

Stone House Preschool

a ministry of
Stone House Presbyterian Church



Family Information Guide

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2017-2018

Welcome to Stone House Preschool! Whether you are a returning family, or one that is new to us, we are so excited you have made the decision to be a part of our family! We are so looking forward to the year ahead and know that your child will grow and learn through structured play and that both you and your child will have a wonderful preschool experience. We are honored that you have chosen us to care for and teach your child! We look forward to working with you to make it everything we all want it to be!

Stone House Preschool is a non-profit ministry of SHPC. We operate under religious exemption from licensure. Each year we provide documentation of required inspections of our facility and program to all interested individuals or groups. Currently, these inspections include those conducted by the James City County Fire Marshall, the James City County Building Inspector, and other designated James City County Health Officials, as required by the Code of Virginia.

SHPC, the preschool staff and I are thoroughly committed to the preschool. Each of us will do whatever possible to ensure that both you and your child have a positive and rewarding experience in our program. Again, we look forward to working with you and encourage you to contact us should you have any questions.

Diana Carroll, Director

Vision

The vision of Stone House Preschool at SHPC is to provide a safe, nurturing, Christ-like environment in upper James City County where preschool children will encounter and experience the love of God.

Mission

The mission of Stone House Preschool is to interact with children and their families in a manner that goes beyond providing childcare, but that also seeks to promote and nurture a young child's growth and development.

Goals

- ♥ To model God's love for all creation, including teaching children to love themselves and others;
- ♥ To teach children fundamental skills including respect for others, kindness, patience, sharing and other Christ-like attitudes;
- ♥ To provide high-quality early childhood education which promotes school readiness and prepares children for elementary school success;
- ♥ To provide social interaction among children and adults in an environment based in play and other age-appropriate activities;
- ♥ And, to give families with young children an opportunity to interact with one another in a welcoming and loving environment.

Staff

Our professional staff exemplifies high standards both morally and academically. Each of us has a background in early childhood education and is committed to expanding the scope of our knowledge by consistently attending conferences and other professional development opportunities in order to maintain exemplary and promising practices in a preschool setting. Upon employment, each SHPS employee is subject to a thorough Criminal Background Check as well as a complete Health Report, including a TB test. Further, each member of the staff is required to have both CPR and First Aid certification.

Classes/Ratios:

We recognize that our quality of care is directly related to the positive interactions each child has with his/her teacher. In order to promote those interactions and relationships, we maintain the following ratios:

Class (Age)	Max Size	SHPS Ratio	State Ratio
Honeybees (2/3)	6	1:5	1:10
Bumblebees/Bees (2/3)	8	1:5	1:10
Purple Dragonflies (3/4)	14	1:7	1:10
Blue Dragonflies (3/4)	14	1:7	1:10
Grasshoppers (4/5)	12	1:6	1:10
Butterflies (4/5)	16	1:8	1:10

Tuition

Class	Days	Monthly Tuition	Annual
Honeybees/Bees	M/W	\$185	\$1665
Bumblebees	T/R or M-Th	\$185/365	\$1665/3285
Purple Dragonflies (3/4)	T/R	\$160	\$1440
Blue Dragonflies (3/4)	M/W/F or M-F	\$210/365	\$1890/3285
Grasshoppers (4/5)	T/W/R	\$300	\$2700
Butterflies (4/5)	M/T/W/R	\$375	\$3375

The first month's tuition is due by August 17, 2016. Please include the \$15 personalized TOTE FEE in the first month's tuition payment if you are purchasing a new tote. Thereafter, tuition is due on the first of each month. A \$25 late fee will be applied should payment be received after the 7th of the month. Please be aware that tuition is used to compensate staff and to purchase educational supplies and equipment, therefore timely payments are required. Checks should be made payable to SHPC with PRESCHOOL indicated in the memo section of the check (please note, there is a \$25 returned check fee). Payments may be delivered to the preschool office, placed in your child's tote or mailed directly to the preschool.

Families with two or more children enrolled in Stone House Preschool will receive a 10% discount on the second child's tuition. No tuition refunds are given for

sick days or vacation days. You may request a receipt for your preschool payments. Stone House Preschool does award scholarships to families in need. If you would like scholarship information, please contact the Director.

