

# CALVARY UNITED METHODIST PRESCHOOL PARENT HANDBOOK

2020-2021



*...A mission of Calvary United Methodist Church...*

Calvary United Methodist Preschool

15 Ridge Place

Latham, NY 12110

518-785-5142

[lathamcalvaryprek@gmail.com](mailto:lathamcalvaryprek@gmail.com)

Director- Kari Planz



# CALVARY METHODIST PRESCHOOL

Calvary United Methodist Church, 15 Ridge Place, Latham, NY 12210

Kari Planz, Director, Rev. Andrew Sperry, Pastor

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Hello,

Welcome to Calvary United Methodist Preschool. Our first day of school will be:

- Monday, September 14<sup>th</sup> for all 4-year-olds
- Tuesday, September 15<sup>th</sup> for all 3-year-olds

We are all so excited to begin another terrific year! Whether this is your first experience with us, or you are a returning family, please know we plan to make this a special experience for you and your child.

We know that this can be a both happy, and nervous time for your child and you. Please read through this handbook, it will help answer many questions about our program. We are committed to providing your child with every possibility to have a positive school experience. We have an updated play-based curriculum, and we are finding it to aid in enriching each child's classroom experience and promote their eagerness to learn with fun, hands on activities. It is the goal of all our staff members to also assist in fostering your child's creativity, self-esteem, and friendships.

On behalf of all of us, welcome to Calvary Methodist Preschool! We are happy to have you and your child join us!

Sincerely,

*Kari Planz*

# OUR MISSION, VISION AND VALUES

## Mission

Students graduate to kindergarten with a foundation built on Christian Values, a sense of community, and a deep love for learning.

## Vision Statement

Calvary United Methodist Preschool is a play-based learning community that strives each day to introduce Christian Values, nurture a child's growth, and prepare them for a lifetime of learning.

## Values Statement

·*Christian* - We believe all children are special in God's eyes and that Christian values help set up children for healthy and whole lives. This is accomplished by instilling love, kindness, patience, honesty, compassion, perseverance, and inclusivity within our students.

·*Quality Education* - Pursing excellence in all aspects of our program increases positive learning outcomes for our students. Through play-based curriculum led by experienced and qualified teachers, our students develop social and emotional skills for their future.

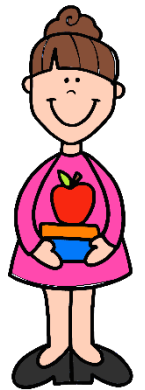
·*Safe and Nurturing* - By creating an environment of safety and positivity we model a nurturing atmosphere which allows our students to maximize their potential to grow into contributing members of their community.

## PRESCHOOL STAFF

Director: Kari Planz

3-Year-Old Teachers: Emily Planz (Head Teacher), Jess Gregg (Assistant Teacher)

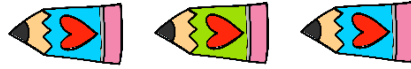
4-Year-Old Teachers: Kari Planz (Head Teacher), Charity Preston (Assistant Teacher)



## CURRICULUM

We utilize a creative and developmentally appropriate, play based preschool curriculum designed to build skills and facilitate your child's learning experience, while preparing them for future educational success. Your child will be exposed to a variety of music, games, stories, art, hands-on exploration, socialization, opportunities for imaginative play and much more. Children retain more when they are active participants, so we encourage them to join in all activities by providing materials and activities that interest and challenge each of them. We are excited to be introducing Handwriting Without Tears (HWT) this fall to develop the students' pencil grip, letter formation and literacy skills, which will lead to better written communicators. HWT uses multisensory activities and manipulatives to appeal to every learning style.

## APPROACH TO DISCIPLINE



We believe in using positive reinforcement for the guidance of our children. We praise the good behaviors as often as we can, so the children get their natural need for our attention satisfied in a positive way. We prefer not to tell parents about every small problem that occurs in the classroom, but sometimes the children will come home and tell you that they were in trouble, or “had a bad day”. If you have a concern, please ask us to explain. We do not want to make you, or your child feel uncomfortable in any way. However, remember that if something happens that you NEED to be made aware of, we will contact you.

