

BEACON HEIGHTS PRESCHOOL



2018-2019 Parent Information Booklet

STAFF

Judy Frederick, Co-Director and Teacher, has a degree in social work from Manchester College and has worked with families and young children for many years. She received a Child Development Associate Credential through the National Association for the Education of Young Children.

Lisa Welfle, Co-Director and Teacher, has a Masters Degree in Elementary Education with Early Childhood and Kindergarten Endorsements, and taught for many years in the Catholic diocese. She has been a mentor and trainer for the Early Childhood Alliance since 1998.

Carol Snyder, Teacher, has a degree in Elementary Education from Ft. Lewis College, Durango, Colorado, and has previously worked at Christ Child Learning Corner. She has received additional training in Early Childhood Education through the Association for the Education of Young Children.

Carrie Fry-Miller, Teacher, has a Master's Degree in Religion and Philosophy and a Child Development Associate Credential through the National Association for the Education of Young Children (NAEYC).

Michelle Hunley, Assistant Teacher, has worked with families and children for many years. She has received training in Early Childhood Education from the Association for the Education of Young Children.

Anna Harpe, Assistant Teacher, has a degree in English and philosophy from Huntington University and a teaching license from Indiana Wesleyan University. She has experience as a public school teacher, and she is currently the Children's Activities Coordinator for Beacon Heights Church.

Amy Sites, Substitute Teacher, has a degree in English from IPFW, and has previously worked at Maplewood Mennonite Preschool. She has received additional training in Early Childhood Education through the Association for the Education of Young Children.

WELCOME TO BEACON HEIGHTS CHURCH OF THE BRETHREN

The Beacon Heights Church extends an open invitation to the community to participate in the church program. Of particular interest to parents of young children may be topical Sunday school classes for adults (often parenting or family issues are offered each quarter); nursery services for infants and toddlers, as well as Sunday school for children of all ages. Childcare is provided for most meetings and events of the church. All are welcome.

2018-2019 CALENDAR (tentative)

August	28-30	Staff meeting and preparation
September	4	Children’s Orientation 10:30-11:30 a.m. and 6:00-7:00 p.m.
	5	First day of program
October	12	Fall break (FWCS closed) No School
November	9	No school (FWCS closed)
	22-23	Thanksgiving Break - no school
December	21	No School (FWCS - reserve make-up day)
Dec. 24– Jan. 4		Holiday Break - no school
January	21	Martin Luther King Day - no school
February	8	No school (FWCS closed)
	27	Picture Day
March	15	No school (FWCS reserve make-up day)
April	1-5	Spring Vacation - no school
	19	Good Friday - no school
May	3	No school (FWCS reserve make-up day)
	16	Last day of program
	17	Year End Picnic Celebration
	21-23	Staff clean-up

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DAILY SCHEDULE

- 9:00 arrival of children and greeting
- 9:10 exploration of classroom environment
- 10:30 stories, singing
- 11:00 outdoor or “gym” play
- 11:30 parents arrive to pick up children

Afternoon schedule will be similar.

Classroom schedules will be flexible, adjusting to children’s needs and interests.

ORIENTATION

Please bring the one time snack fee of \$40-\$60, based on the number of sessions your child attends. (\$40 for 2 sessions per week, \$50 for 3 sessions, \$55 for 4 sessions, \$60 for 5+ sessions). This fee covers 100% juice and crackers served for snack each session.

Please also bring a change of clothes (and diapers if needed). You may leave these items at school in a clear zip type plastic bag labeled with your child's name if you wish.

Parents should feel free to stay for an hour the first morning, especially if your child seems uncomfortable. Parents may also want to pick a younger child up earlier on this first day.

Orientation - We will have an orientation visit for all enrolled children on Tuesday, September 6. You may choose one of these times on Tuesday: 10:30 - 11:30 a.m. or 6:00 - 7:00 p.m.

Nutrition and Menus - Children will be served 100% fruit juice and crackers for snack each day. In addition, children will be involved in nutritious school cooking projects, which will be posted. If your child has food allergies or a special diet, please inform the director.

Lunch Policy – A sack lunch will need to be sent on days that your child stays for lunchtime, and on weather delay days. Please send nutritious lunches with a variety of low-sugar foods (fruits, vegetables, breads or cereals, dairy products, meat, or other protein foods). Please keep in mind that due to choking hazards, children younger than four years of age should not be given round, firm foods unless they have been chopped into very small pieces. According to NAEYC (National Association for the Education of Young Children) standards, staff are not allowed to give children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. If food is sent in lunches that staff determine to be a choking hazard, we will not be able to allow your child to eat it at school.

