

# Your Winfree Preschool Handbook

## Winfree Memorial Baptist Church Winfree Memorial Preschool



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*Winfree Memorial Preschool*

### **Director**

Jessica Morrissette

### **Assistant Director**

Heather Dean

### **Office Manager**

Bonnie Moody

### **School Website**

[www.winfreepreschool.org](http://www.winfreepreschool.org)

### **School Email**

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# Winfree Memorial Preschool

## A Nationally Accredited Preschool

### **Mission Statement**

In the Winfree Baptist Church Covenant, we acknowledge our membership in God's church and in this fellowship. We state our intention to live lives committed to Christ. Through the ministry of the weekday preschool, we extend the nurturing ministry on Christ and this Church to children and their families in the community.

We believe that each child is a child of God and should have every opportunity to develop spiritually, physically, mentally, emotionally, and socially in a Christian environment which exhibits love and concern.

### **Our Purpose**

- To support children through the best in early childhood education so that they may develop to their highest potential in physical, mental, emotional, social, and spiritual growth.
- To support the family and to help parents in the crucial years of child rearing.
- To provide an outreach and witness to the community of the highest qualities of Christian faith, love, and social justice.

Dear Parents,

Welcome to Winfree Memorial Preschool, where each child is given every opportunity to develop spiritually, physically, mentally, emotionally, and socially in a Christian environment that exhibits love and concern. We are happy you are here!

Our goal is to give your child the loving care and guidance children need in their formative years.

We welcome your child to our center and we hope his/her learning experiences here will be happy, wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and teachers.

This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year. It is designed to explain the preschool program and show you how you can help your child make their first adjustments to school. If you find that Winfree Preschool is the place for you and your family, the application and fee will be required. Once the application is submitted, your child will be assigned a classroom and notification will be issued in the mail.

Winfree Memorial Baptist Preschool provides planned experiences for a continual educational program for the early years. In an atmosphere of love and acceptance, a child is encouraged to grow and develop a positive self-image. The children will experience a growing awareness of God's love and care revealed in the world around them.

The curriculum at Winfree Preschool is suited to the maturity of the young child. Emphasis is put on the developmental level at which each child is functioning. This enables every child to be treated according to their developmental age rather than their chronological age.

Play is the basic and most effective way for children to learn. Play is the complete curriculum; it is science, mathematics, language arts, and social sciences. The child's school day will include many of the following experiences:

- Building with blocks
- Listening to stories
- Working with sand and water
- Singing songs
- Gardening
- Playing with tabletop toys
- Observing and caring for plants and pets

- Working with tools
- Mixing, cooking, and tasting foods
- Enjoying puppets
- Classifying and manipulating objects
- Taking field trips
- Exploring and using a variety of creative materials
- Dictating experience stories
- Enjoying music, poetry, and games
- Using props for dramatic play

We provide a happy and safe atmosphere in which your child's life is enriched with added joy, opportunities to succeed, and a sense of fulfillment.

This school has been inspected and accredited by the National Accreditation Commission, and approved by the Chesterfield County Health Department and the Chesterfield County Fire Department.

If you ever have any questions at all, please do not hesitate to reach out to me. I am looking forward to our new school year and I believe together we are going to make some wonderful memories.

Jessica Morrissette  
Preschool Director

Dear Parents,

We are delighted that you have chosen to enroll your child in the Winfree Preschool!

Our staff is caring, highly qualified, and committed to your child. Our school continues to maintain national accreditation. We continue to make improvements to the facility, following the massive renovation of 2009, in order to ensure that your child's experience here will significantly advance their learning readiness, socialization skills, and the emerging spiritual dimension of their lives.

As conscientious parents, we know you will partner with us in reinforcing what they are learning here. We encourage you to ask them about their daily activities and to allow them to demonstrate their newfound skills in drawing, painting, and coloring. You will want to let them tell you stories, help around the house, sing, care for pets, and pray before meals and before going to bed. We can recommend books that are age-appropriate for you consider using in that valuable shared reading time. We are certain that we can be great partners in the education and development of your child.

Winfree Church has such a strong belief in the Preschool and the service it provides that the congregation supports the operating expenses of the school, assisting with scholarships, and the ongoing maintenance and improvement of the facilities. Winfree Church places a high priority on helping families become all that they are intended to become.

I hope you are a regular part of an active, vibrant Christian community. If you are not, then please accept my sincere invitation to explore Winfree Church.

9:40 a.m. Traditional style worship

11:00 a.m. Contemporary style worship

Childcare is available at all times. A variety of Bible study classes are offered on Sunday mornings also, along with Wednesday nights and at other times during the week. More information is available at [www.winfreechurch.org](http://www.winfreechurch.org).

May God enrich your family this year!

Grace,

A handwritten signature in cursive script that reads "David Benjamin".

David Benjamin, Ph.D.

Senior Pastor

Dear Families,

This is your 2017-2018 school year handbook. Please review it, sign the back page, and return the signed page to the Preschool office. Please keep the handbook for your reference, turning in only the signature page.

As we prepare for the upcoming school year, it is imperative that your child's enrollment papers be completed and turned in to the school office along with the 2017-2018 school year supply fee by June 1<sup>st</sup> 2017. In addition, we will need to see an original birth certificate for your child.