A child’s behavior does not define who they are. When challenges arise, children will be given the opportunity to work through the difficulties and be able to come to their own conclusions of how to resolve the situation in a positive manner. Disagreements are not necessarily a problem in the classrooms as they can be used as opportunities to develop negotiation skills, forgiveness, and empathy. These opportunities can encourage children to learn to work together. We will guide the children to solve their own challenges, as well as redirecting them, if necessary, to a quiet activity in another area of the room. If the unfavorable behavior continues, the child will have a “cool down time” to calmly consider other options for handling a conflict. The teacher then talks with the child and ends their conversation with a hug or high five. If inappropriate behaviors still persist, the teacher(s) will contact the director, and together they will try to understand why the child is behaving a certain way and then develop activities to assist the child in learning to manage the inappropriate behaviors. If necessary, the teacher, the director, and the parent(s) or legal guardian(s) will work together, as a team, to develop a plan to help the child work through his/her unfavorable behaviors in an appropriate manner.

*\*\*\*All adults at Calvary United Methodist Preschool will be required to follow these discipline procedures in order to maintain consistency for each of the children*

## TRANSITION YOUR CHILD INTO THE CLASSROOM

Due to the Covid-19 Restrictions on visitors and people entering the building, this year our drop off and dismissal will be a little different. To maintain your children’s health and safety, only essential people will be allowed to enter the building.

We will be using a car line, with a drop off point at the archway door. Please pull up to the walkway and put your car in park. Remain inside, as a teacher approaches, we will check your child’s temperature and have you answer a few questions about their general health since the afternoon before. Parent/guardian signature, QR code scan into Brightwheel will be required before the child can get out of the car seat.

Once the paperwork is complete, a teacher will walk your child to the inside bench to wait with their friends!

Pickup will go the same, minus the temp and health check.

## **SPECIAL NEEDS POLICY**

At Calvary Methodist Preschool, we feel that all children have the right to attend our preschool program. We strive to accommodate and meet the needs of all children, regardless of needs and abilities. If you are aware of any special needs that your child may have, please discuss these with your child's teacher and the preschool director. When the teacher or administration is concerned that a child is at risk for special needs, the appropriate referrals will be made. We are open to dual programming arrangements and make every effort to continue the child in our program when appropriate. We now have a certified Special Ed teacher on staff.

## **BACK TO SCHOOL DAY/NEW FAMILY ORIENTATION**

We will be getting this information to you ASAP.

## **PARENTS WITH CUSTODY AGREEMENTS**

All documents pertaining to custodial rights must be in the child's school file. In the absence of a court order directing the administration to perform a given act, or in the absence of direction from the proper authorities, the administration of the school will decline the involvement in matters regarding custodial rights.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER**



We follow North Colonie School District closings and delays, when they close - we close, when they delay - we CLOSE, when they plan to close early, we CLOSE.... look for their listing on the TV and radio

*(DO NOT look for "Calvary Preschool" -that is not us!)*

For the safety of the staff and your family, we will close due to extreme weather conditions, even on days that North Colonie chooses not to. If we should need to close for inclement weather when North Colonie Schools do not or for any other emergencies including power outages, loss of heat, water, phone service, or due to any other emergencies, parents will be notified by email and Brightwheel app as soon as possible. School district closings and delays are announced and displayed on most local television and radio stations. If you are in question, please message us or call the school or the church office before arriving.

## **TAX (EIN) ID NUMBER**

Our Preschool Employer Identification Number or EIN is **22-2525143**

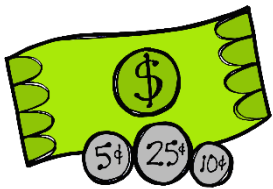
# TUITION

Our tuition is based on a set annual tuition, which is broken up into a 10-month payment plan. The first payment is the registration fee which covers the last month of tuition. For your convenience, you may choose to pay the other 9 in monthly installments, or you may choose to pay your tuition in full on the first week of school. All monthly tuitions payments will be due by the 1<sup>st</sup> of each month.

You are required to complete and sign a tuition contract for your child to begin at Calvary. This contract is your agreement to pay the tuition at the beginning of each month. Our ability to pay our staff and run our program depends on your tuition being paid on the first day of each month, no later than the 5<sup>th</sup>. Brightwheel will be invoicing each family every month, 7 days prior to the due date.

Payments made later than 2 weeks will be charged a 10% penalty. There is a \$20 fee for returned checks.

All remaining 9 tuition payments need to be paid online through Brightwheel or placed in an envelope with your child's name and your voucher, in the tuition mailbox outside of the hallway door or mailed to the church address:



Calvary Methodist Preschool  
c/o Kathy Whitsett  
15 Ridge Place  
Latham, NY 12110

# WITHDRAWAL POLICY

If you must leave us, we require a 1-month written notice. If you leave before that duration, tuition must be paid for the month. Any unused pre-paid tuition will be returned by check. All withdrawal requests must be submitted in writing.

