

**Family of Christ
Christian Preschool
Parent Handbook 2023-2024**



Mission Statement

Family of Christ Christian Preschool in partnership with parents, the church and the community provides a warm and loving environment nurturing a child's capacity to grow spiritually, socially, emotionally, physically and cognitively. We are committed to modeling positive Christian values such as love, kindness, respect, and helpfulness for others.

Contact Information

Director: Jackie Ochsner
School: 546-0731 e-mail FOCCP@comcast.net

Classes & Teachers

Rainbow Room ~ Miss Adria & Miss Karen

2's Class M/T 8:30-11:30

3's Class W/Th/F 8:45-11:45

Sunshine Room ~ Miss Carmella & Miss Kelli

4's Class M/T/W 8:30-11:30

3's Class Th/F 8:30-11:30

Star Room ~ Miss Jackie & Miss Julie

4's Class M/T/W/Th 8:45-11:45

Tuition & Fees

Registration Fees: \$ 125.00 due at time of enrollment.
This fee is non-refundable.

Snack Fees of \$ 75.00 (covers entire year) invoiced with October tuition.

Tuition for the 2022-2023 School Year:

- 2 Day Class \$ 275.00 per month
- 3 Day Class \$ 330.00 per month
- 4 Day Class \$ 385.00 per month

The monthly tuition rate is a flat fee. There will be no price adjustments made due to illness, school holidays, family vacations or absences during the month. Tuition is divided evenly throughout the year into 9 monthly payments.

Tuition payments are due on the first of each month. Tuition payments are paid via Brightwheel. Tuition paid after the 10th of each month will be assessed a \$ 10.00 late fee.

Curriculum

Our preschool curriculum is designed to meet the needs of the whole child using developmentally appropriate practices. The curriculum we offer includes spiritual development along with the six basic areas of early childhood development:

Spiritual growth- learning that God loves and accepts each and every one of us for who we are, and learning to share that love and acceptance with others. Also enhancing spiritual development will be the sharing of chapel time with the Pastor.

The six basic areas are:

1. Social/emotional development- learning to cooperate, share, take turns and express emotions as well as develop independent skills

2. Language development- learning to listen to others and to use language to communicate, emerging reading and writing skills.
3. Small motor development- small muscle groups of the hands involved in coloring, writing, stringing beads, cutting, and turning pages.
4. Conceptual development- concepts such as same and different, colors, sizes, shapes, introduction to numbers and letters.
5. Large motor development- large groups of muscles involved in running, skipping, swinging, and jumping, and riding trikes, bikes etc.
6. Self-help skills- learning to be independent, clean up, button, and zip.

General Information

Sign-In Sign-Out

For the safety of the children in our program families will use the Brightwheel app to sign their child/children in and out of school. You will need your Brightwheel access/pin code and app downloaded to your phone.

Authorization To Pick Up Your Child

Only persons you authorize will be allowed to pick up your child from preschool. Authorized persons must be listed in your paperwork. A phone call, email and or written permission must be given when a person not listed is picking up. Please let those that are picking up your child that until they are recognized by a staff member that they may be asked for ID.

Arrival/Departure

Arrival: We will be using the patio area upstairs for preschool arrival time. Families will wait outside until the doors are opened by a staff person and the children will enter the lobby one at a time.

Departure: Families will be coming into the building/downstairs to pick-up children. Please note that there are classes in session and to use quiet voices when visiting.

Field Trips

Field trips throughout the year will be taken by the preschool. The program will not be responsible for transporting children due to liability issues. Each child has to have an attending adult accompany them. You will receive destination, directions, time and date of our trips 2 weeks prior to event. This information will be sent home with your child as well as electronically.

Book Orders

We will be doing Online Scholastic Book Club ordering this year at preschool. You and your child are encouraged to visit the Scholastic Books website www.scholasticbooks.com and follow the prompts using the key N3XRR for FOCCP. Order due dates will be posted. Benefits the preschool receives from book orders are FREE books that we use each month in our birthday box...

School Pictures

Cari Nolte will be doing our School Pictures this fall. Picture Days are Oct 24th for the 2's & 4's classes and Oct. 26th for the 3's classes.

Clothing

Please remember to dress your child in appropriate clothes. We are very busy at preschool and clothing sometimes gets wet or messy. We also try to go outside everyday so your child needs to bring a sweater or coat suitable for the weather. In lieu of backpacks we are asking families to bring a complete extra set of clothes socks, underwear, pants, shirt and shoes labeled with your child's name in a 1 gallon ziplock bag. This bag will stay at school all year. If items from bag are used and sent home please remember to replenish them.

Weather Closures

For weather closures the Preschool will operate on the same schedule as the Vancouver School District. **Please note: If the district has a two hour late delay, Preschool will be closed. Make up days are at the discretion of Director**

Take Home Bags

Every other week your child will be bringing home their Take Home bag home. These bags will contain all of your child's treasures that he/she has been working on. Please take time to look through their bags with them. Their work is very important to them, and sharing it with someone is a great esteem builder. Please remember that it is the process that counts not the product. After bags are emptied please return for the next take home cycle.

Fundraising

Family of Christ Christian Preschool is a self-sustaining ministry of Family of Christ Lutheran Church. To help sustain our program we rely on the financial assistance of fundraising. We will be doing a few fundraisers this year at preschool and it's our hope that each family participates in these events to the best of their ability.

Medication

Written parental permission is required in order for a preschool staff person to administer any medication (including Epi-pens or asthma medications). Please complete a "Medication Treatment" form this may be picked up in the Preschool office.

All medication must be:

In original container - Labeled with the child's name

Have clear written instructions for dosage for the child's age

Not past the expiration date

Have a current Doctor's prescription with instructions from the doctor for dosage and circumstances to be administered.