Curriculum

Stone House Preschool is a developmentally appropriate program implementing a theme-based curriculum. As should be a part of any excellent program, our curriculum is based on developmental centers that allow a child to do their most important work – play! Developmental centers include the following: math, science, art, blocks, literacy, dramatic play, fine motor, and faith. Young children learn best by exploring the world around them. They acquire knowledge through active play including opportunities to make choices, investigate, perform, manipulate, practice, repeat, transform, and experiment. Further, because reading and literacy is such a fundamental skill, it is critically important that children learn in a print-rich environment. Each day includes structured circle times, centers, gross motor play, snack, faith, read-a-louds, and lots and lots of love. Teachers plan daily lessons according to curricular themes and, based on their daily observations of children, build on each child's own interests to incorporate activities into their lessons. A prayer is recited before all mealtimes. As the availability of technology grows at SHPS, teachers will use computers, specifically, the internet, to share appropriate videos, read-a-louds, or other activities with children. When this strategy is used, teachers interact directly with the children, facilitating interactions and conversations.

Calendar

Stone House Preschool will open on Tuesday, September 5, 2017 and run until Friday, June 1, 2018. We will, **in general**, follow the Williamsburg -James City County school calendar unless otherwise indicated via our class-based newsletters. Following are all major school breaks and holidays for the 2017-2018 school-year (please hold on to this to reference throughout the year):

HOLIDAYS:

November 7:	No School - Parent-Teacher Conferences
November 22-24:	No School - Thanksgiving
December 21 - January 1:	No School - Winter Break (school resumes 1/2)
January 15:	No School - Martin Luther King, Jr. Holiday
January 26:	No School - Teacher Work Day
January 29:	No School - Teacher Work Day
February 19:	No School - President's Day Holiday
March 30 - April 6:	Spring Break (school resumes 4/9)
May 28:	No School - Memorial Day Holiday

Enrollment/Withdrawal

Children must be age appropriate for the class in which they are registering on or before September 30, 2017, with the exception of Bumblebees, who must be 2 on or before June 1, 2017. Special considerations may be made in consultation with the preschool director. Upon enrolling, all children must submit proof of a physical examination and up-to-date immunizations completed within one year of the first date of enrollment (September 5, 2017). In addition, each child must present a certified birth certificate, immunization records, and an Emergency Contact form, prior to attending. Please note that Stone House Preschool admits children of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities available to the program and does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, or other program-related activities. We ask that parents notify us immediately of any changes in address, phone, email, authorized persons for pick-up, etc. Immunization records must be updated annually.

Should the need to withdraw arise, please provide one month's notice prior to the withdrawal of the child. Tuition is generally non-refundable however, specific circumstances should be discussed with the Director. Please note that the registration fee and the first month's tuition are non-refundable.

Program Closings

In general, Stone House Preschool will follow the Williamsburg-James City County Public Schools closing schedule. A copy of this schedule may be found at www.wjcc.k12.va.us. If the school division is closed due to inclement weather, we will be closed. If there is a delay **over one hour**, we will be closed. In the event of a school closing or delay, you will receive a phone call and/or email from your child's teacher.

Drop-Off/Pick-Up Procedures

Our goal is to make the pick-up and drop-off process as easy and efficient as possible. For DROP-OFF, you may either park in the parking lot and walk your child to the staff person greeting children, or you may use the circle drive to drop off your child. When using the circle drive, please pull in and wait for a staff person to greet your child. Drop-off is 9 am. Please do not park in the circle, leaving your vehicle unattended, at any time. Further, please wait for a staff person to greet you prior to allowing children out of your vehicle or sending children to the door. It is very important that you arrive on-time.

For PICK-UP, you may either park in the parking lot and wait for your child at the black fencing or you may pull into the drive. We will call for your child as you arrive, however, cars are called first. Please display the school bus pick-up card when picking up your child. Please note any person picking up your child **MUST** have the school bus pick-up card. Each child is provided two cards; should you need a third, please contact the director. Pick-up is between 11:55 am and 12:05 pm or 1:55 pm and 2:05 pm depending the class your child is in. A late charge of \$1.00 per minute may be assessed for every minute late after 12:05 pm or 2:05 pm. If there is ever a change in pick-up, you are required to notify the director in writing as to who may pick up your child. Further, that person must be listed on your emergency contact form. Please be aware that anyone unfamiliar to our staff will be asked to provide identification. Please refrain from cell phone use during drop-off and pick-up.