# REGISTRATION FEES

Registration fee and deposit for the following fall are collected mid year. If your child is already enrolled in our school, you may choose to pay 50% of the deposit at that time, and the remainder on June 1<sup>st</sup>. New registrants will pay 100% of the deposit, which will be put towards their June tuition. If something happens to change your plans it will be refunded until 7/15, after that it is nonrefundable. The registration fee is \$50 and is nonrefundable.

# SICK CHILD GUIDELINES

If your child is displaying symptoms at school, he/she will be isolated to a comfortable place and you will be notified and asked to pick up your child immediately. We asked that they be picked up within 30 minutes of you receiving the phone call. Please know that when we decide to call you, we are simply doing our best to make decisions that are rational and justified.



## *Regular Illness symptoms:*

- Diarrhea
- Vomiting
- Unusual skin spot or rashes
- Stiff neck
- Yellowish skin or eyes
- Redness of the eye, or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated, infected skin patches
- Evidence of lice, scabies, or other parasitic infestation

## *Covid-19 health policy:*

**Any of the following symptoms will require a phone call to your child's pediatrician, a doctor's note, or a negative Covid-19 test before returning to school.**

- fever
- or two or more of any of the following symptoms or worsening of one during the morning
- Sore throat
  - Runny nose and congestion
  - Loss of taste and/or smell
  - Shortness of breath, fast breathing
  - Cough

Your child is welcome to return to school when

- They have been free from 100° or higher fever/vomiting/any symptoms for 72 hours
- They have been on an antibiotic for 24 hours
- There is no sign of parasitic infestation (nit free)
- They are able to actively participate in the normal daily activities at school
- If a student has a family member, or person in their household, being quarantined without symptoms or positive test results, the student may attend school
- Siblings of students who are being tested for Covid-19, but are symptom free, may attend school while the family awaits test results.
- Students who have a family member in their household who tests positive for COVID-19, must quarantine.
- If a family wishes to forgo the Covid test, in any of these circumstances mentioned, the child must stay out of school for 10 days and be symptom free to return.

If an illness is 'going through the school' and we feel that your child is beginning to display symptoms, we will notify you. We are always trying to keep you notified of things going on with your child. This is simply so you can begin to make preparations in case they will need to be picked up later

Additionally, to assist parents in keeping your families well, you will be notified through a written notification when your child has been exposed to any communicable disease or illness.

## **ABSENCES**

In the event your child will be absent, please notify your child's teacher or the church office at 785-5142 before the start of class.

## **ADMINISTRATION OF MEDICATION**

Because of the shorter day your child has here, we ask that you administer necessary medications at home. The exceptions will be topical creams, lotions etc., insulin, EPIpens and breathing treatments for severe asthma. If your child should need one of these medications, please contact the director and have your physician complete the appropriate form. All medications (including topical) must be in original packaging with your original prescription name on it and must be given to the teacher to for safekeeping.

PLEASE NOTE: All over the counter medications/ointments/etc., must have a written prescription from your child's pediatrician before we can administer that medication to your child. In addition, any medication needs to be in its original packaging.

## **CHANGES IN YOUR CHILD'S ENVIRONMENT**

Please inform us of any changes in your child's environment such as parental separation, death of family member or pet, new sibling, moving, etc., so we may be more receptive to any behavior changes.

## **GENERAL EMERGENCY PROCEDURES & SUPERVISION**

Parents are not to leave children unattended in the car in the parking lot for any reason. Each child must be brought into the building by an adult and greeted by a teacher.

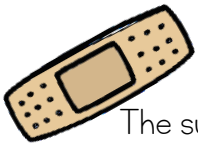
Children will participate in fire drills and lock down drills as scheduled. Parents will be informed when they have taken place.

Teachers will note any accidents on an "Injury Report Form," to be signed by the parent/guardian. In the event of a head injury, you will be notified

Teachers are aware and have access to the First Aid Kit located in the common room.

Teachers will always have the class First Aid Kit with them on all field trips.





## **INCIDENT/INJURY REPORTS**

The supervising teacher will complete an Accident/Injury Report any time the child has an illness, accident, or injury which requires first aid; or the child receives a bump or blow to the head, serious incident or illness, emergency transporting, or an unusual or unexpected event which jeopardizes the safety of children or staff. The completed report will be presented to the parent at dismissal and the parent will be asked to sign it. A copy will be given to the parent and a copy will be kept on file. If the child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

## **EMERGENCY TRANSPORTATION**

All parents/guardians must sign the Permission to Transport Form, allowing Calvary United Methodist Church and Preschool Staff to send and accompany your child in an ambulance in the event of an emergency. NO child shall be transported by staff.