The School Entrance Physical Examination and Immunization Certificate required by the State of Virginia for enrollment in school shall be completed for each child and returned by August 30<sup>th</sup> 2017. *If your insurance requires you to extend this deadline, please call the preschool office and give us your appointment date for your child's exam.*

### **What is Preschool?**

"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning. At various times, play is a way to cope with life and to prepare for adulthood. Playing is a way to solve problems and to express feelings. In fact, play is the work of childhood." – Fred Rogers

Preschool is not "playing school" or day care. The child is always learning and developing. Each day brings opportunities to play, investigate, and to express ideas through:

- **Group Living** – Planning, working, and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.
- **Creative Activities** – Self-expression by using paints, clay, crayons, manual tools, and other materials.
- **Language Experiences** – Enjoying stories, verse, conversation, and dramatization.
- **Science and Math Experiences** – Opportunities for scientific discovery by observation, exploration, and experimentation will be found in each day of living and learning together.
- **Music Experiences** – Responding rhythmically to songs, singing, and listening to music.
- **Health and Safety** – Learning good health habits, acquiring an intelligent understanding of safety rules.
- **Relaxation** – Indoor and outdoor play, and rest.

## Hours of Operation

Winfree operates Monday – Friday from 7:30 a.m. until 6:00 p.m.

Winfree Preschool begins our school calendar year on September 5<sup>th</sup> 2017, ending on the last Friday in May 2018.

Summer Fun camps will be offered in the summer months for children. More information will come out regarding summer fun later in the school year.

### **Winfree Preschool will be closed on the following days:**

- Friday, October 20<sup>th</sup> 2017
  - Teacher training
- Monday, November 6<sup>th</sup> and Tuesday November 7<sup>th</sup> 2017
  - Parent-teacher conferences (be sure to sign up for a conference and come in to meet with your child's teacher)
- November 22-24<sup>th</sup> 2017
  - Thanksgiving
- December 18<sup>th</sup> 2017 – January 1<sup>st</sup> 2018
  - Christmas break
- January 15<sup>th</sup> 2018
- February 2018
  - Teacher training to be announced
- February 19<sup>th</sup> 2018
- April 2-6<sup>th</sup> 2018
  - Easter break
- Tuesday May 1<sup>st</sup> and Wednesday May 2<sup>nd</sup> 2018
  - Parent-teacher conferences (be sure to sign up for a conference and come in to meet with your child's teacher)

## **Programs Offered**

### **Early Care and Extended Care**

This program is a Monday – Friday program for all children currently enrolled. The program runs from 7:30 a.m. – 6:30 p.m. During Extended Care, your child will be participating in different center time activities as well as developing social skills with other students. Extended Care classes run smoothly throughout the day with teacher and child-directed activities. Each teacher will provide lesson plans weekly. Extended Care will begin on the first day of school in September.

If you find that you would like to lock into an early or extended day full day schedule, your family will receive a 7% discount on early and extended care portion of the tuition.

### **Lucky Lunch**

Lucky Lunch is a program in place where your child can bring his/her lunch to school and dine with his/her classmates and teachers. Lucky Lunch is in place to provide an easy transition for your child to attend enrichment programs if you so choose. If you are interested in extending your child's day just a little bit longer before Kindergarten, this is the perfect way to do it. The cost for Lucky Lunch is \$10 a day, per child. All age groups are invited to participate in Lucky Lunch.

### **Enrichment**

We are offering new and exciting enrichment programs that will take place right here at Winfree, so you do not need to travel or leave for the day! We bring the programs straight to you. You have the flexibility to sign up for as many or as little as you like. Some of the programs we are offering are:

**Soccer Shots, Shooting Stars, Bricks for Kids, Kindermusik, and Young Rembrandts.**

## Education

The Preschool Education Program uses the Wee Learn Education Curriculum Guide and the Virginia's Foundation Blocks for Early Learning, along with currently accepted early childhood practices, in developing the curriculum. Guided by Christian teachings, the program includes many activities and learning experiences, such as:

- **Working and playing together** – Each child chooses from a variety of interest centers; looking at books, listening to music, building with blocks, playing at the easel, molding clay, using finger paint, freehand cutting, pasting, caring for growing things and pets, and working with puzzles and manipulative projects. Also included are cooking experiences, working with hammers, nails, and wood.
- **Cleaning up** – There is a specific place for all materials and equipment in the Preschool. After use, they are returned to the proper place. Each child assumes responsibility for putting away materials used, and for cleaning up the room.
- **Developing physically** – Running, climbing, jumping, riding wheel toys, throwing and catching balls, balancing, and sand play are essential to good large and small muscle coordination. Using playground equipment and playing games aid in physical development.
- **Quiet time** – There is a specified time for rest and reflection, as well as a balance between active play and quiet activities. The children relax for ten to fifteen minutes each day.
- **Eating together** – Eating together gives each child an opportunity to learn desirable table manners, good food habits, and the give and take of conversation.
- **Sharing group experiences** – Singing songs, listening to music, responding to rhythms, taking nature walks, going on excursions, listening to stories or poems, talking together, and playing out stories all contribute to making school a happy place.

## **Approach to Learning**

Our approach to learning is based on well-documented research in the field of Early Childhood Development that indicates that learning happens best for children when they are given the opportunity to actively explore their environment through learning centers, where there is a balance between teacher-directed and child-directed activities, and when instructional strategies are used that meet each individual child's stage of development.

## **Our Developmental Objectives and Philosophy**

- To prepare children for the next stage in life by providing experiences that develop them educationally, socially, emotionally, physically, and spiritually.
- To provide the highest quality of care in a loving, supportive, safe environment.
- To support the families of children through support, education, and resources.
- We offer weekday preschool for families with children ages 16 months to 6 years.
- The curriculum is appropriate for each stage of development with careful attention to achieving developmental standards in multiple areas of your child's life.
- Every member of the outstanding faculty of Winfree Preschool is highly committed to the success of each child.

