe place.
- Give opportunities to succeed and build confidence, being sure the tasks are challenging and not frustrating.
- Help each child be responsible, giving them tools to do their own "task".
- Provide opportunities to make choice such as, "would you like to play in the science center or do a puzzle?"
- Develop problem-solving skills, giving guidance while the child works out their own problems. Learn the individual needs of each child through a knowledge of child development to work at areas of growth through planning appropriate activities.
- Encourage some risk taking. Young children develop healthy attitudes about themselves in environments that accept them as they are, allowing them to make and learn from mistakes.
- Celebrate accomplishments one step at a time.
- Encourage and support children's differences and uniqueness.
- Talk with the children using conversation that encourages rather than judges. Ask open-ended questions that help children become critical thinkers. i.e. What do you think will happen? How will you fix it?

Daily Activities

The daily schedule is posted inside each classroom. The day will consist of, but not be limited to: circle time, two snacks, lunch, music and movement, instructional time, creative art, science, outdoor play, center time, stories, math, fine and gross motor skills, manipulative activities and technology time.

Important Times

PLP opens at 6:30 a.m. and closes at 5:30 p.m.

Morning snack is served at 8:00 a.m. and ends at 8:30.

Lunch is served between 11:00 a.m. and 11:30 a.m.

Nap time is approximately from 12:00 a.m. to 2:00 p.m.

Afternoon snack is served around 2:15 p.m.

Your preschooler should be present by 9 a.m. to start their educational journey. It will be your responsibility to have your child eat if they arrive after these times.

Attendance

School will be open Monday-Friday unless there is a designated holiday or inclement weather. A school calendar will be sent home at the beginning of the year with all special events, closures and other important dates. Please notify staff if your child will not be attending school. If your child becomes ill, please notify the staff immediately. Please do not bring your child to school while they are ill. This not only hurts the other children, but the staff as well.

Closings:

In the case of inclement weather we will mimic the public school system on the first day. If there is a need to be closed longer notifications will be posted on Facebook and an email will be sent.

Health & Illness

Our preschool is committed to providing a safe and healthy place for each child. If your child is not well or has been diagnosed by a doctor with an illness they must stay home until they are symptom free for 24 hours. This includes, but is not limited to, the following: fever of 100.4 or higher, cold, vomiting, diarrhea, rash, chronic cough, or pink eye.

As always please notify staff if your child will not be attending. If any of these occur during the school day you will be notified and need to pick your child up within an hour. The child will be isolated, supervised, and comforted until they are picked up.

If a child has been exposed to any contagious disease (i.e. chicken pox, mumps, measles or a parasite (i.e. lice) the child can only return with a written excuse from their physician.



COVID-19 Policy

We will make every effort to keep Promise Land Preschool open. This policy may/will change according to State/CDC/Christian County Health Department guidelines. We will only close if enough teachers test positive that we do not have adequate coverage for classroom education.

If a teacher tests positive, they must quarantine for 5 days and thereafter be asymptomatic and show a negative COVID-19 test before returning to the classroom. The teacher must wear a mask upon returning to the classroom for at least 5 days. Teachers do not have to wear masks when outdoors with the students.

If a child in a classroom tests positive for COVID, they will immediately go home with a parent or guardian. That child will stay home for that day and the following 5 days. A child will need to be asymptomatic and provide a negative COVID test before returning to class where they will then wear a mask for 5 days.

Medical Emergencies

In case of a medical emergency, staff will assess the situation and if deemed necessary call 911.

Parents/Guardians will be notified and a staff member will go to the hospital and stay with the child until the parent/guardian arrives. As a reminder all staff are CPR/First Aid Certified.



Allergies

If your child has any allergies please let a staff member know, especially for food allergies. If your child has an EpiPen or requires certain treatment for an allergic reaction, make sure that we have this vital information. Allergies can develop overtime so please keep us updated so we can keep your child safe.

Medications



Medication log sheets will need to be filled out on any child requiring prescription medication during school hours. Each child will have his/her own individual sheet that a parent/guardian will be required to fill out. We request that any medications that can be administered at home be done in that manner. All medications will be kept in a secured area. The staff can not administer over the counter medications.

Up-to-Date Records

Information about your child needs to be kept up-to-date at all times. Please inform staff of any changes in information such as: immunization records, change of address, phone numbers, changes in custody, authorized pick up persons, etc. All information that you provide will be added to your child's file which is kept in a secure location.

Disaster Planning

We have emergency plans in place for fire, tornado, earthquake and lock-down. Each planned escape route is posted in the hallway and by each classroom. Our goal is to keep the children calm and safe during drills and events. A monthly log of drills is kept on the information bulletin board. Smoke detectors are tested when drills are conducted. We also practice drills on the church bus. We also have weather radios to keep us informed during severe weather events.



Communication and Conflict Resolution

If you have a problem with the teacher, please follow this chain of command.

- Parent/Teacher - Try to resolve it with the teacher first.
- Parent/Director - If the problem persists, speak with the director.
- Parent/ParentRepresentative-the parent representative will meet with the director and the Advisory Council.

Please check your child's classroom folder/cubby daily. Teachers will place permission slips, weekend books, and completed worksheets in them for you to sign or take home. Weekly newsletters will be emailed and posted on the Promise Land Preschool's private Facebook Page. The teachers and director may also use text or email as forms of communication.