Communication

For day-to-day or routine communications, we ask that you send a note with your child in his or her tote. We will respond that day. Please keep in mind that we need a note for just about everything – especially changes in who may be picking up your child. For issues that may be more sensitive in nature, we encourage you to schedule a time to speak privately with the teacher or Director. As a ministry of SHPC, the staff of Stone House Preschool is committed to communication with our families and we strive to keep the lines open, handling all situations in a loving and professional manner. Each of our staff is also available via e-mail. Please refrain from in-depth communications with your child's teacher before and after school – we are all busy preparing for or closing down the day. Finally, please be aware that we do offer fall and spring parent-teacher conferences.

Toys and "Lovies"

We ask that your child leave all toys and "loves" at home. We provide a vast array of toys, equipment, and activities to attract and maintain your child's attention. Items brought from home, other than those specifically requested by the teacher, can be a distraction and take away from your child's play and learning experience. We cannot be held responsible for lost items.

Snack

Please provide a **healthy** snack and beverage for your child each day that he/she attends preschool. We ask that snack be provided in a large ziplock bag or reusable container that is clearly labeled with your child's name. Examples of healthy snacks include water, 100% fruit juice, crackers, cheese, fruit and pretzels. We are a **nut-free facility** but will also alert you to any additional food allergies your child's friends may have. **Please do not send snacks with any nuts or nut products.** If you are also packing a lunch, please pack it in a separate labeled container. **Lunches may not contain nuts or nut products.**



Parties

Seasonal parties will be observed. Parents are encouraged to sign-up to help with parties throughout the school year. Halloween and Valentine's celebrations are "treats only." In addition to seasonal parties, birthdays are also celebrated during snack time or at the end of the day. If you would like to provide a special snack for your child's birthday, please make prior arrangements with your child's teacher. Please note - no nut products of any kind at any time. Due to choking hazards, balloons are not allowed in the classrooms at any time.

Illness

If you question whether or not your child is well enough to come to school, please err on the side of caution and keep your child at home. Children should NOT come to school if he or she has:

- ❖ A fever above 100°
- ❖ Diarrhea or vomiting
- ❖ Any sort of communicable or undiagnosed rash
- ❖ Any draining skin sores, or inflamed, draining eyes or ears
- ❖ A persistent cough
- ❖ Continuous green or clear mucus from the nose
- ❖ Head Lice or Scabies
- ❖ Ring Worm
- ❖ Excessive lethargy which prohibits your child from a positive day in preschool

Preschool staff are not expected to wipe constantly running noses. Please refrain from sending your child to school until nose mucus is under control. Stone House Preschool reserves the right to refuse care to a child if there is evidence that the child has been seen and treated by a physician for debatable symptoms, and/or the child is not considered by staff to be well enough to participate in regular activities.

If your child becomes ill while at preschool, a designated family member will be notified immediately. Should that person be unavailable, the emergency contact

will be notified. Ill children **MUST** be picked up by a parent/authorized person within 30 minutes of being notified of illness. Sick children will be kept away from the other children while at school.

A doctor's note will be required for a child to return to preschool following a serious injury, illness or accident that may result in limited or restricted activity for the child.

Accidents/Injury

When any injuries occur, the witnessing staff will complete an Injury Report Form. This form will explain how the injury occurred and what type of first aid was provided. Parents are asked to sign their copy of the form and return it to the preschool.

Medication

Medication **WILL NOT** be administered by staff members. Please administer any necessary medications/ointments/lotions before bringing your child to preschool. Please note that this includes sunscreen and insect repellent. Please apply topical treatments prior to sending your child to school. Please note: children with fever who have been given fever reducing medication are not permitted at school. **Children MUST be fever-free without medication for 24 hours before returning to school.**

Clothing/Dress Code

We plan to have fun! This means we will get messy! Please keep that in mind as you dress your child for the day. Tennis shoes or other closed toe shoes are preferred! We play outside every day, weather permitting, so please dress your child appropriately including a hat and mittens, as needed. **Please bring in a change of clothing, including socks and underwear, labeled with your child's name, in a plastic Ziploc bag.** These clothes will be kept at the preschool throughout the year in case of accidents or super messes. Finally, please encourage and teach your child to dress themselves - this includes underpants, bottoms, coats and jackets, and shoes and socks.