**At Winfree Preschool, we foster the opportunities for each child to enrich their understanding of the world in which they live.**

- To help the children socially by learning, working, playing, and eating together happily.
- To help the children grow in their ability to express themselves through language, art, music, and creative expression.
- To provide opportunities to develop cognitive development as well as literacy and language development.
- To develop good, healthy habits such as safety skills, proper eating, cleanliness, and large motor skills development.
- Daily small and whole group activities.
- Observation-based assessments that track your child's progress toward developmental milestones and school readiness skills.
- Regular teacher family communication and parent/teacher conferences.
- An education appropriate to their stage of development.

## **Enrollment**

Winfree Preschool admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. A multicultural, Christian faith-based curriculum is offered throughout our program. We meet with each family and admission is conducted on a case-by-case basis.

## **Flexible Scheduling**

Enjoy the freedom of custom scheduling! We offer two, three, and five day programs. Winfree Preschool offers full time programs, with early and extended day options, and half day programs for children 16 months to Junior Kindergarten.

## **Beautiful Facility**

Renovated in 2009, Winfree Preschool has beautiful, spacious classrooms with natural, inviting color schemes. Each room has multiple windows providing natural lighting and a view of the playground or the wooded area surrounding our building. Sometimes the children can see various birds, turtles, or groundhogs and other wildlife from the windows in their classrooms! In addition, in 2016 we built a brand-new, age appropriate playground to also include an outdoor field for sports.

## **Large Indoor Discovery Play Area**

The role of play is essential in children's learning and development. Play is how children learn to socialize, to think, to solve problems, to mature, and more importantly, to have fun. Play connects children with their imagination, their environment, their parents and family, and the world. As a result, Winfree Preschool has embodied an Indoor Discovery Play Area and indoor gymnasium. We created this indoor play area as we understand and recognize play is an essential element of children's development and it has an overwhelming number of benefits that include children gaining knowledge through their play. They learn to think, remember, and solve problems. Children increase their problem solving abilities through games and puzzles. Children involved in imaginary/dramatic play can strengthen their language skills by modeling other children and adults. Play with other children helps a child to learn their skills of negotiation, problem-solving, sharing, and working within groups. Children practice decision-making skills, move at their own pace, and discover their own interests during play.

## **Experienced Teaching Team**

Winfree Preschool is operated under the supervision of a Winfree Preschool Committee. The Committee is a group of responsible church members and serves as the weekday school board.

The Director, Jessica Morrisette, is responsible for the overall management of the Preschool. She holds a BS Degree in Family and Community Studies from Liberty University. She has over 25 years of experience in Early Childhood Care and Management.

The teaching team employed are experienced, committed, and dedicated to their profession. Each teacher holds a current certification in Pediatric First Aid and CPR. Our teachers also hold qualifications in specialized training in Medication Administration for use of an Epi-pen for children experiencing any allergic reaction, also safe food handling, hygiene asthma management and child protection, as well as daily health screenings.

Each member of our teaching team holds their degree in the education field or has a plan in place to achieve certification in education. Every teacher will complete the Virginia State background check as well as a Virginia Child Abuse background check.

## **Teacher's Education**

All teachers are certified or in process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. In addition, the teaching team will receive training in Child Abuse/Neglect. They are also required to obtain 20 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Winfree Preschool.

## **Environmental Notice to Families**

In accordance with the requirements of the Virginia Department of Education, Winfree Memorial Baptist Church has implemented an Operations and Management Plan for the environmental safety of the school. The plan is available for review to anyone who requests it, and can be found at the school office on the premises. Please note that we follow all recommendations by the Chesterfield Health Department and Chesterfield Fire Department. Shelters in place and fire evacuation drills are conducted monthly.

## Nutrition

We know that good nutrition contributes to effective learning in children. Numerous studies have demonstrated that eating healthy snacks regularly will boost your child's ability to learn, to think quickly, to pay attention, and even to get along with others. With that in mind, we offer a family-style eating method for snack time. Eating together gives each child an opportunity to learn manners, good food habits, and conversation. Acceptable snacks to share include whole fresh fruits, prepackaged cheese, and whole vegetables.

### Packed Lunches and Lucky Lunch Guidelines/Allergy Information

If your child participates in either Extended Care or Lucky Lunch, you will be asked to pack a lunch. USDA recommendations for healthy lunches for preschoolers are listed below. **Please do not send peanuts, peanut products, or tree nuts so we may protect the health of children with life-threatening allergies to nuts.** Please notify the school if your child has an allergy that we should accommodate.

Please remember to **pack lunches that are entirely nut free.** Read product labels carefully as you shop for your child's school lunch products. We are seriously monitoring lunches to keep children with life-threatening allergies safe while at preschool. If we find a product including nut products in your child's lunch, we will remove it and notify you immediately. All lunches should be sent in lunch containers which include a refrigerant. Lunch boxes will be held in a chilled cooler until lunch is served.