## **BUILDING SECURITY PROCEDURES**

The archway entrance to the preschool will be unlocked at arrival and dismissal time. From 9:10 AM – 11:50AM the main door at the North entrance (Mrs. K's side) and the West entrance, (archway door) to Mrs. Planz's classroom will be locked for security purposes. The doors are not locked from within. Therefore, in the event of an emergency, we will be able to exit the building without any hindrance.

If you arrive after the designated arrival time or before the designated dismissal time, you will need to enter the building through the archway doors and go up the ramp and ring the bell to be let into the school.

## **FIRE DRILLS**

Fire drills will be held during the year in each class. In the event of an emergency such as a fire, or any other unforeseen disaster, all children and employees will be evacuated from the preschool. Children will be accounted for before and after they leave the building.



## **LOCK-DOWN DRILL**

As with all important procedures, we need to have Lock-Down drills.

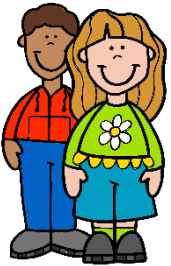
The teachers will follow the Lock-Down procedures and teach the children how to be quiet for a certain amount of time. We will explain that in case an animal has entered the building, we need to hide. All children will receive a lollipop and be asked to sit quietly. The goal is to have the children sitting quietly for 3 minutes. These drills will allow the teachers to go through their steps and to be better prepared.

## FIELD TRIPS

We will *not* be venturing out on any field trips in the first part of the school year. You will receive notices regarding all field trips as soon as we have the clear to plan. Each child needs to have an adult transport and accompany him/her on all field trips. If you are not able to attend a field trip, please make arrangements with another parent/guardian to transport your child to and from that field trip. If you need help making arrangements for other arrangements, your child's teachers will be more than happy to try assisting you. It is also acceptable to keep your child home that day if you cannot make arrangements.

## PLAYGROUND SAFETY

Our classes will partake in walks and playing on the playground when possible. We will engage in indoor gross motor activities when the time doesn't allow or the temperature is below 25°, above 90° or in weather deemed inappropriate. Please make sure your child has weather friendly clothing, including hats, gloves, and safe playground/walking shoes, so that he/she may participate.



## CLOTHING

At Calvary, we provide an environment for many hands-on learning and exploration experiences both indoors and outdoors. While we require the children to wear smocks when necessary, clothes are not always protected and will occasionally get dirty. We ask that you please send your child to school in washable, sturdy play clothes that are fairly easy for him/her to manage and will be okay if they become soiled with paint, markers, glue or dirt/grass stains. It is also important for your child to wear comfortable clothing to enable

them to move, dance and be active without restrictive clothing prohibiting them. On cold days, please dress your child appropriately with a warm coat, hat, mittens, and boots. Some days we go out first thing in the morning, so it is a good idea to always send a lightweight jacket/sweater if the morning starts out chilly.

We ask that you provide an entire set of spare clothing (shirt, pants, underwear & socks,) in a large zip lock bag with your child's name on it. Please label the bag with child's name.

*Additionally, this year, in light of trying to keep the germs at bay, we are asking that the children take their "outside" shoes off when they come in to their cubby. They will need a pair of inside shoes or crocs or rubber soled slippers for entering the classroom. We appreciate your cooperation!*

## TOYS FROM HOME

We do not allow the children to bring in toys/items from home on a regular basis, due to the potential for broken and lost items. We will try to have show-and-tell opportunities throughout the year. You will be notified as to when these days will be.

## **SNACKS**

We are asking for only individually wrapped snacks this year. We also have an allergy in the classroom, so please ask before purchasing something! Also, we are not allowing water bottles. We will provide the kids with a drink during snack. This is also to keep your children safe and healthy. Thank you for your understanding!

## **BIRTHDAY CELEBRATIONS**

Every child's birthday is celebrated during our school year. Summer birthdays are celebrated in May/June. You may send in a special birthday snack to celebrate your child's special day; however, please remember that you will need to adhere to the allergy requirements. Please do not bring party invitations to school to be passed out by the teacher or put into cubbies unless you have one for every child in the room.

## **PARENT VISITS & CALLS DURING SCHOOL HOURS**

Under normal circumstances, parents are always welcome to visit. During Covid-19, we are required to limit visitors to essential people. Thank you for your understanding. We will update you if this changes over the course of the year.

## **GRIEVANCE PROCEDURE**

At any time, you are welcome to bring issues to the attention of the director, in person or in writing. The director will provide a link for communication between you and the teachers. If the issue is not resolved, the parent, teacher, or director is welcome to bring the issue to the attention of the Preschool Board, and we will attempt to resolve the issue through mediation and communication. We are very flexible and are willing to work with you.