Diapering and Toileting

Grasshoppers, Butterflies and Dragonflies are required to be potty-trained. Aside from individual circumstances and accidents, please make every effort to prepare your child for preschool by encouraging them to alert an adult when they need to "go." Please note, we strongly discourage the use of "pull-ups."

In our Bumblebees classroom, our staff will take care of your child's diapering needs during the time they are with us. Please provide diapers and wipes, labeled with your child's name. We will alert you when the supply is low. We will work with your child on potty-training and stay in consistent communication with you as their needs change and progress is made.

Classroom Helpers

We love help! We ask that you give us the first month to get to know your child. After that, please come visit us. If you come in to visit or to volunteer, please, stop by the Director's office and sign in. We will ask for additional volunteers for special activities and class parties. If you have a special talent that you would like to share, please let us know!

Positive Discipline

We use an educational approach, known as Positive School-wide Discipline, to foster self-control in children. In so doing, we encourage children to build their self-control so they may share, cooperate, handle their anger or frustration, and feel successful and in control of themselves. This is accomplished by guiding children to identify and select alternatives to misbehavior; giving them choices of appropriate ways to solve their problems; and providing children with a few, simple rules stated in terms of what they should (versus should not) do. Examples may include, "use walking feet," instead of "don't run," or "use gentle hands," instead of "don't hit." In certain instances, the use of a "thinking spot" or "time-out" may be used – time away from the group (in minutes) will not exceed a child's age. Physical punishment will never be used. The director of SHPS reserves the right to make the determination that a child may need to be withdrawn from the program. In this situation, any monies paid to the preschool will not be reimbursed.

Biting Policy

Young children often turn to biting as a means to getting their point across. Teachers will make every effort to prevent biting however, in the event that it occurs, bites will be washed with soap and water. Parents of both the biter and the "bitee" will be notified. Parents are encouraged to contact their physician when a bite breaks the skin. Injury Reports Forms will be completed for all biting incidents. Please note, three or more incidents of biting inflicted by the same child may result in removal from the program.

Separation/School Anxiety

Separation and/or feelings of anxiety about school can be a natural part of the preschool process. At SHPS, we strive to make the transition from home to school as easy as possible. Our staff will do everything possible to make your child feel comfortable and at ease while they are at school. Please recognize separation as a natural part of the process and talk about school often. If you suspect your child is dealing with separation issues, please discuss it with his/her teacher. We will work with each family individually to develop a plan for overcoming separation anxiety and/or school anxiety. Please do not keep your child at home at their "request" without talking to your child's teacher.

Involuntary Disenrollment

At SHPS, we strive to establish and maintain a trusting and respectful relationship with our parents and children. In rare instances, our program's abilities and an individual family's needs may not be compatible. In such cases, parents may exercise their option to disenroll. Conversely, SHPS may exercise its right to discontinue care based on:

1. Routine failure of the family to remit fees on time;
2. Failure of family members to comply with SHPS policies;
3. SHPS' inability to meet the needs of the child and/or family; and/or
4. Irreconcilable differences.

Suspected Child Abuse and/or Neglect

Virginia state law requires that Stone House Preschool report to the Virginia Department of Social Services any suspected evidence of child abuse or neglect.

Emergency Procedures

Safety procedures, such as emergency evacuations, will be rehearsed on a regular basis by all staff and children. In case of a real emergency evacuation, all children will be removed from the building by staff members. Children will remain with staff until all families have been contacted and reunited.

Insurance

Stone House Preschool is a ministry of Stone House Presbyterian Church and has liability insurance coverage for each staff member as well as for each child enrolled in our program.

Your Child's Enrollment for 2017-2018

Class _____

Days _____

Hours _____

Tuition _____

Please feel free to contact me if you have any questions.

Stone House Preschool

9401 Fieldstone Parkway

Toano, VA 23168

757-565-1130/804-572-8750

Diana Carroll, Director

My signature indicates that I have read and that I understand the information included in the Stone House Preschool Family Information Guide (found on Preschool Website or Facebook) for the 2017-2018 school-year. If I have any questions, I understand that I may contact the preschool.

Signature

Name

Date

PLEASE SIGN AND DATE AND RETURN TO THE DIRECTOR ON OR BEFORE THE FIRST DAY OF SCHOOL. THANK YOU.

*If you need a hard copy please contact the director, Diana Carroll.