### USDA Lunch Recommendations for Preschoolers

- Milk –  $\frac{3}{4}$  to 1 cup of milk or 1 oz. of cheese or  $\frac{3}{4}$  cup of yogurt
- Meat – 1-1  $\frac{1}{2}$  oz. of meat, fish, or poultry or  $\frac{1}{2}$  cup of peas, beans, or tofu, or 1 egg
- Fruits/vegetables –  $\frac{1}{4}$  cup of 1 small piece of each
- Breads/cereals – 1 slice of bread,  $\frac{1}{4}$  cup rice, macaroni or dry cereal
- Water – 2-4 oz. at least 4 times a day

## **Winfree Allergy Policy**

To protect the safety of our nut-allergic children, we will require that the following NOT be sent to school:

- Peanuts or tree nuts of any kind
- Nut products (including nut butter)
- Food items containing nuts
- Food items with nuts in the label or that state CONTAINS: NUTS/PEANUTS

When checking lunches, the following items will be removed:

- Anything suspected of likely containing nuts or nut butter (peanut butter sandwiches, crackers, etc.)
- Anything in a plastic bag with visible nuts (e.g. trail mix with nuts, mixed nuts, etc.)
- Labeled items with nuts in the ingredients OR that say CONTAINS NUTS/PEANUTS

The following items **will not** be removed:

- Labeled items that say, “may contain trace amounts of nuts” or similar warning label
- Labeled items that state that they were made in a facility that handles nuts or a similar warning label
- Anything in a clear plastic bag that does not appear to likely contain nuts or nut products

## **Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Winfree Preschool teaching team takes confidentiality very seriously and makes every effort to protect each family’s privacy. Communications among staff and parents about children should be kept confidential at all times. Our teachers recommend that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Winfree community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss the matter further.

## Birthdays

Your child's birthday is very special to us. We celebrate it in many ways; a special book about him/her, individual recognition, calendar activities, or special privileges for the day. Our policy is that NO food or gifts will be brought from home. We will share birthday invitations to all children in the class if you so choose.

## Carpool

The use of carpool is optional for three, four, and five year olds. However, please consider using the carpool line, as it will cut down on the traffic in and out of the building which can be confusing for children participating in the line. If you elect to bring your child into the building, please park in the East parking lot and carefully monitor your child as you bring him/her into the school. When each car arrives in line, we have teachers watching to read the numbers from the windows (this process is explained further below). Carpool numbers will be assigned when you meet with your child's teacher or you may arrange to obtain it in the Preschool office after September 1<sup>st</sup>.

There are two ways to enter the carpool line:

1. Carpool will enter from the Coalfield Road entrance. Follow the road around the church, looping the Preschool building, then exiting onto Coalfield Road.
2. Enter through Midlothian Turnpike, then approach the preschool building, filing into the line, and exit onto Coalfield Road.

Once your child has entered the vehicle, **please pull up to the side in the East parking lot** and secure your child in his/her car seat. It is against our policy for us to load a child into his/her car seat. In addition, cars that do not have an appropriate car seat for the child will not be loaded. Your family will be assigned a number to be placed in your vehicle. Please place this number on the passenger side window **far away from the side view mirror** as soon as you arrive in line, as we are watching to read these numbers from the windows. Please **do not place** this number on the dashboard, as we cannot read it. You may duplicate your number if necessary. Failure to place the number in the window early will result in delay. We read the numbers from side windows and will need to see them prior to your approach in the front of the carpool line.

Please refrain from using your cell phone during carpool. Carpool will begin at 9:10 a.m. and will end at 9:25 a.m. Afternoon carpool will begin at 12:10 p.m. and will end at 12:25 p.m. Monday afternoon class will begin carpool at 1:00 p.m. and will end at 1:10 p.m., then start again at 4:00 p.m. ending at 4:10 p.m.

Our toddlers and twos classes **do not** participate in carpool. Instead, please walk in to our school and approach your child's classroom door, to be greeted by your child's teacher. For departure, please walk in to the school and wait outside your child's classroom door for your child's teacher to join you.

At this time, the teacher will speak about the daily events and being departure. Student arrival time in the classroom is **9:10 a.m. and departure will be 12:00 p.m.**

**Please make all responsible pick-up and drop-off persons aware of our carpool rules and arrival/departure rules to avoid delays and confusion.**

### **Tuition Policy**

Winfree Preschool tuition is a yearly fee, broken into nine months for your convenience. **Tuition is due at the beginning of each month on the first day.** Payments may be made in advance if desired. Payment may be made by check, money order, or cash. Please note that we **do not** send out bills. Checks should be **made payable to Winfree Preschool.** Please put the month you are paying for on your check.

Winfree Preschool is a non-profit organization which depends upon tuition to operate and minister to our families, therefore accounts must be current and in good standing. To secure your child's enrollment, we would appreciate timely payment. If your child's account becomes delinquent by more than one month, **your child may not attend until a payment plan has been arranged by the Preschool Director.** If your tuition payment is past the **10<sup>th</sup> of the month, a \$25 late fee** will be charged to your account. If a check is returned due to insufficient funding, a **returned check fee of \$25.00** will be assessed on your account.

Registration fees are paid in advance to secure a space for enrollment. If you decide to not enroll your child here at Winfree Preschool, **the registration fee is non-refundable.** In addition, your child is enrolled for the entire year and the tuition and annual registration fees are non-refundable. If your family moves out of the Richmond area, **a 30-day withdrawal notice is required,** after which the balance of the payments will be waived.

**Supply/Activity fees are due by June 1<sup>st</sup> of each year and are \$50 per child.** These funds will be used to pay for guests that come to engage the children and visit us during this school year.

### **Child Development and Assessments**

Did you know that 80% of your child's brain is developed at 3 years old, and 90% at 5 years old? Children develop more rapidly in early childhood than in any other time in life. While your family is enrolled at Winfree, our teachers will complete developmental assessments based on key milestones appropriate for your child's age in a variety of areas: physical, social, emotional, intellectual, and literacy. These assessments will be discussed in private conferences with families and will guide teachers as they plan for your child's education and care.