PARENT INVOLVEMENT

Parents are always welcome to come and observe or participate in the program. Parent Assistant Teachers will receive an informational sheet with guidelines and responsibilities. They will be required to attend a training session.

Celebrations - We will have celebrations throughout the year and may ask for extra parent help on “party” days. We would especially appreciate parent ideas and input on our celebrations.

Contact - Always leave a number where you can be reached. If your child is very unhappy and remains so, we will want to let you know.

Evaluation - Parents will be asked to fill out a questionnaire or evaluation form each year. We welcome your input!

TUITION INFORMATION

Tuition is divided into nine equal payments and is due the first of each month. Make checks payable to Beacon Heights or Beacon Heights Church. It should be placed in the “TUITION” box on top of the bookshelf in the library downstairs, or sent to: Beacon Heights Preschool, 2810 Beacon St. Ft. Wayne, IN 46805. **September tuition is due August 15** (unless otherwise specified). **One month notice is required for withdrawal.** July 15 is the last day to withdraw without the first tuition payment being due. **If payment has not been received by the 7th of the month, late fees of \$5 per day will be due. If full payment has not been received by the 15th of the month, your child will not be allowed to return to school until payment is received in full.** As a small program, it is very difficult to meet monthly expenses when tuition is not received in a timely manner. If you are experiencing a financial crisis, please contact the director to discuss options.

Weather Policy - If Ft. Wayne Community Schools are closed, our program is closed. If the schools are two hours late, morning preschool will meet from 11:00-1:00 and afternoon class from 1:00-3:00. If the program is closed for weather on more than three preschool days, effort will be made to reschedule a “make-up” time.

Withdrawal/Moving - September withdrawal notice is due July 15. A one-month notice in writing is required if you need to withdraw from the program or change the number of days attending for any reason. We are a small program, and our limited budget is dependent upon adequate enrollment.

Sickness/Vacation - Monthly payment is expected as usual, since staff must be paid. If your child misses the program for more than two consecutive weeks due to illness, please check with the director if you need to

CLOTHING

Please have your child wear clothing that can stand a few paint stains and that is easy for her/him to manage in the bathroom. Children should also be prepared for outdoor play year round. We will not go out if it is raining or below 20 degrees. Otherwise the children may be outside, so please send hats, boots, mittens, and snowsuits. Our outdoor curriculum (nature walks, large motor development, water play, sledding, building snow shapes) is important to the program.

PARENT/TEACHER COMMUNICATION

Parents will receive a newsletter with information about activities, special events, and learning activities. We want to also keep you informed on an individual basis about your child's interest and needs that we have observed. Parents may request a conference at any time during the year. Please keep us informed about important changes in the life of your child, because they may affect behavior at school.

Parent/Teacher conferences will generally take place in February. We will assess each child's development and schedule conferences to share with you and get input from you about our program. You are welcome to call us anytime.

MEDICAL INFORMATION

In the case of medical emergency, you will be informed as soon as we can reach the phone. A staff person present will have basic first aid knowledge. Please make sure we have correct telephone numbers where you can be reached.

Sick children may not come to school. If your child has a fever, keep your child at home. Children should be free of fever for at least 24 hours before they return to school. Please do not send your child if (s)he is not well enough to participate in activities, or if they have a cough or runny nose that would spread germs to others. Let the staff know of any contagious conditions so that we can inform other parents.

DISCIPLINE

Each child will be appreciated and respected as an individual. Discipline will be loving and positive. We will talk with children about others' feelings and respecting others. We may redirect a child into another activity. In some cases, we will ask a child to take some time out to calm down. Spanking or other frightening punishment will never be used.

PRESCHOOL PROGRAM

The work of children is their play. We will be providing many interesting "play" experiences for your child. As teachers, we will be learning from the children and using what we learn to expand on their interests and provide creative outlets for their many talents.

We will provide materials for art that the children can manipulate and create with. Music will be an important part of each day. We will provide opportunities for pretend play through which they can role-play family relationships, community jobs (fire fighters, hospital workers, store clerks) or pioneers and space explorers.

Language, perceptual skills and fine motor skills will be learned through individual and small group learning games and materials. The children will also be learning many of these skills in other curriculum areas as well, such as through nature exploration, cooking projects, and learning units throughout the year.

The children will have opportunities to tell their own stories and have them written down to make their own books. We will also be learning about ways in which people are alike and different, and learning to appreciate each other's "specialness."

We will encourage the children to learn to do things for themselves and each other - getting dressed to go outside, putting away toys and games, setting the table and cleaning up.

We're looking forward to a good year with your child!

Beacon Heights Preschool
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