Epi-Pens and asthma inhalers need to be left at school for the school year.

Immunizations

An immunization record must be in your child's file. Forms are on our website. Please be sure to let us know if there are any updates that need to be added to record.

Chapel

Every other week, Pastor Kit will provide Chapel time for our students. We are hoping to share our chapel time with Pastor Kit in the Sanctuary this year as a group. We will distance our classes. She will focus on Bible stories, songs, prayer and conversation about God and His love.

Snacks

Snack will be served each day at preschool. We will make sure that the students are spaced out as far as possible from each other and that the tables will be adequately spaced apart. Snacks will mainly consist of crackers and individually wrapped items- fruit pouches, string cheese etc.

Birthdays

We will continue to honor each of the children's birthdays throughout the year and have a special summer birthday celebration at the end of the school year. You are welcome to bring individually wrapped treats or a non-edible treat to share with the class around your child's birthday. .

Volunteers

Volunteering will begin mid- October. Prior to volunteering all volunteers must fill out and submit the Background Check Form found on our website under the Registration/Tuition tab. We will be limiting the number of volunteers in the building to one per classroom per day. Sign-Ups will be done via a Google Doc. These docs will be sent out each month.

Report of Child Abuse

Any employee who has reasonable cause to believe that a child has suffered abuse or neglect is required to report such abuse or neglect directly to the proper law enforcement agencies. This is a mandated law.

Non-Discrimination Policy

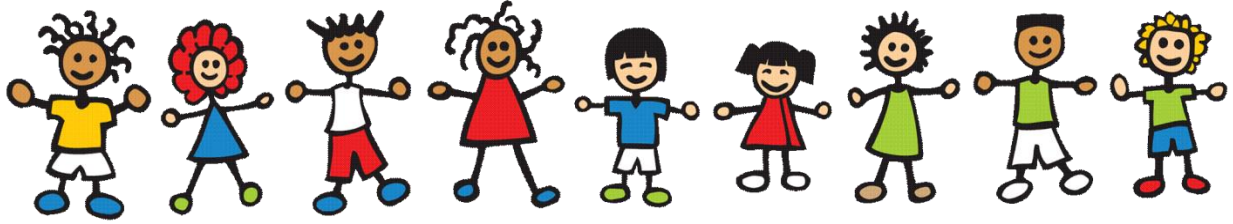
Our program will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

Discipline

At Family of Christ Lutheran Preschool we expect age appropriate behaviors, which include everything from hugging to hitting. Staff members will guide the behavior of children by setting up clear expectations and boundaries, positive reinforcement and logical or natural consequences. Initially, children will be redirected to another activity or area of the room to change the undesired behavior by introducing something new for them to participate in. Occasionally, if an undesired behavior persists, it may be necessary to remove a child from an activity or the main group of children for a short "time out". NO child will ever be isolated out of sight of a staff member. If a child has had a particularly hard day, the teacher will pass this information on to the parent at the end of the day. Parents will be contacted if there appears to be a consistent problem that needs to be worked through together. If the problem persists, after 3 conversations with the parent it may be necessary to remove the child from the program.

Special Learning Needs

Our preschool environment is designed to accommodate a wide range of learning styles and developmental levels. However, this school functions as a general educational facility and our teachers are not trained or certificated in the areas of special needs with regard to learning, development or behavior. If your child has needs that require constant individual attention that then may limit our ability to safely provide supervision for the other children in a class or group we may need to re-evaluate your child's placement. If we are not able to provide the learning environment that your child may need to reach their maximum learning potential, we may ask that you seek outside help for your child's specialized needs and/or that your child exit our program. Outside resources include your pediatrician, local school districts or other agencies that can work with you, your child and preschool if deemed an appropriate program with support.



2023-2024
School Calendar

August

30th Ice Cream Social 6:00-7:00

September

5th Classroom Visits 2's Class

6th Classroom Visits 4's Class

7th Classroom Visits 3's classes

7th Parent Orientation 6:30

11th First Day of Class 2's & 4's

13th First Day of Class 3's - 3 day class

14th First Day of Class 3's - 2 day class

26th Meet Your Classmates Spaghetti Dinner 2's & 4's

29th Meet Your Classmates Spaghetti Dinner 3's

October

6th Trike/Trek A Thon 3's

9th Trike/Trek A Thon 2's & 4's

12th Pumpkin Patch 3's classes

16th Pumpkin Patch 2's & 4's

24th School Pictures 2's & 4's

26th School Pictures 2's & 4's

27th Halloween Celebration : 3's

30th Trunk or Treat - TBD

31st Halloween Celebration: 2's & 4's

November

10th Veteran's Day NO SCHOOL

15th Pumpkin Pie & Popcorn Sunshine Room 4's

16th Pumpkin Pie & Popcorn Star Room 4's

20th-24th PROGRAM CLOSED Cleaning & Thanksgiving

December

9th Santa Event (TBD)
12th Christmas Programs 2's
13th Christmas Program 4's
14th Christmas Program 3's
15th Christmas Break Begins

January

2nd Classes resume
15th MLK Jr. Day NO SCHOOL
18th Family Game Night
22nd Pajama Day 4's

February

13th Valentine's Day Celebration 2's
14th Valentine's Day Celebration Rainbow 3's & 4's
15th Valentine's Day Celebration Sunshine 3's
19th President's Day NO SCHOOL

March

15th NO School ELEA Teacher Conference
25th Donuts for Dudes

April

2nd-5th Spring Vacation

May

13th Mother's Day Tea
May 17th Carnival Set Up
18th Carnival
21st Last Day 2's class
22nd Last Day 4's 3 day class
23rd Last Day 4's 4 day class
24th Last Day 3's

Snow days if any are made up at the disrection of the Director