## **Conferences**

Parents are asked to participate in at least two parent/teacher conferences with the teachers during the school year. The first conference will take place in November and the second in May. Winfree Preschool will be closed these days so parents and teachers can meet. Childcare will be provided from children during conference times if needed. In addition, we coordinate a **“Meet the Teacher Week”** in August of each new school year. Each child is welcome to come into the school to meet his/her teacher during the **“Meet the Teacher Week.” Teachers will send out letters and call each family to prepare for this event.** This will be a special time for you to visit with your child’s new teachers and will allow both you and your child some extended time in the classroom to become comfortable in the new surroundings. Together, you can explore the classroom and discover what fun lies ahead.

## **Parent Orientation Night**

Parents are welcome to attend this parent’s only event to learn more about our school and to speak with your child’s teacher. During this evening, we will also have the enrichment vendors available to discuss future enrichment dates and answer any questions you may have about the enrichment. The Parent Orientation Night is in August. You will receive more information via mail about this event during the summer months.

## **Parent Communication**

The Winfree teaching team will be using communication folders, emails, calendars, and newsletters to communicate with you during the upcoming school year. Be sure to give your correct email address and check to make sure you are receiving school emails so we can get the proper information to you. Winfree Preschool also has a Facebook page for social events and day-to-day happenings.

## Curriculum

Winfree Preschool is committed to helping each child attain their developmental and educational objectives.

Our educational goals are based on the Virginia Department of Education's publication, **Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year Olds** and **The Virginia Smart Beginnings/Milestones of Child Development: A Guide to Young Children's Learning and Development from Birth to Kindergarten**. Both publications provide learning standards for children which prepare them for kindergarten. The goals and objectives cited throughout Winfree Preschool lesson plans are derived from these sources, which are the most credible and highly respected curriculum tools developed specifically to align preschool work and play with kindergarten requirements and standards of learning (SOL) in Virginia.

Our Spiritual Emphasis Curriculum comes from the WEE curriculum published by LifeWay. We use this curriculum to help children develop as Jesus did; physically and mentally, spiritually and socially. (Luke 2:52) The curriculum is divided into units, with each unit providing guidance and activities appropriate to the child's awareness. In addition, the curriculum is developed around themes which provide opportunities for each child to learn about God's world and how to live in it. The themes are designed to help lay a foundation for understanding God, Jesus, the Bible, the Church, self, community and world, and creation.

In addition to our daily curriculum, we offer enrichment programs for our children:

- Kindermusik
- Soccer Shots
- Shooting Stars Athletics
- Young Rembrandts
- Bricks for Kids
- Monthly Chapel with our Children's Minister, Cynthia Collins
- The Valentine Museum
- Dr. Ben's Biology Museum
- Laughing Place Farm
- Jonathan the Juggler
- Just 4 Kids Pediatric Dentistry
- Chesterfield County Parks

## **Winfree Memorial Preschool is a Nationally Accredited School through the National Accreditation Commission for Early Care and Education Programs.**

What does accreditation mean? This achievement acknowledges that Winfree Preschool has met exemplary standards for a program providing early care and education for young children. It is one of the many steps towards excellence. NAC accredited programs demonstrate a “NAC” for excellence in everything we do from building partnerships between teachers and families to planning engaging curriculum activities that nurture, support, and encourage children’s healthy growth and development. We believe that the family unit is the most important factor in a child’s life. Therefore, building strong relationships with parents is very important to us and we take a partnership approach to teaching. You are always welcome at any time to participate in your child’s learning experience here at Winfree Preschool.

### **Resource Library**

The preschool program resource library is located near the preschool front office and in the Director’s office. The resource library contains information on the following:

- Child care licensing guides for establishing and operating a child care center
- Curriculum guides and activity books for preschoolers
- Child development texts
- Multicultural and multi-language book and DVDs
- Holiday theme-related curriculum books
- Child behavior and positive discipline books and DVDs
- Nutrition and child health resources
- Mainstreaming preschoolers with special needs
- National and local child care publications and newsletters
- Child care policy
- Information on child care surveys and studies
- Work and family economic information, diversity
- Child care advocacy directory

### **Family Referral Program**

This is an excellent opportunity for your family and a new family to earn a tuition credit. Just share the word about Winfree Preschool, via our website or our Facebook page. Let us know which family you refer to our school. Once enrolled, the new family will receive a \$50 tuition credit on their account.

## Developmental Concerns

Children develop so fast, so it's important to seek assistance quickly, and from the appropriate place, if the need arises. If we have identified a concern, and the child is under three years old, we recommend contacting the *Infant Toddler Connection of Virginia*. We will assist in contacting that organization and help families schedule an intake/screening. If a need is identified, you may be scheduled for an assessment. Depending on the needs of your child, that assessment may result in recommendations for services like speech therapy or physical therapy. These assessment results and recommendations are all included in a document called an Individual Family Service Plan (IFSP).

If your child is over three years old, we will supply referrals and contact information for the appropriate person in your local school system. If eligible, they will conduct a comprehensive assessment and make recommendations for any services. If services are recommended, they will develop an Individualized Education Plan (IEP) for your child.

Both plans provide to families, specialists, and programs like ours, recommendations and strategies to support goals that help your child reach his fullest potential. We will sit down with you and use the IFSP or IEP to complete a *Child Classroom Success Plan* to ensure that we are consistent in our care, education, and support for your child. If the plan includes providing parts of the intervention services here, the *Child Classroom Success Plan* will be designed to have our teachers partner with the specialist(s) to find ways to adapt the classroom environment and instruction to support your child's goals. With your permission, we will work with therapists and share information to meet your child's needs. Although this process can make any family a bit anxious, getting support early gives your child the time and support they need.