Discipline

Children feel accepted and secure when they know what is expected of them. The classroom is a happy place when it is free from confusion and disorder. Discipline is not punishment. Discipline means to teach and guide. There are clear guidelines that we use to encourage appropriate social and behavioral development, such as:

- Setting limits early in the year to recognize appropriate and inappropriate behavior
- Using logical and natural consequences
- Redirecting
- Teacher facilitated problem solving
- Reminding children of limits and consequences
- Thinking Chair-used in accordance with age to minute ratios
- If all else fails, we will give a written

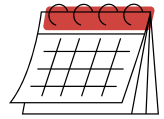
Teachers will keep documentation of significant/continued infractions of the rules and communicate with the parents. Parents will sign, acknowledging receipt of infraction notification. After 3 instances, a parent will meet with the director and the child's teacher(s) to form an action plan. If things do not improve after the plan is implemented (given a fair amount of time which will be calculated by the age of the child and the severity of the occurrence) the child will be subject to dismissal from the program.

Class Pets

If the teacher decides to have a class pet, parents will be notified and asked to fill out a form consenting to the pet. We want to ensure we are considerate of children's allergies.



PLP Closure List



New Year's Eve - Preschool closes at Noon

New Year's Day

President's Day

Martin Luther King Jr. Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

The day before Thanksgiving, Preschool closes at noon.

Thanksgiving Day

Day After Thanksgiving

Christmas Eve - Preschool closes at noon

Christmas Day



*A holiday which falls on a Saturday or Sunday shall be observed on the preceding Friday; a holiday falling on a Sunday shall be observed on the following Monday; or as the employee negotiates with Senior Minister/PLP Director.

*PLP Staff will have 2 professional days during the year. This helps the teachers prepare their classrooms for the upcoming session and complete any training they may need to keep your child safe and healthy. Parents will be notified well in advance of the closures.

What to Bring from Home

No toys, stuffed animals, or special items from. If these items are brought, PLP will not be held responsible if something happens to them.

All preschoolers should bring:

- A nap mat or crib sheets and/ or a blanket
 - No pillows allowed!!
- A change of clothes (all clothing should be labeled in a ziploc bag.)
- Sunscreen (you must sign a permission slip and bring your own bottle)
- School supplies (list will be available in July)
- A healthy lunch
- Lots of enthusiasm!

Lunch



Lunch will need to be brought from home. Be sure your child's name is on their lunch container. Please follow the state guided healthy suggestions:

- A bread/grain
- A meat/meat alternative
- Two different vegetables or one fruit and one vegetable

If a child's lunch does not cover each of these suggestions we will provide supplemental food items to meet the suggestions.

Food Program & Snacks

PLP participates in the Child and Adult Care Food Program (CACFP) which provides a morning and afternoon snack. At the beginning of each year a form will need to be filled out by a parent/caregiver for participation. The snack menu is updated weekly and located on the bulletin board in the entryway of the preschool. It is very important for us to know of any food allergies your child might have. If your child does have a food allergy, please let us know. If the child has any food allergies and needs to have a substitution, please have a letter from the doctor stating all the proper steps PLP needs to follow. We want all of our preschoolers safe at all times.

Clothing & Sunscreen

Please ensure your child is dressed appropriately for the weather and a day of fun and learning. Children should wear tennis shoes because they are best suited for the outside mulched surface on the playground.

Sunscreen will be needed on sunny days. A sunscreen form must be signed if staff needs to apply the product to your child. Please provide a sunscreen product labeled with your child's name. This will be kept in a secure area.

Helpful Tip: Jackets and sweatshirts with drawstrings can cause strangulation if caught on playground equipment.



Birthdays

Birthdays are very special and exciting for each child. If you want to provide lunch or special snacks for your child's classroom make sure not to send any homemade goodies due to various allergies. We want to make sure we do not put any child at risk due to a food allergy.

If you are hosting a party outside of school be sure to send an invitation for each child in the class. Please speak with the director first before the special event.

Field Trips

PLP may go on field trips throughout the year. For these trips you will need to sign a permission slip if you wish for your child to participate.

We will use the church bus to transport children unless they are riding with a parent/guardian or have permission to ride with another parent/guardian (we will need a signed letter giving permission). If riding the church bus you must provide a 5-point harness car or booster seat.

Please have your child bring an extra set of clothes on these fun days.

STARS Program

What is the STARS program in Kentucky?

Kentucky All STARS is Kentucky's expanded five-star quality rating and improvement system for Type I family child care centers, like ours. Studies show children in high-quality early learning programs develop better math, language and social skills sooner. We are currently just starting and are entering at a level 1. As we meet the standards the STARS program sets out, we will achieve more stars, thus ranking higher in their system.

Pictures

School pictures will be taken in the Fall and Spring which you will be able to order. Throughout the year, photos will be taken and posted to the private Facebook Page for your enjoyment. Photos will also be taken for the 4 & 5 Year Old Class Graduation.

If you do not wish for your child to be photographed, please indicate that when signing the photo release form.

PROMISE LAND PRESCHOOL PARENT HANDBOOK 2023-2024



First Christian Church
2601 South Walnut Street
Hopkinsville, KY 42240

270-886-0197

www.fcchoptown.org