## **Inclusion of Children with Special Needs**

Here at Winfree Memorial Preschool, all children are considered for enrollment on a trial basis. We desire to meet the emotional, social, and academic needs of each child. However, there may be times where the teaching team will need to adjust the classroom and teaching techniques to assist the children enrolled. We will set times for teachers, parents, and a therapist to meet periodically for a review of the progress made in the classroom and to make a determination of whether or not the program is a good fit for the family. If your child currently has an IEP (Individual Education Plan) or is about to receive a plan, or has a letter from an educational therapist, please turn these forms in to the Preschool Director at the time of enrollment or as soon as possible. This will allow the teaching team the opportunity to gather information and to help your child and family. The preschool teaching team will regularly seek assistance and guidance from specialists and parents to ensure a positive classroom experience for each child

## **Winfree Preschool Emergency Plans**

Winfree Preschool has a complete emergency plan which is posted in each classroom and in the office. These detailed plans are reviewed twice annually and updated as needed. Each classroom will practice fire safety drills monthly and shelter in place drills quarterly. Families that wish to know the specific details of the emergency plan may request a copy from the preschool office. Please rest assured in knowing that your child is protected and safe in our care.

## **Safety and Security**

To ensure the safety of our children, Winfree Preschool keeps the doors to our school locked at all times. We direct our parents to inform us when another individual will be picking up their child from school and we necessitate proper identification for unusual pick-ups. Winfree Preschool has viewing cameras on-site and two-way door viewing for observation of children during play. When you arrive to enter the school, please ring the bell and face forward so we may identify you via the camera placed at the front door.

## **Weather Guidelines**

When outdoor temperatures fall below 35 degrees, classes of preschoolers will visit the playground for outdoor classrooms for no longer than 10-minute intervals. Fresh air is important to children, and we want to ensure that they have a small opportunity to run and play. When weather is poor, each class has the opportunity to play in our Discovery Room, which will provide gross motor play.

## **School Closing**

In case of emergency closing, Winfree Preschool will follow Chesterfield County School decisions exactly. If CCPS opens 1 hour late, Winfree Preschool will open at 10:15 a.m. If CCPS opens 2 hours late, Winfree Preschool will open at 11:15 a.m. There will be no Early Extended Care offered if there is a delayed opening. In such an event, the remainder of the day will follow a normal schedule with a closing at 12:15 p.m. for morning dismissal and a normal afternoon schedule. If CCPS closes schools early, Winfree will phone all afternoon and Extended Care families to advise of a change in schedule.

## **Field Trips/Walks and Street Safety**

Our teachers will be informed of procedures for taking walks with the children. If there are areas or certain streets that are “off limits”, staff should be told about these before they are permitted to go on walks with the children.

The children should be constantly educated about street safety by the staff members. The best form of education for small children is modeling. The staff is encouraged to use safe street crossing methods all the time so that the children will learn from their example.

Children should be taught:

- To look both ways before crossing
- To stand on the curb rather than in the street while waiting to cross
- To obey traffic signals
- To always wait until the teacher says it is safe to cross the street

The teachers should incorporate traffic signs and signals in the children's playground and block or dramatic play to familiarize children with these important signs. Emergency bags with emergency contact information and first aid supplies should be taken on all field trips.

## **Teaching Careers**

Winfree Preschool is continuously searching for the best qualified and most caring individuals, who find joy in working with children each and every day. Winfree Preschool believes in professional and personal growth for its employees and caregivers, and seeks to provide all teaching staff with the relevant trainings and tools to succeed and grow with the school. To be considered you must submit your resume and cover letter. Only those with relevant experience and education will be considered.

## **What Does My Child Need Each Day?**

- A tote bag large enough to accommodate both rest towel and artwork. Please refrain from bringing a backpack as this makes entering and exiting the carpool more difficult.
- If your child is participating in Extended Care, please provide a rest towel for them, and a healthy lunch.
- Complete change of clothes to be kept at school. These items should be returned if sent home.
- Shoes appropriate for play.

## **Suggested Dress/Attire**

Children should dress comfortably, simply, and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, can get clothes dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable old clothes that they can play in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable. Also, please consider dressing them in layers on cold days! An extra set of clothing (well labeled) including underwear, socks, pants, and a shirt must be left in the classroom permanently in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably. Proper shoes are comprised of closed-toe, clean, and in good repair that are appropriate for walking and running. **Please label all clothes clearly with your child's name.**

## **Visitor Policy**

All visitors are to report to the Office. All visitors must have written authorization from a parent/guardian prior to a scheduled visit. Unscheduled visitors will be detained in the office area while a parent/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

## Child-specific Information/Miscellaneous

- Children are to be kept home when they are sick. If, during the day, a child begins to feel ill, the parent will be contacted to pick him/her up immediately. Please refer to our illness policy for more details.
- Please **do not** allow your child to bring toys to school. We have ample toys and equipment in the school for your child. Check with your child's teacher before letting him/her bring anything not requested by the teacher.
- Parents are asked to either write a note or tell the teacher of any daily situations that might affect the child's behavior. Please use the communication folder provided by your child's teachers.
- Authorization for picking up children will be kept in each child's file. A child will not be released to an unauthorized person without a written release absolving the school of responsibility. If a custody suit or court order prohibits anyone from taking a child, the school will require a copy of the court order to be kept in the child's file.
- Winfree Preschool reserves the privilege of dismissing any child if, after entering, he/she seems unable to participate in group experiences.
- A child must be three years old by September 30<sup>th</sup> to attend our three-year-old classes, four years old by September 30<sup>th</sup> to attend our four-year-old classes, and five by September 30<sup>th</sup> to attend our JK classes.
- During arrival and dismissal times, teachers must devote full attention to all the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher conferences are held twice per school year (fall and spring). The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. For the spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.
  - If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for the teachers to be aware of these developments. Winfree Preschool will always respect your privacy.

- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease.

## **Parent Involvement**

We encourage parents to become involved in our school. We hope you will visit your child's room and get to know the teachers. Feel free to come in and observe the classroom at any time. Volunteers are welcome. Talent sharing is also welcome. If you have any items you would like to donate, the teachers would appreciate any items to share with the children.

Parent meetings may be called at any time by the teacher, Preschool Director, or parent(s). However, formal parent teacher conferences will be offered twice per year for all parents who wish to discuss their child's development.

Parents are encouraged to attend field trips with your children. The children love having their parent(s) come along on trips. We take pride in our communication with our parents and our commitment to children. Your input and feedback is what will constantly help us grow and become the best we can for your child(ren). Throughout the school year, we will provide surveys for families to share input. In addition, there is a suggestion box available in the Preschool front office. Suggestions are always welcome!

## **Ways Parent Can Help**

- Sign up to help in the classroom as often as you can. (Arrange to leave siblings at home.)
  - However, due to the emotional nature of toddlers and twos, parents of those children do not volunteer in the classroom.
- If, for some reason, you should bring your child late to school, please park your car and accompany him/her to his/her classroom, making sure that his/her teacher knows he/she has arrived. **Do not** drop any child off in the parking lot, or at the front door, and leave.
- Please do not send candy or sweet treats to school for holidays since we are trying to teach an appreciation of nutritious foods.
- Family counseling by the pastor is available upon request on an appointment basis. Referral to other helping agencies is possible through our office.

## **Where to Find Information**

You can obtain information in the main entrance of the school in the office. A copy of the parent handbook and the licensing regulations are available to parents within each room and in the school office. You will also be informed of field trips, upcoming events, parent resources, child illnesses, and other important news via your child's communication folder. The communication folder will be kept in our child's tote bag and serve as a daily communication tool for you and your child's teachers.

Parents are responsible for updating their emergency numbers, addresses, phone numbers etc. This is one of the most important documents we have about your child. Be sure to review the information periodically. You are required to update information annually by reviewing all forms and making all necessary changes.

## **Social Media**

We are excited to share upcoming events on our Facebook page (Winfree Memorial Preschool) and on our website (winfreepreschool.org). Please feel free to visit these pages frequently for event postings and schedule updates. We would also love to have your positive review of our school to assist and encourage families in the community. Please visit our Facebook page or Google and write a review for us! We would love to hear from you.

## **Complaint Procedure**

In addition to those constitutional rights offered to all citizens of the United States, children and families of Winfree Preschool are contractually entitled to additional rights and services. If, for any reason, a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Preschool Director. After these routes have been taken, if you do not feel an adequate resolution has been found, you may address the Preschool Committee in writing. Please address your letters to:

Attention: The Preschool Committee  
PO Box 244  
Midlothian, VA 23113

## **Accidents/Safety**

As parents, we know that you want assurance that no harm will befall your child when they attend preschool. Minor bumps and scratches are inevitable; however, we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital via ambulance if you have previously given consent, where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

## **Behavior Guidance for Older Children**

We are so pleased to have your child in Winfree Preschool this year. We are all looking forward to a fun and happy early school experience for each child.

Your child's school success, now and in the future, depends on his/her self-esteem and ability to know, internalize, and follow certain rules of behavior. Together we will be working to help your child learn pro-social skills and to increase his/her ability to move beyond egocentrism, to be a friend and to make good independent choices. The school has developed a plan to help guide each child toward appropriate school behaviors. When consistently implemented by teachers and parents, your child will have a positive school environment and maximum support for his/her developing social skills.

Rules:

1. Use walking feet. (Be safe.)
2. Use inside voices. (Be considerate and kind.)
3. Use gentle hands and words with friends.
4. Take care of our toys and school. (Be careful.)

Rewards

To encourage appropriate behavior, we will be continually noticing and complimenting your child's positive choices, efforts, and pleasant social experiences. Notes and phone calls for special progress will come home to you.

## **Consequences**

Failure to follow clearly established and understood rules will result in:

- First time, rule is restated or assist is made for conflict resolution.
- Second time, repeat above steps and consequence mentioned (removal from activity).
- Third time, follow through with stated consequence.
- Fourth time, quiet time away from the group.
- Repeated incidents will result in a call to parents along with an “incident report” which will be sent home for the parent’s review.

Winfree Preschool is committed to your child, and we look forward to working with you in the important task of guiding your child’s social development. Please feel free to call the preschool office or your child’s teacher if you have any questions, concerns, or suggestions.

## **Behavior Guidance for Young Children**

We are pleased to have your child in Winfree Preschool this year. We are looking forward to a fun and fulfilling first school experience for each child.

Your child’s school success, now and in the future, depends on his/her self-esteem and ability to know, internalize, and follow certain rules of behavior. Together, we will be working to help your child learn pro-social skills and increase his/her ability to move beyond egocentricity and to make good, independent choices.

“Discipline” is derived from the Latin word meaning “to learn” and it is precisely the way we implement discipline with our youngest children at Winfree Preschool. Punishment is inappropriate until rules are clearly established and understood. During this year, we will be establishing basic rules of social conduct:

1. Respect others – you may not harm anyone
2. Respect yourself – you may not do anything harmful to yourself
3. Respect property – you may not destroy or misuse things

Consistency is the key to establishing rules. Learning theory indicates being consistent nine times out of ten is a condition that fosters confusion and testing to define limits! We try very hard to be consistent ten times out of ten. (The extended split schedule with 5:2 allows us to be more consistent with each child than we could possibly be with 10:2.)

We communicate rules verbally and concisely to children, sometimes guiding with gentle hands. Laws of natural consequences are allowed: i.e. we expect hands to be washed before eating snack (take care of yourself by developing healthy habits). If a child refuses to wash or allow a teacher to help, we simply state that he/she is not yet ready for snack. Any time before snack is over when his/her hands are washed, the child may join his friends at the table. Children quickly learn what behaviors teachers expect to reach their goals. Praise and recognition are lavished and a sense of accomplishment is fostered when guidelines are followed. Winfree Preschool is committed to your child, and we look forward to working with you in the important task of guiding your child's social development.

## **Medication Policy**

At Winfree Preschool we will safeguard and maintain the well-being of all children within the school. Winfree Preschool works in partnership with parents and children's health care professionals to ensure that the appropriate procedure is followed to administer medication safely to a child at the school. All prescribed medication will only be administered by authorized staff members and all medication will be recorded according to the Virginia Department of Social Services standards. Medication procedures include parents completing and signing a medication form before prescribed medication is administered. Prescribed medication must clearly state child's name, dosage, date, and expiration date.

If a child has a prescribed medication for ***a life threatening medical need***, the Preschool Director will develop a health care plan in partnership with the parents and the health professionals involved with the care of the child. Health care plans will be developed prior to the child starting school. If necessary, the teaching team and management will attend training prior to the child starting the service to ensure that the teaching team meets the needs of the child's health care appropriately and provide the level of support that is required. ***Every individual health care plan will be jointly reviewed with staff, parents and, when needed, the health care professionals involved with the child every six months.***

Prior to a child starting school the parent must complete a child's profile form. Parents must detail if their child has a medical condition, emergency contact numbers, child's doctor's details, information on allergies and special dietary needs. Parents must keep the service up to date on their child's medical needs.

## Medication Administration Policy

Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible. If medication is to be administered at school all the following conditions must be met. Please read carefully.

1. A signed request from a licensed physician/dentist specifying the condition for which the medication is to be given. The name, dosage, route, side effect, and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
2. Medication will only be administered by designated staff trained in administration of medication.
3. Parents must provide written instructions that include the medication name, dosage, time, and date medicine is to be given.
4. Parental instructions must be consistent with labeling on the medication or doctor's note, to include the name of the medication, the amount, time given, and the name of the person administering it.
5. A signed request from the parent/guardian must be on file at school. All requests must be updated every ***six months for long-term medication. This includes medication for life threatening conditions.***
6. Medication must be in your child's original, labeled pharmacy container, written in English.
7. All liquid medication must be accompanied by an appropriate measuring device.
8. A separate form is required for each medication.
9. Winfree Preschool will not be authorized to administer the first initial dosage of medication.
10. All medications will be kept in a locked refrigerator, cabinet, or container and are inaccessible to children.
11. Expired medication will be returned to the parent.

### For medication administered by device

12. Parents or a health care professional must provide written instructions or indications for the use that include signs and symptoms that the medication is needed.
13. Parents or a health care professional must demonstrate use of the device and any special care after use to all staff that will be administering the medication.
14. Documentation of the demonstration for use and care is made on the medication form including date and staff in attendance.
15. The medication is only given by staff trained on use of the device.

16. Training on use and care of the device is provided annually or as needed with staffing or device changes.

### **Illness/Accident Policy**

Winfree Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the school. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping ill children at home.

**We do take into consideration your physician's recommendations. Nevertheless, it is up to our discretion when your child may return to school. *A child may return when he or she is free from symptoms and no longer infectious.*** The child should also be well enough to actively participate throughout the day. In the case of serious or unexplainable illness, a physician's medical clearance may be required prior to admission back into the school.

**Children that become ill at school will be excluded from the classroom until the parent has arrived for pickup.**

If your child becomes ill while here at Preschool, we will attempt to contact you, a guardian, the child's physician, or the person listed on the emergency information form. If we cannot contact you or your child's physician, we will do one or all of the following: contact another physician or paramedics; have the child taken to the emergency hospital in the company of a staff member via ambulance.

Any expenses incurred because of injuries or damages that a child may suffer in connection with participation in school activities will be borne by the child's family. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

## When a Child May Not Attend School

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that the child is sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing.
- **Thick White, Green, or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green, or yellow discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors believe that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom-free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

Parents,

Please sign this page and return it to the Preschool office. If, at any time, you have questions regarding your child's enrollment here at Winfree Preschool, please do not hesitate to reach out to us. The number is (804)794-1388 or our email address is [winfreepreschool@comcast.net](mailto:winfreepreschool@comcast.net).

I have read this handbook and agree to uphold the policies as stated in this Handbook. No reply received will be regarded as full acceptance to all terms herein stated. Please sign and return this portion to your child's teacher or the Preschool office. Please keep the manual for future reference.

*Child's Name* \_\_\_\_\_

*Parent's Printed Name* \_\_\_\_\_

*Parent/Guardian Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**Thank you for choosing Winfree Memorial Preschool. Please contact the school office if you have any questions about the parent handbook or the policies.**